

Pennington County 4-H Leaders Association Meeting

March 3, 2020 – 6:00PM

Walter Taylor 4-H Building

- I. **Call to Order** – Melanie Rausch (President) called the meeting to order at 6:03 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), Linda Kelly (Co Leader of Paws In Motion), 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), & Patty Brunner (Co Leader of Shamrock Riders) via Zoom.
- IV. **Secretary's Report** – Minutes of Last Meeting Williams Motioned to approve the January 14, 2020 minutes as is. McCarty 2<sup>nd</sup>. Motion carried unanimously.
- V. **Treasurer's Report**
  - Wellman reviewed account balances, with current balance at \$68,929.25 (as of January 31, 2020), with a remaining budgeted amount of \$7,390.65. All funds are accounted for and amounts are balanced.
  - Suckow announced that Wellman spent lots of time on the 2018-2019 records and was able to get them to balance, so the audit will be easy.
  - Negative sub accounts- Wellman proposed to make the sub accounts 0.
    - Discussion was had about why the accounts are negative. Suckow and Wellman explained:
      - Recognition – Suckow explained that Achievement Day Premiums were entered into the wrong sub account. Wellman and Suckow will get this fixed and the Recognition account should not be negative.
      - Achievement Days - only has Photo Board as income and that doesn't cover the cost of trophies. Some of the negative was passed on from prior year. Suckow suggested this should be a Budgeted sub account each year to help pay for those supplies/awards. This way it wouldn't end as a negative each year.
      - Black Hills Stock Show Youth Day – Negative amount carried over from previous years, nothing but the meat for the beef cook off was purchased by the leaders at the 2020 event. Suckow again suggested this be a budgeted sub account so that it does not fall negative in the future.
      - Camp Bob – unsure of what this account was originally for, at some point in the past it became negative. Assuming it was to help members with camp fees.
      - Veterinary Science – was negative a year or more ago. Only event is skill-a-thon during Achievement Days.
    - McCarty motioned to make the Achievement Days, Black Hills Stock Show Youth Day, Camp Bob, and Veterinary Science sub accounts zero. Williams seconded; Linda Kelly – abstained on this vote; motion carried.
    - Wellman will complete this action in each of these subaccounts and will note in each account the date of this meeting and vote.
  - Outstanding Old Checks – Wellman requested advice on what to do with old outstanding checks that have been given to members but not cashed/cleared the bank. Wellman mentioned we will not cancel checks as that is expensive. Wellman suggested after 6 months most banks won't take them so we would void the paperwork that originally requested the checks and no second checks would be written after the 6 month mark. It was discussed to notify the payee's twice before 6 months after the check date. Discussion to publish a list. Discussion to publish in 4-H Friday with a note in the body of the email that the list is attached. Williams moved to publish a list of outstanding checks or they will be voided on a certain date. Dehn seconded. Motion Carried unanimously.
  - Petty Cash – Wellman requested that we up the petty cash at the office from \$50 to \$100 as the office runs out of change quite quickly several times a year. Williams motioned to increase Petty Cash to a total of \$100. McCarty seconded. Motion Carried unanimously.
  - Square Costs –

- Wellman asked the association if they want her to track the transaction costs of square. Wellman and Suckow explained that although we pass on the Square fee of 2.75% to each credit card transaction it still doesn't cover all the Square fees and the association ends up covering a guess of a few hundred dollars per year. It was confirmed that yes the group would like Wellman to start tracking just Square Costs.
- Wellman also asked about credit card fees and questioned if it is legal to add the 2.75%. Wellman found information on the government websites that says government and Non-Profit are the only ones allowed to pass on credit card fees. It was discussed that the Leaders Association is not Government, but is Non-Profit because of the categories used when obtaining an EIN. Melanie Rausch suggested that this needs to be looked into further. Suckow asked for everyone's help to look into this issue. This discussion was tabled to find out more and move on with the meeting.

**VI. Endowment Report** – Vote on Distribution - keep or return to fund? Melanie Rausch explained that the endowment gives us an option to cash out the interest each year around this time. This year the total is \$806.42.

- Archery scholarship – Suckow explained that after speaking with Matthew Olson it was explained that the Ponderosa Pine Archery Club helped provide several thousand dollars to start the endowment with the expectation that a few archery scholarships would be provided to those that couldn't pay the \$75 lane fees at Black Hills Archery each year. The plan was to use the distribution if the Leaders did not have enough funds.
- Horse scholarship - Don Brunner Scholarship – Suckow explained this is the same way as archery scholarship. The original funds were used to help start the endowment and it was arranged that this Annual \$100 scholarship would always be provided either from the annual distribution or from the Leaders Funds.
- Brunner motioned to move the distribution of \$806.42 back into the endowment. Dehn seconded. Motion carried unanimously.
- President filled out form to return to Black Hills Area Community Foundation with the Distribution being added to the total available to the fund's principal.
- Melanie Rausch read the most recent quarterly Statement of Activity from the Endowment: Beginning Balance: \$16, 743.24; Ending Balance: \$18, 844.53.

**VII. Committee Reports**

- 50/50 - Bakley and Suckow explained the provided spreadsheet of 50/50 data. 4-H Income after expenses was \$1,949.53. They mentioned that it was much easier to only sell at the major events held at the Kjerstad Center. Seller Volunteer spots filled up and help was not a problem. They did mention that the Committee could use a few more members and maybe new members as Bakley and Suckow had to be there every day of the event.
- Workshops - Bakley explained nothing planned at this time, but are working to have some this summer.
- Horse – Bakley announced Shamrock Riders 4-H Club will be providing Horse Training on Sunday March 8<sup>th</sup> here at the Walter Taylor 4-H building at 1pm. The Pennington County 4-H Horse show is planned for June 29<sup>th</sup> with the rain out date of July 1<sup>st</sup>.
- Record Books – Bakley announced still working to get the edits made and back to the committee for review.
- By Laws - Bakley explained the committee was on hold waiting for Dr. Tanner, State 4-H Director, to give us direction. The office has now received the document "Director's Introduction to Procedure H-R-19-02: Organizing, chartering, Reporting, and Disbanding 4-H Clubs/Affiliates". This document tells us what our charter and constitution must include. These items will then guide our By Laws. Now the Committee needs to meet again to decide on proposed changes and bring them to the next Leaders Association Meeting.

**VIII. Unfinished Business**

- Western Junior Food Booth – No current update – still waiting on responses from clubs

- Wreath Fundraiser - No current update – still calculating club amounts
- Treasurer Audit Meeting – Needed - include Cheri and Stephanie – office will send an email to those who have expressed interest. Suckow announced that De Long is available Tuesdays and Wednesdays at 5:30 pm or on Sundays at noon or 1pm (not March 15<sup>th</sup>). Stephanie Wellman and Kim Suckow can make most days work if we have two volunteers that can come conduct the audit during one of these times. DeLong, Wellman, and Suckow would be there for support/information.
- Dog Club Equipment – Paws In Motion – At the last meeting the Leaders Association asked Paws In Motion to bring proof via emails or letter that Paws In Motion and Extraordinary Friends had never split up. Thus then giving them rights to the agility equipment Extraordinary Friends uses. Kim McCarty presented emails that indicated that Extra Ordinary Friends and Paws in Motion were to work in cooperation with each other and not in competition with each other. They are in the packet presented to the Advisor. McCarty suggested that in the new document HR-19-02 in page 12 #2 when the County 4-H Advisor was running the club they appointed McCarty and then Tiana Shuster to be the leader of Extraordinary friends. Emails were provided to prove this. McCarty asked then if she was not removed from the appointment is she still a leader of Extra Ordinary Friends? McCarty asked if the club was in the hands of the Penn. Co. 4-H office and they were Temporary Leaders, was the club disbanded at that time? Much discussion was had about this. After discussion it was decided that this needs to fall back to 4-H Advisor Bakley and she will work with Dr. Tanner to come up with answers.
- Promotion & Expansion Committee – Bakley announced she has then 4-H members and adults she needs for this committee but is looking for 3 adults and 2 youth from the community that are not 4-H Members or volunteers. She has asked quite a few people, but has not had any luck in recruiting anyone. They would only need to meet twice a year. This committee would work together to help 4-H reach areas in the community they may not be reaching currently.
- Desk Plaques for Officers – Vanway Trophy – Bakley and Suckow suggested the Leaders purchase desk plaques for officer titles for clubs to use in meeting room. General consensus was that this was a good idea. DeLong suggested we get a quote on cost. – Suckow will get a cost and bring to next meeting. Suckow announced the Vanway quote for these was \$78.15 before tax. Dehn motioned to purchase the officer desk plaques or even smaller ones for \$78.15. Wellman Seconded. Motion carried unanimously.

## **IX. New Business**

- Scholarship – Suckow explained that each year there must be a vote to offer the scholarship to allow advertising to start. Williams motioned to continue with the scholarship again in the 2019-2020 4-H year. McCarty seconded it. Motion carried unanimously.
- Approval needed to remove Angela Lytle from Bank Account and add a current officer, vote needed with new name listed. Bakley explained that in the new document from Dr. Tanner (H-R-19-02) it states clubs must have 2 signatures on checks. Bakley is unsure if this is also for Leaders Associations. Discussion was to table this until an answer from Dr. Tanner was received as this would change who may be the second person on the account to give easier access to signing checks if needed.
- Do we want to choose a Theme for Achievement Days again? If yes can promote theme ideas until May and vote in May on Theme so it can be announced at start of summer.
  - State Fair Theme is “Perfect Vision of Fun”



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- Dehn motioned to have a theme at Achievement Days in 2020. Williams Seconded. Motion carried unanimously.

- Request to purchase table top easels for county wide club use and programming – 50 count
  - [https://www.amazon.com/CONDA-Medium-Tabletop-Display-Wooden/dp/B06WVGQV7X/ref=sr\\_1\\_15?keywords=table+top+easel&qid=1582911252&sr=8-15#customerReviews](https://www.amazon.com/CONDA-Medium-Tabletop-Display-Wooden/dp/B06WVGQV7X/ref=sr_1_15?keywords=table+top+easel&qid=1582911252&sr=8-15#customerReviews)
  - [https://www.amazon.com/12-Pack-Tabletop-Easels-Painting-Standing/dp/B073WVH2M3/ref=sr\\_1\\_5?keywords=table+top+easel&qid=1582911252&sr=8-5](https://www.amazon.com/12-Pack-Tabletop-Easels-Painting-Standing/dp/B073WVH2M3/ref=sr_1_5?keywords=table+top+easel&qid=1582911252&sr=8-5)
  - [https://www.pinterest.com/pin/847099011145295562/sent/?invite\\_code=19be5182f5f74b2f84bbc8d9e476573f&sender=181199722415915375&sfo=1](https://www.pinterest.com/pin/847099011145295562/sent/?invite_code=19be5182f5f74b2f84bbc8d9e476573f&sender=181199722415915375&sfo=1)
  - Suckow explained this request as there were two large clubs in two weeks requesting the office for a large number of table easels. Plus 4-H Advisor Jane Amiotte could utilize these during outreach and 4-H Advisors could use these for county wide workshops. Williams moved to spend up to \$140.00 on easels for the county. Dehn seconded. Motion carried unanimously.
- Western Youth In Action Day and Wall Youth In Action Day – request to vote on whether to hold these events again this year. Dehn motioned to try make both events happen provided weather cooperates. Wellman seconded. Motion carried unanimously.

#### **X. Announcements**

- New Policy – “Guardians, Visitors, or Adult Participants (GVAP) Code of Conduct” was handed out and a short review given by Bakley. All leaders need to read this document, see attached.
- Christmas Ornaments – Each year Landmark Community Church, which is located at the old SD Governor’s Mansion hold “Christmas at the Mansion”. They reached out to our office to display a tree at the event this year. Bakley explained that the office purchased a white Christmas tree and set it up for the duration of the event. Green ornaments were used and many compliments were received. The office would like each club to make a green ornament with the clubs name or logo on it for next year’s tree. Since many clovers are out at this time of year the office thought it was a good time to make this request. Requirements for the ornaments are: they must be green, if clovers are used they must have 4 leaves, and should have the club name or logo on it. Clubs can use any type of ornament they would like to, homemade, classic ball ornament, etc. This is a great advertisement opportunity for our organization.
- Key Lock Box – Update that the Extension Advisory Board approved the purchase of a second key lock box for the west doors. When this is ordered, installed, and available to use the office will notify each club as they use each room and let them know the code as well as which key box the keys are in.

#### **XI. Other Business**

- XII. **Adjournment** – At 8:02 pm Dehn motioned to Adjourn the meeting. Williams seconded. Motion carried unanimously.

- XIII. **Next Meeting(s):** May 12, 2020 6pm