

Pennington County 4-H Leaders Association Meeting  
November 10, 2020 – 6:00PM MDT  
Conference Call Meeting via Zoom (per COVID-19)

- I. **Call to Order** Secretary Trisha Miller called the meeting to order at 6:11pm MT. President Melanie Rausch was on the call, but due to poor connection for Rausch, and Vice President Christina Dehn was absent, thus Miller led the meeting.
- II. **Pledge of Allegiance and the 4-H Pledge** – led by Miller
- III. **Introductions & Roll Call:** Melanie Rausch (President; also Leader of Folsom Pioneers), Stephanie Wellman (Treasurer; Rushmore Riders & Explorers parent), Trisha Miller (Secretary; also leader of Rushmore Riders & Explorers), Kim Suckow (Pennington County 4-H Office Assistant; also Rushmore Riders & Explorers parent), Mary Williams (leader of the Cedar Butte Challengers; joined call at 6:20pm MDT), Jacob Rausch (Folsom Pioneers Leader), Lloyd Morgan (co-leader of Black Hills Home Explorers), Rebecca Friedel (co-leader of Black Hills Home Explorers), Patty Brunner (co-leader of Shamrock Riders), Denika Boomsma (leader of Elk Creek Drifters), and Regina Bakley (Pennington County 4-H Youth Program Advisor).
- IV. **Secretary's Report – Minutes of Last Meeting** - J. Rausch motioned to approve the September 22, 2020 meeting minutes as read. Wellman seconded; motion carried unanimously via roll call vote, with Secretary Miller abstaining (M. Rausch – aye; Wellman – aye; Miller – abstain; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
- V. **Treasurer's Report** Wellman reviewed account balances across all subaccounts, with current overall balance at \$74,657.49 and the Leader's Association subaccount individually with a balance of \$33,831.59 and a remaining 2019-2020 budgeted amount of \$7,657.49. Friedel motioned, Lloyd seconded, to accept the Treasurer's report as read. Motion carried unanimously via roll call vote with Treasurer Wellman abstaining (M. Rausch – aye; Wellman – abstain; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
- VI. **Endowment Report** – Wellman reported the total is at \$24,429.13, with approximately \$9,000 gained this year due to contributions and beneficial market changes over the last three months. The Black Hills Community Foundation group will meet next week to vote on the percentage we'll receive for the year.
- VII. **Committee Reports**
  - BHSS 50/50
    - Bakley reported she met with the Black Hills Stock Show folks and was told there will be just three main events at the Kjerstad Center on the Wednesday night, Thursday morning, and Friday evening the week of the stock show (Jan. 29 - Feb 6, 2021).
    - Bakley stated support for doing the 50/50 at BHSS as our other fundraisers have not been as big this year due to COVID-19. Boomsma voiced support for it, motioning that we proceed with the 50/50 sales at those three events during BHSS; J. Rausch seconded. Motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
  - Workshops
    - Jane Amiotte is preparing a woodburning workshop to offer in December. Another potential workshop is a scrapbooking workshop. Nothing has yet been set for January. Bakley invited anyone with desire to plan or lead a workshop to contact her with ideas, too.
  - Horse
    - Brunner reported there is no update.
- VIII. **Unfinished Business**
  - Changes to bank account –M. Rausch has not yet been added but will make sure to do so before the next meeting. Wellman questioned that there are two documents she was given this time for M. Rausch but there was only one document when she and Miller were added. Wellman will inquire about this to the bank.
- IX. **Gardening Grant – Shed** - No shed has yet been found or purchased. Bakley suggested considering using the shed behind the building, which she examined and seems to need a roof replacement and walls to be patched. After group discussion about the potential costs of this being too excessive, Bakley and Lloyd agreed to look into

what the needs of the shed would be and what the costs of those needs would entail and report back to the group at next meeting before using the grant to make the repairs. Friedel brought up the need to get this done soon, though, and motioned that if the cost is found to be under \$200 that the grant money be used to make the repairs. Lloyd seconded this and the motion passed by unanimous vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye). Bakley also reported back to the group that she found out weed removal costs would be thousands of dollars, so families will need to step up to clear the 4-H garden area. Lloyd stated it needs to be chiseled and covered. Lloyd will look at the possibility of doing so.

- Open Board Positions

- Vice President - Griffin nominated Lloyd, who accepted nomination. Brunner motioned that nominations cease; Friedel seconded. Lloyd was voted in unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
- Secretary - Wellman motioned for Miller to continue as Secretary (Miller accepted) and motions cease; M. Rausch seconded. Motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).

- New Year Budget (for 2020-2021)

- Suckow displayed the last three years' budget and actual expenditures for the group
- Suckow suggested adding the AD Premium (which is currently a separate line item) to the Achievement Days line item. Judges fees, awards, and office supplies would be covered in this. The only income for this item is photo board sales.
- Black Hills Stock Show (BHSS) line item - Suckow explained the \$200 for that is that we sponsor the Beef Cook-off meat.
- Camp Bob Marshall - Suckow explained we have not used this line item so she would suggest we remove it and look at adding it if the need again arises
- Don Brunner Scholarship line item of \$100 - Suckow explained that the L.A. promised to keep this going when we utilized the money from this line item to start the endowment, so this line item is set for us to continue this. Brunner explained this was never meant to be called a "scholarship", however, and that it was meant to rather be an incentive for a child who suffered a hardship during the year. Brunner suggested renaming this line item to Don Brunner Perseverance Award instead.
- Archery Scholarship - Suckow explained this line item is from an anonymous donation to the endowment with the interest amount designated to archery. Wellman and Suckow have been tracking the amount of interest accrual to figure out how many \$75 archery registrations can be covered by this. Wellman will know more this week once she finds out more about how much interest is received from the endowment. She can report back at next meeting, but right now Wellman estimates that three registrations ( $\$75 \times 3 = \$225$ ) may be able to be covered.
- Endowment Support - Suckow would like to see a committee assembled for this line item, as the idea for this is to get an annual mailing list and then a mailing sent out to continue building the endowment, but time limitations for office staff has limited progress on this. Suckow would leave this line item at \$750 in hopes that a mailing could get set up and occur this year.
- Insurance - Suckow reported we don't currently use any of the \$1800 budgeted as staff insurance packages are covered by the county or state due to employment setup. Suckow recommended we do keep the line item but simply reduce it to \$100.

- Leader Development - Suckow suggested it stay at \$400 to cover trainings and travel, if needed
- Leader dues to State - Suckow suggested reducing this budgeted item to \$100 rather than \$1000 based upon current need
- Trips - CWF - Suckow stated we currently have a credit due to COVID requiring last year's conference to be virtual, so suggested we leave it as is.
- Recreational Event - Suckow suggested leaving this line item at \$2000
- Leader's Association Scholarship - currently budgeted at \$500; Friedel inquired if choice of scholarship recipients is tied to record book completion or how recipient(s) are selected. Bakley explained there is an application process with several components involved, including an essay and interview.
- State 4-H Meeting line item - Suckow explained this is for Teen Leadership Camp and is currently designated for \$400 and she would suggested leaving it at that.
- State Shows - WJ Livestock and WJ FCS Shows are covered in this, Suckow reported. Suckow suggested leaving it as is, until more is understood about a change in agreement between 4-H and Western Jr. We are currently still assisting with FCS Show.
- Treasurer - Suckow explained that \$200 is allotted in our budget, though we've always had individuals do this voluntarily. Suckow suggested we leave this, however, as this may not always be the case and we'd be smart to have this allocated in the case of a change.
- Overall budget suggestion made by Suckow, then, is \$11,900 with the above -mentioned suggestions. Friedel inquired about costs for 4-H building upkeep, painting, items that break, etc. Suckow made the group aware the county supplies the paint and if something was needed to be replaced or kept up, we would then do a specific vote and use money from the General Fund as it is very difficult to create an estimation for the budget. Friedel then inquired if we are accruing money for room upkeep and computers; Suckow explained these are items included in the county budget, not Leader's Association budget.
- Suckow and Wellman made the group aware the current income from fundraisers for this year is at \$11,314.78.
  - Lloyd motioned to accept the proposed budget for 2020-2021 year; Brunner seconded the motion. Motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
- Zero Out end of 2019-2020 balance - Wellman explained the desire to have a vote to allow her to balance the books for the end of the 2019-2020 year. Griffin made a motion to allow Wellman to do so; Lloyd seconded. Motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
- 501c3 status - Wellman explained to the group the the Leader's Association lost their 501c3 status due to not filing taxes during past years due to confusion about doing so. Wellman researched and discovered we do need the 501c3 status and found out it will cost approximately \$2000 (estimated from Ketel Thorstenson per consultation). The endowment says we could see if the city would be willing to let us go under theirs, but Suckow stated she did not think this was the case. Wellman will look into this but stated regardless, the LA will have to pay the back taxes from prior years and Wellman is entirely uncertain what that cost will be other than the \$300/hour charged by accountant to figure it. Miller cited perception of importance of this being done professionally so everything is done accurately and legally appropriately. Brunner moved to update LA status to 301c3 and pay for tax completion as well as taxes due to bring our tax records to being in good status. Friedel seconded the motion. In discussion, Wellman clarified that there would be a \$275 application fee for the 501c3 and likely about \$2000 to get

it filed and in place. The amount of taxes owed is uncertain but cost for taxes to be done would be \$300/hour, with no idea of how many hours would be needed. The group proceeded with vote, wherein motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).

- Youth Mental Health Training
  - Bakley explained Jane Amiotte has been offered an opportunity to offer/teach this course for free, whereas there is usually a fee per individual involved. Griffin stated perception this would be an important offering, especially given the ill effects of COVID on mental health. Lloyd motioned to approve Amiotte to hold this training; Griffin seconded. In discussion, Friedel inquired about costs of copies and materials. Suckow and Bakley stated these items could easily be covered by office supplies covered by the county budget. The group proceeded with vote, wherein motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).
  - Sam's Club Card Membership Dues - Suckow made the group aware our card membership renewal will be coming due and cost is approximately \$165. Lloyd motioned to renew the membership; Brunner seconded the motion. The motion passed unanimously on roll call vote: (M. Rausch – aye; Wellman – aye; Miller – aye; Williams – aye; J. Rausch – aye; Suckow - aye; Morgan - aye; Friedel - aye; Brunner - aye; Boomsma - aye).

#### **X. New Business**

- Checking Account Debit Card
  - Bakley explained desire for group to consider acquiring a debit card through our bank account at BHFCU that could be kept in the 4-H office for purchases online. Bakley reported having checked with the State Office/Dr. Tanner about this and she was told debit cards are allowed as long as they are tied to a checking account (not a stand-alone credit card). Much discussion was held on this meeting topic. Friedel reported the Black Hills Home Explorers Club did get a debit card and used a payment voucher system; she saw this as favorable. Wellman and Miller voiced concern about whether a debit card is truly needed and whether or not the individual risk of those listed as signers on the bank account are put at unnecessary risk. Lloyd stated feeling there would be a daily limit to prevent someone from emptying the account; others agreed. Brunner agreed the risk is high for those involved as well as high for our organization and that more information needed before a decision is made. Miller also stated desire for a written usage policy to be in place before the county begins to use a debit card; Brunner agreed. Suckow also stated bylaws would need to be changed. Miller and Wellman agreed to find out if there is indeed a daily debit limit, if text/email alerts can be put in place for debits, etc. and report back at next meeting. Item was tabled until next meeting.
  - Christmas Ornaments
    - Bakley reminded club leaders that at least one ornament (green and white) is desired from each club for placement on the Pennington County 4-H tree to be displayed at the old Governor's Mansion locally at their annual tree viewing event.

**XI. Announcements - None**

**XII. Other Business - None**

**XIII. Adjournment**

- Lloyd motioned for adjournment; Brunner seconded.

**XIV. Next Meeting(s):**

- **January 12<sup>th</sup>, 2020 Virtual Meeting at 6pm MDT**