

PWC 4-H Association Council Meeting Minutes For November 21, 2013

Attendees:

Matt Valentino- Association President, Alan Lerch- Vice President, Tom Harrigan – Secretary, Linda King – Extension Agent to PWC 4-H Association, MaryBeth Lerch- Extension Office, Carla Valentino – 4H Green Club, Nicolus Valentino – 4H Green Club, Karriane Hall – Leader Phantom Riders, Donna Weisheit – Leader Pins and Patterns, Abigail Pemyhgton – Pins and Patterns, Connie Pennington – Pins and Patterns, Dania Root – Leader Behind The Seams, Catherine Root – Behind The Seams, Megan Harrigan – Nokesville 4H Corresponding Secretary

Meeting called to order at 7:00 PM

1. Welcome/Introduction – Matt Valentino welcomed everyone and asked attendees to introduce themselves.

2. Association meeting minutes for the September 10, 2013 meeting were approved.

3. Treasurer's Statement / Report

- Status of Certificates of Deposits
Motion carried to rollover with current institution a CD reaching maturity on 12/14/13.
Action: Motion Approved by vote.
- Budget update
Overall status/summary report given by Donna Weisheit.
Revenue recognized from Fair Camp Project.
- Treasurer's Report
Treasurer's Report for period 07/01/2013 to 10/31/2013 submitted by Donna Weisheit.
Overall value of account decreased \$ 600

4. Fund Raising Activities

4-H Fundraising instruction letter to the Leaders

- Wreaths Across America
127 Wreaths sold; revenue of approx \$ 700 with a return of approx \$ 500 to the Association.
- Poinsettia/Pecan sale update
Program now under way; projections are similar to last year's revenue.
- Chick-fil-A Update
Under \$ 100 reported for this project.
- Tractor Supply
No Report for this project

5. Old Business

- October: Board of Supervisors Meeting – Proclamation for National 4-H Week in Prince William County
- October 6-12: National 4-H Week
- October 10th: National 4-H Science Experiment Field Trip
- October 11th: 4-H Recognition Night

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- October 22nd: Portfolio Training
- October 24th: Teen Leadership Council
- November 8th: Fall Teen Leadership Conference (Cancelled)
- November 13th: Officer Training

6. New Business

- PWC 4-H Association Financial Guidelines (for the 4-H Clubs)
Draft document for Financial Guidelines and Reporting presented to the Association by Donna Weisheit. This document is the result of meetings and guidance from the Virginia Tech Extension Office for Association reporting.
Included in this document are:
 - ✓ Statement of guidelines and terms – Draft Cover
 - ✓ Responsibilities of the 4-H Club Treasurer
 - ✓ Tax Exempt Status Letter from IRS - Attachment A
 - ✓ IRS W-9 Form with Tax ID number - Attachment B
 - ✓ Instructions for obtaining a Club Bank Account (sample form) - Attachment C
 - ✓ Sample Club Financial Records Spreadsheet - Attachment D
 - ✓ Club Payment Processing Form - Attachment E
 - ✓ Club Reimbursement Form - Attachment F
 - ✓ PWC 4-H Fundraising Guidelines & Request Form - Attachment G
 - ✓ PWC 4-H Donor Request Form/ Sample Donation Receipt Letter - Attachment H**Action:** Donna will circulate the Financial Guidelines Document to Virginia Tech and the PWC 4-H Club Leaders for review and comment over the next report period. Donna will advise the Association on a new and permanent document at the March meeting.
- Request to the Club Treasurers to submit a budget each year for reporting purposes. All reporting must be submitted to Donna by August 31st, 2014 to make the IRS deadline.
Action : Format for the budget report has not been issued but sample reports are available from Linda King upon request.
- Volunteer Hour Tracking by Clubs
Request from Mary Beth Lerch will go out to the Clubs to list volunteer and track hours for reporting requirements.
Action: Mary Beth to report on status TBD.
- Club Reports
 - Behind the Seams - Report**
Leader: Vania Root
New Club Officers:
Catherine Root - President
Villalpando – Vice President
Aine Hanley - Secretary
Kayleigh Sullivan - Treasurer
Isabella Warner – Snack Coordinator
Sarah Assadourian – Safety Chair
 - Phantom Riders- Report**
Activities:

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- ✓ Community Service Projects (review)
- ✓ Planning Cards for Soldiers Project
- ✓ Selling Horse Treats (Fund Raiser)
- ✓ Will network with Sandy Arnold in the Nokesville Club for planning

Pins and Patterns- Report

Activities:

- ✓ October: December 7th Project
- ✓ Officer Elections
- ✓ Meeting at Jo-Ann's Fabric to pick out patterns for next project

Leaders: Rose Dunn, Ms. Ellen, and Donna Weishert

New Club Officers

Ruby Dunn – President

Lily Poole– Vice President

Abigail Pennington - Secretary

Sophia Monica – Historian

Olivia Morales – Snack and Cleanup Coordinator

Nokesville 4-H- Report

Activities:

- ✓ Officer Training
- ✓ Officer Elections
- ✓ Community Service Projects – Food for SERVE, Blankets for Soldiers
- ✓ Poinsettia & Nut Fund Raiser Project
- ✓ Project Reports

New Club Officers:

Megan Kolwitz - President

Gavin Saul - Vice President

Libby Arnold - Recording Secretary

Megan Harrigan - Corresponding Secretary

Madison Miller - Treasurer

Gavin Saul - Health Officer

Sean Harrigan - Reporter

Calah Puryear, Jackie Nguyen - Song Leaders

Zak Kerns, Marie Lerch - Recreation Leaders

Trae Kohn - Sergeant-at-Arms

Trae Kohn - Safety and Logistics

Trigger Time- Report

Activities:

- ✓ Planning matches
- ✓ Planning/reviewing joining a league
- ✓ Spring activity: Rifle/Archery Fall Activity: Rifle

4-H Green Club- Report

Activities:

- ✓ Planning events for the year

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- ✓ Officer Training
- ✓ Each member will take turns shadowing Nikolaos, as president, each month

Leader: Carla Valentino

New Club Officers

Nikolaos Valentino - President

Lindsey Hilt – Vice President

Katie Hilt - Secretary

Brooke Vaglia - Treasurer

Nikolaos Valentino - Reporter/Photographer

Each member will take turns

shadowing me, as president, each month

- Motion to have Club Reports at the beginning of the Meeting Agenda
Motion to move future Association Meeting start time to 6:30 PM instead of 7:00 PM.
Action: Motion(s) approved by Matt Valentino- Association President
- Discussion on Fall Teen Leadership Council for Association in Future
Action: Association must take up this discussion to explore if there are ways they can help with this project in the future. TBD
- Calendar Events
 - December 6th & 7th: Poinsettia Pick-up
 - December 7th: Manassas Parade
 - January 7th, 2014: 4-H Association Meeting
 - January 23rd, 2014: Presentation Training
 - February 11th, 2014: 4-H Day at the State Capitol
 - February 13th, 2014: Embryology Training for Leaders
 - February (TBD), 2014: Share the Fun Rehearsal
 - February (TBD), 2014: Share the Fun Performance
 - March 6th & 8th: Embryology Training

Adjourn - **Next Meeting:** - January 7, 2014: Cedar Run Room, McCoart Building, 6:30-8:00 PM
(Please note time change for this next meeting)

Matt Valentino- Association President
Sydney Nguyen- Association Treasurer

Alan Lerch- Association Vice President
Tom Harrigan- Association Secretary

Committees:

Executive Committee – Chair - Matt Valentino

Finance Committee – Chair – Leslie-Ann Stevens

Publicity Committee – Chair – Terry McCarty

Program Committee – Chair – Linda King

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

Membership Committee - All

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