

2024 Trumbull County 4-H- Secretary Score Sheet

Name: _____ 4-H Age: _____

Club: _____

Division (please circle): Jr. Secretary (ages 8-13) Sr. Secretary (ages 14-18)

Minutes' Requirements	Total Points Possible	Points Received
1. Quality a) Cover Sheet (office position, officer name, club name, year) b) Organized neatly in folder or 3-ring binder	10	
2. Neatness and Organization a) Typed (appropriate font) or legibly handwritten in black or blue ink b) Minutes placed in chronological order (oldest to newest) c) Appropriate forms used (Ohio 4-H [ohio4h.org]) i. Includes copy of Secretary Record Book & Resource Guide (2020 version)	15	
3. Completeness a) Minutes included for each meeting held (minimum of 6) i. Include meeting date/time/location b) Signatures of Secretary and President on minutes c) Minutes' structure- detail i. Inclusion of motions (list names)/approval of a vote d) Include any copies of correspondence wrote on behalf of the club	50	
4. Club Activities Recorded 1. Club Roll/Attendance Sheet 2. Copy of Club Constitution (& bylaws if applicable) with signatures 3. Copy of Club Program or Calendar (i.e. Meetings at a Glance worksheet, list format, calendar) a) Including meeting dates and times, locations b) Meeting details- demonstrations, guest speakers, who provides refreshments, special programs, etc. 4. Lists of the following: a) Advisors & Officers (list contact information) b) Committees (if applicable)	15	
5. Attend County Officer Training	10	
TOTAL POINTS	100	

Comments:

Secretary's book is to be submitted by the first Monday in October of each given year. Therefore, the secretary's records should include reports from Oct 1-September 31 of each year. Please disclose what months your club did not meet.



Secretary's Record Book- <https://ohio4h.org/officerresources>

Requirements and Guidelines

1. Minutes must be typed or handwritten in black or blue ink. If handwritten, must be neat and legible.
2. Minutes should be neatly and chronologically organized in a folder or binder from oldest to newest/most recent. The folder or binder should include a cover sheet with the position, officer name, club name and year.
3. It is suggested to use Ohio 4-H's document, **Meeting Minutes Report Form** to record monthly minutes. One is needed per meeting. If you do not use the Official Meeting Minutes Report Form, please follow the outline as listed on page 4 of the Secretary Resource Guide.
4. Secretary records must include:
 - ✿ Ohio 4-H Secretary Resource Guide & Record Book (2 separate documents on ohio4h.org)
 - ✿ Monthly minutes (listed above in #2)- please include date, time and location of meeting
 - ✿ Club Roll/Attendance Sheet
 - ✿ Club Constitution (& bylaws if applicable)
 - ✿ Copy of Club Calendar/Meetings/Programs, etc.
 - ✿ List of Club Officers, Advisors & Committees (if applicable)

Other notes:

Club secretaries will receive **10 points** out of their total score for attending annual club officer training whether it is in the county or at another approved training.

The tentative scoring rubric is as follows :

100-85: Excellent

84-75: Good

74-65: Average

64-below: Unsatisfactory

If no records are turned in for a club, the club will be placed on probation for 1 year.

Meeting Minutes (page #4 of Secretary Resource Guide)

The minutes of the meeting are the secretary's most important job. The official minutes of the meeting are a permanent record of the 4-H club's activities and actions. Minutes need to be neat and easy to read. They should always be written in ink or typed.

In the minutes, you will need to include the following:

- ✿ Type of meeting (regular or special).
- ✿ Name of your club.
- ✿ Place and date of the meeting.
- ✿ Name of presiding officer.
- ✿ Time the meeting began.
- ✿ Number of members, leaders, parents, and guests present.
- ✿ A statement that the minutes were approved as read or corrected.
- ✿ An accurate treasurer's report that shows previous balance, money received since last meeting, payments made after the last meeting, and current balance.
- ✿ Reports of other officers and committees.
- ✿ Complete motions including:
 - Name of the person making the motion.
 - Exact wording of the motion.
 - Who seconded the motion.
 - Whether it passed or failed.
- ✿ Committee appointments and assignments of members.
- ✿ Type of program and presenter's name.
- ✿ Record of all members giving demonstrations and their topics.
- ✿ Acknowledgement of services to the club such as who provided recreation, refreshments, etc.

It is important to follow the agenda as you prepare your minutes. Here is the general order of a club agenda:

Order of Business

1. Call to Order
2. Pledges
 - a. Pledge of Allegiance
 - b. 4-H Pledge
3. Roll Call and Introduction of Visitors
4. Minutes of Previous Meeting
 - a. Approval of Minutes
5. Officer Reports
 - a. Treasurer's Report
 - b. News Reporter's Report
 - c. Health Officer Report
 - d. Safety Officer Report
 - e. Recreation Leader Report
 - f. Other Officer Report
6. Committee Reports
7. Old Business
8. New Business
 9. Announcements, Advisor's Report
 10. Adjournment
 11. Refreshments

Example Minutes #1

Secretary's Minutes Clever Clovers 4-H Club of Trumbull County February 9, 2024

The Clever Clovers 4-H Club meeting was called to order at 5:30 pm by President Rachel Jones. The meeting was held at the Ohio State University Extension Office in Cortland.

Pledges

The Pledge of Allegiance and 4-H Pledge were led by Denis Rogers and Bridgett Long.

Roll Call

Roll call was lead by Secretary Liam Thomas. Members participated by stating their favorite flavor of ice cream. There were 16 members, 2 advisors and 6 guests present.

Secretary's Report

Minutes of the January 8 meeting were read. Theresa Miller moved to accept the secretary's minutes. Tim Doan seconded. Minutes were approved.

Treasurer's Report

The Treasurer's report showed a beginning balance of \$1,500.00. Income: 1) Candy Bar Fundraiser: \$500.00. Expenses: 1) Activity Fee of \$10 per member; equaling \$160.00. Therefore, Clever Clovers has a current balance of \$1840.00. Lacy Reed moved to accept. Bill Jones seconded. Motion passed.

Other Officer Reports

Daisy Smith, the health and safety officer shared an article on cold weather safety. She passed out an activity to the members and a discussion was lead on how to recognize hypothermia or frost bite.

Michelle Withers, recreation leader, lead a team building exercise called the human knot. Members also played musical chairs. The winner received a club t-shirt.

Committee Reports

Alexa Ray, chairman of the Christmas Party Committee, reported that 15 members attended the annual event. A small gift was exchanged between members. \$100 was spent on reserving the banquet room at Bazetta Christian Church and \$75 was spent on pizza, chips and pop. Sherry Daye moved to accept the committee report. Darren Carter seconded the motion. Motion passed.

Old Business

In January, the club constitution and bylaws were reviewed by the members. No changes were made for 2019. Liam Thomas moved to accept the club constitution and bylaws. Michelle Withers seconded. Motion passed.

New Business

Rachel Jones discussed the upcoming 4-H Club Officer Training offered by the 4-H Educator. She encouraged officers to attend. Interested members must RSVP to Ashlee Dietz, 4-H Educator by March 1, 2024.

Alexa Thomas moved to host an Easter egg hunt in April after the club meeting. The motion was seconded by Daisy Smith. The motion was declined by vote: 6 yes, 10 no. Daisy moved to dye eggs, donated by a local farmer, after the club meeting. Liam seconded the motion. Discussion: Advisor, Leah Moses will provide dyeing kits. Advised members to bring an old shirt for the activity. Motion passed.

Rachel Jones discussed the upcoming 4-H enrollment deadline of April 1, 2024. This year, the 4-H enrollment and animal enrollments are due the same day to the OSUE Office by 4:00 pm.

Rachel encouraged members to start brainstorming for club booth ideas for fair. It was tabled until March's meeting.

Advisor's Report

Mrs. Moses brought family guides so that members could determine what projects they wanted to enroll in. Existing members must enroll through 4-H Online at <https://oh.4honline.com>.

Mrs. Moses also reminded everyone of the upcoming Quality Assurance Training for those exhibiting a market or dairy animal on April 23, 2024 from 9:00-11:00 am at the Trumbull County Fairgrounds. Please RSVP. There is also a test-out option available.

Educational Program

Claire Rodgers from Good Hope Animal Health to talk about infectious diseases and how to care for minor cuts. She handed out a health chart to all members.

Refreshments

The Thomas family served cookies and punch.

Respectfully submitted,

[Signature goes here]

Liam Thomas
Secretary

[Signature goes here]

Rachel Jones
President

Example Minutes #2

Secretary's Minutes Creative Treasures 4-H Club of Trumbull County December 13, 2023

The Clever Clovers 4-H Club meeting was called to order at 6:30 pm by President Lee Moore. The meeting was held at the Trumbull County Fairgrounds.

Pledges

The Pledge of Allegiance and 4-H Pledge were led by Izabelle Anderson and Tom Frederick.

Roll Call

- Roll call was lead by Secretary Sharon Reed.
- Members participated by stating their favorite thing about 4-H.
- The following members were present: Carly Smith, Dan Longo, Kylie Romo, Ingrid Shafer, Lee Moore, Izabelle Anderson, Tom Frederick and Erica Berry.
- Advisors: Kelsey Marino and Tim Mason were also present.

Officer Reports:

Secretary's Report

- Minutes of the November 11 meeting were read by Sharon Reed. Carly Smith corrected the treasurer's balance. Dan Longo then moved to accept the secretary's minutes. Ingrid Shafer seconded. Motion passed.

Treasurer's Report

- Beginning balance of \$650.00.
- There was no income for the month of November.
- Expenses- 1) Field Trip to the Middlefield Cheese Company at \$5.00 per member; \$45.00 total.
- Creative Treasurer's 4-H Club has a current balance of \$605.00.

Other Officer Reports

Historian, Erica Berry:

- Shared 2023's scrapbooks with the club.
- Pictures are needed still for the members who attended the STEM Days.

Health Officer, Carly Smith:

- Discussed the importance of fruits and vegetables in the diet.
- Passed out a word search for members to complete.

Committee Reports

A committee sheet was passed so that members could sign up for the 2024 year. The standing committees will be:

- Fundraising
- Education
- Annual Field Trip

Old Business

There was no old business to discuss.

New Business

- Carly Smith moved that club dues remain the same at \$10 per member in 2024. Tom Frederick seconded the motion.
 - Vote: 2 yes, 7 no. Motion failed.
- Erica Berry moved that club dues decrease to \$8 per member. Tom Frederick seconded the motion. Motion passed.
- Carly discussed the opportunity to purchase new club t-shirts. Vice president Kylie Romo will be organizing a committee to design the t-shirt. Club members discussed possible colors. An official vote will be made next meeting.

Advisor's Report

- Mr. Mason encouraged members to try new 4-H Projects by checking out the new project books in the family guide.
- Mr. Mason also discussed the Ohio 4-H Conference in Columbus on March 9, 2024. Mr. Mason will be attending and will be renting a 12-passenger van for other interested members.
- Mr. Mason also discussed the new Royal Court Forms and encouraged members to apply.

Educational Program

Mr. Mason discussed with existing and new families how to enroll for 2019 using 4-H Online or paper forms.

Refreshments

The Anderson family served ice cream sundaes.

Respectfully submitted,

[Signature goes here]

Sharon Reed
Secretary

[Signature goes here]

Lee Moore
President