

PWC 4-H Association Council Meeting Minutes For May 22nd, 2016

Attendees:

Matt Valentino- Association President, Alan Lerch – Association Vice President, Tom Harrigan – Association Secretary, Sydney Nguyen – Association Treasurer, Mary Beth Lerch- Extension Office, Christina Harrigan – Extension Office / Nokesville 4-H, Carrie Busekist - Extension Office, Donna Weisheit – Association Advisor / Leader Pins and Patterns

Meeting called to order at 2:00 PM by Matt Valentino – McCoy Conference Room; Manassas County Office Bldg. This was an Annual Retreat Meeting for the Association.

1. Discussion of 2015/2016 association to evaluate Association's support to PWC
 - a. What did we do well?
 - 1 Financial support to clubs (a brief review)
 - 2 Events throughout the year (discussion on calendar year 2016 – 2017)
 - 3 More discussion (open agenda for thoughts ideas)
 - b. What can we improve on?
 - 1 Communication with clubs and internal to Association?
 - Improvement on communication is #1 priority.
 - Improvement on e-mailing to clubs, the association, and the Ext Office
 - Establish process to send out Meeting Minutes - Assoc. Secretary
 - 2 Engagement of Association with clubs
 - Break up county into regions for assignment of clubs for Association members to visit and engage.
 - List of Clubs: Need time and dates for club meetings.
 - Need to attend club meetings, briefly address group and bring brochure.
 - Need list of recruitment needs & info on what is needed for volunteer positions
 - 3 Providing guidance to assist clubs (financial requirements etc...)
 - Some events were “short” on needed volunteers
 - Financial requirements are described in the Financial Guide book published by Donna last year
 - Need calendar of event Start Dates (when volunteers should begin planning, begin campaign, etc.) for Fund Raiser Committee, & Scholarship Committee
 - 4 More discussion
 - Regarding Volunteering in 2016:*
 - This year we had a lot of All-star participation for Public Speaking (preparation, judging)

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2. Vision of Association Goals for the year (What do we expect to accomplish by Jun 2017)

Questions to drive conversation:

- a. Are there new programs/events that we need to establish?
 - Youth Adult Development Fund – Fill out form, can be used for scholarship
- b. Do we have goals to create more clubs or increase membership?
 - Membership Committee will form and meet to discuss results of club meeting attendance by Board members (debrief)
- c. Are there any State or Federal programs we could sponsor for our young adults (individual mentoring)?
 - Under consideration

Any thoughts on establishing cross county partnership programs (Provide funding or mechanism to send child to other counties to be a guest at a specific club)

- Under consideration
- d. Should we sponsor a family weekend at 4-H recreation sites? TBD
 - e. What is our plan for Scholarships – Determining need and granting requests-- Scholarships process (Association take lead of effort)
 - Must continue discussion
 - f. Discussion of responsibility between Association and PWC office
 - Unable to address until we meet new Extension Agent
 - g. Other thoughts - Summary
 - Association should include EOE Statement in By-Laws
 - October (10/14/16) – Plan a Recognition Night or Recognition Night / Picnic (all one event)
 - Fund Raising Committee - Matt will work on plan for this committee
 - ELC Meetings – Donna will attend
 - Civil Rights Amendment on everything we send out
 - Continue drive for clubs to take over new responsibilities
 - Newsletter spot content for Association updates
 - Continue efforts with Portfolio Program
 - Establish g- mail accounts for Treasurer, and Association

3. Treasurer

- a. Final updates to the Financial Request Form used by clubs/individuals to request \$\$\$ from association
 - Treasurer's Report presented, 2016/2017 Budget line Item review and discussion

Action: 10K CD Roll-over motion passed by voice vote.

Directors & Officers Insurance – can/should we get it, what is the cost...etc.

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- b. Discussion took place
- c. Status of Signed Accountholder/Debit Cardholder Agreements (received 20 of expected 50) though some accounts are in transition so my expected #'s may be decreasing....
 - Discussion took place
- d. Guhl/Barlow/4-H Fund CD's all coming due 10/17/2016 – determine what to take out/put in/rollover, and for how long
 - Will address in future Mtg.
- e. Budget approval

Action: Motion passed by voice vote – Budget Approved.
Action: Association will review and approve all current 2016 scholarship requests

4. Fundraising Process?

- a. Roles of the Association—Plan of action
 - i. Should Association sponsor PWC events throughout the year
 - ii. Utilize club volunteers (can be multiple clubs per event)
 - Under discussion and further review pending Extension Office advisement and updates

Of special Note: The Association was unable to fully discuss issues involving the Extension Office as well as new policies affecting the Association due to the absence of the newly appointed county extension agent. As a result, a special meeting with the Association has been scheduled for July 12 at the Manassas office for the purposes of establishing communications and updates with the new agent. In the future we would hope to include this person in our regular meetings for purposes of updates and advisement as part of our overall goal strategy for PWC 4-H.

Calendar of Upcoming Events

- May 19th Thurs. Graduating 4-H Seniors Dinner Staff Olive Garden Manassas
- June 8th Virginia 4-H State Congress Attendees Meeting, McCoy Conference Room, Sudley North Office Building 7-8 PM
- June 27th – 30 State 4-H Congress, Virginia Tech, Blacksburg
- June 27th State 4-H Horse Show Meeting at 4-H Office
- July 17th – 21 Prince William / Stafford Junior Camp, Northern Virginia 4-H Center
- August 12th – 20 Prince William County Fair Children's Barn at PWC Fairgrounds, Manassas
- August 15th – 19, 4-H Fair Day Camp at PWC Fairgrounds, Manassas

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- September 1st Due: Portfolios, Project Records, Outstanding Member, Secretary and Treasurer Books, Year End Summaries at 4-H Office, Manassas
- September 1st President's Volunteer Service Tracking Deadline On-Line (covers July 30, 2015 – August 1, 2016)
- September 14 – 18 Virginia State 4-H Horse and Pony Championship, Lexington, Virginia
- Recognition Day 2016 (Date TBD) Staff/Volunteers, Prince William Lions Club Manassas – 6:30 PM

Adjourn - 6:15 PM

- **Next Meeting:** - SEPTEMBER, 2016
- Matt Valentino- Association President Alan Lerch- Association Vice President
- Sydney Nguyen- Association Treasurer Tom Harrigan- Association Secretary