



**Bastrop County 4-H**  
901 Pecan Street | PO Box 650 | Bastrop, Texas 78602  
Phone: 512-581-7186 | Fax: 512-581-7187

TEXAS A&M  
**AGRI LIFE**  
EXTENSION

### **Club Manager Meeting**

**Bastrop County**  
**Texas A&M AgriLife Extension Services**  
**901 Pecan Street**  
**Bastrop, Texas 78602**  
**512-581-7186**

**Monday, August 5, 2019**  
**6:00 PM to 7:00 PM**

#### **AGENDA:**

- **Welcome & Introductions – 6:07 PM**

**Present:**

- Mellanie Mickelson
- Debbie Barrington
- Dovie Briseño
- Jed Dube
- Kim Lowery
- Susan Masur
- Kim Morriss

- **2019-2020 Charter Status Updates**

- About 2/3 of the clubs are chartered at this point
- If groups want to charter, we need their paperwork ASAP

- **Available Club Manager Resources** – there are a lot of resources, please see attached handouts for examples available online via the Texas 4-H Website (<https://texas4-h.tamu.edu/management/> and <https://texas4-h.tamu.edu/events/roundup/>).

- **Club Manager Training & Resource Need Identification**

- Would like a New Member/Welcome packet developed for clubs to pass out
- ***Like events to be centrally located in Bastrop***
- If you need anything developed or have questions, please let Mellanie know; she will be happy to assist you with anything to make your volunteer life easier
- Scholarship resources to present to parents at club meetings – Mellanie working on developing a booklet & save the date

- **New 4-H Financial Management Training**

- Updates & Clarifications have been made for this year – copy of the Financial Management Guidelines attached for your review.
- Fundraisers are a big item that we need to look at:
  - Must get approval from the County Extension Office (we'll develop a form)
  - Each club may host 2 fundraisers that are state tax exempt per year
- Club Managers responded that they would like to be assigned the new Financial Management training available in 4-H CONNECT vs. having an in-person training.



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- **2019-2020 County 4-H Calendar Review & Feedback**

- Would be neat to have the Club Meeting Dates included on the calendar
- Would like the County Show dates to be added to the calendar
- Plan for Back to School Bashes to happen in later part of July next year

- **2019-2020 Contest Updates**

- **The State is working on releasing all updates to contests by August 12, 2019, not sure how realistic this is, but that is what they are aiming for. We will be setting up an overview of these changes at the FCH Project Leader Training scheduled for Saturday, September 28<sup>th</sup>.**
- **Food Challenge:**
  - Substitution of team members: determined by County & District Agents
  - Attire/electronic devices: hair restraints and closed toed shoes are requirements; no jewelry or electronic devices of any kind will be allowed
  - Resources: at contest, grocery receipts and purchase prices will now be optional information for contest to provide
  - Supply Boxes: now allow 3 cutting boards, 4 knives, & 2 spatulas (gadget of the year is a manual spiralizer)
  - Rules of play:
    - Electrical items: teams should be prepared to plug in 1 piece of equipment at a time to prevent electrical malfunction issues
    - Preparation: Teams will create a full recipe/dish NOT a full meal – challenged to be creative, use note cards to write down original recipe they make, the key ingredient and/or pantry ingredients selected should be used to garnish the dish.
    - Food Safety: A safe and sanitary working environment must be maintained during the contest. Each station will have food and kitchen safety resources. Teams should follow the steps listed to ensure proper food and equipment safety is followed. Gloves do not have to be worn throughout the contest; however, proper hand sanitizing techniques will be required and expected throughout the contest.
    - Cost Analysis: Price(s) of the key ingredient and pantry items will be provided to teams. Teams will calculate the price of the dish based on the amount of ingredients used. Teams should calculate the cost of the total recipe, as well as the price per serving. Teams will determine the number of servings for their recipe.
    - Finished dishes: may NOT leave the preparation or judging areas
- **Food Show:**
  - New Theme: The 2019-20 theme is Food Around the World
  - Presentation: The presentation time for contestants has increased to 5 minutes; in addition, specific items have been identified which should be covered during the presentation.
  - Paperwork: The ONLY paperwork which will be required for the 2020 Texas 4-H Roundup Food Show is the recipe.
  - Scorecard: The scorecard has been updated.
- **Quiz Bowls:**
  - Nutrition Quiz Bowl will now become FCH Quiz Bowl
  - Beef and Swine Quiz Bowls will be will be transitioning to a Livestock Quiz Bowl



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- **Livestock Exhibitor Reminders**

- **Quality Counts**

- Website: <https://www.texaslivestockvalidation.com/qc/qcregister.aspx>
- All livestock exhibitors MUST have a Quality Counts Number AND a passing score
- All NEW exhibitors and exhibitors who have moved up in age groups (if you moved from 5th to 6th grade or from 8th to 9th grade) will be required to complete Quality Counts training and the test to show at local and major livestock shows.
- MUST be completed BEFORE exhibitors turn in entries

- **Attendance requirements for livestock shows**

- All youth must physically sign in on the sign-in sheet AND stay for the business meeting
- IF youth do not sign in, they have no proof that they were there
- IF youth miss a portion or all of the business meeting, the club manager has the right to strike their name out (write your initials by it so we know)
- **Bastrop 4-H Meeting Requirements:**
  - Enrolled in 4-H by November 1<sup>st</sup> of the current 4-H year
  - Brand New 4-H members must attend 3 regular 4-H meetings before February
  - Returning 4-H members must attend 5 regular 4-H meetings before February (They do allow you to count any regular meetings attended after last year's show)
- **Elgin Requirements for Payout:**
  - Enrolled in 4-H by October 31<sup>st</sup> of the current 4-H year
  - Paid regular ELSA membership by November 1<sup>st</sup>
  - Attend 4 ELSA meetings OR completed tasks as assigned by an ELSA Officer
  - Attend 1 barn clean up
  - Complete Thank You Letters
- **Smithville Requirements**
  - Enrolled in 4-H by October 16<sup>th</sup> of the current 4-H year
  - Must attend 4 regular 4-H meetings between September & March to be eligible to show
  - A \$100 fine will be assessed to any 4-H exhibitors who do not meet these requirements

- **Validations & Tag Orders**

- In order to exhibit livestock at a major show, market and breeding animals must be state validated
- In order to exhibit livestock at a County show, market and breeding animals must be validated by the local show board (State Validation will count towards the physical validation in most cases, but parents and exhibitors still need to physically come to enter the show)
- August Tag Orders for October State Validation: Heifers, Lamb, Goat, and swine (November)
- April Tag Orders for June State Validation: Steers, Heifers, State Fair Lamb, State Fair Goat, State Fair Swine

- **Youth Behavior Expectations & Consequences Process**

- 4-H Youth and adults are expected to behave in accordance with the 4-H Code of Conduct
- If someone does not behave in a 4-H appropriate way, the people involved in the conversation will include the Texas 4-H Staff, County Extension Agents, youth & parents or guardian involved, and Club Manager (as needed) to have the necessary conversations and set consequences
- We must respect youth privacy and protection laws/guidelines; therefore, specific consequences and details of the conversation will not be discussed with anyone not directly involved in or affected by the situation.

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- **Shooting Sports Coaches Needed – reminders & announcements**
  - We have lost our archery coaches and need some adults willing to get certified in order to get this project up and going for this year (the club can still meet and do educational activities, but can't use these firearms without a 4-H certified coach)
  - If anyone has questions, they can contact Mellanie or Janice Dale
- **Agent Reporting Needs**
  - Mellanie would like to try a digital Club Manager Report to help save time and calculate attendance
  - Club Managers are willing to try whatever works!
  - If we don't like it, we will go back to the old way.
- **Set Club Manager Meeting Dates**
  - Would like to meet 3-4 times per year to collect feedback and provide training
  - Next meeting dates set by group (6:00 PM at the CEO):
    - November 18<sup>th</sup>
    - May 4<sup>th</sup>
- **Communications & Staying in the Loop**
  - Would like the Remind App to have reminder texts sent out for Validations, Fundraisers, deadlines, and other important things.
  - Consider an Instagram for Kids to post to? Typically, they use Instagram and Snapchat more than Facebook or Blog (We would need to respect the media release choices of family, may be best to have a release present at the time or check with parents of kids in pictures before posting)
  - If you'd like anything posted to our social media (flyers, community service, pictures of club activities, etc. email them to Mellanie)
- **Adjourn at 7:05 PM**

**Other Notes/Items to follow up with:**

- March 13<sup>th</sup> – Go Texan Event at Lost Pines Elementary School (Dairy Max is usually included as a presenter and is an opportunity for 4-H member Community Service) – follow up with Rachel Bauer and Kim Morriss
- Clayton Morriss can present on some of the scholarship information, Mellanie working on developing a scholarship handbook for seniors
  - Will provide a couple of scholarship overviews in the fall
  - Will include both Juniors and Seniors in this information so parents know what to expect for next year with Juniors