

Prince William County 4-H Association (PWC 4-H Assoc.)
Bi-monthly Advisory Council Meeting Minutes – January 8th, 2013

Attendees:

- Linda King – Extension Agent to PWC 4-H Assoc., MaryBeth Lerch – Ext. Staff for PWC 4-H Assoc. as 4-H Youth Educator, Matt Valentino – President, Alan Lerch – Vice President, Sydney Nguyen - Treasurer & Nokesville 4-H, Michelle Boice – Secretary and Compass 4-H, Jackie Nguyen – Nokesville 4-H & Trigger Time, Carla Valentino – 4-H Green Club, Mary Lou Malo – PWC All Stars & Trigger Time, Emily Lerch - Trigger Time and Nokesville 4-H, Donna Weisheit – VA All Stars, CatheRine Root – Behind the Seams, Vania J. Root – Behind the Seams, Ruby Dunn – Pins and Patterns & Compass 4-H.

1. Welcome/Introduction – Linda King and Matt Valentino
2. November 27, 2012 Advisory Council Meeting minutes were not present at the January meeting. All in attendance will send their vote for approval to Michelle Boice via email and she will let the Board know the outcome for our records.
 - a. **ACTION ITEM:** January 18th, 2013 – November 27th, 2012 meeting minutes to be approved by all members present at the January 8th, 2013 meeting via email.
3. Treasurer’s Statement/Report
 - a. Sydney Nguyen handed out copies to all in attendance and went over the report. Per the request made in November 2012’s meeting; the report was updated to show more detail of where the finances were coming from and going to so members could better understand the reports. It was also explained how the Treasurer’s report is generated. The CDs are maturing at the end of January and the Finance committee needs to meet to decide what to do with the money once the CD matures. The Finance committee then usually meets in July to set the next PWC 4-H year’s budget. Due to the accounting changes with the inclusion of the clubs as activities of the Association under the 501c3 laws and the number of new board members, it would be prudent to have a meeting as soon as possible so that all understand the budget and the budget process.
 - b. The CD matures January 27th, 2013. It was decided that the Board, the Finance committee, and the Extension Agent need to meet February 2nd to decide what needs to be done with the CD and to get a better understanding on how to proceed with the new 501c3 tax laws and budgeting for the next 4-H Year.
 - i. **ACTION ITEM:** Meeting – Feb. 2nd, 2013 from 9-Noon at Michelle Boice’s house: 6071 Greenway Ct., Manassas, VA 20112
4. Committee Reports
 - a. *Fundraiser committee* will be meeting sometime in the next 2 months.
5. Old Business
 - a. *Officer Training* on Nov. 28th, 2012 went very well and we had 60 kids in attendance.
 - b. *Christmas Open House* on Dec. 13th, 2012 - Though our turnout was small, the fellowship was great! We will aim for a Friday next year to hopefully increase turnout or perhaps, an evening.
 - c. *Wreaths Across America* wreath laying ceremony Dec. 15th, 2012 – had a huge turnout over 75 4-H members who attended for the first time and even though most who attended didn’t get a chance to lay a wreath because they ran out of wreaths, all were moved by the experience and

look forward to next year. There were over 5,000 people total that attended the ceremony from the community. The amount raised from this fundraiser was reported in the treasurers report and we hope to have more as this new fundraiser catches on.

- d. *Pecan/Poinsettias* - sales throughout the holidays are way down. The Fundraising committee will be discussing this in the next committee meeting. There are still some Pecans and Cashews to be sold. They are located in the 4-H office.
- e. *501c3 Paperwork* – the Board officers needed to sign the Bylaws. This was done at this meeting. We have all the paperwork now in order and we just need a cashier's check for \$850.00 to accompany the paperwork to the IRS and Matt Valentino's signature on the main application. A hard copy of everything needs to be on file at the 4-H office and should be made available for viewing if anyone wishes to see it.
 - i. **ACTION ITEM:** January 9th, 2013 – Sydney will get a cashier check for \$850 to Linda King at the 4-H office.
 - ii. **ACTION ITEM:** January 14th, 2013 - mail all originals to the IRS and email electronic copies to VA Tech.
- f. *New EIN #* - went into effect January 1st. A new PWC 4-H Assoc. bank account is set-up at BBT Bank at the Wellington Shopping Center branch in Woodbridge, VA. New checks are on order and should arrive soon. Sydney is the only Board member on the signature card at the moment.
 - i. **ACTION ITEM:** Matt and Alan need to go in with Sydney and sign the signature card as back-up.
 - ii. All necessary paperwork is located at this branch for clubs to follow and set up new accounts under the new EIN # to meet 501c3 legal needs for the PWC 4-H Assoc. Club treasurers/leaders need to follow the directions that Sydney will put together and email out to all the clubs.
 - 1. The members at this meeting agreed to have all clubs set-up accounts at this BBT Branch according to PWC 4-H Assoc. directions for now until we have a better understanding on how to proceed with the new 501c3 laws.
 - iii. **ACTION ITEM:** January 14th, 2013 – directions for new account set-up emailed to all PWC 4-H Assoc. club leaders.
 - iv. **ACTION ITEM:** February 1st, 2013 – by this date all clubs' old accounts should be closed and new accounts set-up at BBT Bank at the Wellington Shopping Center branch in Woodbridge.

6. New Business

a. Club Reports

- i. *R.A.B.B.I.T. CLUB* -Members had a wonderful time at our holiday party last month full of games, crafts and goodies. This month we are going to have our meeting on JANUARY 22nd and we are going to learn general care on how to take care of a bunny. We are also going to make sock puppet bunnies for our craft and have snack time. Submitted by Patricia Stubenhofer.
- ii. *FOOTPRINTS* -Each month we brainstorm needs in our community and consider how we might be able to help. We have several members that are very new to the "community service" aspect (outreach) and some that are very seasoned. In December, we enjoyed a traditional 4-H Campfire with songs, skits, Great Bears, Nature Reports and S'mores at the home of one of our members. "Operation Cocoa" will be implemented after the next big snow! We are going to load

up our members with snow shovels in hand... go out and about in our community helping people dig out... and supply hot cocoa or coffee to the workers out there. We are considering many of the upcoming area-wide 4H activities and are especially looking forward to 4H Day at the Capitol. Submitted by Suzanne Seaberg.

- iii. *ALPACA CLUB* -After a December show and a break, we will be meeting again on January 13 & 20, and are planning on WELCOMING SEVERAL NEW MEMBERS which will enable us to submit our request for charter (thus becoming a formal club). We found a good resource in the “Leaders Manual of 4-H Alpaca Activities” which was developed by AOBA (Alpaca Owners and Breeders Association). Some new alpacas will be assigned and we hope to meet more frequently to foster the connection between our members and their “adopted” alpaca. A goal is to have our own “show” in the Spring. If you are interested in joining the Alpaca Club, please contact mlerch@pwcgov.org. Submitted by Suzanne Seaberg
- iv. *MANASSAS PARK WESTSIDE 4-H CLUB* -Our club did a wonderful job this past Saturday with their first Community Clean-Up Day. We have adopted a block in Manassas Park, which includes a small strip mall. We had nine children and four adult volunteers participate, and we bagged up two very large garbage bags full of trash. One of the adults volunteered to cook breakfast, so by the time we arrived back at the leader’s house, we had hot pancakes waiting, biscuits, bacon and eggs. Harbour Freight and Home Depot had graciously donated bags and trash grabbers, as well as some orange coated gloves. We attached a trash can to a dolly so we could pull it with us easily. We had a good time and the block certainly looked better when we were done. Our plan is to clean once a month, on the first Saturday of the month. In December, we attended Manassas Park's Free Dive-In Pool Party at the Community Center, where we got to watch Arthur Christmas while floating around in the pool. We were also in the parade of lights, where we decorated the truck and rode down Manassas Drive singing Christmas songs. That was very fun except that we need a better system of lights next year. We also made and decorated cookies for our teachers. They were messy. This month, we are planning a trip to the ice skating rink in Manassas, when they have Free Wednesday Skates. We still have to rent the skates for \$3 a pair, but it is a lot less than usual. We will also have one regular meeting and do some arts and crafts. Submitted by Susan Casoni
- v. *PINS AND PATTERNS* -5 members, 3 leaders. Working on our outfit for Fashion Review in April. Have already cut the fabric and have started sewing. We meet every Saturday. Submitted by Ruby Dunn – President
- vi. *BEHIND THE SEAMS* -Participated in Wreaths Across America, laid one wreath and then picked names of veterans to research and talked about them at the last meeting Jan. 5th. We also had a small party and gift exchange on Jan. 5th. The majority of our members is on track and will be participating in Fashion Revue. We have 8 meetings left until Fashion Revue. Submitted by CathRine Root
- vii. *COMPASS 4-H* -Will be working on Impromptu Acting for the next 4-6 meetings. Next meeting is Jan. 10th. Everyone is having a great time. We also participated in the WAA and the pecans/poinsettias’ fundraisers. We are having our own fundraiser Jan. 22nd at CiCi’s Pizza in Woodbridge and would love to have everyone come for dinner before heading to Presentation Training at the McCoart Building later that evening. The CiCi’s event is from 4-8pm. We are raising money to get more plants and supplies for our butterfly garden at the Occoquan Wildlife Refuge. Submitted by Michelle Boice
- viii. *NOKESVILLE* -The Nokesville 4-H Club participated in the Wreaths Across America community service on Saturday, December 15th. We were encouraged by one of the speakers to learn

about someone buried in the Quantico Cemetery. It was a sight to see all the headstones and the wreaths with their red bows laying against each one. We also participated in the first ever, Nokesville Christmas Parade, which took place on Saturday, December 8th. We had a great time decorating the float, and rode through Nokesville in 'style'. We had 4-Hers on the float passing out candy, and other were walking their dogs alongside the float. At our last 4-H General Club Meeting on Friday, January 4th, we invited club members to come early and make snowflakes for the Sandy Hook students to hang in their new school. Submitted by Jackie Nguyen

- ix. *ALL STARS* -4 All-Stars traveled to Culpepper to participate in the Dist. Review. All of PWC All Star applicants were forwarded to State Level. Congratulations to 4H All Star applicants Jenna Fees, Troy Vigil, Marie Lerch, Michelle Laporatti, and Mikaela Mattes. Honorary applicants Ron Smith and Sandy Arnold and 4-H Extension office applicant Cindy Puyear. Reported by MaryLou Malo
- x. *TRIGGER TIME* – On December 17th, 2012 we had our annual Christmas pot luck dinner. At that dinner we also did a gift exchange and had our officer elections. Our officers for the new year are Troy Vigil- President, James Fees - Vice President, Emily Lerch - Secretary, David Lerch - Treasurer, Jenna Fees - Historian / Photographer. We also recognized Jenna Fees for earning the Fred Fees Award. This is given to a member that contributes significantly to the club over time. It is not an annual award and it has nothing to do with shooting proficiency. I also brought along to show the District Traveling Trophy that Trigger Time earned at the district shoot for being the best team. It will be displayed in the 4-H office. Reported by Emily Lerch
- b. County Budget – Haven't heard from the county yet so we are not sure where we are at this time.
- c. Calendar 2013
 - i. *Teen Leadership Development Workshop* is January 17th, 2013 at the 4-H office. Information was emailed out to all clubs and will be in the weekly email newsletter.
 - ii. *Presentation Day Training* is January 22nd, 2013 at McCoart Building. Information will be sent out in the weekly email newsletter.
 - iii. *Robotics Leaders Meeting* is January 24th, 2013 at the 4-H office. Information on the Innovation Robotics sessions at George Mason University will be reviewed at this time. Information will be sent out in the weekly email newsletter.
 - iv. *State Capital Day* is February 12th, 2013 and the cost was lowered slightly for the bus tickets to help make it more affordable for all who want to go. Del. Anderson will be our host while down there and all is set for the day's events. Information has already been emailed out to all clubs and will also be in the weekly email newsletter.
 - v. *Share the Fun Day* has been moved to February 22nd, 2013 with rehearsal on February 21st. Still looking for a theme. Information has been emailed out to all clubs and will be in the weekly email newsletter.

Next Advisory Council Meeting is March 12th, 2013 from 7-8:30 PM in the Occoquan Room at the McCoart Building.

Mid-Year Leaders Meeting is March 12th from 6-7 PM prior to the Advisory Council Mtg. – Pizza!

Board:

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