

Board of Directors Minutes
April 26th, 2018

Meeting was called to order at 7:00PM by President Peter Bruce.

Members present: Peter Bruce, Steph Posbrig, Jamie Udulutch, Ellen Pawley, Jann Pfaff, Jacey Heller, Matt Eide - everyone introduced themselves to James

Youth: Zach Heida, Sarah Heida

4-H Youth Educator: James Boling

Guests: Betty Otter, Flash Gordon

Secretary's report: Jamie moved to approve the secretary's report. Matt seconded the motion.

Treasurer's Report: Treasurer's report was presented. Money was taken out for the trips.

Correspondence: The board received a letter from Midwestern Insurance about the changes to the plan. Peter will send out copies to the board if you would like to read it.

Open Business:

- A. Strategic Plan (2018 goals Communication and Document sharing) – Board members to remember passwords, Matt will do a demo on document sharing.
- B. Square Devices (Policy status finance committee) – The task force met last night about the square procedure/policy. They presented the procedure to the board. The board recommended changing procedure to square device policy instead of square device procedure. Ellen approves to policy with changed title. Jamie seconded the motion
- C. Board Book (Section 8 status finance committee) – We are just waiting for the finance committee portion.
- D. Cloud Based Documents/Email Distribution (Matt to show us how to upload documents) – Tabled till the end of the meeting.
- E. IT Director Position – No resumes have been received for this position. If anyone knows anyone with IT knowledge, talk to them.
- F. Insurance Policies – Jerry presented a letter about the questions for liability insurance. He talked more in-depth about the letter. We only have to worry about property. What is defined as educational? What about the volunteers who support the food stand. Jerry will go back and clarify. Another question for Jerry to clarify is what is educational vs non educational program. Kitchen committee liability to be decided by July. Dave Johnson and Peter to go meet with insurance agency.
- G. Kitchen Committee (Rebates/Issues) – Rebates have been sent out. Molly will put the kitchen meeting on the calendar. Overall, things are going well. Seed money - Finance committee knows ahead of time of what to pull out. They plan on selling the cash registers for seed money. Mandatory meeting May 2nd.

H. Pending Volunteers/Pending Youth – There are currently 30 people pending. 9 volunteers are missing VIP training. VIP training is coming up in the beginning of June. James stated that in the next couple of weeks, everyone should be good to go.

I. Curriculums – Few request have come in. Literature will through open house at the fair grounds. Barb is taking the lead on this.

J. Awards-committee review ages/trip requirements - Ellen presented a copy of what the past awards committee meeting was. Changes cannot be made within the month. Trips are based on what states/counties provide. The trips are open to anyone. The committee can only plan so many trips and 2019 is already budgeted for. If youth can go to any trips that they want to, if they pay for there own trip.

K. Fair Sticker ribbon proposal - Peter distributed papers last month about ribbons. Steph moved to pay the \$500.00 with the request of having our banner ore visible in the arena, exchange VIP parking with more guest parking, and financial effect of having our display away from our 4-H Kitchen.

New Business:

A. Checkout procedure - cleaning the closet went well, everything is well organized. The board created a rough policy on checking out items. Molly will have a check-in/check-out list. Leaders should return items within 72 hours of completion of the event. If leaders need items longer, contact Molly for check out/schedule it with her. Need to notify Molly 3 days in advance before picking up items that you would liked checked out. Bring back supplies to the office when finished. You may renew items if you need it longer. Jann will draft a policy for next meeting.

B. Bookkeeper - Betty provided a balance sheet to the board.

Standing Committee Reports: (committee liaison)

Activities and Events (Matt): Nothing to report.

Awards (Ellen): September 29th are ME interviews at the Oconomowoc branch of Waukesha State Bank. They spent most of the meeting working on the budget. Members will have to pay a slightly higher percentage for the trip than in past years due to increase of cost of trips and lack of funds. Record book workshop is July 25th and record books are due August 29th.

Camp (Jann, Jacey): Camp staff training is Saturday, there are 24 camp counselors, and 22 youth registered for camp. Early bird sign up deadline is May 15th, the theme is Blast from the Past.

Endowment (Peter): Waiting to hear what the distribution is this year from Dave Johnson.

Expansion/Review (Matt and Jerry): tabled till next month.

Fianance (Jacey): Received a letter from the WI 4-H Foundation, they would like us to donate .50 cents per member. We gave \$1000 last year and want \$820 this year. The finance committee stated to wait till we get endowment fund. This is tabled till next month.

Foodstand (Jim and Jann): Mandatory meeting is next Wednesday. They are working on/finalizing pricing for menu. They went from US Foods to Rheinheart. They will have samples of the new food at the mandatory meeting.

Fundraising (Peter, Jamie): Meeting was cancelled and rescheduled for next Thursday.

Leadership (Barb): Nothing to report.

Promotions (Matt, Barb): Trying to have teen council work on an activity book. Use displays to present 4H, put banners in exhibited areas, and give away fans and work on scavenger hunt for fair.

Youth Rep (Emily, Zach, Sarah): Nothing to report. There is a Milwaukee Boat tour planned for May 20th.

Youth Development Educator Report (James Boling): James is stated that he excited to be here :) He comes from working at UW-Waukesha, and that he has passion working with youth. He would like to familiarize himself with our 4H Clubs and policies. James stated that we can contact him anytime.

Meeting was adjourned at 9:05PM.

The next board meeting date, time and location will be May 24th located at UW-Waukesha at 7:00pm.

Respectfully submitted,
Stephanie Posbrig