Meeting Minutes
March 20, 2024

The meeting was called to order at 6:45
Pledges lead by Kim Jayjohn

Attendance:

Rabekah Beaver	P	Melanie Broud	P	Angela Crawford	P	Kimberly Jayjohn	P
Sue Malik	P	Sheila Nash	EX	Stephanie Parola	P	Cherie Parrish	P
Becky Reed	P	Amy Smith	P	Adam Wilson	P	Jennifer Wyatt	L
Jordyn Simpson	P	Delaney Reed	P	Charlee Polen	P		

P- Present, L-Late, Ab-Absent, Ex-Excused

Minutes: February meeting minutes were emailed to all members.
- Jordyn moved and Rabekah seconded to approve minutes with correction made. All in favor, motion passed.

Correspondence:
- Rebecca Rollin resigned from her position as president and member of the Advisory committee. Please remove her from any communication threads.

Treasurer's Report
- Sue reported on current accounts. Receipts turned in to Sue from Becky Reed and Kim Jayjohn for purchases approved in February. $482 approved in February will need to be split between saddle and SPSE accounts. Moved by Rabekah, seconded by Kim to file report for audit.

Bills: None

Committee Reports:

Audit/Special Funds:
- Approval of new form to request funds from the Special Funds Account.
- Two different sets of guidelines, one public and one internal.
- The difference is when dealing with the maximum amount. If the amount requested is not available in the project area account, then the board may consider taking the balance from the miscellaneous special fund.
- Any request for funds be turned in by the 1st of each month which gives time for advisory to review before being presented at a meeting.
- Since the audit committee is only truly busy in November it is being asked that this committee oversee the money requests.
- The only other big change is that any unused funds be returned to the board within 30 days of the event. This will include receipts and cash overage. If the requestor does not provide receipts or cash overage future monetary requests may be denied.
- The application will be posted to the Extension website.
    - Kim moved and Stephanie seconded to approve the form for funds request with modifications. All in favor, motion passed.

- Cherrie moved Jordyn second to make the special funds committee a part of the audit committee. All in favor, motion passed.

Publicity & Promotion Committee Report:

- See link. https://drive.google.com/file/d/1C3cFcNC8VHL_-Y7Tp2O2Fi3Y1SgvNHdy/view?usp=drive_link

Awards Committee:

- On Thursday, February 22nd, Stephanie reached out to Kim Polen, who was in charge of the Youth Leadership Award the previous year. She provided Stephanie with the Lorain County 4H Leadership Nomination Form that was used in 2023. The nominees for the County Level were reviewed by an outside committee that is based in Lorain County and works with and understands the 4h program. We also discussed the State Teen Awards, Hall of Fame, and Teen of the Year. She mentioned that Advisory, along with Jacki had decided to use the county Leadership Award nominees from 2023 to be submitted for State Awards. They reviewed all four nominee applications and ultimately made a decision. Jacki then submitted for the State Awards.

- On Tuesday, February 24th Stephanie met Jacki at the Extension office around 4pm. We discussed trying to streamline a process moving forward. Jackie provided all of the information she had. Including, the County Level Nomination form, the list of non-bias county review committees, and the lists of past winners of the 4H Alumni Awards, and the Meritorious Awards. We agreed that we would like to create one Volunteer and one Youth nomination form that will be used at the County Level. We both liked the idea of then submitting the county-level winners for State awards.

- On Monday, March 4th the Awards Sub Committee, consisting of Angie Crawford, Rebecca Rollins, and myself, met for a meeting around 645pm. I reviewed with them the information I obtained from Kim Polen and Jacki. We reviewed the Youth County Nomination Form and decided on a few edits/additions. I am going to work with Angie and Rebecca to get a rough draft for the next meeting that the Advisory Board can vote on. We also discussed the 4H Meritorious Awards, and 4h Alumni Awards for Adult Volunteers. The plan is to create a County Volunteer Nomination Form that will be used going forward for nominations for these awards as well. We are hoping to have these drafts available at the next Advisory Board meeting for review. The plan would be to roll these out on the website and in the Clover Communicator. All of the above information is located in the Awards Subcommittee File Folder, provided by Vice-President Angie Crawford, and is in my possession.

New Proposed Timeline:

- Applications for both Youth and Adult Volunteer Awards would be due September 8th of every year. This would allow time for applications to be reviewed and sent to an outside Lorain County, 4H knowledgeable company for their recommendations. The winners of these awards will be announced at the Awards Dinner in October. Then this would give Jacki/Extension enough time to submit applications for State awards before December 1st.

The committee will meet again to review nomination form drafts and ensure documents for Advisory Board review for our next scheduled meeting.

- Proposed a flow chart showing the progression through the awards process.
- Kim and Melanie have volunteered to join the committee for additional help.

Diversity, Equality, and Inclusion: (volunteer training). The next session is April 11th from 6-8 and if anyone is available to help it would be appreciated.

Old Business:

Melanie has taken on organizing the snacks Advisory is selling at the Endowment dinner. She will purchase a variety of chip packs to replace the popcorn.

- Jordyn moved to amend the previous motion to strike out the purchase of kettle corn and change to a mixed snack variety. Seconded by Cherie. All in favor, motion passed.

New Business:

- With the resignation of Rebecca Rollin, Angela Crawford will take over as president. The executive board has recommended Amy Smith for vice president.
    - Stephanie moved and Jordy seconded to confirm Amy Smith as the new vice president. All in favor, motion passed.

Stephanie spoke on behalf of Jeff Chenoweth. Jeff is asking about funding for this year's fun shows. They have an ending balance of $1060 left from last year's fair horse shows. He is requesting to retain the money from last year and if there is any extra to be funded.

- Question: Is Lorain County Fair one event or are they separate events?
    - Answer: After discussion, each horse event is considered a separate event.
- Question: Where is the money from registrations?
    - Jordyn- the goal is to get rid of the funds. What is the point of the funds just hanging around? Entry fees may go to support these events.
    - Question: Why were the entry fees not put back in the special fund accounts? Where did these funds end up in 2023?
        - Jackie and Sue are looking into the special fund accounts deposits to see if the registration fees were deposited into the special fund accounts.
            - Sue found $385 deposits to Saddle Horse and SPSE accounts.
        - Jen commented that we need to use these funds because the kids raised the money. Need to get this wrapped up and concentrate on advising instead of being a bank.
        - Angie recommended that all the funds should be with Junior Fair and not advisory.
        - Jen asked why we are handling the funds from entry fees.
            - Answer: Originally, the education board did not want to handle money. Money should go to the committee handling the event and not be deposited into the special funds.
- Jen moved and Kim seconded to table discussion as to the funds for fair horse shows. After discussion, the motion was tabled.
    - Money will be deposited and split between the saddle horse and SESP accounts,

- Melanie moved to deposit $1060 split between saddle horse and SESP accounts, and for Jeff to fill out new forms for this year. seconded by Jen.
- All 3 exec boards will meet to discuss the issue.

Signers need to be changed signers on the Huntington account.

- Cherie moved and Kim seconded to change signers on the bank account, removing Rebecca Rollin from the account and making the current signers as follows, Angela Crawford, Amy Smith, Rebecca Reed, and Sue Malik. All in favor, none opposed, Motion passed.

Extension Update:

https://acrobat.adobe.com/id/urn:aaid:sc:US:33d2ec02-b9ff-4b43-b46d-ab07bf324c8e

Jordyn moved and Jen seconded to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 8:36.

Snacks Amy

Drinks?

The next meeting will be held at the Lipton Recycling Center, 417 State St., Kipton. This is on the corner of St. Rte 511 and 20.