

**4-H Executive Council Meeting
August 22, 2013
KTL Meeting Room, Fessenden**

Present: Jeff Schafer, David Lutt, Kelly Jones, Kristie Anderson, Sheila Weisz

Meeting called to order by President Jeff Schafer

Accounts Payable and Receivables

- All bills will be sent to the office going forward.
- Check Signatures
 - We could have a stamp to for the signature of the executive officer
 - Kristie will look into the rules for stamped signatures
 - Due to the dual control issue, we will require actual signatures
 - Kelly suggested she could come in twice a month for a signature
 - Sheila will sign the check as she issues them and either Lindsey or Kelly will be the second signature.
 - All executive officers will be able to sign also.
- The office will provide a spread sheet to Kelly including payee, amount, date, and reason for the check.
- Effective as of 9/1/13.

Food Booth Receipts

- Suggested the executive officers review the booth receipts and help to get the totals.
- Suggested the slips be reviewed and totaled by the person running the cash register before the end of their shift.
- Copies will be provided to families upon request.
- Discussed some suggestions to streamline the charge process.
 - Debit cards
 - Wrist bands with UPC to scan

Credit Card

- The card was approved in the May 2012 minutes.
- David moved to approve a MasterCard with a \$10,000 credit limit. Kelly seconded the motion.
 - Discussion:
 - Cards will be kept at the office
 - Signed out by the person as approved on the corporate resolution on file at FIBT
 - Cards can be kept out for a week unless approved by the executive committee.
 - All transactions must have a receipt or the purchase will be responsibility of the person making the purchase.
 - Emailed or photocopied receipts will be acceptable

- As committee members change, the corporate resolution on file at FIBT will need to be updated.
 - This needs to be noted in the annual reorganization meeting.
- Approved cardholders include Steven Jones, shooting sports, Krysten McKinven, Explorers' Group and Food Booth; and Kristie Anderson, Food Booth.
- Motion carried

Lindsey

- Dave moved to spend \$150 for an embroidered blanket and gift card, Kristie seconded, motion carried.

Explorers' Group and Auction

- The purpose for the non-livestock items at the auction is to provide an avenue for smaller businesses to support 4-H.
- Discussed discontinuing the Explorer's Group after the trip in 2 years.
- Discussed using the funds raised by non-livestock item for council priorities such as shooting sports equipment, such as camp fees, barn repairs.
- Can also have a fun day for the whole county.

County Community Project

- Suggested rotating the club responsible each year.
- The responsible club would choose the activity and the charity that would benefit.