

# What does the club president do?

As president, you will help provide leadership to your team of officers. You will work with the other officers to set club goals, organize activities and plan programs for the year. The president leads the monthly club meetings, makes sure that officers give reports on club business and engages all members in club committees and activities.

## General Duties

- Lead the team of club officers to set and manage annual goals using the GPS goal management system, plan activities and organize events.
- Meet with club officers and the officer advisor before each club meeting to plan the agenda.
- Lead the monthly club meetings.
- Lead the business part of the club meeting.
- Make sure that officers have reports and activities ready for your club meeting.
- Ask the vice president for programs to lead the meeting when you are unable to attend.
- Communicate with officers and the officer advisors regularly.
- Appoint members to participate on club committees, choose members that have a spark for that activity as well as members who want to learn more about it.
- Ask for adult volunteers to advise and coach committees.
- Become familiar with parliamentary procedures and consensus methods of making decisions.

## At Club Meetings

- Fill out the business section of your 4-H Club Meeting Planner.
- Begin and end the meeting on time.
- Follow the planned meeting agenda.
- Appoint an alternate recording secretary if the elected one is absent. All leaders have times when they have to shift gears on the fly.
- Guide the meeting. During discussions focus on addressing and resolving issues and concerns, not your own opinions.
- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once a year.
- Have members approve, by budget approval or specific request, all expenses paid by the treasurer.

Did you know that although 4-H has been traditionally known as an agricultural club, 52% of youth reached through 4-H each year actually come from cities, towns and suburbs? As a matter of fact, only 12% of today's 4-H members live in farming communities.

## End of Year

- Appoint a committee of members and adult volunteers to review the treasurer's records. This review process ensures clear, accurate and complete financial records.
- See that the club officers give their completed books or year-end reports to the club advisor by the due date set by the club.
- Remember to thank the club officers and the advisor for their cooperation and support as you leave the office.

## More Information

- Appendix I: Parliamentary Decision Making
- Appendix II: 4-H Club Business Meeting Agenda
- Appendix V: 4-H Club Meeting Planner
- Appendix VI: Annual 4-H Club Planner
- 4-H Club Program Planning Guide, <http://4h.ucanr.edu/Programs/Clubs/Officers/>
- Robert's Rules of Order (available at your local bookstore)

# What does the vice president for programs do?

The vice president for programs has several duties including the creation and distribution of an annual club program calendar. Perhaps the most important part of this officer's job is to lead the program of every club meeting. You make sure that club members learn something new, experience something different and build their skills during the club meeting. This club officer position can be combined with the vice president for membership's role, or can be done separately to allow more club members to participate as a club officer.

## Steps to Planning a Program:

1. Survey the members' interests.
2. Prioritize ideas and select one.
3. Establish a planning committee.
4. Plan the program
5. Coordinate responsibilities.
6. Celebrate and evaluate the completed program.

## General Duties

- Work with the team of club officers to set and manage annual goals using the GPS goal management system, plan activities and organize events for the program year. Fill out the Annual 4-H Club Planner.
- Arrange activities, speakers and events for the program part of the club meeting. Think of presentations that will increase members' competence and love of learning.
- Lead the program part of the club meetings.
- Distribute the club program calendar and annual program plan to all club members and their families.
- Learn the duties of the president and lead meetings when the president is absent.

## For Club Meetings

- Work with a program committee to plan the program for each club meeting.
- Fill out the program section of your 4-H Club Meeting Planner.
- Contact presenters or speakers immediately after plans for a program have been made.
- Confirm in writing with the speaker the date, time and place of the meeting, along with your name and phone number.
- Arrange to make available any audio-visual equipment that you might need for the presentation.

## Remember!

Families new to 4-H will not know the pledge, motto, symbols or other information about 4-H. Be sure to include this in the program early in the club year. Families will be more likely to stay in your club if they feel safe and a sense of belonging.

Make a poster to use at each club meeting with the 4-H pledge and motto until club members have it memorized.

## At Club Meetings

- Greet speakers at the door, and introduce them to the other club officers and community club leader before the meeting.
- Before the presentation, introduce the speaker to the club. Say the title of the presentation and give some background information about the speaker.
- At the end of a presentation, thank the speaker and ask the audience to say a few things about what they learned.
- Ask the correspondence secretary to write a thank-you note to the speaker.

## End of Year

- Think about ways to improve your club program in the future and share with the officer team.
- Suggest activities, speakers and presentations for next year.

## More Information

- Appendix I: Parliamentary Decision Making
- Appendix V: 4-H Club Meeting Planner
- Appendix VI: Annual 4-H Club Planner
- Robert's Rules of Order (available at your local bookstore)

## Introducing the Speaker:

"Linda Swan is our guest speaker this evening. She is in business sales with Winnet Corporation. She is also a 4-H adult volunteer and a member of Toastmasters. Tonight she will share the art of speech making. Now I present to you Linda Swan."

## Thanking the Speaker:

"We would like to thank Ms. Swan for her remarks. It was especially interesting to see how she prepared her opening 'hook' and then outlined her speech. We appreciate you sharing your informative talk."

# What does a vice president for membership do?

The vice president for membership, which can also be combined with the duties of the vice president of programs, is responsible for doing outreach. **Outreach** is reaching out to people in order to get them interested, excited and involved in 4-H and your work.

As the club officer in this role, it is your job to do your best to make sure that the community surrounding your club is aware that the club exists, understands what your club does and knows how to get involved. You will basically be promoting 4-H and your club to youth, parents and other people that might be able to help your club in reaching its goals. This is what persistent resourcefulness is all about – engaging people and resources to help you.

## General Duties

- Join with club officers to identify goals, activities, and events for the club year.
- Form a membership committee.
- Chair the membership committee and lead them in creating yearly plans for recruiting new members and adult volunteers.
- Take notes on all outreach efforts.
- Learn the duties of the president and the vice president for programs (in case that isn't already you) so that you can lead club meetings in their absence.
- Keep a record of the membership committee's outreach activities, such as personal invitations you or others have made, lists of personal contacts, presentations, displays arranged and public events sponsored.
- Keep copies of flyers, newspaper articles, media releases, letters and other items that document the committee's efforts.

## Membership ABC'S

- Plan for club visibility.
- Make all new 4-H members and adult volunteers feel welcomed and included.
- Recruit members from your entire community.
- Welcome and introduce guests, both youth and adults.

## During Club Year

- Plan outreach displays and public presentations by 4-H members.
- Send out media releases informing the public about your club. Sample releases may be obtained from your UCCE county office.
- Personally invite potential members to attend your club meetings and help them join the club.
- Greet and host guests who attend your club meetings.
- Introduce guests to club members during the meeting, when called upon by the president.
- Answer questions about 4-H and your club.
- Keep a club guest book.

## End of Year

- Work with the officer advisor to complete the 4-H Outreach Methods Documentation form.
- In cooperation with the community club leader, submit completed 4-H Outreach Methods Documentation form to the UCCE county office.

## More Information

- Appendix I: Parliamentary Decision Making
- Appendix VI: Annual 4-H Club Planner
- Appendix VII: 4-H Outreach Methods Documentation
- Appendix VIII: 4-H Outreach Methods Documentation Sample

## Nicol's story...

Being vice president was a little nerve-wracking, but running a meeting is just like giving a giant presentation. I love public speaking, giving presentations and just talking in general. I'd have to say the public speaking is one of my sparks. One time, I had to run our club meeting when the president couldn't come. It was a little bit scary at first, but it went surprisingly well. It was just like giving a giant presentation. I just got up and spoke!

# How many Secretaries are there?

The secretary's duties can be done by one, two or three people. Think about sharing the responsibilities with 4-H members in your club to give more people a chance to try doing something different and new that they might not have tried before. If there is more than one secretary, you probably want to figure out ahead of time what each person will be doing. The secretary's, or secretaries', main job is to make a secretary's binder and keep it updated with important club documents.

There are multiple statewide recognition opportunities for 4-Hers, including the 4-H Golden Clover Awards, Higher Education Scholarships, 4-H Record Book Competitions and the Diamond Clover Award.

## RECORDING SECRETARY

### General Duties

- Take minutes for each meeting. Minutes are notes about the who, what, when and how of the club meeting. If there is ever a dispute later, your minutes will be important in determining if an issue was brought up and fully discussed. It is important to keep accurate, legible minutes.
- Create and keep updated a secretary's binder for the program year. Your binder sections should include: annual goals and annual program plans; annual club planner; the club roster and attendance; meeting agendas; meeting minutes; committee reports; correspondence; and outreach methods documentation.

### At Club Meetings

- Sit next to the president.
- Stand up and read minutes of the last meeting when the president calls for them to be read. Make corrections to the minutes if club members tell you they are needed.
- Take minutes for all club meetings.
- Record all motions and the names of the people who make and second those motions. In parliamentary procedure, motions are requests for a decision to be made at a meeting. As needed, the secretary reads the motion aloud to the group. Note changes to a motion. Enter the final motion and membership vote in your minutes.
- Record the names of officers elected, committees appointed and other business conducted during the meeting. Make note of the meeting's guest speakers and any demonstrations, entertainment or activities that took place during the meeting.

- Record the treasurer's report in your minutes of the meeting.
- Keep lists of topics that are talked about and require further discussion at the next meeting ("old business"). When asked by the president, share the nature of any old business that needs attention. If there is no old business, state that to the president.
- Collect and file all committee reports in your binder.
- If you have to miss a meeting, make sure that the secretary's binder gets to the meeting. The corresponding secretary or someone picked by the president will take the minutes.

### End of Year

- Give the community club leader a completed secretary's binder, including minutes from all club meetings. You may need to collect documents from the other officers (e.g., outreach methods documentation) to finish your binder.

**Tip!** Take meeting minutes on a laptop and clean them up within a week after the meeting while your memory of what happened is still fresh.

## CORRESPONDENCE SECRETARY

### General Duties

- Collect and write all correspondence for the club.
- Send thank-you notes to guest speakers and to people who make donations to the club. Work with the treasurer to make sure you are informed of any donations so that you can send a thank-you in a timely manner.
- File all correspondence in the secretary's binder.

### At Club Meetings

- When called on by the president, read aloud to the club members any letters, cards or thank-you notes received by the club.
- Report on any letters you have written on behalf of the club since the last meeting.
- During the meeting, make notes of any letters, notes or cards that club members decide they want you to write and send out.

### End of Year

- Make sure you have filed all correspondence for the club in the secretary's binder.



## ATTENDANCE SECRETARY

### General Duties

- Keep attendance records for the club.
- As requested, assist the community club leader or volunteer enrollment coordinator with enrollment.
- Update the member roster.
- File attendance records and member roster in the secretary's binder.

### At Club Meetings

- Take roll at each club meeting and keep a record of who attended each meeting. This can be done in a fun way by using one of the Healthy Living roll call activities. Check with the Healthy Living Officer for each month's "Roll Call for Health". Other methods include calling each name, passing around a sign-in sheet or taking attendance as members arrive. The method that works best will depend on the size of your club.

### End of Year

- Make sure you have filed all attendance records and the member roster for the club in the secretary's binder.

### More Information

- Appendix III: 4-H Club Meeting Minutes
- Appendix IV: 4-H Club Meeting Minutes Sample
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://4h.ucanr.edu/Programs/Clubs/Officers/>

# What does the treasurer do?

You do not have to have a spark in entrepreneurship in order to be a great treasurer. Who knows, maybe being your club's treasurer helps you discover another spark that you did not know you have. As the treasurer, you help plan the club's budget for the year, keep all the banking and financial records for your club and help make sure that your club's money is used responsibly, ethically and fairly.

Being in charge of the club's finances is a big responsibility, and if you have limited experience creating a budget and managing large sums of money, it could be difficult at first and with effort and persistence it will get easier over time. Managing money is a life skill that all successful people learn. Seeking other help is also an important skill—ask questions when you need to. Your officer advisor, club officer team, the 4-H Treasurer's Manual and maybe even last year's treasurer will all be available to assist you.



## Do you know what the California 4-H Foundation does?

Founded in 1971, they identify and secure financial resources and focus fundraising efforts on statewide or multi-county programs.

## More Information

- 4-H Treasurer's Manual, <http://4h.ucanr.edu/Programs/Clubs/Officers/>
- 4-H Policy Handbook – Chapter 9: Financial Management, <http://4h.ucanr.edu/Resources/Policies/Chapter9/>

### General Duties

- Meet with your team of club officers and officer advisor(s) to develop a club budget for the year.
- Account fully for all money that is received and/or spent.
- Pay all bills authorized for payment by the club budget or by club members.
- Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of your club. Save your receipts, they are important!
- Keep accurate, up-to-date records in the ledgers or on a computer using accounting software.
- Balance ("reconcile") the ledger reports with monthly bank statements. Balance refers to the money paid versus the money your club has.
- Keep an inventory of club property and equipment.
- Participate in the annual treasurer training.

### At Club Meetings

- Provide current ledger reports at all club meetings.
- Report on all bills paid and all money received since the last meeting.
- Report on sub-account balances. Sub-accounts are the smaller accounts in one account that help you keep track of club money. For example, you might have a club account, and sub-accounts like "conference funds," "shore cleanup fund," and "funds for fair" to track how much money your club spends on each of those things out of the total.
- Tell the membership the present club balance.
- Ask if there are any bills to be presented by members or adult volunteers to you for payment.
- Ask the club to take action on all bills that require a motion to pay – that is, the expenses were not included in the approved club budget.

### End of Year

- Complete the Annual Financial Report.
- Update the Annual Inventory Report.
- Give all financial records and treasurer's reports to the club's peer review committee for the year-end club peer review.
- In cooperation with the community club leader, furnish copies of all end-of-year reports to the club, the county volunteer management organization (e.g., council) and the UCCE county office.
- Meet with the next year's treasurer to go over the club finances.
- Complete all tasks outlined in the 4-H Member Treasurer's Checklist (found in the 4-H Treasurer's Manual).



# what does the healthy living officer do?

Education, family and peer support and a community environment that promotes healthy behavior can strengthen the wellness of an entire community – such as a 4-H club! As the healthy living officer, you will be responsible for educating, inspiring and leading club members as they pledge their “health for better living.” You will provide leadership for all health-related activities and will help to inform and educate your club members on easy ways to incorporate physical activity and healthy eating habits into their lives. You will work with other officers to provide ways to introduce healthy living options at club meetings and activities throughout the year.

## General Duties

- Meet with other club officers and officer advisor(s) before each meeting.
- Form a health committee.
- Chair the health committee.
- Work with other club officers, members and adult volunteers to develop a yearly plan for including health activities in each 4-H club meeting, event and activity.
- Gain support from members and adult volunteers to do a service learning project related to health.
- Work with the club vice president for membership to organize a “meet and greet” team to make new guests feel welcome and part of the group.
- Report activities and accomplishments to the club reporter and complete any reports as requested.
- Share nutritious snack ideas to the members responsible for club refreshments.
- Lead by example – model healthy living practices.
- Provide the club with ideas on how to incorporate physical activities and healthy eating into club meetings and member’s personal lives.
- Write Healthy Living articles for the club newsletter and submit to the club newsletter editor.
- Work with the other officers to make sure health is considered at club events (such as healthy food and drinks, sunscreen use during outdoor activities, hand sanitizer available at food booth fundraisers, safety signs posted at petting zoos, reasonable end times for meetings to allow for enough sleep by members, etc.).
- Keep a record of everything you did at club meetings.
- Work with your club to adopt a 4-H Club Wellness Plan.

## At Club Meetings

- Give the secretary an active roll call idea.
- Announce health-related opportunities, events and activities happening in the community.
- Get members to set a goal to meet the health challenge.
- Ask members about their progress in completing the previous meetings health challenge.
- Give your club health challenge tips.

## Did you know?

The first 4-H emblem was a three-leaf clover introduced by O.H. Benson in 1907-1908. The H’s signified Head, Heart and Hands. In 1911, Benson suggested that the fourth H should be hustle and the 4-H four leaf clover was adopted. O.B Martin suggested that the fourth H stand for Health.

- Work with the recreation leader to incorporate fun activities during the recreation portion of the meeting.
- Give healthy snack ideas for meetings.
- Survey members to check if they increased healthy behaviors since the previous meeting (or decreased unhealthy behaviors).

## End of Year

- Fill out the Choose Health Report for your club.
- Encourage members to adopt more physical activity and healthful eating habits over the summer.
- Consider organizing a health-related event such as a canned food drive, Relay for Life team or community health night.

## More Information

- Appendix IX: 4-H Club Wellness Plan
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://4h.ucanr.edu/Programs/Clubs/Officers/>
- Cornell University Cooperative Extension Choose Health Initiative website, <http://nys4h.cce.cornell.edu/about%20us/Pages/ChooseHealthInitiative.aspx>
- Choose Health in 4-H Clubs YouTube videos, <http://www.youtube.com/playlist?list=PL86F775B56104D79A&feature=viewall>
- UC ANR Clover Safety Notes, [http://safety.ucanr.org/4-H\\_Resources/Clover\\_Safe\\_Notes\\_by\\_Project\\_Area/](http://safety.ucanr.org/4-H_Resources/Clover_Safe_Notes_by_Project_Area/)

# what does the recreation leader do?

Activities, games and songs help members build club spirit, maintain tradition, friendships and have fun. Being a recreation leader is not all about fun and games though. As the recreation leader for your club, you can motivate, inspire, ignite sparks and set the general tone for the rest of your club. What kind of recreation leader do you want to be?

## General Duties

- Plan recreation activities for each club meeting. Work with the healthy living officer to include each month's "Let's Move Activity".
- Practice the games, songs and other activities planned for presentation.
- Involve everyone in the recreation activities.
- Serve on club committees and organize ceremonies and parties.
- Keep a recreation box stocked in preparation for those times when unexpected recreational needs arise at 4-H club meetings, events and activities.
- Keep track of your club's songbooks and recreation supplies.



**Do you know what the 4-H Motto is?**  
It is "To make the best better."

## At Club Meetings

- Arrive early to help the other officers greet members and guests as they arrive.
- Start an activity or game before the meeting to give people who arrive early something to do.
- Use games, songs and activities to help members get acquainted (also known as "Icebreakers").
- Give directions in a voice loud enough to be heard by everyone. Explain the game or song to the group and make sure that everyone understands what to do. Get all members and visitors involved. Smile, be enthusiastic and stick to your time schedule.
- After the meeting, store songbooks and recreation supplies.

## More Information

- Appendix V: 4-H Club Meeting Planner
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://4h.ucanr.edu/Programs/Clubs/Officers/>

## Tips!

- Plan ahead
- Practice
- Be enthusiastic. If you are having fun so will your clubmates!
- Involve everyone



## ACTIVITIES SHOULD INCLUDE

- Plan ways for members to figure out their spark, or what it is in 4-H that they are passionate about.
- Plan activities that allow members to express their inner passions, interests and talents. You can find ideas for activities on specific sparks on the Search Institute website: <http://www.search-institute.org/sparks/resources/links>
- Give chances for club members to ask questions, be listened to and get encouragement for effort and practice.
- Build skills that members can use whenever they experience new challenges.
- Focus on moments where members show joy and energy.



## BEGINNING OF THE YEAR ACTIVITIES

- Consider starting the year by setting up a large sheet of butcher paper on the wall during the first club meeting and ask members to draw a picture of what excites them about joining 4-H.
- Organize a club fair by having representatives from each project set up a table during a meeting to showcase their projects and recruit new members.
- Hold a monthly show-and-tell by having one project share stories and give the club updates on what they are doing or have planned for the coming year.
- Plan a regular schedule of how-to demonstrations led by a different member of the club during each meeting.
- Work with the vice president for programs to invite guest speakers who can lead club members through activities that will increase their understanding of thriving concepts. (Check with the vice president for programs for ideas.)



# Communications and your club

## Do you know what the 4-H colors stand for?

**Green symbolizes nature's most common color and represents life, springtime and youth.**

**White symbolizes purity and high ideals.**

One person can handle communications for the club, or the work can be done by a team that could include a reporter, a historian, a newsletter editor and a photographer. These officers are responsible for keeping club members and the community informed about the work that your club is doing, so that the club will gain community support and respect. It is also important to keep 4-H families informed about upcoming events and ways in which they can support the club.

Most clubs have at least a club reporter and a club historian; these officers often also take on the duties of club photographer and club newsletter editor. Some clubs also have a website officer who posts 4-H information on the World Wide Web.

## CLUB REPORTER

### General Duties

The club reporter informs the community about your club's activities. The reporter does this by writing news stories about the club and sending them to local newspapers and radio stations. The reporter can arrange to have announcements about meetings and club events published in the Community Calendar section of the local newspaper and in school newspapers, and can post announcements on community bulletin boards. There are lots of options to publicize! Local public access television stations can also be helpful – oftentimes they are happy to film local events. Be sure to coordinate club publicity with the vice president for membership because stories and announcements can attract new members.

### During Club Year

- Take note of club activities or events that would make good news stories.
- Write and submit media releases about 4-H activities and events to newspapers and radio and television stations. Remember to submit them 2 to 3 weeks ahead of time.
- In a story, highlight a person or unusual event, and make it interesting!
- Keep a scrapbook of all articles submitted and any published articles. (This can be done by the club historian, if your club has one.)
- Report at club meetings about news items that were printed or broadcast.
- Showcase articles that were printed.

## CLUB HISTORIAN

### General Duties

The club historian is like the memory for your club. As historian, you record the history of the club for future members. The historian keeps a club scrapbook to document important events in the life of its members. The scrapbook can give us a look into the past and shows the growth and accomplishments of your club. Adding names, dates and short descriptions to scrapbook entries helps future members know what happened in the past.

### During Club Year

- Create and maintain a club scrapbook.
- Keep complete records showcasing the club's activities.
- Take pictures or collect member photos illustrating club activities.

## The Reporter

- Keeps reports factual
- Gives accurate information
- Reports who, what, when, where, why and how
- Checks spelling
- Writes in the third person

- Collect newspaper articles, thank-you notes, club certificates and awards.
- Collect 4-H event programs and souvenirs.
- Recognize the achievements on your club membership.
- Label and date all scrapbook entries.

## CLUB NEWSLETTER EDITOR

### General Duties

Communicating with club members, adult volunteers and 4-H families is important for your club to be successful. Members, adult volunteers and 4-H families need to know what is happening in the club. It is also important that other 4-H members get acknowledged for their work and accomplishments. As the editor, you are responsible for publishing a monthly or quarterly newsletter and distributing it to all your club members and adult volunteers. Also be sure to share the news on the 4-H Online Record Book where others can comment on and promote your posts.

### During Club Year

- Publish monthly or quarterly club newsletters to report about member accomplishments.
- Ask members to write stories for the newsletter about events, projects and community activities.
- Dedicate a column in the newsletter for the community club leader.
- Provide a club program calendar in the newsletter.
- Post club news on the 4-H Online Record Book.

## CLUB PHOTOGRAPHER

### General Duties

In your new role as club photographer, you create a file of photos of club projects, events, celebrations and meetings, and include photos of members and adult volunteers. The photographer could be a member of a club photography project or a member with an interest in photography. Keep in mind, 4-H is all about stretching yourself and trying new things, even if you don't think you are very good at it yet. If you have a spark for photography, with effort and persistence you will produce some great pictures! Some professional photographers believe that for every 10 photos taken, you get one good one—so click away!

It is also important to remember that there are many events other than those you personally attend. Reach out to other members and try to obtain copies of any photographs they took of their community service event, project meeting or 4-H activity.

Provide photos for the club reporter's stories, for membership recruitment displays and for the club historian to use in showcasing the club's accomplishments during the 4-H program year.

## SERGEANT AT ARMS

What does the sergeant at arms do anyways? The sergeant at arms helps the president with club duties and helps keep order during meetings. You should be available to help officers and officer advisor(s) with errands and responsibilities. This role is really important from a youth governance perspective, because you will help make sure that meetings run smoothly.

### General Duties

- Check on room arrangements for each meeting.
- Arrive early to each meeting, set up chairs and tables appropriately, and heat or cool the meeting space as needed.
- Make sure that club flags and banners are properly displayed and stored.
- Help guest speakers carry and set up their audio-visual equipment.

### At Club Meetings

- Stand in front of the room while the president calls the meeting to order.
- Ask members to stand for pledges, and lead the American flag and 4-H pledges, upon the president's request.
- Help the president count votes during the meeting.
- Help the secretary take roll. If a sign-in sheet is used, make sure everyone signs it.
- Keep order during the meeting. Politely ask members and adults who insist on talking to stop or step outside.
- Hand out and collect items.
- After the meeting, clean and put away tables and chairs, if required. Make sure the meeting room is clean.