**Parents and Leaders Association Minutes** 

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

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

1. **Call to Order Maribeth Graham called to order 6:08pm**
2. **Pledges**
3. **Roll Call** Maribeth Graham, Rachel Tollefson, Kelly Emerson, Faith Emerson, Molly Kniseley, Jessie Oberlin, Andrea Rippley
4. **Agenda revisions or items from the floor**
5. **Project reports**
	1. Cloverbud
	2. Dairy
	3. Dog
	4. Horse
	5. Livestock - working on fairbook revisions, tags out for lambs, goats, pigs, sending out a survey to ask parents what they would like for workshops.
	6. Small Animal- just met-kids have to make 1 meeting & 3 workshops that pertain to their project & do a report (all online). Small animal swap Apr. 10th 6-12pm $6/seller $3/buyer; sellers can arrive at 5:30. Election of officers at next meeting. Polarium testing will be required this year.
	7. Shooting Sports
	8. Quilting SPIN Club- Jackson Electric is not opening their facility until 2022.
	9. Felting SPIN Club- Jackson Electric is not opening their facility until 2022.
6. **Committee Reports**
	1. Fair parks
	2. Food stand- April Guidelines will have more information.
	3. Fundraising - [Cookbook Sales Sheet Idea](https://drive.google.com/file/d/171zsCc5RNv8BFbH24Zkuro37v_bQDyfV/view?usp=sharing)
7. **Secretary’s Report** [February Secretary’s Report](https://docs.google.com/document/d/1UDbYD3tZJv-_b6OATcXgQsKgmGZVo9rCUyVS29t9D3M/edit?usp=sharing) **no quorum**
8. **Treasurer’s Report/Association Bills** **-not reviewed**
9. **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)
		2. [January Secretary’s Report](https://docs.google.com/document/d/1stPKB3vBGqWDOsXpsidsmVo7hHQ9OfFDk3Ym3TE1WKk/edit?usp=sharing)
		3. 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.
		4. consider moving funds from checking Jackson County has a month to month cd interest-February’s Treasurer's Report Info
	2. Plat Book Update - sent out 150 letters, sold 14 ads current income: $4,725, 7 new businesses. Leave open until April 1st. Meeting with a new sponsor tomorrow. Need to supply photos for the covers-1 up to 8 photo collage. Should we open it up to other 4H families to contribute? Need hi-resolution photos. Andrea to put a request on the facebook page. Do a vote on which photos are selected-leader’s board. By May the layout is complete. Cover design to be finalized in the April Meeting.
	3. E vote sent for approval of the contract for an independent contractors for plat book (was approved with 13 e-votes for the contract and 0 against)
	4. Award Banquet Next Steps- things for voting. Some clubs have not submitted information for awards. Board to send out another reminder to club leaders. Need quorum to vote on certain items. Kelly to call club leaders that have not yet submitted for awards. Request that submissions be in by April 10th.
	5. Decided on Exec. Board meeting the monday before P/L meeting
	6. Review To Do Items from February Meeting update:
		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](https://drive.google.com/file/d/1oxYYCL_vVxtdnNPfWnnA4MvUrUfdRCAs/view?usp=sharing) in order to build support in project leaders and opportunities, (Andrea) Done
		3. 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
		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 coordinato](https://drive.google.com/file/d/1cEgWSx3XaT43CUysfB8NjqiTw84LtvEx/view?usp=sharing)[r](https://drive.google.com/drive/u/4/search?q=oberlien) (Andrea) Done
		6. Send email for e-vote for the plat book coordinator position (Maribeth) Done
		7. Set up email list for voting members (Amy) Done
		8. Send email list of charter leads to Amy (Andrea) Approved Adult Leaders -Done
		9. Updates on website (Andrea) Done
		10. Future agenda items: Safe in person learning Done see link below
		11. Newsletter timeline so we can get info to Andrea
		12. How to add projects (training this week) send info (Andrea)
10. **New Business**
	1. Insurance Reviews: Dishonestly bond, Assets/Personal property, Special Event(food stand),American income life liability for club members
	2. Consider placing a Ad in the plat book
	3. Review [grant letters](https://drive.google.com/file/d/1JMIMizMtpEa9KgmO-fyOEuKjouYThefY/view?usp=sharing) (get them started)
	4. Review/revise [Constitution bylaws](https://docs.google.com/document/d/18EbwujDguPVlqNxuEe5tKWosG6ONq-9SYqAi9T9sg5c/edit?usp=sharing)
	5. [Food stand regulations](https://drive.google.com/file/d/17HGS_mUyeN_u76OTKDzYmY68J9_5nQjr/view?usp=sharing) - need to have insurance(per Lori’s email)
	6. Review [contract](https://drive.google.com/file/d/114jsHXNqUxdlPHcnHqY9fW5oOepOGHZn/view?usp=sharing) for the food stand
	7. Brainstorming County events for this summer/ fall( camp)
11. **Staff announcements**
	1. Andrea- has [updated meeting guidelines](https://docs.google.com/document/d/1yfsMsAkfJEJ48brWT7ba8UQgINkZz0ER3od25f3-rrU/edit?usp=sharing) April 1st-June 1st: Can have up to 50 people indoors, or 30% of room capacity; 50 max still. Outdoors is up to 150 people. Meetings indoors=4hr max, no limit on outdoor meeting. Keep using face coverings, not eating indoors, keeping social distance. Still need to submit meeting approval forms for ALL in person meetings
12. **To Do:**
13. **Adjourn -Maribeth adjourned at 6:50 pm**

**Next Full Meeting:April 19, 2021 @ 6:00 PM at the Extension Office**

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