

**4-H Riverside County Management Board**

November 18, 2013

Administrative Director's Minutes

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

**At** 6:54 PM, on Monday, November 18, 2013, at the Moreno Valley 4-H Office.

**Attendance:** Robert Wright, Stephanie Barrett, Eric Barrett, Susan Marsh, Wanda Tiss, Cate Wright, Cheryl Eggleston, Delaney Barrett, Evan Tiss.

**Prior Minutes:** Susan Marsh moved to accept the minutes from the previous meeting. Cate Wright seconded the motion. Motion passed unanimously.

**Constitution and By Laws:** We need to change the By-Laws so that youth can serve Director positions.

In order to amend to the By-Laws we must read them at a meeting at least one month before or send them out to the membership a week before we vote.

Susan Marsh moved to accept the By-Laws and Constitution as presented (See Attachment A). Wanda Tiss seconded the motion. Motion carried unanimously.

**Treasurers Report:** We need to change the county bank account signers to the new directors. Cate Wright moved to remove Mariam Welty and Lynn Warren from the bank account signers. Stephanie Barrett seconded the motion. Motion carried unanimously.

Susan Marsh moved to set the following people as the signers on the county bank account: Stephanie Barrett, Catherine Wright and Wanda Tiss. Robert Wright seconded the motion. Motion carried unanimously.

We need to change the bank account name since we are no longer a County Council, but we still have checks with the old name. It was suggested that we keep the old name on the bank account and when we run out of checks we change it.

We need a financial report from Summer Camp, we have missing funds. This is becoming an increasing issue as the past years camp has cost the county more money than it brings it. It was suggested that we stop doing our camp and see how it goes. Then in a year or two decide if we want to do our own camp. The board decided that they don't want to take this power away from the citizenship key leader, and that we should contact them about this.

The treasurer's report from July-October 2013 was presented (See Attachment B). Stephanie Barrett moved to file the treasurer's report for audit.

Cate Wright seconded the motion. Motion passed unanimously.

**Business Cards:** Susan, the Public Relations Director wants to get business cards. We could get free pre designed cards at VistaPrint. Robert said he was going to look into alternatives and card designs.

**Budget:** The program board has had time to discuss their year plans and budget. It was suggested giving \$250 to each program on the board except to the programs that already have money.

We'd like to have a report on the See's Candy fundraiser.

We need to change how funds request work. Instead of giving a report at a county meeting they will have to submit an article to the newsletter. They will no longer be required to go to county meetings. The form will ask if they are personally fundraising for the event or receiving financial assistance from any other source. It will also require their community leaders signature that they have a record book.

The board decided to add a \$500 limit on scholarships. Cate, the All Star Advisor requested \$750 for All Stars. The Board decided that the budget will be finished and voted on at a later meeting.

**Director Application Review:**

We have two applications for our missing Incentives and Recognition position. Both applications were from Key Leaders on the program board. It was suggested that program Key Leaders are more valuable in the program board and we don't want to take away their energy to work on the management board. The board decided to complete the responsibilities of the I&R Director until the position is filled.

**Club Membership Health:** Robert Wright is having a colleague create an online survey that we can send out to the membership. The purpose of

which would be to gauge members and leader interest in certain projects and to see what they think about the county.

**Mission Statement:** The Management Board needs to form a business plan and mission statement. Robert said he would draft a statement and send it out to the board members.

Cate Wright moved to adjourn the meeting. Eric Barrett seconded the motion. Motion passed unanimously.

Meeting adjourned at 9:08 PM.

Next Meeting:     January 13, 2014  
                  6:30 PM  
                  Moreno Valley 4-H Office

Respectfully submitted,

Eric L. Barrett