**East Bell Youth Boosters**

**September 12, 2016**

Proposed By-Laws Amendment Article VI – (Expenditures). Propose to replace Section 3 with the following

“Bell County Youth Fair Fund Disbursement Responsibilities”

It is the primary duty of the five elected Board members of East Bell Youth Boosters (EBYB) to ensure Article II (Purpose) of EBYB By-Laws are carried out annually in accordance with the procedures outlined below prior to, during, and following the Bell County Youth Fair (BCYF).

1. During the January general meeting the Board will make a motion to donate funds to the BCYF Commercial Steer Program. If approved, the Treasurer will send an EBYB check to the BCYF for the approved amount. This amount will be subtracted from the funds available for disbursement at the Auction Sale.

1. Following the final EBYB fundraiser and prior to the BCYF, the Board will meet to:
2. Determine the total dollar amount of funds raised.
3. Determine upcoming years’ operating/startup expenses. These expenses include funds needed for securing prizes, printing tickets, and miscellaneous expenses for the upcoming fundraisers and appreciation dinner. Also the Board will include funds for up to three EBYB scholarships ($3000). If less than three scholarships are awarded any extra funds will be put back into the clubs available funds. Additionally, this includes any funds approved to donate to the BCYF Commercial Steer Program.
4. Determine funds available for disbursement at the BCYF Auction Sale by subtracting operating expenses, scholarships, and approved Commercial Steer donation from the total funds raised.
5. Review Membership Chairperson’s report providing the current list of all Rogers FFA and 4H students participating in the BCYF and are eligible to receive EBYB funds.
6. Review Treasurer’s report showing the total number EBYB projects that made the sale (by placings and species) and an average dollar amount spent by EBYB during the BCYF Auction Sale, added on after the Sale, and to non-placing / non-auction projects for the previous five years.
7. Compare funds available for disbursement to the five year average and be prepared to make necessary changes to the BCYF Auction Sale strategy.
8. Execute Article 5 (Committees), Section 3 (A buyers committee will be elected by members of organization governed by Section I, Article VI.) prior to the BCYF.
9. The primary objective of the Buyers Committee is to purchase projects using the member approved “Pricing by Species Guide” during the BCYF Auction Sale. This is accomplished through direct purchases from, or teaming with outside buyers, and/or direct purchase by EBYB. The Buyers Committee should refrain from bidding on any species Grand/Reserve/Breed/Breed Reserve Champions. Several factors could affect the Buyers Committee’s ability to meet the goals stated in the Guide: the number of eligible EBYB projects in the auction sale and their placings, the EBYB funds available for disbursement, and the amount of monetary support from outside buyers. It is the Boards and the Buyers Committees responsibility to adjust the “Pricing by Species Guide” prior to the Auction Sale based on the factors listed above. The Buyers Committee will then work to ensure all eligible EBYB projects receive dollar amounts as close as possible to the amounts shown on the member approved/adjusted “Pricing by Species Guide” without exceeding available funds.

 **NOTE:**  In the event a family from EBYBs has a Grand Champion, Reserve Grand Champion, Breed Champion, and Breed Reserve Champion the initial placings (1st, 2nd, etc.) received during their class will be used in determining if additional funds need to be added to get that project to the amounts in the “Pricing by Species Guide”.

1. Board Members will schedule meetings with the Buyers Committee; once prior to the BCYF and at least twice prior to the BCYF Auction Sale.
2. First meeting Agenda / Objectives: (Prior to the BCYF)
3. Treasurer provides Committee with funds available for disbursement.
4. Membership Chairperson provides updated list of all Rogers FFA and 4H students participating in the BCYF and are eligible to receive EBYB funds.
5. Elect a Buyers Committee Chairperson. The Buyers Committee Chairperson must be someone who has previously served on the Buyers Committee and whose competency and experience has been demonstrated.
6. If funds available for disbursement are less than the five year average, the Board and Buyers Committee will identify potential changes to the “Pricing by Species Guide”. No changes will be made at this time.
7. Select a strategy for monitoring, reporting, and recording results of the species shows during the week of the BCYF. The Board and Buyers Committee should be communicating and actively working with the eligible families who will be participating in the BCYF Auction Sale to secure as many buyers as possible prior to the BCYF Auction Sale.
8. Second Meeting Agenda / Objectives: (Day prior to the BCYF Auction Sale)
9. Obtain the official BCYF Auction Sale List from the BCYF Fair Board.
10. Develop a finalized list of all eligible Rogers FFA and 4H participants who made the Auction Sale.
11. Finish contacting the parents of the eligible EBYB kids who made the Auction Sale to determine if they have secured a buyer or have potential buyers. Then contact those buyers to coordinate details and possible teaming.
12. For families who do not have buyers, the Board and Buyers Committee will contact known outside buyers asking to team on those projects.
13. Identify any potential shortfalls and be prepared to make adjustments to the “Pricing by Species Guide” prior to the beginning of the Auction Sale.
14. Develop a list of all eligible EBYB FFA and 4H participants who had non-placing projects. Use the following pricings to determine total amount of funds needed to pay for all non-placing projects: Market Steer $300, Market Swine/Lamb/Goat $150, Poultry $75, and Rabbit $50.
15. Develop a list of all eligible EBYB FFA and 4H participants who had non-auction items.
16. The EBYB Board / Buyers Committee will prepare a working spreadsheet from the BCYF Sale List which includes columns for:
	1. BCYF Lot Number
	2. Exhibitor’s Name
	3. Placing and Project Type/Species
	4. Recommended dollar amounts required on the “Pricing by Species Guide” spreadsheet
	5. Cost per Pound (when applicable)
	6. Weight
	7. Resale value
	8. Buyer’s identification
	9. Actual purchase amount
	10. Running total of EBYB expenditures
17. The EBYB Board / Buyers Committee will devise and execute a plan for Board Members and Buyers Committee Members responsibilities during the Auction Sale. For Example: Treasurer will keep running expense tally for club projects. Secretary will record all sale amounts and buyers for all BCYF projects. Buyers Committee Chairperson will be responsible for all bidding on behalf of EBYB. The Board will coordinate with the Lifetime Members to take pictures with participants when EBYB purchases their projects.

C. Third Meeting Agenda / Objectives: (Morning prior to the BCYF Auction Sale)

1. The Board / Buyers Committee will meet with all EBYB families who made the Auction Sale at 9:00 A.M. at the Expo Center.
2. Families, not already contacted, will provide the Committee Chairperson all available information regarding secured buyers or potential buyers for EBYB projects.

D. Prior to Auction Sale the Board and Buyers Committee will:

1. If required, conduct final coordination with secured buyers.
2. Contact potential buyers for teaming.
3. Devise and execute a plan for securing additional buyers as needed.
4. Utilizing all known factors (projects in sale, funds available, outside buyers help, etc.) the Board and Buyers Committee will assess if there are sufficient funds available to execute member approved “Pricing by Species Guide”.
5. If funds available for disbursement are insufficient, the Board and Buyers Committee will determine, by percentage, the amount of deficit. This deficit will be applied to the “Cost to Raise Column” on the “Pricing by Species Guide” thereby reducing equally all of the dollar amounts intended for each placing project. This adjusted “Pricing by Species Guide” will be used by the Buyers Committee Chairman as a goal to follow during the Auction Sale.
6. If funds available for disbursement are sufficient, the EBYB Board and Buyers Committee will:
7. Subtract the total amount needed to satisfy all non-placing projects from the funds available for disbursement. This new total is the funds available for the Auction Sale.
8. Utilize the EBYB member approved “Pricing by Species Guide” as a goal to disperse available funds during the Auction Sale.

E. During the Auction Sale the Board and Buyers Committee will:

1. Utilize the member approved/adjusted “Pricing by Species Guide” as a goal during the BCYF Auction Sale to disperse the available funds.
2. Conduct final coordination with outside buyers.
3. Report information to the Buyers Committee Chairperson during the Auction Sale.
4. Buyers Committee Chairperson executes plan and makes bids.
5. Following the BCYF Auction Sale the EBYB Board Members will meet as soon as reasonably possible to complete the funds disbursement process.
6. Club Treasurer will provide a completed “Funds Disbursement Spreadsheet” with the following information listed:
	1. BCYF Lot Number
	2. Exhibitor’s Name
	3. Placing and Project Type/Species
	4. Dollar Amount required by “Pricing by Species Guide” spreadsheet
	5. Weight
	6. Cost per pound
	7. Resale Amount
	8. Buyer/s
	9. EBYB Share of Bid
	10. Resale EBYB Share
	11. EBYB Cost Less Resale
	12. Other Add on (Amount given to projects EBYB has not already allocated funds to)
	13. Minimum Amount Add on (Amount required to get project to $1000)
	14. Adjustment Add on (Amount required to get to Guide)
	15. Sale Amount
	16. Balance.
7. In order, as listed below, the Board will make adjustments, based on funds available, to the “Funds Disbursement Spreadsheet”.
8. If remaining balance allows, the board will make adjustments by adding money to any projects that have not met the required dollar amounts as set in the “Pricing by Species Guide” utilized during the Auction Sale (member approved or adjusted). If remaining balance is insufficient to allow for all projects to meet those amounts the board will determine the total amount needed and will meet the demand by reducing equally the amount set aside for each species of non-placing projects and, if needed, by utilizing funds set aside for operating expenses.

 **NOTE:** If the Board and Buyers Committee have to adjust the “Pricing by Species Guide” due to a perceived shortage of funds available prior to the Auction Sale, the Board will increase pricings back as close to the member approved “Pricing by Species Guide” as possible, while staying within funds still available.

1. If remaining balance allows, the board will add-on money to all projects that received less than $1,000. If remaining balance is insufficient to allow for all projects to receive a minimum of $1,000, the board will determine the total amount needed and will meet the demand by reducing equally the amount set aside for each species of non-placing projects and, if needed, by utilizing funds set aside for operating expenses.
2. Based on any deductions above, the board will determine final cost for each non-placing project. The Treasurer will mail EBYB checks to these non-placing projects.
3. If remaining balance allows, the board will add-on up to $200 to all projects that had their own buyers and EBYBs had not already allocated any funds to their project.
4. If remaining balance allows, the board will pay up to $50 to any eligible member’s child who has non-auction sale projects and is not already receiving placing or non-placing project money. The Treasurer will mail EBYB checks to these non-auction projects.
5. If remaining balance allows, the board will add an equal percentage amount, up to 10%, on all “Cost to Raise Columns” on the “Pricing by Species Guide” utilized during or adjusted after the Auction Sale, thereby further increasing the amounts awarded to all eligible EBYB members who participated in the BCYF Auction Sale.
6. Any remaining balance will be brought to the general membership meeting in FEB for discussion on final disbursement.

 **NOTE:** It should always be the Boards goal to execute all steps 1) through 5) listed above. If funds are not available to execute all of them the Board can decrease the amount of operating expenses, reduce the number of scholarships, or recommend funds be taken out of the Certificates of Deposit.

1. Treasurer will finalize all dollar amounts on a completed spreadsheet showing disbursement of funds. This “Funds Disbursement Spreadsheet” will be the treasurer’s report for the February EBYB general meeting.

1. During the March general membership meeting the Board will appoint a Cost to Raise Committee to review the “Cost to Raise” column on “Pricing by Species Guide” to account for changes in animal market values and/or other associated costs. This committee will make a recommendation for any changes during the May general meeting for voting and approval. The end state is an updated “Pricing by Species Guide” to be used during the next year’s BCYF Auction Sale.