

Macon County 4-H and Extension Foundation  
Board Meeting Minutes  
November 22, 2021

Present: In-Person—Melody Arnold, Peggy Fear, Doug Harlan, and Mark Sturgell. Via ZOOM—Tyler Beals, Toni Brown, Melissa Koehler, Mindy Mosley, and Pete Skeffington

- I. **Welcome and Call to Order**—Mark Sturgell called the meeting to order at 5:30 p.m.
  
- II. **Approval of Minutes**—The minutes from the September 27, 2021, meeting was reviewed. A motion was made to approve the September minutes by Pete Skeffington and seconded by Mindy Mosely. The motion carried. It was announced that Brady Streckfuss has chosen to step away from the board. The board will need to name a new secretary and hopes to have one by the annual meeting.
  
- III. **Treasurer's Report**—The treasurer's report and financial reports were reviewed. A motion was made to table the approval of the treasurer's report for clarification by Pete Skeffington and seconded by Melissa Koehler. The motion carried.
  
- IV. **Committee Reports**
  - A. **Scholarship Committee—Toni**--The committee is looking into each individual scholarship fund to determine the amount that is available for pay-out while still maintaining the fund balance. It was suggested that the board make sure that the right guidelines are followed, and the scholarships are paid through the appropriate fund. The Mona Hartwig fund is probably self-sustaining. The Meyer fund can sustain itself for a while. The 4-H Fund, if expenditures continue, will need attention. More information is needed concerning the Hawbaker Fund. Doug noted that the Cody fund has not been used in a few years. It was suggested that there need to be guidelines in place for scholarship funds to insure their perpetuity.
  - B. **Awards Committee—Jeff**--No report.
  - C. **Fundraising Committee—Shane**--The fundraising committee needs a potential board member who can direct the Grain Wagon Fund Drive.
  - D. **Board Development—Tyler**—This committee is requesting information on the history of extension and a breakdown of the various scholarships. They also requested a tool that can be given to new board members and used when speaking to the community. One goal of the board is to recruit the right people to serve on the board, and then get the new members up to speed.
  
- V. **Other**
  - A. **Financial Policy**--It was suggested that there be a policy concerning expenditures. The board was reorganized with the purpose of sustaining extension. Currently, the board can sustain 25% of the total unit budget. The team want to figure out ways to encourage innovation. In addition, they wish to take a hard look at scholarships. In previous years, \$11,000 has been distributed annually for program requests and the extension council agreement and an average of \$2000 has been distributed for program innovations. There is

- currently an availability for 10-\$500 per semester scholarships to be awarded, 1 one-time \$1000 scholarship to be awarded and 1 one-time \$300 scholarship to be awarded. Melody mentioned that the Carolyn Mason scholarship fund, which currently has \$3900 available, has been used for Master Naturalist Training fee waivers. The question was raised as to the origin and guidelines for the Land of Lincoln Scholarship. This scholarship currently has a balance of \$3063. Doug recalled that it came from an anonymous bequest, and he believes has been awarded to an applicant that is majoring in the field of agriculture. The goal is to set long-term financial goals for total endowment and determine how much money is coming in and going out. The question was also asked about the program areas within extension: Family & Consumer Science; Ag/Natural Resources and 4-H/Youth Development.
- B. Farm Progress Show Update**—A document was distributed that outlines the total income and expenditures to-date for the 2021 Farm Progress Show. The only other expenditure remaining is the payments to the volunteer groups. It was suggested that the board determine the process for figuring the pay-outs to the volunteers. On average, there are 300 volunteers daily and the net income has ranged from \$40,000 to \$75,000. The average percentage paid during the last 5 shows is 17%. The question was asked if a percentage could be determined that would be used going forward that would provide incentive for the volunteers but be a constant for the FPS revenue. It was also asked if the board should consider payment by an hourly rate. A motion was made to pay the volunteer groups 17% (which would be \$7515.21) by Melody Arnold and seconded by Toni Brown. The motion carried.
- C. 4-H Alumnus Academic Scholarship Request**—An adult 4-H alumnus had requested a college academic scholarship. This request had been tabled from the September 27, 2021, meeting. It was suggested that the board tighten the scholarship guidelines. No adult scholarships had ever been awarded previously. It was noted that the goal of the scholarships is to build program leaders. The president asked for a motion. This request failed to receive a motion.
- D. Foundation Annual Meeting**—It was decided that the annual meeting will be held January 24, 2022, at 5:30 p.m. at either Tap Root or Dougherty's. Board members may bring a guest to the annual meeting. During the annual meeting, there will be an election of officers and an educational program presentation.
- E. Doug Harlan Invoice**—Square is the software that allows credit and debit card payments to be accepted at the food stand. Due to an error in the initial set-up of the program, Doug Harlan received a 1099 from Square for revenue from the 2019 Farm Progress Show. This resulted in an invoice for the attorney retained by Doug to take care of the mistake. Doug has submitted the invoice for reimbursement. A motion was made by Toni Brown to reimburse Doug \$607.50 and was seconded by Melody Arnold. The motion carried.

**VI. Next Meeting—March 28, 2022, at 5:30 p.m.** Caitlin Mellendorf will be submitted a program grant request.

**VII. Adjournment**—A motion was made by Tyler Beals to adjourn the meeting and seconded by Pete Skeffington. The meeting adjourned at 6:45 p.m.

*Respectfully submitted by Peggy Fear*