

Board of Directors Minutes
August 24th, 2017

Meeting was called to order at 7:02 by President Peter Bruce.

Members present: Peter Bruce, Ellen Pawley, Jann Pfaff, Steph Posbrig, Jamie Udulutch, Terri Johnson, Matt Eide, Jayce Heller

4-H Youth Educator: n/a

Guests: Betty Otter, Flash Gordon, Jerry Braatz, Laura Meyer

Secretary's report: Jamie moved to approve the secretary's report. Jann second the motion.

Treasurer's report: Treasurer's report was presented.

Correspondence: n/a

Open Business:

A. Strategic plan – Matt talked explained that yard signs were distributed to promote fair. Along with the email communication for the board has been created. The board will look over other action items in the next meeting.

B. Square devices, storage locations – The board agreed upon having the tablets, cash drawers, etc all locked at the office. They will have roll over passwords for protection. There will be a policy/guideline created about what to do with the electronics once an event is over. There was discussion about having a sign-out sheet, time limit/rent limit, having a 2 to 3 day notice to retrieve the electronics from the office, and have the person who checks them out sign for them. It was discussed about have at least 2 people know the passwords. Matt is going to work with the kitchen committee on a procedure. Food stand, silent auction, gala and charter groups can use electronics, but they would need to create their own accounts. The bookkeeper and treasurer will be the only ones to have keys to the locked cabinet. Members can check out the drawers with the tablets.

C. Committee descriptions, review and vote – Tabled till next month.

D. Cloud based documents/email distribution – Few emails have been set up so far. The gala will be getting an email along with having board member accounts. There was discussion about creating standing committee email. Matt would like us to make a list of who is getting an email. The board would like to make it personal. Terri moved to have the email be first name.last name @waukesha4h.org, ie. Steph.posbrig@waukesha4h.org. The board will leave it up to the standing committees to decide who should be on the distribution list. The committee liaison will get emails from the committee chair. The board members and committee chairs will have a procedure where the president will know the password and put it in a sealed envelope and locked at the office. There was discussion about have another admin/back-up president who would also be the keeper of the passwords.

E. IT director position – Tabled till next month.

New Business:

A. Foodstand fair report– There was an increase of sales from last year. Insurance for the kitchen went up drastically. It needs to be a yearlong policy, 7/1/17 to 7/1/18. The typical charge is \$943 but was \$5 dollars more this year, to make it \$948. There was an additional fee, of \$655, making our total \$1,603.00. Laura Meyer will work with Gary Meyer to get numbers straight and to straighten out the bill.

Standing Committee Reports: (committee liaison)

Activities and Events (Matt): No report, county website still under construction.

Awards (Terri): Record books are due to the office on Aug. 30. ME Interviews will be held on Sept. 23. Will be using sign-up genius to schedule interviews. Youth banquet will be held in Nov. 5th from 4-6PM. It will be a tailgate themed banquet at the New Berlin Ale House. September 30th will be the record book check.

Camp (Jann, Jacey): Camp was successful. There was 75 youth that came and there were no issues. They will be doing it again next year. They have 13 non-4Her's. They posted lots of photos on social media.

Endowment (Peter): The state has given us nothing for 2016 and we should of received something this past late spring. They will be sending a direct request to the state. The state is charging us more fees. Dave Johnson is working on finding out what is happening.

Expansion/Review: (Terri) Nothing to report. Jerry would like 4 or 5 sentences on what the committee has done over the year.

Finance (Terri, Jacey): August 28th is the yearly audit. Rick Blankenship is doing the audit.

Food Stand: (?): Wrap up meeting is on September 22nd.

Fundraising (Peter, Jamie): The committee has secured the Mariott West in Pewaukee for March 9th. Donation letters will be sent out September 1st. Envelope stuffing will be September 20th. They had to put down a \$1,000 security deposit.

Leadership (Stephanie): No report

Promotion: (Matt): Meeting is next week. They will give dates to Molly at the office to put on the website.

Youth Rep: (Emily): No youth present.

Youth Development Educator Report: (Jerry Braatz) – They hope to have the youth development educator position filled by January. Interviews are going to be November and December. HR is filling a lot of vacancies. County board to decide on the 2018 budget, \$39,000 is what the county is asking from the state. They are operating on a deficit.

Dog project – The dog project needs to buy insurance for the trailer. They wanted to get insurance through 4H. They need to get an estimate on what all of their equipment and trailer cost. Insurance must go on charter name. Also, the leggo league what they do for insurance.

Fairy Entries – 4H exhibits are down this year. Jerry provided statistics on youth in 4H.

Meeting was adjourned at 9:08 PM

The next board meeting will be September 28th at 7:00, located at UWW N-027

Respectfully submitted,

Steph Posbrig, Secretary