



Green County 4-H Executive Board

Presidents

Dawn Smith

Washington Center

Jackie Nusbaum

Next Generation

Vice

Presidents

Ann Goers

Washington Center

Secretaries

Katy Dickson

Browtown Busy Beavers

Treasurers

Correna Storkson

Washington Center

Abbi Andrews

Next Generation

Members At

Large

Stacy Leitner

Clarno

Tyler Sievers

Clarence Bridge Pioneers

Mara Dickson

Browtown Busy Beavers

Skye Dickson

Browtown Busy Beavers

Emily Goers

Washington Center

Brooke Mueller

Clarence Bridge Pioneers

Mirielle Smith

Washington Center

Jr. Leaders

Advisor

Debbie Myers

Next Generation

Extension

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On the Web:

<https://green.extension.wisc.edu/4-h-youth-development/>

Executive Board Meeting Agenda

January 1, 2024 – 6:15-7:15 PM – Zoom ONLY

<https://uwmadison.zoom.us/j/97483509343?pwd=SktxMWhMOWVJdUoyNTREWDVUWERQZz09>

AGENDA

1. Call Meeting to Order: Dawn Smith
2. Additions to the Agenda
3. Secretary's Minutes:
4. Treasurers' Reports:

- a. Junior Leaders: INCOME EXPENSE BALANCE – Abbi Andrews
- b. Adult Leaders: INCOME EXPENSE BALANCE – Correna Storkson

Business:

5. Raising & Managing 4-H Funds

- a. Annual Financial Audit of 4-H Adult Leaders account – Need additional auditor
- b. Review & determine procedure for approving 4-H Expense forms (see pg 2)
- c. Request for extension of 4-H Travel Scholarship Application deadline: a new member joined after the Fall Scholarships deadline, but is registered for 4-H Space Camp. Could this youth go through the spring application process?
- d. Request for clarification of eligibility for 4-H Travel Scholarship Mini Grants: should 4-H Travel Mini Grants be given only to youth who go through the normal scholarship application and interview process, or be given to all youth registered for 4-H travel experiences?
- e. Discuss and draft a proposal for 4-H Adult Leaders Association for how the 2023 Colony Brands donation of \$3,341.10 should be allocated (see pg. 2)
- f. Request for financial support of 4-H Project Days (March 23 & June 8) from the Project Mini Grant fund

6. Organizational Planning & Policy Management

7. County Level Programs & Committees

- a. 4-H Project Days (March 23 & June 8) – Need help seeking presenters
- b. Area Animal Science Day (June 19 or 20)
 - i. Coordinating committee of the 6 species will meet in Jan/Feb and appoint a chair, who is currently an enrolled 4-H adult volunteer
 - ii. 4-H Adult Leaders will be the fiscal agent (financial activity May-July 2024). Requesting a rolling committee account for this event.
 - iii. Seeking a committee/group interested in working with the Extension Office to coordinate and serve the lunch (performing arts committee is considering it)

8. County Level Recognition

9. Future Agenda Topics for Joint Junior & Adult Leaders Executive Board meetings

10. Next Meeting Date - Monday, February 5, 2024 @ 6:15pm via Zoom

11. Adjourn



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5.b. Review & determine procedure for approving 4-H Expense forms

- Previous procedure
 1. Individual seeking reimbursement fills out the expense form (or the Extension Office does)
 2. If it is a committee expense, confirmation that this is an approved expense is sought by signature of the committee financial secretary or committee chair
 3. 4-H Adult Leaders treasurer signs the expense form and cuts the check
 4. An adult member of the Executive Board reviews and signs all expense forms
- New proposed procedure
 1. Individual seeking reimbursement fills out the expense form (or the Extension Office does)
 2. Confirmation that this is an approved expense is sought by...
 - If line item is overseen by a committee, then the committee financial secretary or committee chair are asked to sign the form
 - If the line item is not overseen by a committee, then the expense must have been approved as part of the budget or at an Executive Board or Adult Leaders meeting, in which case an appointed member of the Executive Board is asked to sign the form (with the Board President serving as a back-up in the case of a conflict of interest).
 3. 4-H Adult Leaders treasurer signs the expense form and cuts the check

5.e Discuss and draft a proposal for 4-H Adult Leaders Association for how the 2023 Colony Brands donation of \$3,341.10 should be allocated

- In 2023, we received \$2,165.65 from Colony Brand, and allocated it as follows:
 - \$1,600.00 to Club Mini Grants – for a balance of \$2,069.98 (plan to distribute \$4 per member)
 - \$0 to Project Mini Grants – for a balance of \$1,290.00 (plan to distribute up to \$200 per project)
 - \$565.63 to Travel Mini Grant – for a balance of \$915.63 (plan to distribute up to \$50 per travel)
- As of December 2023, the balance of the Mini Grant funds are:
 - Club Mini Grant - \$269.00
 - Project Mini Grant - \$1,491.23
 - Travel Mini Grant - \$615.63