
Brazoria County 4 - H Parents Association Minutes

Monday, September 28, 2020

(Virtual and Face to Face Meeting Attendees)

A meeting of Brazoria County 4-H Parents Association was held at the 4H Extension Office on Monday, September 28th.

Call to order at 7:20 PM By Sandra Sheffield, Chairman.

Attendees

4H Club (Club Manager)	Representatives in Attendance:
Alvin 4H (Britney Campbell / Keila Crews)	Keila Crews Mike Crews Britney Campbell Morgan Campbell Phillis Hanchey Christie Hernandez
Jones Creek 4H (Danielle McDonald)	
Midway 4H (Jessica Thomas)	Jonai Thomas Jami Geserick
Pearland Panchos & Pearls (David Griffin)	
On Target (Trixie McCall)	
Alvin Stock-N-Stuff (Sandra Sheffield)	Sandy Sheffield Leslie Hargrove Curtis Sheffield
Sweeny (Susie Alford)	
Stockyard (Tanya Barba)	
Angleton Warriors (Jennifer Winans)	
Bailey Prairie (Glynis Jackson)	
Runners & Gunners (Susan Pitts)	
Lake Jackson (Courtney Latour)	
Danbury (Kimberly Damron)	
Halfway (Jenny Kincannon)	
Angleton Willing Workers (Lari Scott)	
Spirit Riders (Melissa Swanson)	
Living Stones Christian School (Ivy Trehern)	
Chenango Stellar (Janet Rossow)	Judy Hamelmann Marc Hamelmann Cheyenne Guntharp
Brazoria County Extension Office	No agent was in attendance at this meeting

Approval of Minutes:

Minutes from the Brazoria County 4-H Parents Association meeting held on July 6, 2020, were accepted by all present. A motion to approve the minutes was made and seconded. Motion was approved and passed by majority.

Old Business :

Award Drive Through –

Jonai Thomas gave an update on the awards presentation. There were good comments about the process, everyone seemed to be happy. The funds spent were approximately \$5,115.00 +/- . A more detailed financial will be provided at a later date.

Financials –

We need two new signors for the bank account. Leslie Hargrove, as Treasurer will be the primary and the second signer will be Judy Hamelmann. The office staff cannot have anything to do with the financials, nor be signers. There was discussion on the amount of the checks and if we needed two signers, it was shared that the 4H guidelines show there must be two signers. Also, our bylaws show two signers. No need for any further discussion – Leslie and Judy will plan to go to the bank and sign the new cards.

Pending Charter –

The charter can be filed after the books have been completed.

Audit of Financials –

There was a lengthy discussion on the findings from the on going audit of the financial records for the Parents Association. An indepth review will be made by Jonai Thomas and Leslie Hargrove.

New Business:

The chairman asked how everyone feels about the Treasurer having on line banking access. **A motion was made by Phillis Hanchey, the motion was seconded and carried.**

Sandra Sheffield asked for discussion on the purchase of County Council badges for the new officers. Since we do not have an approved budget; **a motion was made by Judy Hamelmann and seconded to approve the purchase of the county council badges. The motion passed.**

Expense Reporting process was reviewed by Leslie Hargrove, Treasurer, for the 2020 – 2021 year. There is a form that will be used for all expense reimbursements or requests. This will include everyone, as well as agents. Leslie reviewed some of the guidelines that will be

followed as a non profit and keeping records of our financials. A Standard Operating Procedure will be set up.

We need to set up a meeting to establish an annual budget. There will be separate meetings for Fund Raiser, Finance and Award & Scholarship Meetings. Sandy passed around a sign up sheet for these committees. Those on line were asked to mention in the Zoom chat if they wanted to sign up for committees.

Our members need to make sure they are enrolled in 4H Connect. There have been some issues. A member can not show an animal at the upcoming fair unless enrolled.

A discussion was had on the process to use payment methods. Square is now being used and the expense is \$63.00 +/- per month, \$756.00 +/- annual cost. This is for a Square Retail account. Our guidelines to follow show that we can have two forms of payments, this was on the on line training. At the current time, we have four methods. This will be discussed at the Finance Committee Meeting.

Pecan Sales processed was discussed; the sales need to be ending the week of the 30th of September. The orders will be reported to Leslie Hargrove. Receipts will be provided as orders are received. The only extras that will be ordered will be what makes a full case. All money has to be turned in by October 2nd.

Brazoria County 4H Handbook, Cameron Peters, AG Agent, would like to have this reviewed and give our input. This is a Brazoria County 4H document, not owned by the Parents Association.

Adjournment

Motion to Adjourn was made and seconded; Motion was approved and passed by majority.

Meeting was adjourned at 8:0 PM

Side Bar conversation:

Committee Meetings to be set are:

Financial – Tuesday, October 20th 6:30 PM

Awards & Scholarships – Thursday, October 22nd 6:30 PM

Secretary

Date of Approval

Chairman

Recording of these meetings can be provided upon request