

Pennington County 4-H Leaders Association Meeting
May 12, 2020 – 6:00PM
Via Zoom

- I. **Call to Order** – Melanie Rausch (President) called the meeting to order at 6:09 pm MST
- II. **Pledge of Allegiance and the 4-H Pledge** – led by Melanie Rausch
- III. **Introductions – Roll Call** – Mary Williams (Leader of Cedar Butte Challengers), Christina Dehn (Leader of Heavenly Vessels), Kendall Dehn (Senior club member of Heavenly Vessels), Kim McCarty (Co Leader of Paws In Motion), Stephanie Wellman (Treas., Parent in Rushmore Riders & Explorers), Jacob Rausch (Co Leader of Folsom Pioneers), Melanie Rausch (President and Co-Leader of Folsom Pioneers), Regina Bakley (Pennington County 4-H Youth Advisor), Kim Suckow (Pennington County 4-H Staff Assistant; also volunteer with Rushmore Riders & Explorers), Ann Marie Johnson, Susan Meyer, & Patty Brunner (Co Leaders of Shamrock Riders), and Trisha Miller (Co-Leader of Rushmore Riders & Explorers) via Zoom.
- IV. **Secretary's Report** – Minutes of Last Meeting; Johnson motioned, Meyer seconded to approve minutes as written, vote passed on unanimous roll call vote: Williams – yes; C. Dehn – yes; McCarty – yes; Wellman – yes; J. Rausch – yes; M. Rausch – yes; Johnson – yes; Meyer – yes; Brunner – yes; Miller – yes.
- V. **Treasurer's Report**
 - Treasurer Wellman reviewed account balances, with current balance at \$76,132.27 (as of March 31, 2020), with a remaining budgeted amount of \$7,820.09. General fund monies equal \$34,501.67.
 - Proposal to make all youth prizes be awarded in cash instead of checks to avoid so many outstanding checks. A sign out sheet would be used for tracking. (The office uses a spreadsheet to create a list to begin with so it would just be a matter of printing it.)
 - Regina found out no cash prizes can be being used for anything from the 4-H Leader's Association, as there needs to be a "paper trail" accounting for all monies. Wellman questioned if this also applies to the petty cash box currently in use; Regina stated plan to reach out to State 4-H Program Director Dr. Tim Tanner to find out if we need to change this and how.
- VI. **Endowment Report**
 - Wellman stated \$18,844.53 was in the endowment as of Jan. 1, 2020; as of March 31st, we have \$15, 577.53. M. Rausch inquired what accounts for the value difference; Wellman stated that due to the stock market during the current COVID-19 pandemic, values dropped.
 - Miller brought up the need for our group to find a way to invest time into getting into contact with potential contributors to the endowment; Suckow brought up the suggestion of establishing a sub-committee to address this. Bakley brought up the difficulty in keeping up with alumni records, but supported the need to reach out to those connections. Bakley suggested sending out a general email to all the county's leaders to get volunteers to be on this committee. Johnson also suggested leaders in attendance tonight as well as other leaders take this volunteer opportunity back to their clubs to ask if parents would like to volunteer for this as well.
- VII. **Committee Reports**
 - 50/50 - need to make a committee again; Rausch and Bakley suggested an email be sent out to the leaders for requests for volunteers for this as well.
 - Workshops –
 - Bakley reported the summer workshops are "up in the air" due to COVID-19 regulations, with 4-H activities ceased until at least the end of this month. Bakley has considered reaching out to persons who could host virtual workshops, but this is currently on hold until more is known.
 - Horse
 - Johnson reported she and Meyer are working on going forward with the county horse show, but this is also uncertain at this point due to pandemic regulations. Bakley reassured she will keep the group updated as more is known about what is permissible.

- Record Books
 - Suckow sent out edits, but this is as far as this has gone thus far. Bakley suggested setting up a committee ZOOM meeting to get this finalized. C. Dehn brought up the need to do this soon, as we are already far into the 4-H year. Johnson brought up that we may need to be flexible for this year's books as some may have begun their books already, using the previous format. The group agreed flexibility with this will be important.
- By Laws
 - The By-Laws committee met but needed to await Dr. Tanner's suggestions. The committee will meet again soon to get these configured according to the new suggestions.


VIII. Unfinished Business

- Western Junior Food Booth – Suckow reported 2019 final numbers have now been updated; \$4,107.50 was brought in from the event, with \$1,975.18 profit after supplies were purchased and volunteer payments to the clubs were made, though Suckow is awaiting hearing back from some clubs about whether they want their money from this or not. Bakley encouraged keeping track of timeline of reminders about this so that if we haven't heard by six months and two reminders, money is kept by Leader's Association.
 - Wreath Fundraiser – Wellman reported \$5,482.32 profit from this event this year; last year's profit was \$3,941.98. Two clubs did booths at businesses this year and this brought in significant sales. Of the 60 extra wreaths purchased, 40 ended up being donated (and despite this, the additional profit was still seen). Clubs will be encouraged to have booths at businesses this next selling year.
 - McCarty brought up that it may be important to consider having the Leader's Association taking a cut to provide the incentive across all sales as opposed to just the incentive for new wreath sales so that we also have ongoing purchases from previous buyers as well. This option will be discussed at a future meeting as this fundraiser gets closer.
 - Treasurer Audit Meeting – Needed ASAP – this will include Cheri DeLong and Stephanie – office will send an email to those who have expressed interest. This is on hold until Bakley is allowed to return to the office; Suckow expressed concern given the July 15 tax deadline. Bakley suggested Suckow reach out to DeLong to see what her availability is and then go from there; Miller suggested reaching out to Jennifer Matkins, as she has also participated in the audit in the past.
 - Promotion & Expansion Committee
 - Bakley reported she has all 4-H participants, but is needing three non-4H adults and one non-4H youth (13-18 years old). M. Rausch suggested a name to contact. First meeting must take place before June 30th (ZOOM), committee meets twice/year. Brunner brought up another name (Cory Ferguson, now works as Community Liaison for Monument Health), Suckow agreed to contact him to see if he would be interested. Other names were also brought up as suggestions.
 - Desk Plaques for Officers –
 - Suckow showed the plaques purchased and they will be available to any clubs who have meetings at the Walter Taylor 4-H meetings. Suckow stated plan to put them in a container, along with the small American flag and small 4-H flag, and gavel.
 - Approval needed to remove Angela Lytle from Bank Account and add a current officer, vote needed with new name listed.
- IX. Wellman reported consideration of a couple additional people being added as signers was made, but no decision about who will be added has been made. Bakley and Suckow reported considering adding Miller and M. Rausch to the account as signers so availability of a second signer (in addition to Wellman) is possible quickly. C. Dehn motioned to remove Angela Lytle and add Trisha Miller and Melanie Rausch as signers on the Leader's

Association checking account, motion was seconded by Johnson; vote passed on unanimous roll call vote: Williams – yes; C. Dehn – yes; McCarty – yes; Wellman – yes; J. Rausch – yes; M. Rausch – yes; Johnson – yes; Brunner – yes; Miller – yes. (Meyer had left meeting) Johnson suggested Rausch and Miller take a copy of this meeting’s minutes to the bank when getting added to the account, as this has been desired by the bank in the past.

- Wellman reported we do not have two signature line checks yet.
- Request to purchase tabletop easels for county wide club use and programming – 50 count
 - Dollar amount was approved at last meeting via vote; Miller agreed to work with Suckow to get these ordered.
- Western Youth in Action Day and Wall Youth in Action Day – Cancelled due to COVID-19 closures
 - C. Dehn inquired about whether this may be planned for this summer. Bakley made the group aware we are planning to have the contests from these events at Achievement Days. SDSU is following a zero contact advisement as of now, but this may change.

X. New Business

- Vote on Achievement Day Theme:
 - State Fair Theme is “Perfect Vision of Fun”

 - No submissions for theme ideas have been submitted, so Bakley has extended deadline for submissions of theme to May 22.
 - Wellman stated perception of being unclear of whether 4-H county achievement days is even going to happen because no information has been sent out. Bakley stated this is due to uncertainty of what SDSU is going to decide – at this point, considerations of alternative ways to have our usual interview day, etc. are being made, but we are unaware what is going to be permissible. Suckow reported that at this point, we are simply planning as though both county and state fairs will happen but this could definitely change. Bakley reported that regardless of what occurs, there will be a way for static exhibits to be displayed here at the county level somehow, so youth should proceed in preparing static exhibits. Suckow reported that Dr. Tanner had stated his past week that if even one county fair gets canceled, youth will be allowed to participate at state without usual standards of going to state.
- Achievement Day Committees and Chairs
 - Bakley reminded the group we discussed having individual event volunteers to lead/head-up those events (e.g., Poultry volunteer to head up Poultry Show at the fair). Suckow reported there are records from the past indicating this is how achievement days was run in the past. M. Rausch suggested making a list of events that a “head” person is needed for.
 - J. Rausch inquired about whether beef will be able to be shown here in Pennington County; Bakley reported not yet, but this is a goal even if we end up having our 4-H youth show them along with Open Class Beef here rather than having to go all the way to Custer County.
- Regan Simons – CWF 2021
 - Simons interviewed and was accepted to attend CWF 2020, but the event was cancelled. Bakley suggested that the group consider allowing Simons to attend CWF 2021 without having to interview again next year. J. Rausch motioned, Brunner seconded, for Simons to attend CWF 2021 under the same

parameters she would've been allowed for CWF 2020. In discussion, Johnson inquired about whether we will then still choose two again in 2021. It was discussed that this is a budget issue and we have already allocated this, so that would indeed be possible. Wellman inquired about the money for this year's CWF 2020 as that money has already been sent; Suckow stated uncertainty about whether or not they are going to reimburse us for that. Wellman encouraged that we look into finding that out for sure so we know where we stand in budgeting for next year. Vote passed on unanimous roll call vote: Williams – yes; C. Dehn – yes; McCarty – yes; Wellman – yes; J. Rausch – yes; M. Rausch – yes; Johnson – yes; Brunner – yes; Miller – yes. Following the vote, McCarty voiced agreement that it is important to consider how much monies are spent in proportion to individual youth – that sometimes significant amounts are spent on a small number of youth.

- Gardening Grant
 - Bakley made the group aware she applied for a state gardening grant and we were granted \$200. Bakley stated that in order to receive that money, we have to spend \$200 and turn in receipts for reimbursement. A garden shed is desired, so Bakley encouraged we spend \$200 on a garden shed so we can use the grant monies in this manner. Johnson motioned the Leader's Association spend \$200 on a garden shed and turn in the receipt to be reimbursed by the state via the grant, J. Rausch seconded. Vote passed on unanimous roll call vote: Williams – yes; C. Dehn – yes; McCarty – yes; Wellman – yes; J. Rausch – yes; M. Rausch – yes; Johnson – yes; Brunner – yes; Miller – yes.
 - Miller inquired who will now purchase the shed. Bakley encouraged anyone who is interested in funding the \$200 shed up front contact her or if anyone knows of someone who would be willing to do some building, have them contact her. M. Rausch brought up that her neighbor may be able to help – she will look into this further.
- Join SD 4-H Leader's Association? See Email from Paula Linke.
 - Suckow read the email aloud, in which Linke stated Pennington County has not paid leader dues since 2016. Suckow inquired about why we stopped paying that. The group collectively cited that all thought \$3 out of our annual \$15 payment was going to the State Leader's Association. Brunner motioned that these dues be resumed. Suckow stated uncertainty what the cost of this will be (\$4/leader as we are paying after Dec. 31, 2019) or could wait until next year; Suckow stated we have 37 leaders, but 74 individuals (this includes the 37 leaders plus volunteers) pay the \$15 every year. After this discussion, Brunner withdrew her motion and suggested we find out more specific information and then continue this on next meeting's agenda.
 - Miller made the group aware of intention to moving forward with volunteering on the State 4-H Leader's Association and inquired about past participation from Pennington County in this regard and whether others are interested in doing so. Williams provided background, stating Angela Lytle was our last county representative on the State Leader's Association and encouraged Miller to pursue this.
- Leaders Association Taxes – Need Plan - Due July 15th
 - Wellman and Suckow reported concerns about what we are supposed to be doing. Suckow consulted with a 4-H parent who is an accountant (Friedel) and was informed the wording from the state guide about this are incorrect/confusing. Friedel suggested the Pennington County Leader's Association (PCLA) remain as a basic entity. A concern from Friedel was to make certain that the PCLA has its own EIN number, not the state's. Suckow believes we already do have our own EIN.
 - Wellman raised the concern that a) she is unqualified to file our taxes but is now in that role, and b) the two possible categories to choose we are in do not seem to "fit" our group. Suckow pointed out that a major consideration is the amount of REVENUE being brought in – that as long as we are not bringing in \$50,000 each year, we can continue to do the 990-N (e-postcard).

- Johnson brought up the concern that the tax realm is significantly out of the realm of our club treasurer's (and also adult club leaders, etc.), that more guidance should be being provided. Others agreed that access to a state entity (e.g., accountant) is unknown, but it would be helpful to have that. Bakley will find out if there is someone available to consult.
- Suckow and Wellman will gather the items needed for completing the 990-N (e-postcard) and email it out and then, upon approval, will submit the 990-N
- Sales Tax Questions
 - These need to be submitted twice/year (Jan 20 and June 20 yearly), per Wellman just found this out and we are getting assessed a fee (~ \$15) because it was not submitted on time. Wellman made the group aware that she found in going through our past financial records that these were missed in the past as well at times, but she will now monitor these deadlines closely going forward.
 - Suckow made the group aware that this sales tax applies to us because we purchase the photo boards and sell for a profit. Leader's Association is not considered non-profit. Within Rapid City city limits is 6.5%, outside is 4.5%.
 - Brunner made the group aware that there is a representative in Rapid City who provides helpful consultation about this – Brunner will share this contact info with Wellman post-meeting.
- Billboard photo award – Regina
 - Two billboards are currently out at the Rapid City Waste Facility. Bakley approached the group about possibly sponsoring a \$25 gift certificate to the 4-H Mall online site as a raffle – we would encourage people to take pictures by the 4-H billboards and post them online as a way of entering the raffle and this would promote our county 4-H program. Bakley suggested this as an activity than encourages a positive outdoor activity during the pandemic – that we offer one raffle per month. M. Rausch agreed to purchase the gift certificates and get reimbursed. C. Dehn motioned that we spend \$25 on a gift certificate for each of the three upcoming months (June/July/August) toward the billboard raffle project, Miller seconded. Vote passed on unanimous roll call vote: Williams – yes; C. Dehn – yes; McCarty – yes; Wellman – yes; J. Rausch – yes; M. Rausch – yes; Brunner – yes; Miller – yes. (Johnson left prior to this discussion/vote)

XI. Announcements

- Christmas Ornaments – just a reminder to create these – be sure to discuss this with your club!
- June 1st Project Area Deadline - just a reminder, be sure to pass this along to your club members!
- Deadline for all Entries to the State Fair is Tuesday **AUGUST 11th**. If this changes, Bakley will update us.
- Interview Day will be Thursday **August 20th**. Again, if this changes, Bakley will update all.

XII. Other Business

- Wellman inquired about the state asking for donations to cover virtual “camp” topics over the summer. Bakley has limited information right now, but will obtain more information and send this information out. Suckow stated each contest is \$300 (top five prizes given out each time totaling this). The state would be able to offer four contests per week if each county leader's association participates by sponsoring one full contest (\$300). McCarty motioned to approve sponsoring \$300 worth of State Summer Series activity, J. Rausch seconded. Vote passed on unanimous roll call vote: Williams – yes; C. Dehn – yes; McCarty – yes; Wellman – yes; J. Rausch – yes; M. Rausch – yes; Brunner – yes; Miller – yes.

XIII. Adjournment

- Rausch adjourned the meeting at 9:15pm MST.

XIV. Next Meeting(s):

- **July 14th, 2020**