

**Door County 4-H Executive Committee Meeting**  
**Monday, September 18, 2023**  
**6:00 p.m. – Peninsula Room, Government Center**

**Interim Executive Committee Members**

Theresa Kinnard, Co-President  
Krissy Phillips, Co-President  
Kimberly Lenius, Vice President  
Amanda Larson, Secretary  
Michelle Brickner, Treasurer  
Chris Kay

**Others:**

Candis Dart, 4-H Program Educator  
Judeen Hanson, Administrative Assistant

**MINUTES**

- 1) Call to Order & Roll Call
  - a) Meeting called to order at 6:04 pm. Members present are highlighted above.
- 2) Approval of Agenda
  - a) Motion to approve – Theresa
  - b) Second to approve - Kimberly
- 3) Secretary's Report
  - a) Motion to approve – Chris
  - b) Second to approve - Kimberly
- 4) Treasurer's Report was presented
- 5) 4-H Program Educator Updates ... Candis
  - a) Annual 4H enrollment underway
    - i) Follow up needed – All Clubs will bill out & collect \$3.50/member or \$10.00/family to each of their members. The club will then pay to UW Extension office first, but if the club has issues the UW Extension office can collect these fees too. The UW Extension office will then pay for the insurance related to 4H events.
    - ii) Don't forget to enroll as a volunteer & take the appropriate courses.
  - b) Follow up needed – Candis – Can we get more sets of keys made to get into the Dairy Bar? This was cumbersome to remember who had the keys & who needed them the next day.
  - c) Annual Financial Reports are being reviewed by Candis & an e-post will be filed with the IRS on each club's behalf.
    - i) Follow up needed – Candis & Michelle – it was recommended that the Executive Committee hire an accountant to file a 990 due to the amount of funds that were sitting in our money market account at the end of our fiscal year.
  - d) Annual Charters will be due October 31<sup>st</sup> & correspondence will be going out soon.
  - e) October 1<sup>st</sup> to October 7<sup>th</sup> is National 4H week
  - f) October 8<sup>th</sup> a 4H event will be held at the Red Barn Corn Maze.
    - i) Follow up needed – ALL – please encourage participation.
- 6) Correspondence:
  - Thank you letter from Door County Community Foundation, Inc.
- 7) Business
  - a) Executive Committee – New Members
    - i) Follow up needed – Judeen – Create a communication inviting all 4H members to join the committee via email & a post card. Please request anyone interested to attend a meeting & reach out with interest.
  - b) Fair Premium List Revisions
    - i) Follow up needed by all – Continue to review the premium listing & bring back suggestions on what should be changed so we can present it to the Fair Board.
  - c) 4-H Foodstand
    - i) Invoice: Coborn – Tadych's \$658.33
      - (1) Follow up needed – Michelle – we will need to write a check for this invoice.
    - ii) Food Voucher reimbursement
      - (1) DONE – County Food Vouchers

- (a) Received check for \$100.00 & Kimberly was going to deposit the check into the bank.
- iii) Nacho Cheese warmer was picked up & looked over the warmer
  - (1) Found we were missing a piece that would sit at the bottom of the can to help circulate the water.
  - (2) We also needed to flip a switch on the back side to ensure it was warming...not sure that was done.
  - (3) **Follow up needed – Candis**. Once the machine is returned. Candis will review all this with the vendor & make sure we are prepared for next year.
- iv) **Follow up needed – Michelle** – Please bill out the food vouchers collected at the Dairy Bar
  - (1) Mike Riederer for the Small Animal
- v) **DONE** - Candis – who owns the Pepsi Cooler? – 4H owns the cooler
  - (1) **Follow up needed- Kimberly** - We would contact Jandrin Refrigeration to:
    - (a) Get a quote on what the Pepsi Cooler is currently worth in non-cooling conditions.
    - (b) Request a quote for a new cooler to replace the Pepsi one.
    - (c) **Follow up needed – Judeen** would list the cooler in the Shore to Shore paper
- vi) **DONE** – County did NOT use the soft serve machine.
  - (1) **Follow up needed – Candis** please let the County recycle the oldest soft serve machine (Machine1)
    - (a) Motion to approve – Kimberly
    - (b) Second to approve - Krissy
- vii) **Follow up needed – Judeen** would list the middle aged (Machine 2) soft serve machine in the Shore to Shore paper for \$500.00
  - (1) Motion to approve – Amanda
  - (2) Second to approve – Chris
- viii) **Follow up needed – Michelle** - Donate left over sloppy joe mix to Boys & Girls Club & Habitat for Humanity
- ix) **DONE** – Theresa will write out Thank You's to those that donated.
- d) Small Animal Reimbursement Request from Mike Riederer
  - i) **Follow up needed – Michelle** is Mike asking for money from the Small Animal fund or reimbursement from the Executive Committee? Looking for clarification.
- e) Scholarship Revisions & Key Award
  - i) **Follow up needed – ALL** – please review the scholarship requirements to see if we need to change anything.
- f) Dog Program
  - i) Candis has agreed to support the Dog Program with communications to everyone participating
  - ii) Suggested having the Dog Show 2 weeks before the fair to prevent distractions from the remaining fair attendees. They would then like to have a display area within the cattle barn to show poster boards of how they did.
- g) General Leader Meeting – scheduled for October 16<sup>th</sup> at 6 pm at Courthouse
- 8) Next Meeting Date – October 2<sup>nd</sup> at 6 pm at Courthouse
- 9) Adjourn @ 7:29 pm
  - a) Motion to approve – Chris
  - b) Second to approve - Kimberly