**Parents and Leaders Association Minutes** 

**April 19, 2021, @ 6:00pm**

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

1. **Call to Order 6:05 by Maribeth Graham**
2. **Pledges**
3. **Roll Call Andrea Rippley, Chelsey Yeskie, Lori Janke, Amy Carriere, Maribeth Graham, Kelly Emerson, Rachel Tollefson, Kelly Brasda, Jessie Oberlien**

**Youth Attending: Faith Emerson**

1. **Agenda revisions or items from the floor**
2. **Project reports** 
   1. Cloverbud - no current leader, cloverbud day camp August 12 (Kelly Brasda will help with day camp) Also, looking for older youth to help plan activities and help with day camp
   2. Dairy - YQCA is on YQCA.org needs to be completed and certificate emailed to Julie [Julie.peterson@co.jackson.wi.us](mailto:Julie.peterson@co.jackson.wi.us) before July 15, 2021
   3. Dog - Mindy has sent some dog members an email about practices
   4. Horse - Jenny Lien is leader
   5. Livestock - New email address ([JCLivestockCommittee@gmail.com](mailto:JCLivestockCommittee@gmail.com)) /google account. Trying to regroup and find out current emails, contacts, and how the livestock committee can help support members and leaders, and improve upon livestock education opportunities. Here is a link to the [survey](https://docs.google.com/forms/d/1VeDNl1WsddloC4D3k6bpffEkrmjyzfYj3uY3VSf9a2I/edit?usp=sharing). Wisconsin Youth Livestock Program webpage for online learning credits..print certificate and email a copy to [JCLivestockCommittee@gmail.com](mailto:JCLivestockCommittee@gmail.com)
   6. Small Animal - Small Animal Swap on April 10th. Made $429.25 at the swap. Had a lot of great help. Next meeting will be May 11th at 6pm held at extension office. There will be elections.
   7. Shooting Sports - not planning on a season
   8. Quilting SPIN Club - Tanya will be at VIP session and re-enrolling in 4H in order to support Quilting SPIN club
   9. Felting SPIN Club - Jackson Electric will not be open until 2022 so will need to look for a different location (Town of Albion) or potentially zoom meetings with pick up kits at the office
3. **Committee Reports**
   1. Fair parks - hoping to do most of fair signup online, having regular fair office hours (Thursday aft/evening and Saturday), vendors will be cut to just those that fit in front and that the projects will be spread out in arena. Hiring for two new positions, [Youtube link](https://www.facebook.com/jacksoncountyfairwi/videos/440892397209181) (sale for JC Livestock will be at 4pm this year, positions hiring, and the online entry process
      1. Fair book: [https://www.jacksoncountyfairwi.com/fair-entries/complete-fair-book](https://www.jacksoncountyfairwi.com/fair-entries/complete-fair-book/)
   2. Food stand-Dorothy Rummel Interested in being Food Stand Manager
   3. Fundraising - [Cookbook Sales Sheet Idea](https://drive.google.com/file/d/171zsCc5RNv8BFbH24Zkuro37v_bQDyfV/view?usp=sharing)
4. **Secretary’s Report** [March Secretary’s Report](https://docs.google.com/document/d/13a3PqsHV2Ww_JIVF6g8twPnJB_Y96N74KlRg1ODVW9Q/edit?usp=sharing) Motion to approve November, January, February, and March Secretary’s report made by Kelly Emerson, seconded by Rachel Tollefson
5. **Treasurer’s Report/Association Bills** treasurer's report will be put on file for year end audit, a quarterly audit will be needed in beginning of May
6. **Old Business** 
   1. Need to have quorum-Vote on any past votes that needed to be voted on
      1. [November Secretary’s Report](https://docs.google.com/document/d/1nRWU9V5gNdp5C2_5JJvyCK9p6E9M-4rIO1DPj-tWJxE/edit?usp=sharing) Motion to approve November, January, February, and March Secretary’s report made by Kelly Emerson, seconded by Rachel Tollefson
      2. [January Secretary’s Report](https://docs.google.com/document/d/1stPKB3vBGqWDOsXpsidsmVo7hHQ9OfFDk3Ym3TE1WKk/edit?usp=sharing)Motion to approve November, January, February, and March Secretary’s report made by Kelly Emerson, seconded by Rachel Tollefson
      3. [February Secretary’s Report](https://docs.google.com/document/d/1UDbYD3tZJv-_b6OATcXgQsKgmGZVo9rCUyVS29t9D3M/edit?usp=sharing)Motion to approve November, January, February, and March Secretary’s report made by Kelly Emerson, seconded by Rachel Tollefson
      4. Awards Banquet Motion from January-Amy Carriere moved to use the 2019-2020 fiscal budget to pay for printing, mailing and chamber bucks to the award recipients in lieu of the awards banquet. Kelly Emerson Seconded, Motion passed
      5. consider moving funds from checking Jackson County has a month to month cd interest-February’s Treasurer's Report Info Rachel Tollefson motioned for $10,000 to be moved from checking to a month to month cd. Amy Carriere Seconded. Motion passes
   2. Plat Book Update - Ads are done and checks are in ($8150) 29 ads are sold, hard copy and digital copy sent in, receipts and thank yous sent to sponsors
   3. Award Banquet Next Steps-Lori will get amount of money sent out and Amy will get list of award recipients
   4. Decided on Exec. Board meeting the monday before P/L meeting
   5. Review To Do Items from February Meeting update:
      1. Charter support for those new to writing them, looking for a date in August, looking for a bank to support charter writing (Andrea)
      2. What is appropriate to put in a secretary’s report regarding treasurer’s report (Amy/Andrea) Answer: the report will be placed on file pending year end audit
      3. Notify club leaders of updated lists, requesting feedback on if it is correct, and give a list of incomplete records to club leaders (Andrea)
      4. Updates on website (Andrea)
      5. Newsletter timeline so we can get into the newsletter. Info to Andrea in by the 15th
      6. How to add projects (training this week) send info (Andrea)
7. **New Business** 
   1. Insurance Reviews: Dishonestly bond, Assets/Personal property - reach out to shooting sports for updated equipment, Special Event(food stand),American income life liability for club members
   2. Consider placing a Ad in the plat book-Rachel Tollefson motioned for half page ad $450 in plat book
      1. Motion amended Rachel Tollefson motioned for two quarter page ads for $700 in 2021 plat book, Amy Carriere seconds, motion passes
   3. Review [grant letters](https://drive.google.com/file/d/1JMIMizMtpEa9KgmO-fyOEuKjouYThefY/view?usp=sharing) (get them started) (Amy change to google forms and update date to second Monday in May)
   4. Review/revise [Constitution bylaws](https://docs.google.com/document/d/18EbwujDguPVlqNxuEe5tKWosG6ONq-9SYqAi9T9sg5c/edit?usp=sharing) (table for another month)
   5. [Food stand regulations](https://drive.google.com/file/d/17HGS_mUyeN_u76OTKDzYmY68J9_5nQjr/view?usp=sharing)
   6. Review [contract](https://drive.google.com/file/d/114jsHXNqUxdlPHcnHqY9fW5oOepOGHZn/view?usp=sharing) for the food stand-wording was re-worked
      1. Amy Carriere made a Motion for pay to increase to $1000 and 7% Rachel Seconded, motion carries
      2. In bylaws, When contract goes to longevity we consider a increase in pay, Amy Carriere
      3. Motion amendment: In bylaws, when contract goes to longevity (same person/position for more than 2 years, start of the third year) the board will consider an increase in pay to ensure sustainability, Rachel seconded as amended
   7. Brainstorming County events for this summer/ fall (camp) policy change that applies to camp and summer events (camp 2022), day camp for 2021, (beaver creek in fall creek, decorah in holmen, christian youth camp in brf, upham woods) ice cream social (project booths/4H promotion/Pfaff farm? Lunda Park? Partner with Tremp?) World record banana split, Farmers market, summer of science, sidewalk chalk art at lunda park, gardening camp -Dave Epstein,
   8. Thank you letter for donation $500 to parent and leader
8. **Staff announcements** 
   1. Andrea- has [updated meeting guidelines](https://docs.google.com/document/d/1yfsMsAkfJEJ48brWT7ba8UQgINkZz0ER3od25f3-rrU/edit?usp=sharing)
9. **TO DO:** 
   1. **Andrea will run a list for cloverbud enrollment so that we can connect with a few parents to see if any would be interested in leading activities**
   2. **Andrea will run a list for dog project to send to Mindy of current members**
   3. **Kelly Emerson will try connecting with Mindy from Dog project for an update.**
   4. **Andrea will connect with Jenny Lien regarding Horse Project meetings**
   5. **Amy Send out Dorthy Rommel’s Food Stand Contract with Food stand regulations from Ben Rodenberg**
   6. **Lori will get us an amount, Amy will get list of awards**
   7. **Lori will submit ad requirements to Jessie for the plat book**
   8. **Andrea will Notify club leaders of updated lists, requesting feedback on if it is correct, and give a list of incomplete records to club leaders (Sharing Pioneers, Northfield Go-Getters, Rosehill Ramblers need membership updates)**
   9. **Updates on website (Andrea) phone numbers and moundview**
   10. **Andrea call American income life liability for club members**
   11. **Amy reach out to shooting sports for updated inventory list, dog**
   12. **Amy update grant request letter to google form and send to andrea for newsletter and send in email**
10. **Adjourn-8:34pm**

**Next Full Meeting: May 17, 2021 @ 6:00 PM at the Extension Office**

**Next Exec Board Meeting: May 10, 2021 @ 5:30 PM at the Extension Office**