# CC 4-H Leader’s Council

# March 26 Minutes

Attendees: Linda Kraft, Louis Braun, Mike Moon, Amy Berg, Steve Horn, Emily Haver

ZOOM Attendees: Jessica Paul, Heather Humphreys

Mike Moon called the meeting to order at 6:07pm on March 26th at the CC Extension office

**Minutes:** September meeting minutes were read by Emily Haver, motioned to approve by Steve Horn, seconded by Linda Kraft, approved by unanimous vote

**Treasurer’s Report**: Steve Horn will remain treasurer

* Carbon County 4-H Leader’s Council accounts:
	+ Savings = ~$800
	+ Checking = $24,709.16
* Carbon County 4-H Leader’s Council funds held by Wyoming State 4-H Foundation
	+ Liability = $11, 976.29 (available funds)
	+ Endowment = $28,167.05 (unavailable funds, interest from Endowment goes into Liability)
* Bills
	+ All outstanding awards approved to be paid at the September meeting have been paid by Steve Horn
* Donations
	+ $500 from High Plains Power was deposited into the general 4-H account, then transferred to the Leader’s Council checking account

**Communications:**

* Thank you card received from Emily Zavorka for sponsoring her State Fair award
* Steve Horn received a thank you card from Mareya Barkman for sponsoring her State Fair award

**Committees:**

>Horse: A meeting is scheduled for March 28th at 3:00pm, available on ZOOM and in person at the CC Extension office

>Livestock: NA

>Small Animals: NA

>Shooting Sports: NA

>Static Projects: NA

**Old Business**

* **Council Positions**

>Steve Horn will stay on as treasurer, so Vickie Cooper will not take on that role

>Mike Moon and Vickie Cooper remain President and Vice President, respectively

>4-H Educator, Emily Haver, will serve as acting secretary

* **Leader’s Council Bank Account**

As it has been some time since the last Leader’s Council meeting, and the treasurer position was in question for a time, there is confusion as to exactly which LC members are signers on the bank account.

>Mike Moon asked if the new 4-H Educator, Emily Haver, was a signer on the account yet.

*Action Items: Emily Haver will ask the bank who signers currently are and try to become a signer*

* **Leader’s Council Funds**

>Mike brought up the point that Leader’s Council (LC) has a lot of funds that no one is using and that are just sitting there. If the LC receives written requests from 4-H members asking LC to fund their 4-H trips or projects, LC would be more than happy to help them.

>Steven Horn suggested putting something in the newsletter to remind 4-Hers this resource exists.

> Linda Kraft asked if there are guidelines for things the LC funds, like there are guidelines for things the Horse Committee funds, and that Emily Haver should ask Charlene Abbott if she had a copy of those guidelines.

>Mike Moon brought up the example that in the past the LC funds 75% of youth member funding requests and 100% of chaperone funding requests.

*Action Items: Emily Haver will put a notice in the newsletter regarding available LC funds and ask Charlene for guidelines in using those funds*

* **Fairbook Ads**

>Linda Kraft asked if the Leader’s Council received money from the fairbook ads this year/last year

*Action Item: Steve Horn will look through records and find answer*

* **2018 Taxes**

>Emily Haver explained that she and Steve Horn were unable to ascertain whether the appropriate forms were filed with the IRS for the 2017-2018 4-H tax year. On the recommendation of the 4-H state office and from research Emily Haver did on the IRS website, it was agreed to wait until a notice arrives in the mail notifying Leader’s Council it did not file the appropriate forms. If no such notice arrives, the forms were in fact filed. If the notice does arrive, action will be taken to file the forms.

* **Insurance**

>Emily Haver asked if the Leader’s Council handles any enrollment fees

>Linda Kraft explained that clubs used to collect enrollment fees and then sent money to the Leader’s Council that the Leader’s Council used to pay the state insurance fee. Now the Extension office collects all enrollment fees and pays the insurance fee to the state. $5 is for insurance, $10 is for program development. If the insurance rate has been increased, it should be assessed whether enrollment fees should be increased.

*Action Items: Emily Haver will find out what the current insurance fee is*

* **4-H Honor Cords**

>Mike Moon presented the controversy that some members who were in 4-H for many years but then dropped out their senior year of high school were disgruntled that they could not wear the 4-H honor cord at their high school graduation and presented the question, “Should we acknowledge the work they put in years before?”

>Steve Horn said he used to tell Cathy Craig (former 4-H Educator), how many senior 4-Hers he had and if they showed up to meetings and participated they received a cord, if they didn’t they did not receive a cord. It was a good retaining strategy for older members and club meetings are a big part of 4-H

>Amy Berg pointed out that with any other high school activity, if the student is not participating at the time of graduation they don’t get to wear those honors at graduation: National Honor Society, player on a sports team, etc.

>There was some more discussion about further requirements for the 4-H Honor cord (requiring a certain amount of achievement points, etc)

>Amy Berg suggested that we keep it simple to start with and as the program grows we can re-assess further requirements

>Linda Kraft motioned that 4-H Honor Cord requirements be set as follows:

 1. Be a current 4-H member at time of graduation

 2. Be a 4-H member in good standing

>Motioned passed unanimously

New Business

* Achievement Program Guidelines

Carbon County does not have a current 4-H guidelines booklet that all 4-H members can refer to. In old versions of this booklet are the county guidelines for the achievement program (earning a Green, Silver, or Gold level for completion of a record book and 4-H participation for the year). Emily Haver asked the Leader’s Council of they wanted to update and guidelines and how.

>Linda Kraft said she liked the guidelines and they should be kept as-is. Carbon County has always focused on Ed-Ops, community service, and exhibiting projects.

>Steven Horn expressed the wish to include some kind of commendation for members who are club officers but who don’t necessarily score well in record books

>Linda Kraft pointed out there are inconsistencies in the guidelines printed in two different places in the booklet

>Amy Berg commented that there used to be more of an incentive to complete record books and maybe that should be added (ex. Horse project members received a horse pin upon completion of a record book for that year)

>Linda Kraft pointed out the requirement that club leaders used to have to record their members’ participation in Ed-Ops and community service and report it to the 4-H Educator but that has not been done recently. There was some discussion as to the need to continue to do this and it was ultimately decided that it is an extraneous step. Club leaders can do so on their own if they think it will help their members remember what they did all year, but there is no need to turn a list into the extension office as the members participation is recorded in their record book

>Amy Berg motioned to allow Emily Haver to move forward with updating the Carbon County 4-H Guidelines based on the above discussion. Steve Horn seconded, motion passed unanimously.

*Action Items: Emily Haver will edit an updated version of the Carbon County 4-H Guidelines, then send it to the Leader’s Council for review before sending it to all 4-H members*

* Future of Leader’s Council

>Emily Haver asked the Leader’s Council (LC) if they wanted to continue with the current structure. Is LC still within its’ By-Laws? Does LC want to pursue creating project committees? Does LC want to involve 4-H youth or let 4-H youth form their own separate Junior Leader’s Council?

>Mike Moon said that 4-H youth are always welcome at LC meetings and that a 4-H senior used to serve as the LC secretary at one time. He then asked if there were legal repercussions to LC not following its’ By-Laws. As the By-Laws have not been reviewed for some time, no one knows if LC is still operating within them.

>Steve Horn and Mike Moon proposed the By-Laws be reviewed/revised at the next LC meeting

*Action Items: Emily Haver and Mike Moon will find a current copy of LC’s By-Laws, and Emily Haver will ask State 4-H about legal repercussions of being outside the By-Laws.*

* Committees’ Financial Responsibilities

>Emily Haver explained that many county-wide 4-H projects have money that is held by the Carbon County Extension office. According to Wyoming State 4-H Financial Policy money cannot be spent without a group decision, like a committee. How are projects to use their funds when no committees currently exist for them? (Not including the Horse Committee, which is in the process of being revived.)

>Steve Horn suggested that where a committee exists they can make monetary decisions, and where a committee does not exist the Leader’s Council will make monetary decisions for them.

>Mike Moon then asked where the Shooting Sports $1500 they had received from the State Shooting Sports Committee was located

*Action Items: Emily Haver will locate the $1500 from the State Shooting Sports Committee*

* Needs Assessment

>When Emily Haver was hired as the new 4-H Educator it was recommended that an assessment be made to determine the needs of the Carbon County 4-H program as well as future goals and how to reach them. Is this the right time for that assessment and what would it look like?

>Steve Horn suggested that it would be good to see a one year cycle of how Carbon County 4-H operates before engaging in a needs assessment. There was general agreement. He also suggested Emily Haver attend facilitation training as something like a needs assessment can bring up contentious issues and strong opinions.

>Amy Berg concurred and said that there will be time enough to re-evaluate the steps to take to make a needs assessment after Emily has seen what it looks like now

Closing Notes

LC agreed to let Emily Haver buy dinner for LC meetings out of the general 4-H fund and reimburse the fund with LC money by a vote at meetings.

We apologize for the poor quality of the ZOOM conference call for those who tuned in from home. We will work on getting a microphone.

Next Meeting:

May 21st @ 6:00pm at the Carbon County Extension Office

Adjourn: Amy Berg motioned, Linda Kraft 2nded. Adjourned at 7:45 pm