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Cooperative Extension  
4-H Youth Development Programs

Date: May 7, 2009

To: State 4-H Adult Leader Council Executive Board

From: Linda Beres, President  
Sue Pleskac, Volunteer Leadership Specialist

Re: Upcoming Meeting June 16, 2009

Welcome to the Wisconsin State 4-H Adult Leader Council Executive Board Summer meeting. The agenda is attached. Meeting logistics are:

Date: Tuesday, June 16, 2009

Time: 9:30 am to 3:00 pm

Location: Meeting Room in Witte Hall, 615 W. Johnson St., Madison WI

Driving and Parking Information: <http://www.vip.wisc.edu/gettingAround.php#pmap>

Coffee, tea and rolls will be ready and waiting. Lunch will be provided.

Actions we need from you right now:

1. We do need to know if you are attending or not attending this meeting. Please let Marcia Jesperson know as soon as possible. Marcia can be reached at [marcia.jesperson@ces.uwex.edu](mailto:marcia.jesperson@ces.uwex.edu) or at 608-262-1221. If you are not able to attend the meeting, please contact the alternate from your district. Make sure they confirm their participation. This is important for meeting logistics as well as the meal count.
2. If you need parking, we need to know this **by May 11** to provide you with a parking pass. Again, contact Marcia.
3. If you will need overnight lodging, we need to know this **by May 11**. If you live further than 2 hours from Madison or Youth Conference you are eligible to have lodging arranged and paid for. Lodging will be in the dorm and you will be lodged with another adult. Please contact Marcia Jesperson to have these reservations made. There will be a cafeteria available for breakfast.

The meeting agenda is attached as separate document and is also located at:

<http://www.uwex.edu/ces/4h/alc/minutes.cfm> The minutes from the February meeting will be posted there as well in the near future. Please bring these documents with you to the meeting.

Travel, lodging, parking, and meal expenses will be reimbursed through a grant from the Wisconsin 4-H Foundation. Parking and lodging accommodations are listed above. The reimbursement form is located at: The Volunteer Expense Form is at: [http://www.uwex.edu/ces/4h/volunteers/documents/VOLEXPNS\\_000.pdf](http://www.uwex.edu/ces/4h/volunteers/documents/VOLEXPNS_000.pdf). These are returned to Marcia Jesperson. If you have any questions, you can reach her at [marcia.jesperson@ces.uwex.edu](mailto:marcia.jesperson@ces.uwex.edu) or 608-262-1221. These forms need to be returned within two weeks after the event. Thank you for your speedy response.

CC. Greg Hutchins