

Door County 4-H Executive Committee Meeting
Monday, October 2, 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 5:55 pm. Members present are highlighted above.
- 2) Approval of Agenda
 - a) Motion to approve – Chris
 - b) Second to approve - Theresa
- 3) Secretary's Report
 - a) Motion to approve – Kimberly
 - b) Second to approve - Theresa
- 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. Thinking this will be ok, but will still ask the County to make more keys to get into the kitchen area.
 - 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 – Please work on preparing the required information related to the filing of the 990. Roger has agreed to prepare the 990 on the committee's behalf. We just have to provide him all the information.
 - ii) Follow up needed – Candis – please look for previous year's filing to see what information was required & if a 990 form was filed last year.
 - d) Annual Charters will be due October 31st & correspondence will be going out soon.
 - e) October 8th a 4H event will be held at the Red Barn Corn Maze.
 - i) Follow up needed – ALL – please encourage participation.
- 6) Correspondence ... *if any* – N/A
- 7) Business
 - a) Dairy Bar Foodstand
 - i) Dairy Bar 2023 NET PROFIT \$7,393.05 compared to 2022 of \$4,882.97.
 - ii) Follow up needed – Michelle – please pay Invoice: Coborn – Tadych's for \$658.33
 - iii) DONE – Candis. Nacho Machine returned & shown how to properly put the machine together. Works great.
 - iv) Pepsi Cooler DONE – Kimberly. Per Jandrin Refrigeration, we would be further ahead to give the cooler away "AS IS" than to ask someone to pay for it. We could be walking into a liability with the Freon inside of the fridge. Discussion was to have something in writing stating this is given to on a "AS IS" basis & have both parties sign. Get a quote on what the Pepsi Cooler is currently worth in non-cooling conditions.

- (a) Motion to Approve – Kimberly: to contact the Long family to see if they were still interested in the cooler as they displayed interest in it when we mentioned we were having issues with the cooler.
- (b) Second to Approve - Amanda
- (2) Follow up needed- Kimberly – Request made, but waiting for final quote to come back from Jandrin. We would contact Jandrin Refrigeration to Request a quote for a new cooler to replace the Pepsi one.
 - (a) Options provided with quote:
 - (i) Sliding glass doors – assumption made this would have to be our option due to our space limitation related to the serving window on one side & then the countertop on the other side. Would we have enough room to swing open the doors?
 - (ii) Open glass or non-glass doors
 - (3) DONE – Judeen – no longer going to list in Shore to Shore if we are going to give the cooler away. Would list the cooler in the Shore to Shore paper
- v) Soft Serve Ice Cream machine. Follow up needed – Judeen please list the machine for \$500.00 listing out the Brand & then year if you can find it, along with a picture. If we don't receive an offer by December 2023, we will place the machine in the county auction.
- vi) Follow up needed – Michelle - Donate left over sloppy joe mix to Boys & Girls Club & Habitat for Humanity. Just need to coordinate schedules to make this donation.
- vii) Follow up needed – Krissy & Candis – Health Department – food license
 - (1) Per the Health Dept, our Association has been dissolved so they could not validate our license.
 - (2) Follow up needed - Candis – Will reach out the UW system & other counties to see what Tax ID we should be listing on the form along with what name. The Name & Tax ID have to match to be recognized. Our best guess is the name & the tax id did not match what is registered with the IRS, so we did NOT have a valid license.
- b) General Leader Meeting: Monday, October 16, 6:00 pm, Peninsula Room
 - i) Follow up needed – Judeen & Candis – A draft communication inviting all 4H members to join the committee via email & a post card was created, but wanted to add the meeting dates before sent out.
 - ii) Agenda for meeting should include the following:
 - (1) 4H fees \$3.50/member or \$10.00/family
 - (2) Executive Committee
 - (3) Highlight financial benefits
 - (4) Scholarships
 - (5) Key award
 - (6) Fair premium changes
 - (7) What do the clubs need from Committee &/ UW Extension office?
 - (a) Resource reference
 - (b) Learn how to run successful meeting
 - (8) Policy updates
 - (9) Club Charters
 - iii) Follow up needed - Snack to be provided:
 - (1) Amanda - Crackers & water
 - (2) Krissy – Cheese & string cheese
 - (3) Theresa – Sausage
 - (4) Chris – Plates & napkins
 - iv) Follow up needed – Candis – will create a list of resources for new members or any member that can be shared with any club or UW Extension Office.
- c) Scholarship Revisions
 - i) Scholarship Committee – Amanda, Kimberly, Krissy, & Theresa will meet Nov 1st @ 5pm to discuss revisions & bring back to the Committee with suggestions.
 - ii) Follow up needed – Judeen – please email the above 4 people the “older” scholarship applications from previous years & “newer” applications so we can take the 2 versions & come up with a “revised” version of our requirements & grading scale.

- iii) **Follow up needed – Candis** – will reach out to other counties to see what their application process & scoring process is to help the Scholarship Committee make these revisions.
- iv) Revise scholarship due date to April 1st 2024 to make sure we have enough time to make these revisions.
- d) Key Award Revisions
 - i) This is a Wisconsin Award & will have to stay as is.
 - ii) Follow up needed by Committee – Who receives the Key Award
 - (1) 1 Boy & 1 Girl or the 2 highest scoring applicants?
 - (2) Use the Scholarship scoring to grade the Key Award applicants.
- e) Fair Premium List
 - i) **Follow up needed by all** –
 - (1) Continue to review the premium listing & bring back suggestions on what should be changed so we can present it to the Fair Board.
 - (2) Review General Rules to make sure they are applicable
 - (3) Would like to get printed or purchase “Role model” signs to hang in the barn to remind everyone the children are watching & will reflect our behavior when grown.
- 8) Next Meeting Date – November 6th at 6 pm at the Courthouse.
 - a) Bring ideas how to “spark” the 4H involvement & increase our County activities
 - i) Speaking Contest
 - ii) Food Review
 - iii) Super Saturday
- 9) Adjourn at 7:32 pm
 - a) Motion to approve – Kimberly
 - b) Second to approve - Amanda
- 10) Future Fair Notes:
 - a) County Food Vouchers MUST be billed & sent out the MONDAY after the fair to ensure prompt payment.
 - b) **HOLD until new Treasurer is appointed - Follow up needed – AFTER THE FAIR -** Discussion started about possible getting a debit card or credit card for the Dairy Bar expenses or any future events.
 - c) Advise Mike R. to request fair buttons from the Fair Board for these next year.
 - d) Would like to get printed or purchase “Role model” signs to hang in the barn