**Parents and Leaders Association Minutes** 

**February 15, 2021, @ 6:00pm**

**UWEX Basement, Black River Falls, WI**

1. **Call to Order 6:06 by President, Maribeth Graham**
2. **Pledges**
3. **Roll Call - Maribeth Graham, Andrea Rippley, Lori Janke, Amy Carriere, Rachel Tollefson, Jessie Oberlin, Molly Kniseley (no quorum)**
4. **Agenda revisions or items from the floor**
5. **Project reports** 
   1. Cloverbud - Newsletter call out for youth leaders/adult leaders (Ask club leaders to follow up with recommendations of youth)
   2. Dairy - Members can show at both State and Jackson County fair, if interested connect with Dairy Committee Holly Nieman for more information. ([jacksoncountydc@gmail.com](mailto:jacksoncountydc@gmail.com)) https://wistatefair.com/competitions/junior-dairy/
   3. Dog - reached out to Mindy Wagner for additional grant details, have not heard back.
   4. Horse - no update
   5. Livestock - 66 head weigh in at end of January, tags in non-show side ear
   6. Small Animal - no update, still waiting on charter paperwork
   7. Shooting Sports - state meeting was recorded and that Andrea will send on to shooting sports leaders
   8. Quilting SPIN Club - Tanya Mathews - not currently holding due to Jackson Electric Availability
   9. Felting SPIN Club - Kelly Emerson - not currently holding due to Jackson Electric Availability
6. **Committee Reports**
   1. Fair Park / Board - Fair Board will not be doing the fair book through the printing company and going electronic, what projects are kids entering, what fair entries are no longer being used, which ones should be updated? Kim Ponterio may be a contact for that information
   2. Food Stand - Lori reached out to Dorothy and she will be our food stand manager. We are waiting for a state update on requirements. Andrea will let us know when updates are available
   3. Fundraising
      1. Cookbook - presale sheet, looking into selling at a table
      2. Plat books -update on new business
7. **Secretary’s Report wait for quorum**
8. **Treasurer’s Report/Association Bills** - consider moving funds from checking Jackson County has a month to month cd interest (wait for quorum to make a decision on this)
9. **Old Business** 
   1. Plat Book Update - 3 sold last two months
   2. Discuss Award Banquet and set date (see Jan notes on ideas to vote, waiting for quorum)
   3. Enrollment for clubs-sent out lists to club leaders in January, membership increased from 157 last month to 173. Andrea Notify club leaders of updated lists, requesting feedback on if it is correct, and give a list of incomplete records to club leaders
   4. Exec.Board role -
      1. Date: 2 hours (planning time - questions we have) Mar 8th 5:30 Lori box lunches
   5. Communication - between leaders, charter leaders, Extension office, and fair board will revisit after some planning as exec board
   6. Need to have quorum to finalize things (Jan and Feb)
10. **New Business** 
    1. Molly Kniseley & Jessie Oberlin have questions about plat book ad sales.
       1. Molly and Jessie (correspondence with Mapping solutions and requesting ads-20% of ads, promotion of ebook and smart map, cost of stamps/envelopes/printing to be submitted to PL board) E-vote on approval of contract
       2. Called about plat books (book, ebook, smart map) sent example of each-ebook $65, smart map $75, once annually rebate $20 per item sold
       3. Ad cost stay the same (ads offset the price of the book)
    2. Better communication for everyone
       1. Website update info to Andrea
       2. Parent and Leader update info to Andrea
       3. How do we improve communication between charters and Extension office and parent and leaders board?
          1. Where do we find new information?
          2. What goes on Facebook,
          3. What goes on website?, [Updates needed](https://docs.google.com/spreadsheets/d/14J9q3SrS6lp-SBx5akeJBxwyFH_nhOfBKtWxoAt3IDM/edit?usp=sharing)
          4. What goes in newsletters? The goal is one a month (request for information from Charters on what they are doing, from clubs on highlights or meeting minutes or pictures)
          5. Do we have a [parent and leaders](https://jackson.extension.wisc.edu/4-h/about-4-h/4-h-youth-development-4-h-parents-and-leaders-association/) site? Page on Jackson County Extension
          6. How does parent leaders send out info?
          7. Who is responsible for what communications?
    3. Exec.Board -
       1. our purpose - bylaws/updates
       2. position description - old versions that need to be updated
       3. previous board makeup(roster) - how do we build a full roster/board
       4. nomination recruitment - letter sample in folder
       5. support our clubs ( also for communications) continue to ask for feedback
          1. How to support our members (more project leaders/more county wide meetings, how do we connect members with leaders outside their club)
          2. How to support our leaders/projects (to provide opportunities)
          3. How do we promote doing SAFE in person learning and virtual learning that is accessible
11. **Staff announcements** 
    1. **Joint Newsletter for Jackson/Tremp**
12. **To Do Items**
    1. Charter support for those new to writing them, (Andrea)
    2. Could we get a synopsis of numbers of members enrolled in each project area in order to build support in project leaders and opportunities, (Andrea)
    3. What is appropriate to put in a secretary’s report regarding treasurer’s report (Amy/Andrea)
    4. Notify club leaders of updated lists, requesting feedback on if it is correct, and give a list of incomplete records to club leaders (Andrea)
    5. Update contract for the plat book coordinator (Andrea)
    6. Send email for e-vote for the plat book coordinator position (Maribeth)
    7. Set up email list for voting members (Amy)
    8. Send email list of charter leads to Amy (Andrea)
    9. Updates on website (Andrea)
    10. Future agenda items: Safe in person learning
    11. Newsletter timeline so we can get info to Andrea
    12. How to add projects (training this week) send info (Andrea)
13. **Upcoming Important Dates:**
    1. STEM by Mar 1 enrollment
    2. Project Enrollment by April 15
14. **Adjourn - President called for Adjournment at 8:46.**

**Next Meeting:March 15, 2021 @ 6:00 PM at the Extension Office**