

**Bayfield County 4-H Leader Association**  
**Annual Meeting**  
**Eileen Town Hall**  
**Monday, November 14 7:00 pm**

- I. Call Meeting to Order
- II Pledges
- III Roll Call
- IV Secretary's Report- Sept & Oct
- V Treasurer's Report- review of budget at ½ way point
- VI Committee Reports & Correspondence

**VII Old Business**

- A. Awards Dinner recap
- B. Fall Forum recap

**VIII. New Business**

- A. Bylaws changes- vote/ approve
- B. Election of officers: Vice president, Treasurer, member at-large
- C. 2024 Calendar- review/ approve
- D. Hosts & Committees sign up
- E. Other

**IX Adjourn**

- Next meeting date: Executive Board Meeting- 1/15 Iron River Community Center
  - Topic: New officer onboarding & group planning session.

**Minutes of the**  
**4-H Leaders Association Executive Board Meeting**  
**October 16, 2023, at 6:30pm via Zoom**

1. Caloney Mesik calls the meeting to order at 6:33pm
2. **Roll Call:** President Caloney Mesik, Vice President Cindy Luzzatto, Treasurer Andy Tuttle, Secretary Maria Renz, 4-H Office Kaylie Lucas and Ian Meeker
3. **Secretary's report:** Have July, September, and October minutes for approval at the November meeting.
4. **Review Bylaws:** We reviewed and updated the bylaws to present them for approval at the November meeting. Kaylie and Ian will finalize bylaw changes and send out.
5. **Discussion on meetings:** Set bullet points needed to bring up for each month. For example, hall of fame. At November's meeting, set up the committees. Kaylie sent out OMA letters last week.
6. **Awards Dinner:** We discussed the options for hosting the awards dinner. GLVC is open until 5pm on Saturday the 11<sup>th</sup>. We can look at a brunch option and reserve the auditorium. Another option is to host the dinner at the Benoit Community Center. Due to Show Choir on Saturday, we discussed moving the dinner to Sunday the 12<sup>th</sup>. The Leaders Association will provide sandwiches, and attendees will bring desserts. We thought for a time we could have dinner from 5-5:45, and then the awards. IRCC is not available for Sunday. The last option is to host the dinner in the EOC at the Annex building. Next step is to look at the options and decide quickly.
7. **Hall of Fame:** Nominations and information need to be sent to Kaylie. Hall of Fame categories are Lifetime Volunteer, Supporter of 4-H, Outstanding Alumni, and Former 4-H Leader. Possible nominations are Fred and Dr. Dan. If Dr. Dan accepts, Brielle can present his award.
8. **Calendar:** dates have been changed to reflect the meeting dates, executive meetings are in January, May, and October.
9. **Elections of new officers:** This year the Vice President and Treasurer positions are open for elections. Cindy Luzzatto is the current VP and is willing to stay in the position. Dede Maki is willing to run for the Treasurer position. After reviewing the bylaws and the number of officer positions, we will be electing an At Large member this year as well.
10. Caloney adjourns the meeting at 8:38pm.

Submitted by Maria Renz

**Bayfield County 4-H Leaders Association Meeting Minutes**  
**Monday September 18, 6:30 pm**  
**Iron River Community Center**

- I. **Call meeting to order** – Coloney called the meeting to order at 6:35 p.m.
- II. **Pledges** – Coloney led pledges.
- III. **Roll Call** – Andy Tuttle, Rebecca Olby, Jeanette Pope, Kerri Bergquist, Peggy Golly, Dede Maki, Cindy Luzzatto, Coloney Mesik, Ian Meeker, Kaylie Lukas
- IV. **Secretary's Report**- July minutes, Maria Renz – Tabled – full minutes not available
- V. **Treasurers Report**- July-present, Andy Tuttle – Written report was submitted by Andy and he also reviewed it with the group. See submitted report. Also discussed – donations, scholarships, and bank signature cards. Motion to approve report by Dede, seconded by Cindy. Motion passed.
- VI. **Club Updates**
  - Gitche Gumee*** – Election of officers, started the media specialist as a new officer. Club has a hayride scheduled for October, as well as the club's carnival.
  - Friendly Valley*** – Club is planning an older youth activity for April, Welcome Party is scheduled for October as well as the corn maze. Members showed the club some of their fair projects during September's meeting.
  - Drummond Explores*** – The club is planning their next meeting.
  - Ino Valley*** – The club will be helping at water stops during the Whistle Stop Marathon.
  - Pine Creek*** – The club has a picnic planned and wants to plan a welcome event. The club is planning a trip to the corn maze.
- VII. **Correspondence**
  - a. ***Closing of Great Divide Club***

This club is dissolving. Club treasury funds were given to the Leader's Treasurer. Some families in this club may join Drummond Explorers.
- VIII. **Old Business**
  - a. ***4-H Summer Camp invoice- presented by Kaylie*** – This bill was discussed and explained. The Leaders' Association will review the costs for members & non-members before camp next year.
  - b. ***Fair and Food Booth recap*** – Received good feedback for this year. Waiting for all expenses to come in to determine profit.
  - c. ***Older Member Awards- due 9/24*** – One has been received so far. Kaylie will send out reminders to older 4-Hers about this due date.
  - d. ***Club financial reports- Due Oct 1*** – Clubs were reminded of this important deadline. Charters are due November 1<sup>st</sup>.
- IX. **New Business**
  - a. ***Reenrollment on 4HOnline- open*** - Leaders, please remind members and leaders to re-enroll soon.
  - b. ***Leader training requirements & options*** – This was discussed since it is part of the leaders' enrollment.

- c. **Club Charters- due 11/1** – Please submit these to Kaylie. Information was emailed to leaders.
  - d. **Recognition Dinner 11/11**
    - i. **Location, date, time** – IR Community Center
    - ii. **Host club(s)** – Pine Creek with Ino Valley helping
    - iii. **Hall of fame recipient(s)** – Please nominate possible recipients
    - iv. **General plan & planning committee**
  - e. **Annual Meeting November 2023**
    - i. **Discuss elections for Treasurer & Vice President** – Discussed. Please consider running for these positions.
    - ii. **Set meeting date & location.** – Monday, November 27, 2023 @ Eileen Town Hall @ 6:30 p.m.
  - f. **Other**
    - Clubs may want to consider insurance for all participants (non-4-H members/4-H members) for any high-risk activities (sledding, hay rides, skiing, etc.) Contact Ian for more information. [Special Risk Division Activity Report Form | American Income Life \(ailife.com\)](#)
    - Hayrides might be available at White River Ag.
- X. Closings
- a. Review decisions
  - b. Delegate tasks & assignments
  - c. Next meeting set Monday, November 27, 2023 @ Eileen Town Hall @ 6:30 p.m.
- XI. Adjourn – Motion to adjourn by Peggy, second by Cindy. Meeting adjourned by Coloney.

Minutes submitted by Dede Maki

State 4-H Reminders:

Fall Forum- 11/4-5, Register on 4HOnline by 10/2. Carpooling interest?

Arts Camp- 11/18-19, Register on 4HOnline by 9/30

TREASURER'S REPORT

INCOME

11/11/2023	Trophy Donations			\$1,008.00
11/11/2023	Food Booth Deposit Refund			\$50.00

EXPENSES

10/13/2023	Iron Rover Cooperatives	Food Booth Supplies	2097	\$547.32
10/13/2023	Bayfield County Extension	Summer Camp	2098	\$1,249.19
10/13/2023	Brinley Tonn	Scholarship	2099	\$500.00
10/21/2023	Bayfield County Extension	Summer Camp	2100	\$206.44
11/6/2023	Bayfield County Extension	Summer Camp	2102	\$42.31

TREASURER'S REPORT

Bayfield County Leaders Assn. 11/13/23 Balances

**Cash on hand**

Checking	9,108.49
Savings	<u>20,301.11</u>
Total	\$ 29,409.60

**Funds**

	<u>07/01/22</u>	<u>11/13/23</u>
Undesignated	22,537.10	28,821.59
Farm Show Fund	0.00	0.00
Paul Kavinsky Mem Fund	588.01	588.01
Timber Sale Fund	4,943.23	4,943.23
Trophies Fund	2,654.19	2,348.60
Total	<u>\$ 23,125.11</u>	<u>\$ 29,409.60</u>

-

**Investments**

CD 6900838902	\$8,491.46	Matures 8/13/24 @ 5.10%
CD 6900555699	\$7,574.17	Matures 1/7/24 @ 0.287%
CD 6900555701	<u>\$7,626.15</u>	<u>Matures 8/7/24 @ 5.10%</u>
Total	\$23,691.78	

**TOTAL OF ALL CASH & INVESTMENTS \$ 53,101.38**

**Bayfield County 4-H Leaders Assn**  
**2023-2024 Budget**  
**EXPENSES**

	7/1/23 to 6/30/24	7/1/23 to Date	Budget %
	Budget	Actual	
<b>AWARD ITEMS</b>			
Youth Conf. / Fall Forum	\$2,000.00	\$350.00	18%
Spirit Trips / CWF	\$7,000.00	\$0.00	0%
Scholarships	\$1,000.00	\$1,000.00	100%
Adventure Trip	\$0.00	\$0.00	#DIV/0!
Space Trip	\$2,500.00	\$0.00	0%
<b>CAMPS</b>			
Summer Camp	\$1,500.00	\$1,497.94	100%
Winter Camp	\$0.00	\$0.00	#DIV/0!
Other Camps/Cloverbuds	\$0.00	\$0.00	#DIV/0!
<b>DUES</b>			
Dues/Fees	\$400.00	\$50.00	13%
<b>FUNDRAISERS</b>			
Food Booth	\$5,000.00	\$2,368.00	47%
<b>OTHER</b>			
Cultural Arts	\$50.00	\$0.00	0%
Mini Grants	\$400.00	\$200.00	50%
Project Day	\$50.00	\$0.00	0%
4-H Foundation	\$0.00	\$0.00	#DIV/0!
Leader Wristbands	\$200.00	\$0.00	0%
Fair Awards	\$500.00	\$1,388.59	278%
Topside Property	\$0.00	\$0.00	0%
Recognition Dinner	\$400.00	\$0.00	0%
P. Kacvinsky Grants	\$160.00	\$0.00	0%
Leader Training	\$0.00	\$0.00	#DIV/0!
Ambassadors	\$0.00	\$0.00	#DIV/0!
State Events	\$0.00	\$0.00	#DIV/0!
Project Support	\$500.00	\$0.00	0%
Misc.	\$500.00	\$0.00	0%
<b>INVESTMENT INCOME</b>			
Interest	\$0.00	\$0.00	0.00%
<b>TOTALS</b>	<b>\$22,160.00</b>	<b>\$6,854.53</b>	<b>31%</b>

# Bayfield County 4-H Leaders Assn

2023-2024

Budget

## REVENUES

7/1/23 to 6/30/24                      7/1/23 to Date

	Budget	Actual	Budget %
<b>AWARD ITEMS</b>			
Youth Conf. / Fall Forum	\$1,000.00	\$175.00	18%
Spirit Trips / CWF	\$2,500.00	\$0.00	0%
Adventure Trip	\$0.00	\$0.00	#DIV/0!
Space Trip	\$1,250.00	\$0.00	0%
<b>CAMPS</b>			
Summer Camp	\$0.00	\$0.00	#DIV/0!
Winter Camp	\$0.00	\$0.00	#DIV/0!
Other Camps/Cloverbuds	\$50.00	\$0.00	0%
<b>DUES/INSURANCE</b>			
Dues	\$800.00	\$38.00	5%
<b>FUNDRAISERS</b>			
Food Booth	\$11,000.00	\$10,215.92	93%
<b>OTHER</b>			
Cultural Arts	\$0.00	\$0.00	#DIV/0!
Mini Grants	\$0.00	\$0.00	#DIV/0!
Project Day	\$0.00	\$0.00	#DIV/0!
4-H Foundation	\$0.00	\$0.00	#DIV/0!
Leader Wristbands	\$0.00	\$0.00	#DIV/0!
Fair Awards	\$800.00	\$1,133.00	142%
Topside Property	\$0.00	\$0.00	#DIV/0!
Recognition Dinner	\$0.00	\$0.00	#DIV/0!
P. Kacvinsky Grants	\$0.00	\$0.00	#DIV/0!
Leader Training	\$0.00	\$0.00	#DIV/0!
Ambassadors	\$0.00	\$0.00	#DIV/0!
State Art Events	\$0.00	\$0.00	#DIV/0!
Project Support	\$0.00	\$0.00	#DIV/0!
Misc.	\$2,500.00	\$2,008.40	80%
<b>INVESTMENT INCOME</b>			
Interest	\$25.00	\$25.28	101%
<b>TOTALS</b>			
	\$19,925.00	\$13,595.60	68%



**BY- LAWS FOR THE BAYFIELD COUNTY  
4-H LEADER'S ASSOCIATION, INC.**

**Article I. Name**

The name of the organization shall be The Bayfield County 4-H Leader's Association.

**Article II. Purpose**

The purpose of this organization shall be:

1. To further the development of youth through the 4-H program in Bayfield County.
2. To determine policy for and conduct of the 4-H program in Bayfield County.
3. To plan, conduct and evaluate 4-H work and appropriate training activities with the assistance of University Extension Office personnel.
4. To bring up for discussion the concerns and ideas of the 4-H members and certified leaders and to propose and follow up on possible solutions or appropriate actions.
5. To provide the necessary funds for 4-H activities and events.

**Article III. Membership**

**Section A.**

The association shall include all 4-H adult leaders, 4-H members and families and all other persons and organizations supportive of the program. Voting members shall be certified Bayfield County 4-H Adult Leaders and enrolled 4-H ~~Junior Leaders~~ members grades 8 and up.

**Section B.**

No person shall, on the grounds of race, creed, ethnic background or disability, be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program sponsored by the association.

**Section C.**

The use of organizational funds for personal gain of members is prohibited.

## **Article IV. Executive Board and Officers**

### **Section A.**

1. The president, vice president, secretary, treasurer will serve as Executive Board members. The four elected officers must represent four different clubs unless every effort by the nominating committee to recruit qualified candidates fails.
2. The Bayfield County Ambassadors shall send a representative to serve as an at large member of the board.
3. Clubs not represented on the Executive Board may choose a certified 4-H Leader as their at- large representative to serve.
4. The president, vice president, secretary, and treasurer shall be elected by the association and shall serve a two-year term; president and secretary elected on even years and vice president and treasurer elected on odd years. At large representatives will serve one year terms.
5. Officers will be elected at the annual meeting with all new officers assuming responsibility following the annual meeting. At-large vacancies in the Executive Board shall be filled at the ~~December~~ **January** association meeting with the exception of the president, whose position would be filled by the vice president. When practical, officers should serve no more than two consecutive terms.
6. After two consecutive unexcused absences the Executive Board reserves the right to request a replacement.
7. The role of the Executive Board is to set policy for the association with input from the Association.
8. The Executive Board will appoint a nominating committee which will recruit candidates for vacant positions.
9. The executive board may appoint a financial advisor to assist the treasurer.

### **Section B. Duties of Officers.**

1. The president shall preside at all meetings of the association and Executive Board and shall perform the usual duties of a presiding officer.
2. The vice president shall act in the capacity of the president in the absence of the latter or when called to the chair by the president.
3. The secretary shall keep the minutes of all meetings of the association and Executive Board and record all motions whether adopted or defeated and handle correspondence. The secretary sends a copy of the minutes to the Bayfield County Extension Office within ten days following each meeting.
4. The treasurer shall collect and care for all money and dues of the association and pay bills as ordered by the Executive Board or association. The treasurer shall report to the association at monthly meetings and submit a written report

annually to them and the UW Extension office. The treasurer will submit books annually for audit.

5. The past president shall **may** serve as advisor to the organization.

~~6. The investment advisor will manage leader associations Cd's or other investments and perform other duties as assigned by the executive board.~~

### **Section C. Indemnification of Officers, Executive Board, Employees and Agents**

The association shall indemnify any person who was or is a party or is threatened to be made a party to any action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was an officer, member of the Executive Board, employee or agent of the association against expenses, including attorney fees, judgments, fines and amounts paid in settlement actually and reasonable incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner he or she reasonable believed to be in or not opposed to the best interests of the association, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. Any indemnification, unless ordered by a court, shall be made by the association only as authorized in the specific case upon a determination that indemnification of the officer, member of the Executive Board, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth above. The Executive Board shall make such determination by a majority vote of a quorum consisting of members of the Executive Board who are not party to such action, suit or proceeding. If such a quorum is not obtainable, then it will take a majority vote of the members of the association.

## **Article V. Meetings**

### **Section A.**

The association shall meet a minimum of six times a year.

### **Section B.**

A quorum of the association shall be ~~30~~ **50** percent of the clubs in the county.

### **Section C.**

The annual meeting of the association will be held in November each year.

### **Section D.**

The Executive Board shall meet a minimum of ~~four~~ **two** times a year. A quorum shall be ~~30~~ **50** percent of the members. Association meetings with a quorum of the Executive Board present shall constitute such a meeting.

## **Article VI. Standing Committees**

### **Section A.**

The By-Laws Committee shall consist of the Executive Board. The committee shall review the by-laws on an annual basis and publish for review in September report to the membership in October, and vote on in November of each year.

### **Section B.**

The Finance Committee shall consist of the **Executive Board** ~~past president as chair and other officers of the association.~~ They are to review the budget prepared by the treasurer and present it to the association. The committee also facilitates fund raising and shall identify possible auditors.

### **Section C.**

The Awards, Recognition and Records Committee shall consist of the vice president as chair and volunteers from the association. Their responsibility is to develop and maintain an awards, recognition and records system for members. This would include setting minimum guidelines for achievement and developing formats for record books. The committee will report to the association.

### **Section D.**

**The Bayfield County 4-H Policy Interpretation Committee** shall consist of the ~~Association Executive Board shall serve as the Bayfield County 4-H Policy Interpretation Committee.~~ The 4-H Youth Development Educator will serve as non-voting advisor. The committee shall elect a chair and secretary. Each time the membership of the Executive Board changes there shall be another election for chair and secretary. A quorum for hearing a concern shall be three members. The purpose of the Bayfield County 4-H Interpretation Committee is to provide opportunities for individual members/volunteers to address specific circumstances which may have affected their ability to complete local 4-H requirements, to interpret all rules, guidelines, policies and consequence established by the association, to support the local 4-H Youth Development Educator and the Bayfield County Extension Office in their duties and responsibilities and to maintain uniformity in the enforcement or application of rules in similar situations.

## **Article VII. Committees**

### **Section A.**

The committees shall consist of volunteers of adult leaders, junior leaders and other individuals knowledgeable and supportive of a particular

activity, project or age group. Committees will be created as the need arises.

### **Section B.**

The purposes of the committees are to:

1. Identify the needs and strengths of an area.
2. Plan, implement and evaluate educational experiences for leaders and members.
3. Review literature and **project** record sheets for needed updates.
4. Work with the County Fair and Extension Office in suggesting changes in the fair premium book.
5. Submit committee reports for 4-H Leaders meetings and the 4-H newsletter.

### **Article VIII. Parliamentary Authority**

“Roberts Rules of Order” supplemented by the Wisconsin 4-H bulletin #201, “How to Conduct a Meeting”, shall be a satisfactory guideline for conducting meetings.

### **Article IX. Method of Amending**

The by-laws may be amended at the annual meeting by a two-thirds vote of the members present. Notice must be given per Article VI section A. This notice will be posted. Information as to where copies of the proposed changes can be obtained or reviewed will be provided by the 4-H office.

### **Article X. Dissolution**

Upon dissolution of the association, any assets remaining thereafter shall be conveyed to a 4-H Youth Development Program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of the association members entitled to vote.

Approved by 4-H Leaders Association November 26, 2018  
\*changes made in 2018

# 2024 Calendar– draft

## Bayfield County 4-H Leaders Association

Month	Date	Location	Primary Business items	Host Club
December	None- Winter break			
January	1/15/2024	Iron River Community Center	*Executive Board 1. Welcoming & training in of new officers- 2. Visioning & planning for the year ahead	
February	2/19/2024	Eileen Town hall	General	
March	3/18/2024	Zoom	*Executive Board 1. Senior scholarship decisions	
April	4/15/2024	Iron River Community Center	General	
May	5/20/2024	Zoom	*Executive Board Review & plan July 2024-June 2025 Budget	none
June	6/17/2024	Eileen Town Hall	1. Approve July 2023- June 2025 Budget 2. 4-H Food Booth shift sign-up	
July	7/15/2024	Iron River Community Center	4-H Food Booth Shift Sign-up	
August	None- Fair			
September	9/16/2024	Eileen Town hall	Planning for Awards Dinner & Annual Meeting	
October	10/21/2024	Zoom	*Executive Board	none
November	11/18/2024	Iron River Community Center	*Annual Meeting 1. Elections: President & Secretary 2. Approval of 2024 Calendar 3. Bylaws changes	4-H Leaders Association