President, B.J. Tompkins called the meeting to order at 10:20 a.m.

President B.J. Tompkins requested a roll call. Members in attendance: Matt Benge, Faye Culp, Keith Diem, Jim Handley, Kathy Hartman, Annie Muscato, Nick Place, Carre Saunders, Linda Syfrett, and Christine Weingart. Via phone: Betty Jo Tompkins. Guests: Stephen Gran, Interim County Extension Director for Hillsborough County. There was a quorum present.

A. Muscato confirmed due notice of meeting.

C. Weingart moved to accept the minutes from the December 10, 2012 Finance Committee Meeting.
J. Handley seconded the motion. Motion carried unanimously.

C. Weingart moved to accept the minutes from the December 17, 2012 Executive Committee Meeting.
F. Culp seconded the motion. Motion carried unanimously.

J. Handley moved to accept the minutes from the January 10, 2013 Finance Committee Meeting.
F. Culp seconded the motion. Motion carried unanimously.

K. Diem introduced Dr. Nick Place as the new Dean and Director for UF/IFAS Extension. K. Diem, then gave the State 4-H Program Leader’s Report. He briefly explained Initiative 7 of the new Extension Roadmap derived from its strategic planning process conducted during the past couple of years. He explained priorities one and two of Initiative 7 and distributed a handout that explained the objectives that 4-H faculty and staff throughout the state will aim to address. This will provide the Foundation areas of focus for Florida 4-H that need to be supported.

- Priority 1: Youth Development (Florida 4-H Extension Programs must continue to work to supplement formal education, enhance life skills development, and prepare youth for tomorrow’s workforce.) Of particular emphasis will be Science, Technology, Engineering, & Math (S.T.E.M.); Healthy Lifestyles; and Citizenship & Leadership.
- Priority 2: Organizational & Volunteer Systems to Support Youth Development (Florida Extension will provide training needed for volunteers to serve youth and their communities.)
- A renewed focus will be on establishing 4-H clubs led by trained volunteers, and broadening 4-H participation by valuing inclusiveness and increasing diversity so even more kids can benefit from a 4-H experience.

There was some discussion about how healthy lifestyles tied into these priorities and how we might be able to utilize that goal to improve retaining 4-H members as they enter high school.
K. Diem briefly introduced Kathy Hartman as the new Accountant and Acting 4-H Foundation Comptroller and Annie Muscato as the new State 4-H Resource Development Coordinator and Acting 4-H Foundation Secretary.

A. Muscato introduced herself to the board and gave the State Resource Development Coordinator’s Report. She explained the contents of the new Board Member Resource Guides that each board member had picked up upon entering the meeting. She gave a brief overview of where the Florida 4-H Association was in its 501(c)(3) application process. She also reminded all board members that 4-H Day at the Capitol will be on March 14, 2013 and reminded them all that their attendance was encouraged and would be appreciated. A. Muscato expressed her excitement to be working with the board, and her hopes that the board would continue to develop in a positive direction.

J. Handley gave the Finance Committee Report. He gave a brief overview of what the Finance Committee had learned from the representatives of Edward Jones, Morgan Stanley, and RBC who came and presented to them at the December 10, 2012 and January 8, 2013 Finance Committee Meetings. He also explained that the Finance Committee had given each representative an current 4-H Foundation Investment Policy Statement (IPS) and that the Finance Committee was comfortable with each of their reports and proposals. F. Culp and L. Syfrett both had clarifying questions regarding how money had been invested with Morgan Stanley which J. Handley explained.

J. Handley made a motion that the board vote to allow Larry Christian, our representative with Morgan Stanley to proceed with investing the money held with Morgan Stanley in a way more conducive to following the guidelines of our IPS.
C. Weingart seconded the motion.
Motion carried unanimously.

F. Culp gave the Development Committee Report. She reported that the committee has not officially met yet, but that she has been working with A. Muscato on the upcoming Tallahassee Auction which will be held at the Florida Farm Bureau Federation Annual Legislative Reception on March 19, 2013. F. Culp explained that she had drafted a letter for board members to use when soliciting potential donors and that she would email it to all members. A. Muscato said that she will email F. Culp a digital copy of Foundation letterhead for her to use. There was some discussion regarding offering counties a 50% return on their donations to the auction due to the logistical challenges of doing so.

J. Handley made a motion that we solicit county programs for donated items or sponsorships, but that we do not offer them 50% of the sale proceeds.
F. Culp seconded the motion.
Motion carried unanimously.

F. Culp continued with her report, reading off a list of items donated last year so as to give board members an idea of what items to ask for. A. Muscato added that, at the request of the Farm Bureau and the Civic Center, we will not be auctioning off any guns this year, and there will only be a silent auction with no live auction component. J. Handley asked what we were going to offer sponsors as an incentive for their support. It was decided that sponsors will have their names on a large poster at the
event set up near the auction item tables, and also will have their names in a brochure with auction procedures that will be handed out to auction guests when they pick up their bidder number. A. Muscato said that she will coordinate sending solicitation letters out to County Extension Directors and 4-H agents as well as be responsible for the creation of the sponsor poster and brochure.

K. Diem gave the 4-H Camping report. He briefly explained the history of the involvement that the Foundation has had in supporting the camping program and the status of the renewal of the lease with the US Forest Service for 4-H Camp Ocala. He reported that the fees for 4-H camps will be raised by 4% this year, the first increase in two years.

C. Weingart gave an overview of the Bylaws that had been reviewed by the Executive Committee at its January 8, 2013 meeting and sent to the entire board on January 11, 2013. She reviewed the document and explained all changes that had been made and answered questions regarding the changes.

**J. Handley made a motion to adopt the amendments to the Bylaws as presented by C. Weingart.**

*Faye seconded the motion.*

**Motion carried unanimously.**

C. Weingart moved on to Committee Charters and explained that she will send out draft versions of committee charters to committee chairs for review. Once committee chairs have reviewed, the charters will be brought before the board at the May 6, 2013 board meeting. She recommended that committees make minimal changes to the charters because the goal is a consistent format across committees.

The board members recessed for lunch. B. J. Tompkins left the meeting and A. McElwain joined the meeting. K. Diem utilized the lunch break to recognize the retirement of Lynette Carris, Comptroller, and the Florida 4-H Club Foundation 50th Anniversary. He noted that L. Carris served for 28 years of the Foundation’s 50-year history. C. Weingart cut the cake and K. Hartman and A. Muscato presented special silver clover pins and 50th anniversary pens to the members.

The board meeting resumed and **J. Handley made a motion to make A. Muscato and K. Hartman’s positions as Secretary and Comptroller permanent rather than acting.**

*L. Syfrett seconded the motion.*

**Motion passed unanimously.**

K. Diem provided an introduction for A. McElwain, Assistant Vice-President for IFAS Development. A. McElwain provided a summary of the University of Florida Investment Corporation (UFICO) as well as made some general observations about the board. She also encouraged anyone who was interested to attend the University of Florida Foundation Board meeting that will be held on February 23, 2013 at the University of Florida. J. Handley briefly gave A. McElwain an overview of where the Foundation is from an investment standpoint.

C. Saunders, representing the Development Committee, briefly explained a potential “4-H Clover Society” which will serve as a method for fundraising and engaging friends and alumni of the program.
The program is divided up into a tier system that ranges from small donations solicited through social networking up to planned giving. The idea will be explored further and refined for potential implementation.

K. Diem reminded the board that, in compliance with the bylaws, they will be presented with a budget to adopt at the next board meeting which will be the Annual Budget Meeting held on May 6, 2013. (Location still to be determined.) He used this opportunity to explain that, this year, we are shifting from budgeting projected income to utilizing only actual income received from the past year. This more conservative approach will help prevent allocating funds we don’t actually have.

C. Weingart asked how the tax situation was going regarding the Florida 4-H Association and K. Diem explained that we are still waiting to hear from the IRS regarding our application for tax exemption that was submitted to the IRS in December 2011. The Dean is now being involved in working with the USDA and IRS to see if this can be expedited. He went on to explain that currently, when a county needs proof of 501(c)(3) status to secure funding, the only method for doing so is to allow counties to run money through the Foundation. F. Culp made a motion to allow county 4-H programs to run donations through the Foundation without a fee in the event that they need proof of 501(c)(3) status to secure the funds.

J. Handley seconded the motion.
Motion passed unanimously.

C. Weingart adjourned the meeting at 2:32 p.m.

Respectfully submitted,
Annie Muscato, State 4-H Resource Development Coordinator
4-H Foundation Secretary