**Buena Vista 4-H Executive Board agenda, August 2016**

**Officer housekeeping:**

* Review all Exec Board meeting dates
* School calendars and exchange cell phones numbers for officers
* Officer Binder checklist – your binder needs phone list, project roster, budget, committees, club calendar and a blank attendance sheet with member names.
* Does everyone know how to use google docs?  This will be used for all communication among officers and advisor.
* Club calendar - draft. Does everyone have a copy? When it be posted on Shutterlfy?

o   Review Program Planning Guide  – who is preparing it for the county September due date?

1.To meet our goals, did we agree to assign new members to officers to be helpful all year? Does that mean phone calls directly to the officer?  Just saying “HI”? Write final choice here:

o   Review **Annual club** planner.  Who is typing it up for Sept due date?

o   Review **club meeting** planner.  Who is typing it up for Sept due date?

* What are the plans for the New Member Mixer?  Assign 1 officer to plan written agenda and write up for all officers and advisor to review via Google docs.

o   Any feedback yet on our club books being judged?

**Officers plans, goals and follow up**:

* Sunshine Report: Review the phone script.  New member mixer is at what time? \_\_\_\_, Club Meeting at \_\_\_\_ pm.
* Sergeant of Arms ready with cleaning list and motions? How will people be quiet? Are the rules ready and posted on the wall by those officers?
* Activity officers- Game ideas. Which ones were chosen? Who will notify them?  Are they on the meeting planner? Is the suggestion box idea approved?
* Flag Bearer citizenship plans for November on the planner?
* When does the Historian announce their plans for the year?  Can they give a report and place an article in the newsnotes in August?
* Is the Corresponding secretary ready?  Has the packet with stamps, notecards and report forms?
* What can we expect from the new Reporter?  Do we want to proof read at Exec board meetings?
* Who is doing the old style/parent style of newsnotes? We need this as it holds all information for families!
* Healthy Living officer – what were the ideas?  What is the budget?
* Recording secretary – when are the minutes due? And to who?  These will be written in Google docs. ( Be sure to Sign the meeting minutes each month.)
* Vice president  - do you have the first half of the year club committee chair checklists ready to hand and give a report?  Did we agree to being 2 months in advance?  What committees do you need to call and remind this month?
* Newsnotes due date schedule for the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is our theme for the new officer year? Will it include a photo? A letter to members? A challenge? A sign at the center?

**Club** **Meeting Agenda :**

How does this group want to to create each month? At the beginning of the meeting or at the end? Is it better to know everything and discuss and then create the agenda? Or, go through the agenda and find out all the information?

Who types it up and gets it to the club leader to email out?

Can it be posted on shutterfly at the same time?

**Community Club Leader:**

County Record books for contest turned in by August 10th.  Who does that? Judging on 8/22.  Who will be BV judges?

o   What revisions are we making to club bylaws, club rules or project rules?

o   Livestock and other project rules are due for county approval. Should be due for club review by August 11, then sent to county for approval.

o   Livestock and other project rules are due for county approval. Should be due for club review by August 11, then sent to county for approval.

Program for August – SLC information and officers duties speeches? How can the  members who went make an awesome presentation?

o   Officer head shots. Who is helping to get these done and on the wall by when?

Committees finalized  – where could we add to agenda or newsnotes?

o   What other committees have you had information on?

o   Food booth explanation – if you worked last year – let others sign up first. Needs to be in newsnotes.

o   Explaining the difference between Project **Talks** and **committee/officer/jr-teen leader Reports.** Is this done at the meeting and in the newsnotes?

o   Record Book medals awards. What month?  Where can we do this in the agenda and still make it special?

o   Will we have Projects exhibited at Sept meeting? This needs to be announced and in the newsnotes. Is it in the planner?

**August Agenda Review to email out with August email notice**. Correct and then give to officer in charge of preparing, Needs to be ready by Friday before club meeting to a Club Leader

Start writing monthly club meeting agenda here: