

PWC 4-H Association Council Meeting Minutes
September 11, 2012

Attendees:

- **Linda King, Cindy Puryear, MaryBeth Lerch, MaryLou Malo, Lisa C. Nouri, Cherie Leporatti, Nicolus Valentino, Matt Valentino, Michelle Boice, Catharine Root, Vania J. Root, Donna Weisheit, Alan Lerch, Emily Lerch, Scrib Mockler, & Jean Mockler**

1. Welcome/Introductions – Led by Linda King

2. Approval of minutes for May 15, 2012 – approved unanimously.

3. Treasurer's Statement /Report:

- a. Went through Report**
 - i. \$1,000 donation was from Wal-Mart**
- b. Quantico Pony Club – disbanded and their funds came to us as a horse club grant; should possibly be reported as a non-profit; will be factored in as a contribution – Donna mentioned this and Cindy has the tack donations as well.**
- c. Clubs are supposed to turn their financial books in by September 1st when turn in portfolios**
 - i. Need to document in financial portfolios if no money was brought in or out each year.**
- d. Motion to approve – unanimously approved**

4. Committee Reports:

- a. Publicity**
 - i. Jenna Fees, Trigger Time member, wrote an article in a shooting sports magazine. We hope to get a copy.**
- b. Recognition and Awards**
 - i. Leslie-Ann Stevens is working on portfolios and awards are being figured out; so we will be ready for the Recognition Night Banquet**
- c. Finance**
 - i. End of the year Treasurer Reports of the office's expenses need to be sent to the Board members.**
- d. Programs**
 - i. Fundraising committee – Linda and Donna really checking into how our donations come in and are handled.**
- e. 501c3**
 - i. We need to pool all revenue and contributions in from the clubs and advisory council. If totals are under \$75,000 in Year 1, \$60,000 in Yr 2 and \$50,000 in subsequent years we can file a 990 N post card electronically. If revenues are over these amounts, we will need to file an eleven page form - 990 EZ which will be prepared by an outside accountant for a fee. So we really need to watch what we have coming in and not get over these thresholds if possible. We start from July 1st, and we file for the non-stock corporation - this will start the donation income. Long range program planning will be accomplished with District Director, Linda, Cindy, and MaryBeth.**

- **Programming in the works**

5. Old Business:

- a. County Fair Activities – huge success, every seemed happy and no complaints. Had a one day rodeo and teens talked and have decided the theme for next year will be - The Beach.**
- b. After Action fair meeting next week or 2 to talk about the fair.**
 - i. Agri-Culture barn – MaryBeth – was a great success. Had a good showing of clubs and had lots of things demonstrated; impromptu speaking, sewing, pop-guns, croquet sets,**

baby chicks, partnered with Ham Radio and they had a lot of people interested. Maybe will have them begin as an interest in existing clubs and maybe grow to be its own club – Walt Peterman.

- ii. Want to encourage more interaction for next time.
- iii. Children's barn – Cindy Puryear – worked on community service project – hands on cloth to hang at the Dawson Beach Lobby area. Had lots of volunteers at craft tables while Barn was open; some not even involved in 4-H, neat to see that working. Takes about 30 people a day to fill each shift, posters from clubs were on display.
- iv. Catharine Root, Pins and Patterns Sewing 4-H club won Best of Show for her skirt.
- v. Life-ology Club – painted the designs on the display boards for pictures to be taken outside the Children's Barn; huge hit! We were asked to have them for next year. Thought of having a donation box near boards.
- vi. Had a donation box near face painting table in the Barn and raised \$375 this year. Turned money in Sept. 1st.

6. New Business:

a. Club Reports

- i. Trigger Time – competed with 300 kids across the state and had a good turn out and lots of medals, 3rd place in air pistol, 3rd place in team. Combined score outshot the 1st place team by 40 points.
- ii. Pins and Patterns – hasn't started yet but looking forward to starting. Linda – meeting with them this Friday to expand and grow the club.
- iii. Clovers – gearing up, kids in school, looking forward leader kick-off on the 22nd.
- iv. Compass – meeting this Thursday, working on butterfly gardens at Reserve and at Fairgrounds, continuing Master Gardener program and doing Impromptu mini-plays.
- v. Nokesville – Thursday, State horseshow and some new girls getting ready for that.
- vi. Looking for new leaders for some new clubs – after school projects. Cindy is looking into this.

b. County Budget

c. Calendar 2012-2013

- i. Linda – went over the calendar, and we may not do Project Day, haven't come to a firm conclusion – maybe teen programming with other groups, workshops at George Mason – Robotics, ham radio; don't get many people from the community to come to Project Day, if at all. Bad location on the calendar. Long Range Planning meeting will discuss this further. Want to do more for the teens and keep them involved – get them engaged in the community to make a difference.
- ii. Updated Calendar coming soon
- d. Leader Kick-Off - Sept. 22, 2012 @ Church of the Brethren, Manassas - Matt V., Allen L and Donna W would be present to talk about the 4-H Council and all the new laws for running the PWC 4-H Clubs.

7. National 4-H Week – Oct. 7-13

- a. Proclamation BOCS - the date is to be finalized for the meeting that week, and a Chick-Fil-A night that week. Revolution of Responsibility - theme

8. Recognition Night, Oct. 12, 2012

- a. Park West Lions Club, Manassas – Kala and Brad working on it along with Carla for silent auction.
- b. Looking for speakers to come and talk, Names? Maybe some of the generational 4-H members?
- c. Theme will be a spinoff of the National theme - maybe Your Movement, Your Story. 4-H Council and all-stars maybe help – need to have an email go out for help with this.

9. New Clubs...Linda (New Dog, New Robotics, Others in the Works)

- a. Heather Hanna and Helena Walla from George Mason and a Lockheed Martin member working with us.**
- b. New shooting club – starting with archery under Trigger Time, have some 2-3 new**

10. All-Stars - new level recognition – Honorary Membership after 5 years participation.

11. Fundraisers

- a. Cindy – 8 people have volunteered in one day! Trying to set-up meeting next week and ideas are already coming in, want to get it together for Leader Kick-off. All seem excited about it. Linda – fundraising used to be run out of the office and the hope is that Cindy's time is better served doing programming and getting more volunteers to take more active roles in the fundraisers. 85% of fundraiser time and people need to be volunteered otherwise it can be considered unrelated business income and subject to income tax. It is a problem if the staff members are the only ones serving.**

12. 501c(3)

- a. Donna – gave a brief summary of why we are doing this (based on meeting on July 17th, 2012)**
 - i. State of VA didn't move very quickly and then chose a way that wasn't practical for Prince William County so we are electing to file as a Non-Profit Corporation and apply for tax exempt status.. Donna met with a Stephen Clarke of the IRS at a July 24th seminar to help her understand this all better.**
 - ii. Have 2 choices: file on old or under new. We can't find info. of the old EIN number so we are getting a new one. We will become a Virginia Non-Stock Corp. What happens if we dissolve? The Bylaws determine what happens to the assets if the association dissolves. Need to get moving, we can fix things later if need be. We will file as an organization for the whole PW County 4-H program– all clubs and assoc will all be pooled into one EIN#, one name on the account. Bank accounts will need to close and reopened under the new name and number. Sydney Nguyen will look into the specifics.**
 - iii. Everything needs to be accumulated and put through as one entity. Linda (Extension Staff) is overall responsible for this. Donna will work with the clubs so we all know how to do reporting and accounting so we have things properly reported.**
 - iv. Clubs need to do their reports.**
 - v. Tax letter regarding future donations needs to come from the new Association and not from individual clubs.**
 - vi. Do things the same way until Dec. 31st, 2012.**
 - vii. Need to keep hard copies of any tax deduction letters given out.**
 - viii. Need to have listing of members at the council meetings. Need to have at least members on the roll. We would like to have a representative of the clubs with large amounts of money coming in and out as a member of the association..**
 - ix. Recruiting members for committee - Need help, esp. Donna.,**
- b. Timeline –for filing for Tax Exemption Status**
 - i. MOU letting VA Tech we are doing this and we are in agreement – at Leader kick-off**
 - ii. Get EIN # with date of mailing**
 - iii. Change bank account**
 - iv. Get Articles of Incorporation approved by members and sent in to the VA SCC**
 - v. Form 1023 sent in to IRS to obtain 501c3 status – need projections of clubs revenue on actual and then out for 2 year projections – need to know actuals December 7, 2012**
 - vi. We have had 11 out of 20 clubs who responded so far The application is 21 pages and has over 8 attachments which includes the bylaws and a conflict of interest policy. It will take a team effort to complete.**

- vii. Once we file for 501c3, we wait for the IRS approval letter. This wait time could be over two years. The approval, if obtained, will be retroactive. If the IRS has any questions on the application form, they will send an letter inquiry and we will have 30 days to respond to their questions.
- c. Matt would like to skinny down the Articles of Incorporation and would like to look at the States' application form. Donna will talk to Matt after the meeting.
- d. After today's meeting – we shortened the original Articles to one page and Donna will email those to the Board to get 2 signatures to mail to state.
- e. By-Laws – working document – needs to be approved by 10 members or more. Need to maintain a roster of members. We need to vote on the approval of the bylaws at the November Meeting which is to be held on Nov. 27th, 2012.
- f. Linda to get to Matt the list of advisory members and get them involved
- g. All 4-H clubs will need to use the same EIN# as the association and need to be chartered through 4-H
- h. All clubs have to provide Treasurer books. We are compiling this information onto one spreadsheet. Leaders need to be trained; if a group starts and doesn't want to join us they have to do this all on their own.
- i. The decision to apply for our own 501c3 status was to make it easier for the clubs to get to their money.
- j. Matt – leadership kick-off show the clubs, the spreadsheet so they know how we want the money reported. – get some of the parents involved to help the leaders to track their money.
- k. Donna and Cindy need to talk about fundraising and how we need to get this done correctly.
- l. The Form 990 (tax return for non-profits), Articles of Incorporation , Form 1023 (Application for Tax exempt status) and the Bylaws of Organization are all public information .
- m. Bank statements for the clubs will come directly to 4-H office and scans of statements will be forwarded to each club.

Adjourn - Next Meeting – Nov. 27, 2012 7:00 to 8:30 p.m. Occoquan Room, McCoart Building.

President – Matt Valentino

Vice-President – Alan Lerch

Treasurer – Sydney Nguyen

Secretary – Michelle Boice

Committees:

Executive committee – Chair – Matt Valentino

Finance committee – Chair –Leslie-Ann Stevens

Publicity committee – Chair - Terry McCarty

Program committee – Linda King

Recognition, Awards and Portfolio Committee – Chair – Leslie-Ann Stevens

Membership committee – All