

**4-H Chuckwagon Committee
Meeting Minutes
July 31st, 2018**

The Meeting was called to order at 6:08 pm by Chairman Cody Solomon. Pledges were recited.

Attendance: PRESENT: -- (Committee) Cody Solomon, Carrie Molitor, Lue Waite, Josh Heitzenroder, Jerry Waltari, Wally Duschner, Karla Vaughn and Scott Chagnon; (4-H Members) - Kodi Kym Peterson, Dominique Preputin, Alicia Velk and Amanda Powell; and (Extension Agents) Shylea Wingard and Jasmine Carbajal. ABSENT – Jeff Ralph (*committee*).

Minutes: The minutes of the previous meeting on June 26th were not available. Karla will provide them. Dominique moved the minutes be approved at the next meeting. Kodi P. 2nd. Motion carried.

Financial Report: A report from the Stockman Bank checking account was given:

6/26/18	Bank Balance	\$84,926.89	
	Deposits	Donations & Wall Tile Purchases	\$4,860.00
	Credits	Builders First Source (FRP Wall Board)	\$2,542.57
		Northwestern Energy	<u>54.96</u>
7/30/18	Current Balance	\$78,246.89	

Deposits were from wall tile purchases and donations which included: Karne Vosen \$500; Andy Kueffler \$500; Hill County Electric \$1000; Cormany Family \$85.00; Joe Seidel – IMO Steven Seidel \$55; Joe Seidel – IMO Alma Seidel \$620; Western Trailer Sales \$1000; Scharf, Kato & Co, PC \$500; Sara Christenson \$100; and Norman’s Western Wear (share of bathroom partition) \$500.

Outstanding payments due to vendors include: Lewis Heating \$5200 (*an initial payment of \$4800 was paid for hood; this is final pymt*); Valley Flooring \$12,000 (*flooring in kitchen & baths*); Clausen \$59,253.75 (*final bill*). After these payments are made, there will be a balance of \$10,736. Donations are coming from: Ag Chamber of Commerce \$5000; Tillman \$5000 and \$2000 Dan Korb. If these donations are received, the balance will be \$22,736. Proceeds from 4-H livestock “re-sales” are not totaled or included so there will be more coming. Landscaping will be the next big expenditure. Frontier Landscape (Ron Konesky) has offered to donate some services. Jeff Ralph is working with J&V to finalize a total cost for pots/pans/dishes.

CHUCKWAGON FAIR REPORT

SUMMARY: Cody reported that overall the new Chuckwagon building was well received and things went well despite the learning curve for the 4-H clubs and volunteers who worked in the new commercial kitchen. Having to train a new group every 4 hours and get them up to speed caused long serving lines a few times, but worked thru it. Additionally, the new POS (point of sales) system did not arrive until a few hours before opening so folks didn’t have time to train or set-up the system with detailed tracking accounts. He gave a preliminary summary of income generated:

Sales	\$25,257 (<i>includes estimated \$2000 in donations. Example: Buy \$35 food / write check for \$100</i>)
Expenses	<u>\$11,000</u> (vendor supplies)
Net Revenue	\$15,000 (approx.)

Milkshakes were a best seller with 3000 sold and 68 gallons of ice cream used. Over 80 pies were sold (640 slices). Pies were made and re-made several times and we still ran out on Sunday. Over 400 tornado potatoes were sold. Popular items were: gyros, Chuckwagon, and Wally Burger. Some folks really liked the Italian Sausage and others said it was too messy. There was 400 lbs of burger patties originally purchased and burgers sold out on Sunday. **Friday and Saturday were busiest days.**

VENDORS: As manager Cody said he made purchases from the same vendors as previous years with the exception of Meadow Gold. They could no longer offer 4-H an account so fries came from Walmart and ice cream came from FSA. When questioned about buying from Walmart, Cody explained that **Walmart “donated” and discounted \$1683 in product to 4-H.** Walmart ran a credit account for 4-H and despite a few hic-cups with the orders being ready, he was pleased with working with them.

Meat was purchased from Bear Paw Meats, IGA and Jim Dumas/Big Sandy Meats (a vendor not previously used). **Big Sandy Meats donated 75 lbs of pork for the Livestock Buyer Appreciation Dinner.** Cody said plans are to use Big Sandy as a vendor in the future as they are reasonably priced compared to Bear Paw Meats (Ex. beef patties at BS is \$2.55/lb while beef patties at BP is \$4.59/lb). Discussion followed. Bear Paw was recognized for being a back-up auctioneer; hauling animals to slaughter; and buying 3 animals at the sale so purchases will still be made from them. Amounts may be adjusted to include Big Sandy. Jim is unable to buy livestock and process them like Bear Paw, as he does not have the certification for the retail counter, so this is why he donates products and services to 4-H. Discussion occurred about which vendors to purchase supplies from and recognizing vendors who not only support the 4H livestock sale, but those who contribute year round. The pita bread for the gyros was hard to find. IGA did not have it, but FSA did. Vegetables for the teriyaki rice bowl and other items came from IGA. Culligan also provided water.

Cody said Walmart needs public recognition for their donation per the manager. He suggested thanking ALL the vendors – IGA, FSA, Farmer Bros, Franz, COKE, Sheers, Bear Paw Meats, Big Sandy Meats, Walmart, Culligan, Frito Lay, and McDonalds by putting a Thank You ad in the paper. This would be a separate ad from the Livestock Buyers and would run 3x. Everyone agreed.

THANKYOU's: Cody individually thanked a few who stepped up “over and above” to make it work: Jerry Waltari (labor & effort concrete sidewalks and recycled glass along walk way); Josh (Legacy Wall & 84 Tiles); Carrie (working 2 shifts Friday); Travis Velk (working multiple shifts/days on grill when shorthanded); Dominique (campground & chuckwagon bathroom cleaning); Scott Chagnon (building board walk); Jasmine & Shylea (*overall Chuckwagon help*) Jeff & Vance Wingard (*Chuckwagon shifts, food delivery & hanging the Wall*). He acknowledged that “it took everybody to make it happen” and extended a “thank you” to all. Also Layne and Kayla Waid were acknowledged for donating the rough cut lumber for the wood board walk in front of the building for fair.

SUGGESTIONS: There was discussion on **how operations could improve** to run more smoothly and efficiently, eliminate confusion and minimize the learning curve. Cody said there is a specific design and layout to the commercial system and it is different from the old Chuckwagon. If clubs were well staffed and embraced the kitchen design, it seemed to go more smoothly. All agreed it took several hours to get a rhythm or flow to the service and design. Also kids seemed to embrace the change better than the adults. Suggestions from the public and 4-H members included:

- Air Conditioning – too cold in dining area / not too cold if working in kitchen.
- Board Walk – Liked the wood or they didn't. Too rough. Will check for ADA compliance.
- Wally Burger – Make it a double burger next year. Trade-off: it uses more meat patties.
- Daily Specials – every evening have a different special.

- Trash cans – Nice receptacles, but cans were too tall. Empty often – big mess when it spilled.
- Kitchen – fatigue mats needed; floor is slippery when wet. Freezer needs anti-skid mat (ice).
- Prep space -- need more space. Could move warmer & shakes down to make more room.
- Pop/Soda Machine – put it out in main room; more space and less congestion at register; helps if clubs are short-handed on and need workers/labor on service line.
- Bathrooms – need baby changing stations; don't use kitchen rag to clean; next year keep cleaning rag & bucket in the bathroom closet; hand dryer takes time / put out paper towels.
- Things need to be labeled – restroom location, where dirty dishes go; where clean and dirty rags go in buckets; sinks for washing vegetables vs. hands, etc.
- Suggestion box - there should be one.

Kodi P. made two suggestions:

1. Make a written order or ticket with name or number so don't have to repeat and yell order. Also easier for order to be delivered to customer at table.
2. Make the shifts shorter (First Shift: 10 am to 4 pm and Second Shift 2: 4pm to 10 pm). Concern over it being too late and too long for the little kids.

Carrie said it was the longer shifts that helped the Happy Havre club to get into a rhythm. It was noted some clubs have young kids and the new design is better suited to adults and older kids (11 to 17). Young kids can't wash dishes as the sinks are too deep. There was discussion about splitting clubs with another club to adjust for this. Karla suggested that the club who does the Buyer Appreciation Luncheon be scheduled to work the afternoon shift to eliminate confusion. Cody S. agreed the scheduling needs more pre-planning and there needs to be a kitchen/Chuckwagon orientation training pre-fair. It is not designed to lose the feel of the old Chuckwagon. It is designed to be a place to sit and eat, not fast food service, so there is no shame if food is delivered to a table.

Scott Chagnon said there was the rest of the year to figure all this out and suggested moving on.

Building Progress Report:

Jeff Ralph was not available to give kitchen update. Jerry and Cody reported.

ITEMS STILL TO FINISH on the Chuckwagon building, in no particular order include:

1. Seal concrete floor in main room;
2. Put up trim and baseboards
3. Landscaping (w/ Frontier)

There was a construction issue resulting in a water leak in women's restroom. Mike fixed and re-did plumbing. Possibility of mold unlikely. Consensus was everyone really liked the recycled glass donated by Havre Recycling. Jerry said there was not enough of the green color and asked if was ok to mix a 2nd color that had more brown and white. Everyone agreed.

Legacy Wall: It looks awesome; received many compliments. Josh put a lot of effort, hours and craftsmanship into it. Thanked by all. There are several misspellings and Josh is figuring out how to remove and replace tiles – possibly a slide hammer? Contractors who gave “in-kind” donations still need to be recognized with a tile and Josh has requested a list. Once received, he will make those tiles.

Grants: Lou said there was no report.

Rental Requests:

- LaSalle Wedding: Aug. 10-11th. Clean by noon. Deposit Pd.
- United Way: Interested in renting for Sept. 29th fundraiser. Contact is Melissa Kapperud. Will vote at Board meeting. If yes, will sign agreement and pay deposit.
- Legend for Lights/Pheasant Jamboree: Oct 4-7th. Deposit Pd.

Time Capsule: Karla and Carrie said the committee suggested a large wall clock with a 4-H clover on it for the time capsule. That way the use is dual purpose. It tells the time and time capsule items are stored inside and removed easily. Scott C. moved and Alecia 2nd the clock idea. Motion carried.

OLD BUSINESS

Appreciation Dinner: It was previously set for Aug. 3rd, but given that many significant donors and planners were unavailable and it was the Rocky Boy Pow-Wow, it was postponed. Lou moved and Scott 2nd to have the appreciation dinner on Saturday, Sept. 8th. Motion carried. Discussion followed about having beer and wine with the dinner. Should all the 4-H clubs be there? Karla asked what the State 4-H suggestion is regarding 4-H and alcohol. Cody S. said if there is alcohol, 4-H should not actively participate. Karla then asked what if the donors brought kids – can alcohol be served? This was likened to a wedding and there was discussion about indirect contact and whether donors could bring children. Carrie moved to have an adult orientated appreciation dinner with alcohol served and children welcome Kodi P. 2nd it. Six (6) voted in favor; one (1) was opposed; three (3) abstained; and three (3) were non-voting. Motion carried.

Lue and Cody S. said they would work on menu and meal prep. Cody S. said he'd talk to Foundation and get a monetary budget amount. Carrie said an email should go out to the clubs for help. Jerry suggested a letter and invite be sent to the donors fairly soon. Kodi P. suggested advertising on the radio. Amanda said she has a 43 page list of those who "donated" and made contributions to the Chuckwagon. Discussion followed about who and how to invite. Letter invites will be sent to "large monetary" donors. The rest will be openly invited through electronic and media ads. Alecia said this makes it hard to know how much food to buy and prepare. Cody S said that isn't so much a concern anymore like it used to be given we now have a place to freeze and store.

There will be an appreciation dinner planning meeting on August 13th at 6 pm at the Chuckwagon.

NEW BUSINESS

Nominations & Officers: Discussion took place whether there should be a committee or direct nominations. Scott C. asked Cody if he will stay on as the Chuckwagon Chairman. Cody said he was interested, but could not be both chairman and vice president of the 4-H Council. Responsibilities were too demanding. Scott nominated Cody for Chairperson of the Chuckwagon Committee and Jerry 2nd it. Cody accepted. It was asked if anyone would volunteer for Chuckwagon Secretary. Josh nominated Alicia and Kodi P. 2nd it. Alicia accepted. A vice chair is still needed and Scott suggested tabling it. All agreed.

Chuckwagon Manager: There needs to be an outline and description of the job duties. Cody said most of his time was spent ordering product, organizing it, setting up equipment, testing it, training new groups each shift, and prepping food. He said the POS system gives hard numbers so this will help in knowing what ingredients and amounts to order.

Discussion followed about: 1) hiring a person outside of 4-H versus in 4-H; 2) what duties the manager will be paid for. Scott asked and Shylea explained the county pays a small stipend to the manager from the extension budget. It is based on an hourly amount and has a budget maximum of \$1300 for this year.

Cody S said whoever is hired needs to understand the spirit of 4-H and the essence of the Chuckwagon. Carrie voiced concern over if a manager comes from 4-H they might miss out on their kids exhibiting. Other questions followed: Will the manager position be active only during fair concessions? Will it include rental responsibilities too? Will building maintenance and upkeep be part of the manager's job?

Carrie shared that what little time she handled rental requests, it was time consuming – answering questions, returning calls, appointment for showings, follow-up, etc. Cody S. is now the contact person and is keeping a calendar book for reservations. He meets with those who want to view the space prior to renting and emails contracts. Deposits and rental agreements can be dropped off at the extension office.

Scott asked about hiring someone and paying them a percentage for booking rentals and events. Cody S. said that doesn't work well if non-paying 4-H events are to be top priority. Cody suggested the manager be responsible for bookings, maintenance, functions, operations, and cleanup. He felt it needs to be someone familiar or in 4-H. Former manager, Michael Mary, was invaluable and had a passion for 4-H. A future manager might have to train for a time period to learn the flow and functions.

Scott suggested everyone give these ideas more thought. Time will help figure out if a year round manager or a concession manager is needed. It was moved and seconded to table discussion.

Chuckwagon Keys: Who should have a key or access? Extension Office should have a set of keys as they are central and can account for use. Chuckwagon Manager should have a set also. Should 4-H clubs? Discussion thoughts were "no" as building use needs to be coordinated and managed, hence extension office and manager work well for managing use. A lockbox was suggested. No action was taken.

Mission Statement: Scott suggested that a mission statement for the Chuckwagon be developed. He emphasized it is a 4-H building and should be dedicated for that. It should not be transferred or given away in the future. Discussion followed whether that should be covered in a mission statement or in By-Laws, as it would require a 2/3rd vote. This was also tabled.

Announcements:

August 13th: Chuckwagon Appreciation Dinner Planning Meeting at 6 pm

August 20th: 4-H Foundation Meeting at 6pm.

August 23rd: 4-H Council Meeting at 7 pm

The next meeting will be Tuesday, August 21st at 6pm at the Chuckwagon.

The meeting was adjourned at 8:18 pm.

Respectfully Submitted,

Shylea Wingard

Shylea Wingard (Extension Agent)