

January 28, 2024 LC Meeting Minutes

San Juan County 4-H Leaders' Council
Scheduled: 1-3 PM Sunday Jan 28, 2024

People in Attendance:

Youth Leaders:	Elian B. (San Juan), Moose K. (Orcas), Betty B. (Lopez)
Officers:	Courtney Oldwyn (LC President), Leslie Neal (LC VP), Katie Fleming (LC Secretary - <i>absent</i>), Kathy Babbitt (LC Treasurer), Jan Sanburg (LC Past President), Terri Brown (LC Past President)
Leaders:	Trisha Arnot (Lopez), Kris Bayas (San Juan), Rachel Carney (San Juan), Kathy Morris (Orcas), Rosa Potts (San Juan), Susan Risser (San Juan), Peter Risser (San Juan), Wendy Waxman (San Juan), Dana Kinsey (Orcas)
Extension Staff:	Jennifer Krembs (WSU 4H Coordinator)

Minutes:

1:02 PM: Meeting called to order by President Courtney Oldwyn, present first ~15 minutes. Leslie Neal VP stood in after Courtney's departure. Rosa Potts (Leader) stood in as Secretary in Katie's absence.

Meeting was held as a hybrid meeting with 5 in attendance at WSU and 13 in attendance online via Zoom meeting hosted by WSU coordinator.

This January meeting was somewhat unusual in that we had a total of 53 proposals brought forward for Leaders' Council consideration. As a result, this session was primarily dedicated to addressing the 22 proposals deemed most time-critical by the Executive Committee for consideration in January. Lengthy discussion was required on some of these, and the meeting was extended by vote several times. Kudos to all for sticking through a long and content-rich discussion.

Full content of all proposals was available as pre-read to all Leaders via e-mail attachment 10 days prior to this meeting; see links. Motion outcomes for all are listed below in table format, in accordance with Article IV of the Policy Manual.

Links:

1. [Agenda LC 1-28-24.pdf](#) as published prior to meeting
2. [Meeting Recordings and Transcripts](#)
3. 4-H website (where agenda/minutes are posted):
<https://extension.wsu.edu/sanjuan/4h/helpful-links-and-documents>

Motions / outcomes:

These are all motions considered during the meeting, not just policy decisions. They are in order of procedure and serve as our detailed minutes. To see just the policy-significant motions, open this PDF:

[Outcomes_of_2024_January_28_Motions.pdf](#)

Motions: I move to	Author	Second	Vote	Discussion Summary:
accept minutes	terri B	Kathy B	Majority pass	updating roles and names of participants
extend time by 2 min for discussion during treasurer's report	terri B	leslie n	Majority pass	
reinvest \$6039.79 back to the endowment	jan S	Kathy B	Majority pass	1) keeping 5K in expendable 2) Is this endowment a/the venue for livestock to puy a new tent for the arena? - No
agenda flexibility for student speakers	leslie	wendy	Majority pass	
Item 3: Rename document. Change naming from Premium Book to "4-H Exhibitor Guide" in all documents	confusion	confusion	tabled	
table item 3: Rename document	jan S	Kathy B	Majority pass	
item 45: LC Meeting Rules	terri B	kristina	Majority pass	clarification
item 46: Required Financial Reports	terri B	jan	Majority pass	
amend: item 46: (include) to posts on 4H website	terri B	leslie n	Majority pass	Jan: it's all public information Kathy M: It's all Public information and we are a non-profit
call the question	terri B	jan	Majority pass	close discussion, move to vote
Item 46.5: Written Financial Reports	terri B	Kathy B	Majority pass	
item 52: Policy change to 7-day's notice	leslie	terri	Fails 3:3	No change; remains 10 day's notice prior to meeting.
amend: to keep discussion on 10 to 7 days, table teams (remove teams discussion from motion)	leslie	terri	Majority pass	Desire for Teams training. Reconsider use in future. Pros/cons of multiple methods of communication.
item 49: Payment of KYG expenses	terri B	kathy	recalled	
take 10 minute break	rosa	terri	Majority pass	

Motions: I move to	Author	Second	Vote	Discussion Summary:
Item 09: Fair Entry Cards	leslie	Kathy B	Failed	student response,
call question to end discussion	terri B	leslie n	Majority pass	close discussion, move to vote
extend time 30 min 3:32	terri B	leslie n	Majority pass	
item 10: Dept 18: Holiday Ornaments	terri B	leslie n	Majority pass	
item 11: Dept 18: Sculpted Art	terri	leslie n	Majority pass	
item 12: Dept 18: Jewelry	leslie	terri	Majority Fail	
item 14: Latch Hook	terri	leslie n	Majority pass	
item 15: Dept 18 & 24: combine/modify			no action	
item 16: Dept 18 & 14: combine/modify			no action	
item 17: Dept 19: Legos 1	terri B	jan	Majority pass	
item 18: Dept 19: Legos 2	leslie	Kathy B	Majority pass	some items may not be designed for tray
item 22: Dept 32: Hamsters	terri	leslie n	Majority pass	
item 24: Dept 4: Posters	terri	leslie n	Majority pass	
item 27: New Dept Cake Decorating / Appendix A	kathy B	leslie n	Majority pass	to add dept 14 class J 4H cake decorating judged event
items 29: 4H Still Life Auction Logistics	kathy B	terri	Majority pass	Update silent auction process. see Appendix B
moved to extend by 15 minutes 3:47pm	jan	susan	Majority pass	
item 28: New Working committees	leslie	terri	amended	standing committee vs action committee
amend: item 28: approve the following Action committees and to remove standing committees (as part of this discussion)	jan	terri	Majority pass	Terri B: EAS includes - KYG, National Congress/Conference, Teen Conf./Summit/Leadership, WYC Fair, CL Expo, Ag Summit. Awards: Order/Organize Ribbons, Perpetual Trophies, Metals, Certificates, Keeper Trophies, SL Awards, College Awards Approval Kathy M: include feedback from all islands for fair intake

Motions: I move to	Author	Second	Vote	Discussion Summary:
item 28: Working Committees: Approve the following Action committees and to remove standing committees			Majority pass	standing committee have members automatically by enrollment
item 42: LMAAC Committee rules 1	jan S	terri	Majority pass	
items 43: LMAAC Committee rules 2	jan S	trisha	Majority pass	clarification on electronic vote, no virtual polls, voting by raise of hands
call the question	terri	kathy	Majority pass	end discussion, move to vote
motion to adjourn	kathy	Terri	Majority pass	meeting adjourned 3:47pm

Actions to be Taken:

Brief summary by exception, as follows. See table in appendix for detailed actions.

- Policy committee: Clarification on WSU staff roles/responsibilities/history.
- Treasurer: Reinvest \$6039.79 back to endowment. Provide financial reports w/meeting prereads.
- Coordinator: Posting public notices on web site (agenda, meeting invite, zoom link, minutes, etc).
- Committee work: Items sent to committee for re-work as listed in appendix.
- Youth speakers: Request for updates for February meeting.
- Exec committee:
 - Continue behind-scenes work to improve web forms / process.
 - Gather input for better-timed LC meetings. Google Form to be shared soon.
 - Gather volunteers for committees. Google Form to be shared soon.

Detailed Action Plan

Task	Time Frame	Work to be done by	Questions
Review/prep minutes Nov meeting	by 2/1/24	Leslie	names and updated contacts? Peter Risser email? Catie B - role is both voting volunteer and non-vote WSU. Brandon -- wants to participate as voting leader only for perf. arts, not for fair job.
attached finalized policies with updated language as amended	by 2/1/24	Leslie/Jen	which one is the final copy? or is it the google doc "2024 January 18 suggested policy changes".
	march	Policy	Historically, have any WSU staff submitted motions?
	march	Policy	For dual roles, is there a conflict of interest? how to address
Endowment deposit fees charged	done already	Treasurer	Are there differences between fees charged for deposits by different entities?
options for new livestock tent for arena	by end April	LMAAC	if the endowment isn't what's used to get a new livestock tent for the arena, what are some options/recommendations?
motion was passed to reinvest \$6039.79 back to endowment	can do soon - Feb 15	Treasurer	what is the follow-up action?
			Did this action help keep 5K in expendable?
Update on lessons learned		Leslie/Rosa	policy proposal intake form?
agenda, proposal	with Feb agenda	Leslie/Rosa	google form was not working when submitting proposals/agenda items
refine discussion on updating name of Premium Book to "4H Exhibitor Guide"		Fair Committee	How does this benefit students? What do the clubs think?
item 45: LC Meeting Rules: Include in meeting procedure, post and share in different formats	agreed	Jen	Move to have all Leaders Council meetings open to the public. Guests will be welcomed and advised that they may speak during agenda time marked public comment with a preset time limit. Parents and youth members may attend Leaders Council meetings but do not have voting right. Notification, Location and zoom access with be posted on 4-H website

Task	Time Frame	Work to be done by	Questions
item 45: Post notification, location, and zoom access on site when agenda goes out		Jen	
item 46: Required Financial Reports, update policy, have updated reports for Feb meeting	update at Feb meeting	Kathy B. / Jen / LMAAC	Move to have all financial reports in available at LC meeting and posted on 4H website for the following, within 60 days of annual report release. Calendar for annual reports: Annual Endowment Report (), Leaders Council, and LMAAC year-end financial reports,
item 46: Required Financial Reports, have updated reports posted on 4H website for Feb meeting	agreed	Jen	
Item 46.5 - Written Financial Reports: update policy, have treasurer's report ready for agenda, updated report can be submitted with minutes	for next meeting	Kathy B.	Move to include treasurer's report as an attachment to be provided with all agenda and minute communications.
refine discussion on 10 to 7 days' notice	agreed - confirming current policy	LCEC	item 52: Policy change to 7-days' notice
review fair entry process, present questions and opportunities for Feb meeting	well ahead of fair -- March/April	Fair Committee	Item 09: Fair Entry Cards: send back to fair entry discussion for refinement
item 10: Dept 18: Holiday Ornaments	before march 1	Jen	what needs to happen next for this update? This motion passed and may need some wordsmithing to clarify.
item 11: Dept 18: Sculpted Art	before march 1		what needs to happen next for this update?
This did not pass, what needs to be reviewed to return to table?	none		item 12: Dept 18: Jewelry
item 14: Latch Hook	before march 1		what needs to happen next for this update?
This was not presented, what needs to be reviewed to return to table?	before march 1		item 15: Dept 18 & 24: combine/modify

Task	Time Frame	Work to be done by	Questions
This was not presented, what needs to be reviewed to return to table?	before march 1		item 16: Dept 18 & 14: combine/modify
item 17: Dept 19: Legos 1	before march 1		what needs to happen next for this update?
item 18: Dept 19: Legos 2	none	none	what needs to happen next for this update?
item 22: Dept 32: Hamsters	before march 1		what needs to happen next for this update?
item 24: Dept 4: Posters	before march 1		what needs to happen next for this update?
item 27: New Dept Cake Decorating / Appendix A	before march 1	before march 12	what needs to happen next for this update?
items 29: 4H Still Life Auction Logistics	before march 1		what needs to happen next for this update?
amend: item 28: approve the following Action committees and to remove standing committees (as part of this discussion)	done already	Rosa	compile full list of working committees, separate Action vs Standing committee
amend: item 28: approve the following Action committees and to remove standing committees (as part of this discussion)	as needed	committee	create framework for committees, goals, tasks,
amend: item 28: approve the following Action committees and to remove standing committees (as part of this discussion)	2/2/24 survey goes out	rosa/leslie	put out call for committees
item 42: LMAAC Committee rules 1	Feb LC meeting	Leslie/Jan	What needs to be updated in policy? What needs to be updated by LMAAC?
items 43: LMAAC Committee rules 2	Feb LC meeting	Leslie/Jan	What needs to be updated in policy? What needs to be updated by LMAAC?
Continue review of proposals	Feb LC meeting	Terri/ Leslie	update information needed for a more complete proposal
Set Feb meeting	response by tues noon 6, sat 24th, sun 25 or other	Rosa leslie	LCEC complete survey, share survey with all LC, set meeting

Task	Time Frame	Work to be done by	Questions
prepare Feb meeting agenda	by feb 10 see feb LC 10 day policy	LCEC	
Feb meeting Student speakers?	KGY	Kathy M./ Dana K/ Kris B	follow up with moose, did KYG want to give update?
Meeting location	TBD (any island) update the question on survey	Rosa (survey), LCEC	list location options on each island
Meeting links for Feb 29 meeting need to be shared with all LMAAC members and with 4-H coordinator	before next meeting	LMAAC	
rosa send survey to LCEC on feb 7-10?	after tuesday 2/6 results in	Rosa	
have a meeting to finalize Feb LC meeting day, location, time, agenda	by 10 days before Feb LC meeting	LCEC	

Next Meeting:

Next meeting will be scheduled during the month of February. Survey will be sent to collect feedback on time/date.

Respectfully submitted by Rosa / Leslie for Katie.