**WISCONSIN**



**Taylor County 4-H**

**Club Secretary Record**

Name of Club: Happy River 4-H

Secretary’s Name: Chris Clover

Year(s): 2015-2016

**COMPLETING THE SECRETARY BOOK**

Secretaries are important officers in 4-H clubs and are charged with documenting actions taken by the club as well as keeping records of attendance and participation. Many clubs find old secretaries books of historical importance as the years pass.

Secretaries can download these forms, type information in and print them for the secretary’s book by going to the Taylor County 4-H web site at: <http://taylor.uwex.edu/4-h/forms-applications/>. Youth may also choose to fill in the forms by printing neatly. If you would prefer a paper copy of the secretary’s book, contact the Taylor County UW-Extension office.

Secretary Records included should be in the following order:

* Cover Page
* Table of contents (optional)
* Attendance Record
* Club Leadership
	+ Club officers
	+ Adult general leaders
	+ Junior and adult project leaders
* Calendar of Club Activities (optional)
* Monthly Club Record (sorted by month, may skip months with no meetings/activities)
	+ Minutes of Club Meeting: *Meeting minutes are required for the months a club meeting was held. A sample meeting minutes template is available. You may adapt this form to your club. Minutes should be typed or written neatly on loose-leaf note paper.*
	+ Agendas for monthly club meetings (optional)
	+ Activities Record (optional)
	+ Club photos and news clippings (optional)
* Copy of current year’s club charter and bylaws

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**ATTENDANCE RECORD**

|  |  |  |
| --- | --- | --- |
| Member’s Name (List alphabetically by last name)  | Date of Meeting | Number of meetings attended |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Chloe Canine | X | X |  | X | X |  | X | X |  |  |  |  | 6 |
| Chris Clover | X | X | X | X |  | X |  | X |  |  |  |  | 6 |
| Gregory Green | X | X |  | X | X | X | X | X |  |  |  |  | 7 |
| Holly Hereford | X | X | X | X |  | X | X | X |  |  |  |  | 7 |
| Hillary Holstein | X | X | X |  | X | X | X | X |  |  |  |  | 7 |
| Moe Madison | X | X |  | X | X |  |  | X |  |  |  |  | 5 |
| Randy Rambouillet | X | X | X |  | X | X | X | X |  |  |  |  | 7 |
| Suzie Smith |  | X | X | X | X |  | X | X |  |  |  |  | 6 |
| Willy Wether | X | X | X | X | X | X |  | X |  |  |  |  | 7 |
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**CLUB LEADERSHIP**

**Club Officers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office | Name | Address | Phone | Email |
| President | Gregory Green | 123 4-H Dr.Happy Hill | 715-123-4567 | greg@nomail.com |
| Vice President | Hillary Holstein | 777 Cow Rd.Dairy Farm | 715-123-0099 | moo@moomail.com |
| Secretary | Chris Clover | 987 Alfalfa Ln., Happy | 715-265- 1234 | chris@mymail.com |
| Treasurer |  |  |  |  |
| Other:\_\_\_\_\_\_ |  |  |  |  |
| Other:\_\_\_\_\_\_ |  |  |  |  |
| Other:\_\_\_\_\_\_ |  |  |  |  |
| Other:\_\_\_\_\_\_ |  |  |  |  |

**Adult General Leaders**

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| --- | --- | --- | --- | --- |
| Title | Name | Address | Phone | Email |
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**Youth Project Leaders**

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| --- | --- | --- | --- | --- |
| Project | Name | Address | Phone | Email |
| Dairy | Hillary Holstein | 777 Cow Rd.Dairy Farm | 715-123-0099 | moo@moomail.com |
| Crops | Chris Clover | 987 Alfalfa Ln., Happy | 715-265- 1234 | chris@mymail.com |
| Art | Gregory Green | 123 4-H Dr.Happy Hill | 715-123-4567 | greg@nomail.com |
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**Adult Project Leaders**

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| Project | Name | Address | Phone | Email |
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**CLUB CALENDAR OF MEETINGS & ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| Month | Meeting Date | Activities Planned |
| October | Oct. 5 | Elections, Trick-or-Treat for the Hungry, Apple Orchard Tour |
| November | Nov. 6 | Volunteer at community Thanksgiving dinner, make cards for nursing home residents |
| December | No meeting | Holiday party |
| January | Jan. 10 | Swimming or tubing at Perkinstown |
| February | Feb. 2 | Project show and tell, Valentines for Veterans |
| March | March 4 | Cheese factory tour |
| April | April 3 | Make flower baskets and greenhouse tour, Maple Fest float parade |
| May | May 6 | Safety demonstration |
| June | June 2 | Fair decorations, volunteer at dairy breakfast |
| July | July 3 | Finish fair decorations, woodworking project meeting |
| August | No meeting | Fair, club picnic |
| September | Sept. 14 | Enrollment/open house and potluck |

**CLUB RECORD FOR THE MONTH OF: October**

**Meeting Minutes**

Date: October 7, 2015

Place: Holstein’s

Members present: 22

Leaders present: 6

Guests present: 1

The Happy River 4-H Club met at 7 p.m., October 7th, 2015, at the home of Sue and Hillary Holstein.

The meeting was called to order by Greg Green, president. The pledge to the American flag and the 4-H Pledge were led by Susie Smith.

The secretary’s report was read and approved. Roll call was answered by “How We Can Improve Our 4-H Club.”

Old and new business were discussed. Sally Fry made the motion that the club have their annual picnic at the city park shelter June 27. Greg appointed the following committee to be in charge: Ann Logan, Chairman; Josh Lucas, and Amber Nye.

Brittney Shaff, Junior Leader, demonstrated “Freezing Green Beans,” and Willy Wether showed “How to Groom a Sheep for the Show Ring.”

During the recreation period Nicole Miller sang a solo, and Mick Thomas and Shae Davis led the games. Mrs. Holstein served refreshments.

The next meeting will be at Holly Hereford’s on October 21.

 Chris Clover, Secretary