

Materials for 'How to be a 4-H Club Secretary' video

These materials are intended to be used to follow along with the video. They include examples of documents you will be responsible for as club secretary. All of the names and addresses on the Club Information Sheet, Membership Roster, and Membership Roll are fictitious.

In this packet you will find:

- Duties of a Club Secretary
- September 14th County Council Meeting Agenda & September 14th County Council minutes examples
- Club Information Sheet-Completed
- Membership Roster-Completed
- Membership Roll-Completed
- October 12th County Council Meeting Agenda
- October 12th County Council Meeting Minutes
- Meeting Minutes template

Duties of Secretary

- Call roll at beginning of each meeting
- Keep records on each member and their participation
- Keep records and write minutes for each meeting
- Present minutes at each meeting
- Handle all correspondence for the club.
- Keep records of committee reports
- Turn in your Secretary's Record book to the 4-H office at the end of the 4-H year.

Club Information Sheet



President: Shanice Johnson

Vice President: Hang Tran

Secretary: Cody Franklin

Treasurer: Madeline Nowicki

Reporter: DeAndre Taylor

Historian: David Lowenstein

Club Leaders: Bill Thomas, Ebony Simpson

Project Leaders: _____

County Extension Agent: Jackson Rivers

Committees

Name: Fundraising

Chairman: Wyatt Otto

Members: DeAndre Taylor, Marquis Jones,
Emily Robinson, Juan Marquez

Name: Community Service

Chairman: Imani Harrison

Members: Claire Whitman, Jake Thompson,
Gen Villaneuva



4-H Membership Roster

Name	Address	Phone Number	Date of Birth	Grade in School	Years in 4-H
Shanice Cody Franklin	27 Lake Street Anytown, FL 32000		4/30/05	11	10
Imani Harrison	6511 Harris Lane Anytown, FL 32000		8/16/05	10	5
Shanice Johnson	412 River Road Anytown, FL 32000		11/13/04	12	8
Marquis Jones	32 Deer Run Ct. Anytown, FL 32000		9/7/07	8	1
David Lowenstein	2425 Ransom Ln Anytown, FL 32000		12/16/10	6	2
Juan Marquez	7119 Cracker Way Anytown, FL 32000		12/22/05	11	7
Madeline Nawicki	2475 Ransom Ln Anytown, FL 32000		2/26/06	10	4
Wyatt Otto	65878 Hwy 2 Anytown, FL 32000		1/11/08	8	3
Emily Robinson	31 Main Street Anytown, FL 32000		3/7/13	2	1
DeAndre Taylor	2400 Ransom Ln Anytown, FL 32000		4/4/11	5	5
Jake Thompson	3679 Bailey Way Anytown, FL 32000		10/12/09	7	1
Hang Tran	7209 Harris Ln Anytown, FL 32000		5/26/04	12	5
Gen Villaneuva	4001 Duckworth Pkwy Anytown, FL 32000		4/2/10	6	6
Claire Whitman	8462 Cracker Way Anytown, FL 32000		9/21/09	7	3



Membership Roll

[illegible]

These examples go with the first County Council video. They include the meeting agenda and two examples of minutes for items of business. Note that they are both in the agenda.

St. Johns County 4-H Council

September 14, 2020 Agenda

- Call to Order
- Pledges
- Meeting Minutes*
- Treasurer Report
- Club Reports
- Old Business
 - Officer Elections
 - 4-H University
- New Business
 - Service Project #1**
 - Incentive Program
- Agent Announcements
- Adjourn

***9/14 Minutes Being Read Example**

- Alana read the minutes. Mariah made a motion to accept the minutes. Mia seconded the motion. Minutes were approved.

****9/14 Service Project #1 Example of minutes taken**

- For the first service project of this year, we will be making frames of a group photo of County Council to send to a veteran at the Clyde E. Lassen nursing home. 4-H'ers will pick up the frame kit (donated by Mackenzie Danese), mailing envelope, group photo, postage, and select a name of a veteran to send the package to. They will also include a note. The materials can be picked up at the 4-H Office. Helena made a motion to use County Council funds for postage. Gavin seconded it. The motion was amended to set \$40 aside for stamps and envelopes. Motion passes.

St. Johns County 4-H Council

October 12, 2020

- Icebreaker 6:00
- Call to Order 6:10
- Pledges
- Meeting Minutes
- Treasury Report
- Club Reports 6:15
- Old Business 6:25
 - Clyde E. Lassen Service Project
 - First Executive Board
 - National 4-H Week
- New Business 6:35
 - Service Project #2
 - 2020-2021 County Council Poster
 - Christmas Video
- Calendar 7:00
 - Cracker Day October 17
 - Officer Training (virtual) October 27
 - County Council Meeting November 9
- Agent Announcements

October 12, 2020 County Council Meeting Minutes

- Called to Order at 6:07pm.
- Gavin led the pledges.
- Kennedy read the minutes from the 9/14 meeting. Brooklyn moved to accept the minutes and Coretta seconded the motion. Minutes approved.
- Treasurer's Report: Balance of \$647.31.
- Club reports: Aerospace
- Old Business
 - Service project for veterans was 100% successful as every packet was picked up and mailed.
 - At First Executive Board, it was decided that the event would be in-person and virtual.
 - The Board of County Commissioners gave a proclamation that October 5-11, 2020 is National 4-H Week. Proclamation was given by Commissioner Jeb Smith and accepted by County Extension Director Mr. Tim Wilson who said a few words.
- New Business
 - New service project is donating pet food and pet supplies to a local animal shelter. A box will be here to drop off the items. They are due by December 1st and will be delivered soon after that. No wet food as it will be sitting in the box for a long time.
 - The 2020-2021 County Council Officer poster photos will be taken before the November meeting. Please wear a white button up shirt.
 - Producing a holiday video for the veterans. The 4-H office will provide the equipment. Everyone should bring an idea for the video to the November meeting. After the November meeting we will write the script and film it after the December meeting.
 - Officer Training will be a series of videos created by the 4-H staff. They are due out October 27th. Links will be in News and Notes.
 - Not doing Cracker Day because no adults will be available.
- Agent Announcements: None that haven't been said already.
- Next County Council meeting is November 9 and will be in-person and live-streamed.
- Kennedy moved to adjourn, and Mia seconded the motion.
- Meeting adjourned at 6:23pm.

Business Meeting Minutes

Club Name: _____

Meeting Date: _____

Call to Order (Time): _____

Pledges led by: _____

Minutes (Approval): _____

Treasurer's Report: \$ _____

Committee Reports: _____

Old Business

- _____

- _____

- _____

New Business

- _____

- _____

- _____

Announcements: _____

Adjourn (Time): _____