

Fergus/Petroleum County 4-H Leaders Council | Meeting Notes

Unapproved Minutes

February 13, 2025 | Fergus County Sheriff's Complex, Lewistown, MT

Call to Order: The Fergus/Petroleum County 4-H Leader's Council was called to order by President, Corry Arntzen at 5:32 pm on February 13, 2025. Kylie Crawford led the Pledge of Alliance and 4-H pledge.

Introductions / Attendance / Roll Call:

- Corry Arntzen - *Christina Busy Bees, President*
- Sonja Gregory – *Independent, Vice President*
- Karly DeMars - *Christina Busy Bees, Secretary*
- Gisele Yaeger – *Christina Busy Bees, Treasurer*
- Shelly Van Haur – *Hilger High Goalers*
- Linda Knerr – *Hilger High Goalers*
- Fallon MinJares – *Hilger High Goalers*
- Yvette Hersel - *Creative Critters*
- Hailey Gallagher – *Creative Critters, Ambassador*
- Kylie Crawford - *Creative Critters*
- Shawna Crawford - *Creative Critters*
- Amber Arntzen – *Christina Busy Bees*
- Davey Storfa – *Independent Member, Ambassador*
- Judi Martin – *Snowy Mountain Trailblazers (Virtual)*
- Chris England – *4-H Program Assistant*

Secretary's Report / Approval of November Minutes

Hailey Gallagher moved to approve the minutes from November 17, 2024. Yvette Hersel seconded the motion. Approved unanimously.

Correspondence

- A thank you card was received from Kylie Crawford to Leaders Council's for supporting of her trip to National 4-H Congress in Atlanta, GA in November 2024.
- The Fergus/Petroleum Horse Committee received a thank you letter from Montana 4-H Foundation for their support of the State Horse Show.

Treasurer's Report

- Ending Balance as of 2/10/2025: \$123,766.45 (all accounts)
 - Leader's Council account (as part of entire account) \$75,913.67
- Kylie Crawford moved to approve the Treasurer's report and file for audit; Amber Arntzen seconded the motion. Consensus approval of Treasurer's Report was passed and the report will be filed for audit.

Committee Reports

- **Ambassadors:** Aubrey Hankins and Johnnie Schultz are selected as new ambassadors. Upcoming events: April will bring the traveling farm and farm safety day. Ambassadors strongly urge all club leaders to encourage members to help – even if you don't have a pet, there will be plenty. Rec Lab is in White Sulphur Springs on March 28-30, 2025. Pig kissing contest will take place again at the fair. Current ambassadors are Lexie Wichman, Davey Storfa, Tristan Gallagher, Virgil Tholt, Aubrey Hankins, Johnnie Schultz, Hailey Gallagher
- **Livestock Committee** – created sub committees and approved payment to L. Vanek for sheep that was taken during fair. Submitted a proposed budget for Leader's Council approval.
- **Small Animal Committee** – met recently and approved their committee budget; finalized competition prizes; improvements to small animal barn; and will be implementing an ID card system for small animals this year to ensure all participants are bringing their own project.
- **Horse Committee** – upcoming clinics include a Performance Horse clinic taught by Chris Brown scheduled for June.
- **Static Projects Committee** – will be meeting February 24 at noon at Extension Office. Will be discussing 2025 fair and plan to send out letter of intent to sell static projects at fair soon. Still selling stickers – stop by Extension Office to purchase.
- **Food Booth** – Yvette Hersel met with Tom Tiarks – who will be helping Mindy Henderson this year during the fair. Yvette will still be helping but in a limited capacity. Yvette will be reaching out to meat sponsors as we still need five days of donations. Some discussion occurred regarding replacement of fridges and freezers. Chris England reported that a technician said it would be more to fix the fridges and freezers, so we will work towards purchasing replacements. Chris will work on getting measurements for the space and will be getting the units

ordered. Yvette is willing to work on a grant to get funds for the fridge and freezers. There is no need for food booth to be open the Sunday before fair week as the horse event will not be taking place.

- **Montana 4-H Foundation Report** - Nothing to report. 4-H Foundation scholarship is due February 14. If clubs have any seniors, make sure they apply.
- **State Leaders Council Report** (*written report submitted by Nicole Tholt*) - Working on coordinating the next Leader's Institute for the first weekend in October. They were looking at venues in Great Falls but are now looking in Lewistown due to availability. Council will be implementing background checks every five years – no direction on how this will take place.
- **Extension Report** - Made \$755.80 on winter fair concessions. Have some supplies left over that can be used for camps. Enrollment for Fergus/Petroleum County 4-H is 255 members and 68 volunteers. Not all volunteers are active. EINs – almost all clubs have been rejected. Chris England is working with IRS to reinstate them; Club leaders can reach out to Chris if they have questions.

Old Business

- Kylie Crawford gave a presentation on her trip to Atlanta, GA for National 4H Congress.

New Business

- **County Senior Scholarships** – After discussion, the committee chose to open the County Scholarship now, applications will be out soon with a due date of March 31. Review committee will be Shawna Crawford, Sonja Gregory and Karly DeMars.
- **Endowment** – Leader's County would like to set up a subcommittee to look at what to do with the exhausted bonds, which have a value of \$8,903.51 (the bonds are no longer receiving interest). During discussion, an emphasis was expressed regarding the importance of this effort. Leader's Council plans to have something in place for the new 4-H year (2025/2026) and are tentatively planning to present their proposal for approval at the November 2025 meeting. Subcommittee members include Yvette Hersel, Sonja Gregory, Chris England and potentially Darron Crawford (TBD).
- **Committee Budgets** – Committee budgets were submitted from the Livestock Committee, Static Committee, Horse Committee and Small Animal Committee (*budgets are attached to the meeting minutes*). No budget is needed for the Food Booth as it falls under the Leader's Council budget. Yvette Hersel moved to approve all committee budget submissions. Hailey Gallagher seconded. Motion passed unanimously.

Announcements

- Club secretaries need to submit meeting minutes to the extension office monthly to ensure clubs are meeting.
- Radio spots (can be prerecorded) – please encourage members to do radio spots and promote 4-H activities
- Shout outs – send into the extension offices to put into the newsletter – highlight club activities, 4 promotion,
- Valentine's Cakes – each club needs to bring 5. If anyone has time to deliver, they leave the extension office at 10 am.

Date of Next Meeting: Thursday, April 24, 2025, 5:30 PM, tentative location – Fergus County Sheriff's Complex

Adjournment was moved by Amber Arntzen and seconded by Hailey Gallagher. Meeting adjourned at 6:41 pm.

Meeting minutes submitted by Karly DeMars, Leader's Council Secretary

TOTAL LIVESTOCK CHECKING BALANCE \$ 17,002

LIVESTOCK ACCOUNT MAIN \$ 8,074 less awards & sound system

PROPOSED BUDGET 2025

NET GROSS INCOME GROSS EXPENSE

\$ (5,600) \$ 14,400 \$ 20,000

TOTAL ACTUALS

\$ 374 \$ 15,994 \$ 15,620 \$ (3,536) \$ 12,955 \$ 16,491

	2025 PROPOSED			NOTES
	NET	INCOME	EXPENSE	
SOUND SYSTEM	CURRENTLY A RESTRICTED ACCOUNT DESIGNATED FOR 'SOUND SYSTEM' - ADDT'L CONVOS BEING HELD ON ITS CURRENT USE CASE			
RESTRICTED	\$ -			
	\$ -			
TOTAL	\$ -	\$ -	\$ -	
CURRENT ACCOUNT BALANCE	\$ 4,675			
CAPITAL IMPROVEMENTS	SUGGESTED NEW EAR-TAGGED ACCOUNT TO HELP SAVE MONIES FOR NECESSARY FOR FUTURE IMPROVEMENTS			
ANNUAL CONTRIBUTION	\$ (1,000)	\$ -	\$ 1,000	
	\$ -			
TOTAL	\$ (1,000)	\$ -	\$ 1,000	
AWARDS	CURRENTLY EXPENSES NOT OFF-SET FROM SALE WITHOLDINGS. ORIGINAL DONATIONS TO FEED THE POT HAVE BEEN DEPLETED			
CARCASS	\$ -	\$ 1,500	\$ 1,500	ASSUMES 100% DONATION FROM AGWEST
HERDSMANSHIP	\$ (250)	\$ -	\$ 250	
MARKET AWARDS	\$ (2,500)	\$ -	\$ 2,500	
BANNER AWARDS	\$ (500)	\$ -	\$ 500	
SHOWMANSHIP AWARDS	\$ (1,250)	\$ -	\$ 1,250	
TOTAL	\$ (4,500)	\$ 1,500	\$ 6,000	
CURRENT ACCOUNT BALANCE	\$ 4,253			
FAIR	OPERATING FUNCTION OF HOLDING FAIR EVENT			
JUDGES	\$ (1,600)	\$ 900	\$ 2,500	assumes \$900 income from County
PHOTOGRAPHY	\$ (1,000)	\$ -	\$ 1,000	2.10.24 voted at Lvstck mtg to approve sale photos only
SCALE	\$ (150)	\$ -	\$ 150	
SUPPLIES	\$ (100)	\$ -	\$ 100	
ULTRASOUND	\$ (1,250)	\$ -	\$ 1,250	
WATER & ICE FOR PUBLIC	\$ -			has been a donation in the past - whom is handling this ahead of fair?
WOOD CHIPS (BEEF)	\$ (575)	\$ -	\$ 575	haul/delivery has been donated in the past - whom is handing this ahead of fair? Typically only used for cattle, as most other species haul their own bedding in.
TOTAL	\$ (4,675)	\$ 900	\$ 5,575	
SALE	JR. LIVESTOCK SALE SPECIFIC ITEMS			
WOOD CHIPS (RING)	\$ (275)	\$ -	\$ 275	One pallet donated by Tractor Supply, addt'l purchased from Axmen. Whose handling these for fair?
BUYER PURCHASES (3% WITHOLDING FROM CHECKS)	\$ 12,000	\$ 12,000		SOLE INCOME SOURCE CURRENTLY DESIGNATED TO COVER FAIR & SALE OPERATING EXPENSES
BUYER MEAL	\$ (600)	\$ -	\$ 600	

2024 ACTUAL			2023 ACTUAL		
NET	INCOME	EXPENSE	NET	INCOME	EXPENSE
\$ -			\$ -		
\$ -			\$ -		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -			\$ -		
\$ -			\$ -		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 1,515	\$ 1,515	\$ (88)	\$ 1,427	\$ 1,515
\$ (250)	\$ -	\$ 250	\$ (100)	\$ -	\$ 100
\$ (2,805)	\$ -	\$ 2,805	\$ (6,490)	\$ -	\$ 6,490
\$ (876)	\$ -	\$ 876	\$ (7)	\$ -	\$ 7
\$ (1,484)	\$ -	\$ 1,484	\$ (1,045)	\$ -	\$ 1,045
\$ (5,415)	\$ 1,515	\$ 6,930	\$ (7,730)	\$ 1,427	\$ 9,157
\$ (1,600)	\$ 900	\$ 2,500	\$ (1,600)	\$ 900	\$ 2,500
\$ (2,000)	\$ -	\$ 2,000	\$ (1,500)	\$ -	\$ 1,500
\$ (729)	\$ -	\$ 729	\$ (393)	\$ -	\$ 393
\$ -	\$ -	\$ -	\$ (74)	\$ -	\$ 74
\$ (1,212)	\$ -	\$ 1,212	\$ (1,716)	\$ -	\$ 1,716
\$ -			\$ -		
\$ (570)	\$ -	\$ 570	\$ (551)	\$ -	\$ 551
\$ (6,111)	\$ 900	\$ 7,011	\$ (5,834)	\$ 900	\$ 6,734
\$ (252)	\$ -	\$ 252	\$ -	\$ -	\$ -
\$ 12,099	\$ 12,099		\$ 10,502	\$ 10,502	
\$ (500)	\$ -	\$ 500	\$ (600)	\$ -	\$ 600

	2025 PROPOSED			NOTES
	NET	INCOME	EXPENSE	
				TYPICALLY POSTAGE TO DISTRIBUTE PRE/POST SALE COMMUNIACTIONS. MINIMAL PRINTING FEES W/BALLYHOOD AS SALE PROGRAMS AND OTHER MATERIALS PRINTED THROUGH EXT. OFFICE. i.e.: pre sale flyer, buyer signs, thank yous, postage
BUYER COMMUNICATIONS	\$ (400)	\$ -	\$ 400	
AUCTIONEER COMMISSION	\$ -	\$ -	\$ -	
ONLINE SALE	\$ (1,500)	\$ -	\$ 1,500	
SPONSOR BOARD	\$ -	\$ -	\$ -	
EQUIPMENT RENTAL	\$ -	\$ -	\$ -	
TOTAL	\$ 9,225	\$ 12,000	\$ 2,775	
OTHER				
				UNBUDGETED, NON-PLANNED ITEMS
MT BEEF COUNCIL, EIN FEES	\$ (150)	\$ -	\$ 150	
MISC.	\$ (4,500)	\$ -	\$ 4,500	24/25 - \$3500 VANEK LAMB; \$1000 PROPOSED annually
	\$ -	\$ -	\$ -	
TOTAL	\$ (4,650)	\$ -	\$ 4,650	

2024 ACTUAL			2023 ACTUAL		
NET	INCOME	EXPENSE	NET	INCOME	EXPENSE
\$ (223)	\$ -	\$ 223	\$ 126	\$ 126	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ (516)	\$ -	\$ 516	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 10,608	\$ 12,099	\$ 1,491	\$ 10,028	\$ 10,628	\$ 600
\$ (188)	\$ -	\$ 188	\$ -	\$ -	\$ -
\$ 1,480	\$ 1,480	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,292	\$ 1,480	\$ 188	\$ -	\$ -	\$ -

Livestock Budget Committee Report:

1 Budget Committee met two times, reviewing historical income & expenses dating back to 2022.

2
3 **Based on historical transactions, the committee categorized income/expenses into major categories as follows:**

4 Sound System - restricted account

5 Awards - designated specifically to purchase awards. Was historically initiated with seed monies from solicited donations.

6 Fair - transactions specific to operating the fair large animal livestock activities

7 Sale - transactions specific to hosting the Junior Livestock Sale

8 Other - UNBUDGETED, NON-PLANNED ITEMS.

9 Capital Improvements - recommended new category to hold committee accountable to saving monies to upgrade, purchase and enhance activities of the committee. Most typically used for equipment-type purchases (however not designated for these alone).

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13 Budget Committee agrees that the operating expenses of the fair, and expenses associated with the livestock sale shall be funded by the sales withholding from members' animal sales - currently approved at 3% for the 2025 livestock sale.

14

15 **ASSUMPTIONS:**

16 Sale Gross Receipts will be similar to 2024, resulting in approximately \$12,000 withheld from members' checks to offset operating & sale expenses. Additional expenses affiliated with awards or other non-defined events/activities are responsible for securing income to offset approved expenditures.

17 No additional, unplanned expenses will arise in 2025

18 \$1,000 seed started placed in CAPITAL IMPROVEMENTS. Recommend adding at least \$1,000 each year to that account.

19 After a proposed budget is approved by full Livestock Committee, all Livestock accounts transactions are reviewed, at least quarterly (by Chair/Budget/Extension Office) to validate amounts and affiliate categories are properly recorded.

20 Sound System account was funded by public fundraising specifically designated to this equipment. Equipment was then sold to the County (fairgrounds). Need to see where that income was categorized (dates back to Dave Phillips' retirement). A portable sound system was purchased. Need to see where that expense was categorized (unsure of exact timing).

21

22 **UNKNOWN / TO CONFIRM:**

23 No fee for auctioneer(s) for live auction. Have we lined this up for 2025?

24 What is the fee for the online auction? Currently budgeted at \$1,500 but unknown who & if charge for 2025.

25 Equipment Rental for Barn and Sale - historically donated (folding chairs, other) Cooling swamp fans? Business has sold again and need confirmation on donation.

26 Donation of wood chips for sale area from AxMen?? Or other entity? Who is making contact for this donation?

27

28

29 **OTHER CONSIDERATIONS:**

30 What is the long term financial need for this program? Do we need very much 'extra' money? Do we need to fundraise?

31

32 What income/expense transactions are we missing?

33

34 Should funding be budgeted for educational/workshop/other activities non-fair related?

35

36 What grant opportunities exist? Central MT Foundation, Farmers Union, Central MT Jaycees --

37

38 How are expenses managed to budget?

39 How is planned income receipt accounted for?

40

Horse Committee

Balance as of 12/10/2024 \$4,881.16

	<u>2023-2024 Actual</u>	<u>2024-2025 Proposed</u>
<u>Revenue</u>		
Sponsorship	\$2,836.00	\$2,000.00
Judges (Fairboard reimbursement)	\$235.15	\$150.00
Clinic Fees	\$1,180.00	\$1,000.00
Grant (for clinics)	<u>\$2,500.00</u>	<u>\$2,500.00</u>
	\$6,751.15	\$5,650.00
<u>Expense</u>		
True Grit Plaques	\$70.20	\$50.00
Awards	\$2,053.10	\$2,000.00
Judge Fee (fair)	\$885.15	\$850.00
State Horse Show Sponsorship	\$200.00	\$200.00
Fair Expenses (Judge meal and donuts)	\$81.65	\$100.00
Clinic Expenses (Judge, Hotel, Pavillion)	\$2,223.47	\$4,000.00
EIN Fee	\$44.87	\$50.00
Ice Cream Social both events	\$38.99	\$80.00
Sponsor Winner Gift Certificates	<u>\$100.00</u>	<u>\$100.00</u>
	\$5,697.43	\$7,430.00

Small Animal Committee

Balance as of 11/13/2024	\$7,855.64
Awards Account	\$1,332.00
Dog Account	\$2,300.00
Main Account	\$4,223.64

	<u>2023-2024 Actual</u>		<u>2024-2025 Proposed</u>
<u>Revenue</u>			
Sponsorship	\$1,882.00	Besel paying	\$1,000.00
Petting Zoo	\$164.80		\$150.00
Sale Commission	\$183.50		\$150.00
Grants	\$0.00		\$4,500.00
Sale (Hailey Sheep)	\$3,200.00		\$0.00
Dog Agility Supplies (Donation)	\$6,100.00		\$0.00
	<u>\$11,530.30</u>		<u>\$5,800.00</u>
<u>Expense</u>			
Prizes	\$550.00		\$1,600.00
Photographer	\$450.00		\$450.00
Barn Supplies	\$497.96		\$300.00
Barn Improvements	\$540.91		\$200.00
Fair Expenses (Judge meal)	\$40.95		\$50.00
EIN Fee	\$40.32		\$45.00
Swamp Cooler (only if grant received)	\$0.00		\$4,500.00
Dog Agility Equipment (money earmarked)\$380	\$3,800.00		\$2,000.00
	<u>\$5,920.14</u>		<u>\$9,145.00</u>

Static Committee

Balance as of 1/3/2025 \$607.87

	<u>2023-2024 Actual</u>	<u>2024-2025 Proposed</u>
<u>Revenue</u>		
Indoor Auction	\$120.00	\$100.00
Worshops	\$0.00	\$20.00
Sticker Fundraiser	\$40.00	\$20.00
Calendars	\$57.00	\$0.00
Cookbooks	\$60.00	\$0.00
	<u>\$277.00</u>	<u>\$140.00</u>
<u>Expense</u>		
Supplies	\$0.00	\$100.00
Workshops	\$0.00	\$100.00
Sticker Fundraiser	\$300.00	\$0.00
Displays For Trade Center	\$137.00	\$0.00
Calendar	\$515.00	\$0.00
	<u>\$952.00</u>	<u>\$200.00</u>