

4-H Riverside County Management Board

January 13, 2014

Administrative Director's Minutes

A meeting of the 4-H Riverside County Management Board was called to order by Robert Wright, Executive Director.

At 7:08 PM, on Monday, January 13, 2014, at the Moreno Valley 4-H Office.

The Pledge of Allegiance and the **4-H Pledge** were lead by Wanda Tiss.

Attendance: Cheryl Eggleston, Robert Wright, Stephanie Barrett, Eric Barrett, Wanda Tiss, Evan Tiss, Susan Marsh, Cate Wright, Delaney Barrett, Shannon Penicks and Amanda Penicks.

Minutes of the Previous Meeting: Stephanie Barrett moved to accept minutes from the previous meeting. Delaney Barrett seconded the motion. Motion carried unanimously.

It was brought up that the previous meeting's minutes stated that "The board decided to collectively fill the I&R position", however it did not state that a motion was made or that a vote was taken. No further motion or amendment to the minutes was made.

Management Board Reports:

Executive Director Report: Robert reported that we have 71 different projects in the county. He commended Susan Marsh for the reports she sent out and Heidi Denny for getting archery equipment donated to the Ramona Rancheros.

Treasurer's report: Wanda gave the Treasurer's report. Eric Barrett moved to file the Treasurer's report for audit. Susan Marsh seconded the motion. Motion carried unanimously.

All-Star Report: Eric reported that the All Stars met and made their plan of action. They will be holding a tech day to teach members how they can use technology to help them in 4-H. They are looking for a date and location.

Business Cards: Robert got a quote for business cards. It was suggested that we get Susan a set of business cards and a generic

set for the 4-H Office.

Stephanie Barrett made a motion to buy two sets of business cards: a set for Susan and a generic set with the county office phone number, Website and E-Mail. Delaney Barrett seconded the motion. Motion carried unanimously.

Stephanie Barrett moved to amended the previous motion to state that we will pay \$35 from general funds for each set. Delaney Barrett seconded the motion. Motion carried unanimously.

Unfinished business:

Riverside County Business Plan: We need to write out business plans. What we want our county and 4-H to be. We need a committee of 4-H members leader and community members and stakeholders to write this. This will be the 5 year business plan we present to the California 4-H Foundation. Robert and Cheryl are going to look for people for this committee.

Empty Board Seats: We have two empty board seats, Resource Director and the Incentives and Recognition Director. It has been difficult finding people to fill these positions. Location is definitely an issue due to the size of the county. It was suggested that we keep looking for applicants but have them apply for the next 4-H year since the current year is already half way done. Until the positions are filled the Management Board should fulfill the tasks of the empty board seats.

Management Board applications are sent to Cheryl who then sends them to Robert. Robert then creates a committee to review them. Program Board applications go to Stephanie who is the liaison with the Program board.

The task force talked about having Management Board positions staggered; One half of the positions will start with a two year term and the rest a one year term, after their first term all positions will then have 2 year terms. The All-Star Advisor is a single year term no matter what, the current years All-Stars will select the Advisor.

The Board decided on the following for board position terms:

Executive Director: two

Assistant Executive Director: one

Administrative Director: two

Finance Director: two
Visibility & Outreach Director: one

The terms for the vacant positions will be decided once they are filled.

Emerald Star Application Review: We have an Emerald Star Application to review from Elizabeth Wright, she will be holding a science day. Eric commented that she should start advertising her event as soon as possible. Stephanie Barrett moved to approve the project. Susan Marsh seconded it. Motion carried unanimously.

New Business:

Expansion and Review: We are required to at the end of the year review the county and make sure that we are including everyone in our recruiting efforts and create a report to send to a Federal auditor. Cheryl is looking for people to serve on this committee.

TIC Registration And All-Star Shirts.

Cate brought up that the All-Stars TIC registration and shirts need to be paid for as TIC is the next week. Since there hasn't been a budget approved we need a motion to approve this. Stephanie Barrett moved to pay for the invoice for All-Star shirts: \$20 a shirt for 5 shirts. Susan Marsh seconded the motion. Motion carried unanimously. Stephanie Barrett moved to officially approve the \$750 for the All-Stars and the chaperones TIC registration. Delaney Barrett seconded the motion. Motion carried unanimously.

Summer Camp Funding: Stephanie talked to Heidi Denny; She sent out an E-Mail asking for youth who wanted to help plan Summer Camp. She is holding a golf tournament for kids who want to go for California and Washington Focus and is going to open it up to Summer Camp fundraising. She was looking into doing T-Shirts for the event, one of the option was to buy a Heat press to create T-shirts. This is something the county could buy and use for any events. The board decided to have her research it and give a report back to the Management Board.

South Sectional Meetings: Stephanie reported that the South Section is getting ready for TIC and Sectional Presentation Day.

Creating New Position - County Parade Marshall: We'd like to create a new position for organizing our events at parades, they

would essentially be a liaison with parades and bring clubs in the county together to represent 4-H at parades. The position should go under the Visibility and Outreach Director.

Clubs Not Meeting Paperwork Deadline: There was a club who didn't fill out their paperwork correctly. Cheryl E-mailed the leader saying that the club will be suspended if she does not give us the correct paperwork. She emailed the correct paper soon after. One of the potential issues that could result from this is loss of inventory. Lots of the counties inventory is being held by members and leaders and there isn't a list of all this inventory. When a club closes down we need to make sure we collect inventory that they have. The State is reworking their guide for counties on what to do when a club shuts down.

Susan Marsh moved to adjourn the meeting. Delaney Barrett seconded the motion. Motion carried unanimously.

Meeting adjourned at 9:36 PM.

Next Meeting: April 28, 2014
 6:30 PM
 Moreno Valley 4-H Office

Respectfully submitted,

Eric L. Barrett