



Bastrop County 4-H
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TEXAS A&M
AGRI LIFE
EXTENSION

Club Manager Meeting

Meeting held via Zoom

Tuesday, August 11, 2020

6:00 PM to 7:00 PM

AGENDA:

- **Call to Order**
 - **Present:**
 - Mellanie Mickelson
 - Dovie Briseño
 - Jed Dube
 - Susan Masur
 - **Reading & Approval of minutes** – no corrections to previous meeting minutes; approved.

- **4-H Meeting Guidelines & Training for 2020-2021**
 - We have developed a set of working guidelines based off of the guidelines provided to us by Texas A&M AgriLife Extension leadership and the District 4-H Guidelines for 4-H meetings/activities. We have also published the link to the Texas 4-H Best Practices for Virtual Meetings document – they are posted to the website on the Club Manager page (<https://bastrop.agrilife.org/volunteer/>) under the Club Manager’s Corner and the COVID-19 Protocols.
 - ***NOTE: All Club Managers and Adult Volunteers that host 4-H events in association with Bastrop County 4-H are responsible for knowing and following the protocols below when hosting an in-person 4-H meeting/activity/event.***
 - *Please remember that local Health and County Government Guidelines should be followed when determining whether or not an in-person 4-H meeting/activity should take place. Any violations of this protocol and/or local guidelines may result in a club’s charter being revoked.*
 - *If you have any questions or concerns about any of this information, please reach out to Mellanie.*
 - **Virtual Activities:** We STRONGLY encourage all clubs to meet virtually until further notice – this process is the simplest process to go through:
 - Meeting invitations will need to be sent at least two (2) to three (3) weeks ahead of time to all potential participants in the activity with registration instructions, an agenda, and the virtual activity waiver in addition to any other specific requirements for that online activity
 - Participants will need to register for the virtual activity(ies) through a sign-up (the Extension Office will handle the creation of these sign-ups and provide access to the Club Managers)
 - Participants will need to complete and turn in a signed copy of the virtual activity waiver to the CEO
 - The meeting link/access information may only be sent to those who registered for the event and turned in the virtual activity waiver
 - The last thing you’ll do for a virtual activity is send Mellanie a copy of the attendance report and the Club Manager Report
 - **In-Person Activities:** We STRONGLY advise against in-person activities until further notice; however, to host one you will go through the process outlined on the 4-H Club Preparedness Protocols document. This includes, but is not limited to:
 - Completing the flow chart and preparedness plan one (1) month before the activity – you will receive an email informing you if your event has been approved
 - Meeting notices must be provided with location and time details, agenda, screening form, required statements, etc. at least two (2) to three (3) weeks ahead of time

- Plan for mitigating social distancing issues/concerns will need to be developed and put into place
 - Masks are required
 - Sanitizing supplies and extra masks will need to be purchased by the person/group hosting the activity – they are responsible for the cost of these items
 - Snacks/refreshments will need to be individually packaged and disposable food service items will need to be used.
 - Clubs will need to use a check-in sheet that is touched only by a designated person instead of a sign-in sheet
 - There are additional safety and arrangement requirements for the space before, during, and after the meeting – make sure that you sanitized EVERYTHING USED OR TOUCHED during the activity before leaving the space.
 - The last thing you'll do for a virtual activity is send Mellanie a copy of the attendance report, Club Manager Report, and screening forms.
- **Available Resources for Projects (developed after last meeting)**
 - **New 4-H Member Packet** – posted on the website on the Club Manager Page; once we update the Family Handbook this fall there should be no major changes to it. Please let us know if you have any other suggestions.
 - **Time Frames to Purchase Animals** - included in the livestock 1-pager and available on the Bastrop County 4-H Welcome Page (<https://bastrop.agrilife.org/bastrop-county-4-h-welcome-projects-resources/>) under 4-H Projects and Livestock Project Planning Resources and on the Livestock Show & Validation Page (<https://bastrop.agrilife.org/livestock/#Other-Opportunities-&-Contests>) under other opportunities, resources, and contests.
 - **Club Manager Agenda/Meeting Minutes** – are now available on Club Manager page of the website following our meetings.
 - **In Progress:**
 - **Livestock Showmanship Clinics** – Livestock Ambassadors are working on this; combination of virtual and in-person when able; links to the TYLA online/virtual recordings are available on the Livestock Show & Validation Page (<https://bastrop.agrilife.org/livestock/#Other-Opportunities-&-Contests>) under other opportunities, resources, and contests.
 - **Parliamentary Procedure Guides/Cards** – working on getting this resource put together for Club Officer Training this year. We'll also post it on the website once we do so. We have posted the Club Officer Training Handbooks to the Club Manager Page (<https://bastrop.agrilife.org/volunteer/>) under Club Manager's Corner and Club Management Resources.
- **Project Leader Training/Development Plans**
 - Working on an FCH Project Overview and leader training – noticed this was needed after previous Club Manager Training and FCH Ambassador Meeting
 - Virtual meeting tips and tools needed
- **Youth Leadership Group Plans & Updates**
 - **County Council** – All Fall meetings will take place online (virtual); Officers are working on setting up the sign-up sheet and first agenda. Discussion on how we want to handle club officer trainings.
 - **4-H/Youth Ambassadors** – currently have a survey developed to see what project support families need; primary goal is to help us decide where our 4-H program is going and what it needs to look like. They are also going to be working on ways we can recruit new 4-H members.
 - **Livestock Ambassadors** – currently working on coordinating virtual Livestock 101 & 201 sessions for September and late October, as well as an in-person showmanship clinic for December. Partnering with Lee County 4-H to see if we may have some location options for in-person clinics.

- **FCH Ambassadors** – currently working on finding out which FCH projects and contests we will be able to participate in (primarily virtually). Working on developing a virtual 6-week Food & Nutrition Project.
- **Natural Resources Ambassadors** – initial meeting date being set by Ashley

- **Financial Management Training: Fundraiser Request Form**
 - These forms need to be completed and turn in to the CEO at least one (1) month prior to the fundraising event being hosted/participated in.
 - Purpose of the form is to allow us to stay in the loop on what fundraisers are being held in the County and so we can provide answers to questions about the events.
 - Updated Financial Management guidelines will be coming this fall for 2020-2021;
 - Make sure you're keeping receipts and following best practices with your records
 - All financial records need to be maintained for a minimum of seven (7) years.

- **Other Items:**
 - **Cake Auction Updates:** Bastrop Homecoming was canceled for this year, we have some donors who are looking to do something with their funds, please send ideas for an alternative event that we could host that is not food related.
 - **LSC Fundraisers:** raffle drawing was done on 6/19; not sure if they are going to be able to host their normal activities or not; Mellanie will look into this
 - **Banquet Updates:** We had to postpone because our awards are not yet here, but TENTATIVELY, we are planning on releasing a Banquet video with award recipients and speaking parts on Thursday, 08/20, and having a socially distanced in-person pick up at the Extension Office where people could take pictures with a photo background.

- **Adjourn** – Meeting adjourned at 6:50 PM