

San Juan County 4-H Leader's Council Executive Meeting Minutes
December 7, 2008 FH Extension Office at Skagit Valley College SJ Island

People in Attendance:

Officers: Jan Sanburg (president)- Shaw, John Gauthier (secretary)- SJ, Flo McAlary (treas.)- SJ

Staff: Cindy Gauthier **Guest:** Beth Phillips, 4-H Livestock Auction Bookkeeper

11:45 Meeting called to order by president Jan Sanburg.

Jan started the meeting by reminding us all that it was Pearl Harbor Day.

Lynn Hobbs will be asked to help the livestock committee develop the skills to make agendas & take meeting notes for this committee to share with the Leaders Council members.

The consequences of 4-H committees not following established rules & regulations were discussed.

A question was brought up about the availability of liability insurance for treasurers of various 4-H groups.

Leader's Council officers are ultimately liable for the finances of the Leader's Council & associated committees.

4-H Committees & clubs should set a yearly budget. Expenditures by the committee &/or club should be approved by its members prior to the expenditure happening. A note should be in the committee's/club's check register when the line item expense had been approved.

12:15 The question was raised whether expenditures should be approved at each meeting. An alternate option would be for executive officers to approve expenditures between meetings via email. Similar action could/should be made by the Livestock, Activities Scholarship & College Scholarship committees.

Beth Phillips expressed concern that she was cutting checks for the livestock committee without receipts or written approval. She'd feel more comfortable if there was a paper trail documenting the expenditures.

12:30 A review of last year's 4-H Leader's Council budget took place. Flo brought us up to date on the state of our finances. There's \$2,104 in the Keys Fund and \$2,001 in the Trust Fund. The budget discussion was tabled for another meeting.

12:45 A discussion of what form a 4-H financial reporting policy should take ensued. A draft was introduced. It was agreed that the wording needed to be tweaked.

~~All 4-H clubs are to submit minutes, financials, etc. to the 4-H Leader's Council.~~

Flo & Jan are to continue working on the financial policy.

1:45 Meeting adjourned.

Preliminary minutes 1/4/09

Approved as corrected on 1/10/09