

Buena Vista 4-H Executive Board agenda, Sept 2017

Explore the treasures of 4-H!

Officer housekeeping matters with Officer Advisor:

- Review all Exec Board meeting dates with each other
- Does everyone know how to use google docs? This will be used for all communication among officers and advisor.
- Club calendar -Is it posted on Shutterfly?
- Club Leadership theme for the year - anything else for room or supplies?
Cleaning and supply room inventoried/ organized
- Review Program Planning Guide – who is preparing it for the county September due date?

1. To meet our goals, did we agree to assign new members to officers to be helpful all year? Does that mean phone calls directly to the officer? Just saying "Hi"?

Write final choice here:

- Review **Annual club** planner. Who is typing it up for due date?
- Review **Club meeting** planner. Who is typing it up for due date?
- Budget** revisions Where did we leave off??
- Club Apparel

Officers plans, goals and follow up with Officer Advisor:

- Sunshine** Report: phone script and families to call. How'd it go?
- Sergeant of Arms** ready with cleaning list and motions? How did it go last month?
- Activity officers**- Game ideas. Which ones were chosen? Who will notify them?
Are they on the **Meeting planner**?
- Flag bearer** - how'd it go?
- Is the **Corresponding secretary** ready? Do they know to keep a copy of incoming and outgoing mail for the Secretary's book? Who will keep track?
Please send a Get Well card to Henry Cremers and a Thank You Card to Mrs. Bradway. Also please read any correspondence received.
- Reporter** - newsnotes schedule is being circulated?
- Who is doing the full newsnotes? We need this as it holds all information for families! Includes policy, requirements and its where committee chair's are to place information.
- Recording secretary** – minutes due to everyone to review each month by when? These will be written in Google docs. (Be sure to Sign the meeting minutes each month.) Attendance Q's for each month written for whole year? To be placed in club **meeting planner**. Pirate themes or current themes?

- Treasurer's Report-** How did last month work? Let's make sure to list sub account funds.
 - Vice president** - do you have the first half of the year club committee chair checklists ready to hand out and give a report? Did we agree to being 2 months in advance? What committees do you need to call and remind this month? How is Hana helping?
 - President-** Club Meeting Agenda. Who gets it ready and who sends it club wide? Will we do a skit this month?
 - Newsnotes due date schedule for the year:
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- Monthly Themes? How will they be announced to club? Newsnotes? Sunshine Calls?
 - Review Funtastic Committee plans.
 - Achievement night & Dance
 - Officer Holiday Party? Date? Location? White Elephant? Other Games?

Officer Advisor matters:

Club Meeting Agendas How does this group want to create each month? At the beginning of exe board meeting meeting or at the end? Is it better to know everything and discuss and then create the agenda? Or, go through the agenda Record and find out all the information?

Confirm Who types agenda up and gets it to the club leader to email out? What is the agreed upon deadline?

Can it be posted on shutterfly at the same time? By who?

- Officer head shots. Did someone check back with Mr. Lurz?

Community Club Leader matters:

- Mrs. Urquides was in charge of our club's obligation to council with Record Book judging. How do we thank her at the September meeting?
- Livestock and other project rules are due for county approval prior to the country due date. Explain how you will proceed.
- Program for Sept – MCF Fair results,
- Committees - CL to confirm with Vice president and Hana to get information to the chairs to get going.
- Food booth - how will we thank Mr. Lurz and Mr. Flower?

- ❑ Explaining the difference between **Project Talks** and **committee/officer/jr-teen leader Reports**. This done at the meeting and in the newsnotes. By CL or Officers?
- ❑ Record Book medals awards. What month are these being passed out? Where can we do this in the agenda and still make it special?
- ❑ Check PPG and meeting planner - should we have Projects exhibited in hall at Sept meeting? This needs to be announced and in the newsnotes. Is it in the planner?

Start writing monthly club meeting agenda now: