

**Door County 4-H Executive Committee Meeting**  
**Monday, November 6, 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 5:59 pm. Members present are highlighted above.
- 2) Approval of Agenda
  - a) Motion to approve – Kimberly
  - b) Second to approve - Chris
- 3) Secretary's Report
  - a) Motion to approve – Chris
  - b) Second to approve - Amanda
- 4) Treasurer's Report was presented.
- 5) 4-H Program Educator Updates ... Candis
  - a) Annual 4H enrollment underway:
    - i) Follow up needed – All Clubs encourage enrollment. 2023-2024 current enrollment is 88 club members compared to 2022-2023 168 club members.
    - ii) Follow up needed – All Clubs will bill out & collect \$3.50/member or \$10.00/family of 3 or more members to each of their members.
  - b) Annual Financial Reports are being reviewed by Candis & an e-post will be filed with the IRS on each club's behalf.
    - i) Still working through some of these reports.
    - ii) Follow up needed – Candis & Michelle – Please work on preparing the required information related to the filing of the 990.
    - iii) Follow up needed – Candis – Will we have to fill 990 reports annually now that we have the endowment?
  - c) 4H Event October 8<sup>th</sup> at the Red Barn Corn Maze - not a great turn out, but the families that participated had a great time.
  - d) Club Charters – have all but one club turned in.
  - e) Meeting Minutes – should we post them for the public to see?
    - i) We will post the agenda on the Facebook & then post the full minutes on the 4H County Extension website without the Treasury report.
    - ii) Motion to approve – Theresa
    - iii) Second to approve - Kimberly
  - f) Follow up needed – Candis - Looking for more promotional 4H items that can be shared at parades or any event with kids.
- 6) Correspondence ... *if any* – N/A
- 7) Business:
  - a) Community Service Grant Request –
    - i) Maplewood Missiles – requested a \$75.00 grant for the Adopt a Family program. Grant approved & check was written out & given to Chris at the meeting.
      - (1) Motion to approve – Theresa
      - (2) Second to approve - Kimberly
    - ii) DONE – Executive Committee: Parade, a club requests reimbursement for candy & decorations & then wins best float in the Parade which comes with money. Do the requested reimbursement funds need to be paid back since the expense will be off-set by the parade winnings? – Yes, the club will get to keep the prize money to all their hard work.

- b) Dairy Bar Foodstand:
- i) Dairy Bar 2023 NET PROFIT \$7,450.05 compared to 2022 of \$4,635.11.
  - ii) **DONE – Michelle** – please pay Invoice: Coborn – Tadych’s for \$658.33 paid with check 1718.
  - iii) **DONE– Michelle** – Have we received payment from Mike Reiderer for the small animal food vouchers collected at the Dairy Bar. Bill was sent & money received.
  - iv) **DONE– Michelle** is Mike asking for money from the Small Animal fund or reimbursement from the Executive Committee? Paid with checks 1719 & 1720 for the split requests.
  - v) **Follow up needed – Candis** – Can we get more sets of keys made to get into the Dairy Bar? Working on getting the keys made.
  - vi) **Follow up needed- Kimberly** – Request made, but waiting for final quote to come back from Jandrian. Still waiting to receive quote.
  - vii) **DONE – Judeen** please list the soft serve machine for \$500.00
  - viii) **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.
  - ix) **Follow up needed – Krissy & Candis** – Health Department – food license
    - (1) Will reach out the UW system & other counties to see what Tax ID we should be listing on the form along with what name.
    - (2) Still waiting to hear back from the Health Department on our license issue
  - x) Dairy Bar Manager position:
    - (1) **Follow up needed – Judeen** –Please update the position with current dates & then list the position in the Pulse, Facebook & website to see if we can get any interest
    - (2) If we change our start times by 15 minutes, we think the shift changes should run smoother, have time to train new members coming in & be easier to manage
    - (3) **Follow up needed** – talk to NWTC to see if any students would be interested in running the Dairy Bar for job experience.
- c) Scholarship Revisions
- i) **DONE – Judeen** – please email the above 4 people the “older” scholarship applications from previous years & “newer” applications
  - ii) **DONE – Candis** – will reach out to other counties to see what their application process & scoring process is to help the Scholarship Committee make these revisions.
  - iii) **DONE – Judeen** – Word document was sent for the scholarship applications & cover letter instructions or samples
  - iv) **Follow up needed – Amanda** will make revisions to the application requirements & then have those revisions approved at the next meeting
- d) Key Award Revisions
- i) **Follow up needed** – will we add an interview process for this award?
- e) Fair Premium List Revisions due by 11/30/23
- 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
  - ii) Fair Board is discussing possible having the JUNIOR 4H members bring non-animal entries on Tuesday for judging to reduce the traffic volume.
    - (1) Committee proposed a full day on Wednesday of judging from 8 am to 6 pm instead of the 12 pm to 7 pm 2023 schedule
- f) New Board Members / Postcard
- i) **HOLD FOR NOW– 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) Amy Moreaux has agreed to join the Committee
  - iii) **Follow up needed – Kimberly** will reach out to Hannah Delwiche to see if she is also interest.
  - iv) **Follow up needed –Candis** will reach out to Beccah Laughlin to see if she is also interest.
  - v) **Follow up needed – Amanda & Michelle** will meet to train & transfer Treasurer duties & historical info.
- g) General Leader Meeting **follow-up needed**:

- i) Super Saturday – need to figure out where to be held & a timeframe; am & pm sessions, just am, just pm, etc. Possible held in February.
    - (1) Wood working - Mike Reiderer would be interested in hosting
    - (2) Cup cake decorating – Jen Andreae possible contact to host
    - (3) Leather craft – Sue Havel or Jared Nellis possible contacts to host
    - (4) Stain Glass
    - (5) Sewing – Elizabeth LaClaire
  - ii) Communications Contest – need to figure out where to be held & a timeframe
    - (1) Follow up needed – Judeen please bring examples & rules related to the Communications Contest from previous years to next meeting.
    - (2) Follow up needed – Committee – start asking around to see if we can find judges for this event.
    - (3) Follow up needed – Candis – we need to notify the Fair Board of this event once we have a date set so the participants can receive Fair Premiums for participating.
  - iii) Food Review – need to figure out where to be held & a timeframe
  - iv) Follow up needed – Committee - Christmas Store – do we bring back or give to another organization like the United Way or Boys & Girls Club
- 8) Next Meeting Date - December 4<sup>th</sup> at 6pm at the Courthouse
- a) Follow up needed - Judeen please add to agenda – nomination of officers
- 9) Adjourn at 7:27 pm
- a) Motion to approve – Theresa
  - 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