

Prince William County 4-H Association (PWC 4-H Assoc.)
Bi-monthly Advisory Council Meeting Minutes - November 27th, 2012

Attendees:

- Linda King – Extension Agent to PWC 4-H Assoc., Cindy Puryear – Ext. Staff, MaryBeth Lerch – Ext. Staff, Matt Valentino – President, Alan Lerch – Vice President, Sydney Nguyen - Treasurer, Michelle Boice – Secretary and Compass, Suzanne Seaberg - Footprints, Maria Seaberg – Alpaca and Footprints, Terry McCarty, Carla Valentino – Green Club, Nikolaos Valentino – Trigger Time, Sandy Arnold - Nokesville, Mary Lou Malo, Donna Weisheit, Catharine Root – Behind the Seams, Vania J. Root – Behind the Seams, Emily Lerch – Trigger Time, David Lerch – Trigger Time, Marie Lerch – Nokesville

1. Welcome/Introduction – Linda King and Matt Valentino
2. September 11, 2012 Meeting minutes were approved with a minor edit to misspelled name.
3. Treasurer’s Statement/Report – Sydney had copies for all attendees and went over it. We have an ending balance of \$26,356.70 before CD’s and \$48,479.76 with CD’s.
 - a. Donna asked where the Recognition Night Silent Auction money fell within the line items of the budget and Sydney said it was under the VCE Fund - Income line.
 - b. Donna’s question brought on the discussion that because of the 501c3 requirement that we have to be accountable to and to help members understand why we need to do fundraising; the Treasurer’s report needs to be re-designed to be more of a line by line itemized report showing in more detail the income and expenses of the PWC 4-H Assoc. We need to include somehow the club’s income and expense activities as well due to the 501c3 requirements.
 - i. It was decided that the PWC 4-H Assoc. Executive Officers would meet to discuss and decide how this should be done.
 - ii. Matt asked about the Finance Committee and what were their duties with the budget. Sydney responded that they usually meet in July to discuss this for the upcoming PWC 4-H year. Linda mentioned that a lot of this planning happens through email.
4. Committee Reports
 - a. Publicity
 - i. PWC 4-H has been in the local papers; *Manassas, Bull Run Observer, and Gainesville* for Wreaths Across America (WAA) fundraiser promoting our partnership with WAA. A press release will be going out to the local papers soon promoting the WAA Ceremony on Dec. 15th and PWC 4-H’s participation in attending this event.
 - ii. *Innovations* – State Publication interviewed Linda, and volunteers about PWC 4-H,
 - iii. There were pictures of us at National Youth Science Day in the PWC 4-H Assoc. Wednesday newsletter.
 - b. Recognition & Awards
 - i. 5 Youth members and 3 Adult members of the PWC 4-H Association have been nominated for All-Stars and will be going to Districts. Numbers are limited so this is quite an honor to have so many from our County going.
5. Old Business

- a. PWC 4-H Association Bylaws update
 - i. Board Members finalized the PWC 4-H Assoc. Bylaws over the last 2 months and they will be voted on tonight at the end of the meeting after everyone has had a chance to read them over. We need these to file with the 501c3 before Dec. 31st.
 - ii. Donna suggested and Matt agreed that the PWC 4-H Assoc. needs a form of some kind that those who choose to be official members of PWC 4-H Assoc. will sign giving them the right to vote and PWC 4-H Assoc. will know who they are. The form would inform them of what they are agreeing to; choose to members, have the right to vote, agree to attend 2/3 of the by-monthly meetings, etc. and they have the choice to sign it or not. The secretary with the Board Officers will draw up the form for the next meeting in January.
- b. Leader Kick-off – Sept. 22nd, 2012
 - i. Went well and had lots of fun. Matt and Alan talked to leaders about the 501c3 and speakers were there.
- c. Recognition Night
 - i. Also went well. Lots of things were sold at the Silent Auction, Speakers were engaging, food was good. We are already thinking of next year. Maybe have some public officials come and speak and attend.
- d. National 4-H Week – Oct. 7-13th, 2012
 - i. National Youth Science Day – 20 kids and adults went , eco-botics experience (cleaning up a spill) and was challenging, tour of National Conference center- History of 4H, good time held by all. Japanese contingent visiting the capitol and they were there too. Coordinator sent 20 eco-bot kits.
 - ii. The PWC Govt. County Supervisors - Corey Stewart pretty much said that they were not going to cut the funding for 4-H. Donna asked Mike May if we were going to have a long wait to know what we will be getting funding wise and he said if they can help it, we won't. We need to be engaged in the community to stay visible and viable.
 - iii. The 4H Display by MaryBeth was great in the McCoart Building. There was a display at the Nokesville Library and currently a VCE display at the McCoart Building.
 - iv. The Chick-fil-A Fundraiser went well and decorated the whole lobby. Donated Cookies and tea for the Recognition Banquet. Wanted us to come back around St. Patrick's Day.
 - v. Tractor Supply near PWC 4-H office was 4th in the state for selling Clovers. The store wants to be #1. Would like 4-H there every day during next 4-H Week. Money gets to us after National and such but we are going to get some. Our portion will be \$155 of the \$518 total that the store sold.

6. New Business

- a. Club Reports
 - i. Alpaca Club – Maria reported – We are a new club and having a great time. We have 4 members and 2 guest members from Maryland 4-H that help us to learn about working with Alpacas. We are still thinking of a club name. We work with the Alpacas to get ready for our first show. Lexy has Babycakes, Rachel has Ricky, Rayanne has Grand Marn-yay. Our first show is next weekend, Dec 1st at the Virginia Expo in Richmond, VA. We will be competing in Showmanship, Obstacle Course, and Public Relations. We will be starting a website that will have our calendar, the things that we have learned and

other new information. She ended with a joke: Knock, Knock; (who's there?) Alpaca (Alpaca who?) Alpaca a suitcase if you packa the car!

- ii. Green Club – Carla reported – They have 4 members and are learning about composting, planting, building a hummingbird garden, and vegetable garden. Everyone is enjoying the club and they can take new members if they can get another Adult volunteer.
- i. Trigger Time – Emily reported - Since the last association meeting Trigger time competed in the district shoot on October 6th. We had 28 shooters participate. We had the largest club participation in the district. Trigger time also won the team competition. There were many outstanding individual and team performances as well. We hosted Mrs. Olson from the NRA at one Monday night meeting. She was being filmed for an award she's receiving for helping to educate youth in shooting. Crossman is giving her an award. At the end of the night Crossman and the NRA gave us two air rifles and two air pistols, tee shirts and pellets. We also did one of our largest fund raisers of our year. We collect money at the gate for the VGCA gun show. They pay us and we also ask for donations at the door for a scholarship fund to help send kids to shooting camps and other programs. Our club is in the process of orienting a few new members. They have done a couple of nights of BB gun and air pistol and one or two nights of archery. Our firing lines are packed with kids. We also had six new instructors trained at Holiday Lake in October.
- ii. Nokesville – Marie reported - We have several projects active right now: sewing, horse, dog, comm. service, & robotics with the innovation robotics. They elected new officers at the Nov. meeting and will be in the Nokesville Christmas Parade Dec. 8. Sandy is organizing the northern dist. horse judging contest to be on Dec. 1st. See below for community service schedule: November 15, 4pm-5pm, Sort food from schools food drive (6 volunteers): Names are Libby, Marie, David, Evan, Jackie, Andy, Zak., November 16, 4pm-5pm, Sort food from schools food drive (6 volunteers): Names are Shelby, Bakers, AnnaJane, Sauls., November 19, 4pm-6pm, Help clients carry packages to their vehicles (6 volunteers); Names are Libby, Marie, David, Megan, Shelby, Hutchens., Nov. 10, 2012 - Hurricane Sandy collection efforts - drop off at Saul house. see yahoo email list for details., Dec. 1, 2012 - 10am, Stream Restoration and Wetland Project - Volunteers are needed to plant trees at the Dawson 's Landing Wetland Site. It will be held on Saturday December 1, 10am until completion. The address (access to the wetland) is through Mr. Graves property located at 15544 Wigeon Way , Woodbridge VA. We will plant maybe 150 to 200 trees(small trees). Please RSVP to Raymond Zuspan at rzuspanjr@gmail.com. Come prepared to get muddy and bring your own spade shovel and gloves, dress warmly., Dec. 7, 2012 - General Club meeting - Collection of new or gently used children's books for low income families of Harlan, KY. Megan K.'s grandmother will deliver books to this location for us., Dec. 15 - Laying of Wreaths - our club will be participating in this event. Please contact Libby, Marie or Tara if you are interested in going with us as a group to Quantico. Those who have rsvp'd to come are: O'Leary, Lerch, Kern, Zuspan, Owsenek, Guber, Miller, Hutchens, Kohn, Keiser, Landoll,

Pelletier, VanSkiver, Arnold, Nguyen., Dec. 29th - SERVE shelter breakfast volunteering: Names are Landoll, Pelletier, Arnold, Kolwicz, Puryear, Kohn. Alternates are Keiser.

- iii. Compass – Michelle reported - We have 2 new families that have officially joined the club and another new family thinking of joining. We have been working on the Junior Master Gardner certification from Sept. – Oct 2012. Ranger McClevey came to meet with us at the PWC Fairgrounds and taught us about erosion and weathering; the good and the bad issues that can arise because of them. We also have been learning about how to build gardens that will not erode easily and how to make plants thrive. At the end of October we went to the Learning Gardens and had a great time learning about different plants and composting. From Nov. 2012 – March 2013 we will be learning about Improvisation Acting. We are looking into entertaining possibly at an Assisted Living Center once we learn how to do Improvisation. We are planning on going on Dec. 15th to the Wreath Laying Ceremony at Quantico National Cemetery.
- iv. Behind the Seams – CathRine reported – We are a new sewing club that has started and they have just elected their officers. They are excited about the club and have already picked out their materials for their sewing projects and have begun to work on them.
- v. 4-H Footprints – Suzanne reported – we have 15, 5th and 6th grade members and 3 adult volunteers at Mayfield Intermediate. They have ranges of experiences in the club and do at least 1 service project a month. In October they helped with the PW Trails and Streams Coalition cleaning up the area trails and streams and CiCi's pizza donated lunch as a thank you. In the November they will be working on "Rake Out" at Byrd Park. They are having fun providing a service to the community. They are also looking forward to attending Capitol Day.

- b. Office training – Nov. 28th, 2012 at the McCoart Building. All set but Linda could still use some more volunteers.
- c. Christmas open house Dec. 13th, 2012 from 10am-2pm at the 4-H offices.
- d. Innovations Robotics
 - i. Lockheed donated some money for this event and 4-H contributed robotics equipment for use and volunteers with robotics expertise who served as teachers. The event is the 2nd Saturday in Dec. at George Mason University.
- e. Fundraiser – Pecans/Poinsettias and WAA
 - i. Nuts haven't shipped yet and hopefully they will be here by Friday. Sales are really down. Poinsettias are down too but not as much as Nuts. Fundraiser committee is deciding whether we want to continue the nuts and just do the poinsettias. Will have some extra poinsettias.
 - ii. WAA going well and looks good for the future. We are looking forward to the Dec. 15th wreath laying ceremony at Quantico National Cemetery.

7. Bylaws/501c3/Conflict of Interest

- f. We are currently using the old EIN number. According to VA Tech, we have until December 31, 2012 to use it. We have received the new EIN # 46-1054608 and will start to use it by Jan. 1st. ARTICLES OF INCORPORATION have been filed with VA, effective date of October 1, 2012.
- g. The Form 1023 application is in the process of being completed. It should be ready for filing in Dec. We have 30 days to fix any questions the Govt. may have for our forms.

- h. As a stand-alone 501c3 entity, PWC 4-H Assoc. will be responsible for sending out any requested donation receipts. According to the IRC, there is certain wording that must be on the donation receipt letters. Until the 501c3 approval letter is received from the IRS, all receipts must indicate that we have applied for tax exemption status and therefore the donation MAY be tax deductible.
- i. President, Matthew Valentino signed the MOU agreement which was prepared by VA Tech. Linda King will forward to VA Tech for their signature. This completed form will be an attachment to the Form 1023 application. We need to let the clubs know that they are NOT to do their own tax reporting and clubs need to be chartered through the 4-H program.
- j. Bylaws – **voted in** with 12 of the attendees with some minor corrections.
- k. A Conflict of Interest policy was also approved by 12 of the attendees. This policy is also an attachment to the Form 1023.
- l. Board Officer Signatures were acquired during the meeting for appropriate documents.
- m. Copy of everything needs to be sent to VA Tech.

Next Meeting is January 8th, 2013 from 7-8:30pm at the McCoart Building

President – Matt Valentino

Vice-President – Alan Lerch

Treasurer – Sydney Nguyen

Secretary – Michelle Boice

Committees:

Executive committee – Chair – Matt Valentino

Finance committee – Chair –Leslie-Ann Stevens

Publicity committee – Chair - Terry McCarty

Program committee – Linda King

Recognition, Awards and Portfolio Committee – Chair – Leslie-Ann Stevens

Membership committee – All