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**4-H Program Advisory Committee Minutes**  
**Tuesday, February 25, 2025, at 1:00 PM**

Committee members met synchronously at the Rowe House in Oneonta and at the Extension Center in Cobleskill via Zoom.

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**Oneonta**  
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**Call to Order:** 1:15 PM

**In Attendance:**

Lynn Dunn, Debra Stanton  
4H Educators; Teresa Adell, Catherine Roberts  
Executive Director; Liz Callahan

**Excused/Absent:** Steven Sinniger

**Reviewed 4-H Advisory Committee Meeting Minutes from October 22, 2024:**

Lynn Dunn made a motion to accept the minutes, Debra Stanton seconded. Approved unanimously.

**Old Business:**

- 4-H Advisory Committee 2025 Meeting Dates
  - Tuesday, February 25 at 1:00 PM
  - Tuesday, April 15 at 1:00 PM
  - Tuesday, June 17 at 1:00 PM
  - Tuesday, October 7 at 1:00 PM

**New Business:**

- Teresa asked for clarification regarding roles within PAC
  - Steven Sinniger is chair of the 4-H PAC
  - It will be the role of staff to facilitate committee meetings and take minutes
- Out of County Membership – Teresa Adell
  - NYS 4-H Membership Policies, Procedures & Guidelines states that “Requests for membership across county lines will be approved by the two county CCE Associations involved...”

- There have been times when Otsego County youth have been enrolled within a 4-H program in another county, and Teresa was unaware. Some CCE educators may not be sharing out-of-county 4-H enrollment requests with the other CCE association involved. It is best if 4-H staff in other associations who have cross-county membership requests would first speak with the other CCE Association involved (as stated in the NYS membership policy) before approving the enrollment or transfer of enrollment of youth who live across county lines. Liz will be bringing this up to other county Association Executive Directors.
  - There was brief discussion about potentially charging an enrollment fee for youth who join the county 4-H program, that reside outside of the county lines. More discussion regarding this to come.
- Strategic Planning – Liz Callahan
  - Liz is conducting a CCE SO Association strategic planning exercise. All committee members were provided with two NOISE (Needs, Opportunities, Improvements, Strengths, Exceptions) Analysis worksheets. Liz asked committee members to consider the NOISE Analysis questions on the worksheet, write in their responses, and return feedback to her by March 15.
- The Association Program Coordinator position is open. Our Association has received applications and will be holding interviews for the position shortly.

**Program Updates:**

Teresa and Catherine both gave their reports

**Next Board Meeting:** Tuesday, March 25, 2025, at 6:30 PM

**Next Advisory Meeting:** Tuesday, April 15, 2025, at 1:00 PM

**Adjourned:** 2:23 PM