Mendocino County 4-H County Council

Agenda Template

July 9, 2016

9:00 am

Town Hall in Fort Bragg on Highway 1

363 N Main Street (Highway 1) close by the Skunk train depot, West side of Highway

Minutes code:

 Agenda item

 *Minutes from meeting*

 *Supporting documents included in Sec’y binder and generally distributed at meeting*

 Vote needed or taken

 Staff Report – Linda unless otherwise noted

Action item

Officers: President Lyn Anton (M), Secretary Kelly Boesel (U), Treasurer Nadine Boer (U), Member at Large Barbara Nordin Elmer (PV)

Staff: Linda Edgington Program Representative

1. Call to Order – *at/by 9:03 am by Lyn Anton, President*
2. Flag Salute and 4H Pledge – *by Ericka Boesel (U)*
3. Introduction of Guests – Chris Ceresa from Willits representing MCJLAC Awards Chair
4. Approval of Minutes – *see attached April 9, 2016*
	1. *Correction – Add volunteers at Logging Conference Dinner Dylan Ault (RV), Tyler Ault (RV), and Adam Lewis (RV*
	2. *Correction – Minutes were incorrectly labeled “agenda”*
	3. *Motion by Gina Vaughan to Approve corrected minutes , Nadine Boer second, voice vote aye, opposed none, abstain none, motion carried*
5. Treasurer’s Reports – *see attached*
	1. *Attached are: 2016/2017 Budget Narrative as of July 1, 2016, Balance Sheet as of June 30. 2016, Profit and Loss July 2015 to June 2016, 2015/2016 Budget Narrative as of June 30, 2016*
	2. *Purchase of cold drink beverage containers for events*
		1. *Motion by Barbara Nordin Elmer to purchase 3 cold water dispensers at no more than $25 each, Second by Gina Vaughan, Hand Count 17 aye, no 0, abstain 0*
		2. *Nadine will secure purchase of items and they will be stored at the 4H office*
	3. *Ready Talk conference talk system –*
		1. *Discussion – Gina Vaughan – at the last meeting we had discussed using for three months as a trial? Nadine says we have not gotten a bill, has asked JT in the office but no bill forthcoming. I&R has used twice, will continue use of system*
		2. *Wendy Lee Beak motion to set aside $100 for Ready Talk expenses, Second Chris Ceresa, hand vote aye 16, no 0, abstain 0*
	4. *Gina Vaughan motion to approve Treasurer’s Report, Alexis England Second, Hand vote 17 aye, no 0, abstain 0*
6. Reports by Youth
	1. Ericka Boesel – Potter Valley, Ukiah, Redwood Valley, Willits parades
		1. Potter Valley – Mounted Ericka Boesel(U) and Kenzie Kornegay (U), riding in Wreaths Across America float – Arteaga Family (RV/C). We were given $15 from a spectator to purchase a Wreath
		2. Ukiah – Mounted Ericka Boesel (U) and Kenzie Kornegay(U), riding in Wreaths Across America Float
		3. Redwood Valley – Mounted Ericka Boesel (U) and Hayden Hayes (U), Wreaths Float Nathan Hayes, Kasey Rogers (RV/C)
		4. Willits – Mounted Ericka Boesel (U), Hayden Hayes (U), Wreaths float Keely Ahders (W), Kya Freeman (U)
	2. Upcoming parades: Boonville Fair (September 17, 2016), Pumpkinfest Ukiah (October 15, 2016),
	3. If you have any other events in your community in which you would like a mounted color guard entry and Wreaths Across America entry, contact your community leader or message Kelly Boesel
7. Staff Reports – Linda Edgington
	1. Was out with surgery recovery for awhile but is recovering nicely! For updates and applications on 4H opportunities: [www.ca4H.org](http://www.ca4H.org) Handouts:
		1. Checklist for clubs for their year-end reporting – to make sure clubs are completing all of their year-end documents in a timely fashion
		2. Core Elements of Organized 4H clubs – this needs to be within the program regardless of how the program is organized … http://4h.ucanr.edu/Resources/Policies/
		3. Clover Speaks – she got us an extension to sign up for this webinar – Series of six online educational learning sessions. Sessions are two hours in length and are offered at two different times on the following dates: 7/18, 8/15, 9/12, 10/17, 11/14, 12/12
		4. Citizenship Weekend – September 16-18, 2016 (same weekend as Boonville Fair) in Sacramento Ca
		5. WHY conference – Oct 7-9, 206 Whiskeytown National Park
		6. Mindfulness Retreat – November 4-6, 2016 Camp Ocean Pines Cambria CA
		7. Scholarships for Higher Education – applications due Aug 8, 2016
			1. http://.4h.ucanr.edu/Resources/Members/Scholarships
		8. State Leaders’ Forum – Sonoma County November 11-13, 2016
		9. Scholarships for events: http://4h.ucanr.edu/4-H\_Events/Financial\_Aid\_for\_Events/
		10. Year-End Club Reporting Checklist – year end documents need to be to office by September 15
		11. Yoga Project Leader training – Ukiah office is hosting October 8, 2016 9-3. If you teach a yoga project or want to teach a project, there will be instructors here to teach adults and youth
		12. Club bylaws need to be updated – Linda will be sending out a list of what needs to be added/changed. Templates are on the State website. Change to be sent to Linda for pre-approval then sent back to clubs for voting by start of new 4H year (September 1, 2016). <http://ucanr.edu/sites/placercounty4h/files/71634.pdf>

<http://cemonterey.ucanr.edu/files/229024.pdf>

http://4h.ucanr.edu/Resources/Policies/Chapter8/#I

* + 1. Club Program Planning Guide - http://4h.ucanr.edu/files/167444.pdf
		2. Food Safety – online training
			1. <http://ucanr.edu/sites/4-H_Tulare/Online_Food_Safety_Training/>
			2. Needs to be done every 3 years
			3. Each club needs to have 2 certified food safety volunteers in order to have food at any event, activity, project or club meeting etc.
		3. Online enrollment
			1. Mendocino Spartans did it last year. Had volunteers bring in computers and printers, did all enrollments right then, printed out all forms and were signed then and made enough copies for each project. Returning members did first then new members
			2. State wants all clubs to move to online enrollment. If members did NOT do online enrollment then the coordinator needs to input all info and send that info to 4H office
1. Committee and Other Reports
	1. I&R – no report – next meeting Tuesday July 19, 2016 at 6pm in Ukiah 4H office. Can use Ready Talk
		1. Proficiencies – working on quilting
		2. Are Record Books required for proficiencies – Not at this time. The member only has to complete 80% of the items in the Proficiency. Example: they had to have been enrolled in the project sometime in their 4H career, they had to have completed a minimum of 80% of the items on the proficiency, completed the project according to Steps for Success as defined by the State etc. – this should be revisited by I&R for final resolution
		3. Record Book – manual is being changed again by the State – waiting for updates
			1. State will be changing to scanning of record books for competition along with remote judging
			2. Due September 30, 2016 to 4H office for County record book judging, they will be judged on October 6, 2016… Have to be at State by October 21, 2016 – if they are mailed in, need to have by October 18, 2016 AT LTHE LATEST!
			3. Instructions were emailed from the State on how to use the new Leadership Development Report
	2. Camp Steering – – update emailed – unable to get regular communication with the previous camp so the committee is looking at Mendocino Woodlands. The steering committee has listed a number of positions needing to be filled as well as steps that have been taken to date
	3. MCJLAC – minutes will be attached
	4. Fair Reports –
		1. Fair Awards – Chris Ceresa
			1. *Would like a committee to happen for fair awards – this is too big of a job for one person. Anyone that wants to help, please let her know. Chris will identify a list of separate jobs along with job descriptions so that every species, club etc. can sign up for a part of the awards function*
			2. *Thank you cards – what do we want to do about purchasing of thank you cards, printing costs, mailing costs etc. – this needs to be revisited as far as how much does the fair awards committee want to do and how much do we expect the members to do*
		2. Redwood Empire Fair – *nothing to report*
		3. Mendocino County Fair and Apple Show – *nothing to report*
	5. Wreaths Across America *– Members have been meeting with various groups and officials. The paper has invited 4H to write a column, the Board of Supervisors will be issuing a proclamation, the Wreaths program has been represented in local parades and members will be speaking at local businesses and service groups i.e. Kiwanis, Lions club, Son of Italy, Selzer Realty, American Legion etc. We also sent photos of activities to the Wreaths organization and they will be sending up a parade flag as soon as they arrive*
	6. Governance
		1. Waiting for new forms to come from State that will be effective new program year as of July 1, 2016
		2. Collecting information from all sites containing forms, policies etc. (much confusion in this area)
		3. Collecting all forms and contracts from the various sites and identifying inconsistencies or confusion amongst the forms
		4. Drafting instructions/clarification handouts for forms
		5. Chain of Command – *pending*
		6. *Communication – problem with communication this past month. Future communications to include all committee members, Council President, Program Rep*
		7. *Lyn Anton(M) will set up an online poll to determine best dates/times for future meetings*
		8. *Deficiencies in the current council bylaws were found during the regular council voting process and the election process for new officers. Linda will clarify State expectations so we can review this section of the bylaws*
2. Old Business
	1. Mounted Color Guard and Parade updates
		1. Equipment purchased - Poles (4) Eagle topper (1), regular toppers (4), flags (American, California, 4H, POW)
		2. Additional equipment – Wreaths Across America flag (coming from Wreaths office), 3 flag boots (borrowed from Ukiah club)
		3. *Potter Valley parade – Saturday May 28 (driver Kelly Boesel, mounted Ericka Boesel (U)and Kenzie Kornegay (U), Wreath Across America float: Arteaga family (RV/C), additional friends and family members also rode along*
		4. *Ukiah Memorial Day parade – Monday May 30 – (driver \_\_\_\_?? RV/C\_\_\_\_, mounted Ericka Boesel (U), Kenzie Kornegay (U), Wreaths Across America float Jonathon Hunt (U), Luis Ramirez-Nieto (U), Eyen Ramirez-Nieto (U), Caleb Farrell (RV/C), ?????*
		5. Upcoming events:
			1. Redwood Valley Black Bart Parade – July 2nd
			2. Willits Frontier Days – July 4
	2. Equipment Purchases and Inventory
		1. Council completed/facilitated purchase of
			1. Two commercial coffee pots (one for coffee, one for hot water only)
			2. Popcorn machine
			3. Snow Cone machine
			4. Color Guard (4 flags, 4 poles, 1 eagle, 4 toppers) – in Inventory w/ Kelly Boesel
		2. Already in inventory
			1. Cotton candy machine
			2. Chafing dishes
	3. Meeting location for next meeting in Fort Bragg? – *Town Hall on Main Street – LOCATION CHANGED due to difficulties in getting forms signed and deposits paid in timely fashion*
	4. Extravaganza – *was hosted by Redwood Valley/ Calpella – report on event and lessons learned, suggested improvements for next year, report by Linda Edgington and Gina Vaughan, Gina says had a lot of entries, nice table entries from Cloverbuds, dinner was fabulous etc. But MUST have more help from Council members. Linda recommend we eliminate the stills portion and only keep fashion review, foods contest et. If someone wants to do a stills portion that that particular event be organized separately*
3. New Business
	1. Elections
		1. Nominations for Executive Council
			1. President
				1. Lyn Anton(M)
				2. Heidi Ahders(W)
			2. Vice President
				1. Jami Vallejo(U)
			3. Secretary
				1. ??????
			4. Treasurer
				1. Barbara Nordin Elmer(PV)
			5. Member at Large
				1. Devon Jones (U)
			6. Youth Rep
				1. Taylor Quinliven(W)
		2. Election Results
			1. *President – Lyn Anton(M)*
			2. *Vice President – Jami Vallejo(U)*
			3. *Secretary –*
			4. *Treasurer – Barbara Nordin Elmer(PV)*
			5. *Member at Large – Devon Jones(U)*
			6. *Youth Rep – Taylor Quinliven(W)*
			7. *The current secretary (Kelly Boesel) has served for two consecutive terms and according to Council bylaws is ineligible to stand for election again. Linda will check with the State to find out if the Council can appoint someone to fill the term and if that person can be the previous Secretary provided no one can be encouraged to serve.*
			8. *Council identified several deficiencies in the current bylaws regarding nominations, voting processes, elections, unfilled offices and appointments. The Governance committee will take these items into consideration*
	2. Event Dates **ATTENTION ALL COMMUNITY LEADERS!!! – Please discuss these dates with your club members. At the July meeting the Council will be setting dates for the events and each club will be expected to sign up to host an event**
		1. Extravaganza –
			1. *Fort Bragg was volunteered by the Council to host as there has not been a rep present at the Council meetings for quite some time*
			2. *Stills – this will be dropped from the event*
			3. *Sat April 22, 2017 for foods/fashion review only*
		2. Presentation Day
			1. *Hosted by Mendocino Spartans*
			2. *Dates tentative Sat March 11 or 25 - TBS*
		3. Field Days – dates and chair/hosts
			1. *Poultry – Mendocino Spartans – date and location TBA*
			2. *Rabbit/cavy -Show Sat Apr 29, 2017 Potter Valley*
			3. *Cloverbud – Sat October 29, 2016*
				1. *Catrenia Tindall(U), Melissa Aguilar(W), will organize*
				2. *Costume event also*
			4. *Sheep - TBA*
			5. *Goat – North Coast Goat Show June 3, 2017 - REF*
			6. *Swine – end of June 2017, date TBA, REF*
			7. *Horse - ?? White Dog Ranch ??*
			8. *Beef/Dairy - ?? April/May ?? as an Emerald Star project Julie Brown*
			9. *Dog – none… Alexis England(W) will call Jeff Andrade about organizing*
		4. Ethics training
			1. *Required by local fairs*
			2. *Sheryn Hildebrand(PV) held trainings recently – this will satisfy local fair requirements*
			3. *Make sure your ethics training does not need to be repeated for fair either this year or next year. Most members’ trainings will need to be repeated next year as the last Livestock Expo was 2012*
		5. Bio Security training
			1. *Required by State 4H*
			2. *This is a multi level training and needs to be completed regardless of which or how many species the member is taking to fair*
			3. *Linda to find out: How many levels must be completed, when a leader training can be held (before September for those projects that start in September), are we going to include it in with each projects’ curriculum or as separate trainings?*
		6. Color Me Green –
			1. *May 20, 2017 tentative*
			2. *Alexis England(W) will talk with Willits club and see if she can get club to take it on*
			3. *Linda will find out if we can get Nelson Ranch*
		7. Tractor Supply Paper Clover Days
			1. *This is a twice yearly fundraiser for National 4-H. Money raised from the sale of paper clovers is passed onto local 4-H clubs. We get several hundreds of dollars from this activity with little output.*
			2. *Clover Days are in April and October – Ukiah Club will host and will check with local management to find out what dates are available and will send out info to all the clubs so any who are interested can attend.*
			3. *Previous days included a display about Wreaths Across America, members with their project animals and tables with educational displays*
		8. Winter Social –
			1. *Redwood Valley has done it twice and is going to pass this coming winter*
			2. *Need a club to volunteer to chair this event*
		9. Summer Social –
			1. *Sat night at the REF 2017*
			2. *Redwood Valley/ Potter Valley to co-host*
			3. *Will also include a barn yard Olympics – open to all 4H members whether or not they are exhibiting at the fair*
		10. Parades and Pumpkinfest –
			1. *Boonville Fair – Saturday September 17, 2016*
				1. *Mounted Color Guard – Ericka Boesel (U)*
				2. *Wreaths Across America - ????*
			2. *Pumpkinfest Ukiah – Saturday October 15, 2016*
				1. *Wreaths Across America float organized by Stacy Rogers(RV/C)*
				2. *Mounted Color Guard – Ericka Boesel (U)*
			3. *Potter Valley Expo Parade Saturday May 27, 2017*
				1. *Wreaths Across America float - ??*
				2. *Mounted Color Guard – Ericka Boesel (U)*
			4. *Ukiah Memorial Day Parade Monday May 29, 2017*
				1. *Wreaths Across America float - ???*
				2. *Mounted Color Guard – Ericka Boesel (U)*
		11. Community Leader Training *–****MANDATORY!!!***  *Wednesday August 24, 2016 6:00 pm – Ukiah 4H office*
		12. Club Officer Training – *Thursday August 11, 2016 6:00 location TBA Pizza party*
			1. *RSVP to Linda*
			2. *This training is for current officers and anyone who is interested in becoming an officer, event chairperson etc in the future*
			3. *Food sign up – Catrenia Tindall(U) working with Linda to organize food potluck and purchase additional food*
			4. *Motion by Catrenia Tindall (U) pay up to $300 for food, Second by Kristen Looney(RV/C), Hand vote 15 aye, no 0, abstain 0*
	3. Ropes Course for club officers
		1. Suggestion that the council sponsor this for the county officers
		2. Need an adult and youth coordinator
		3. Request for funds
		4. ***Decided not to do this year as we are doing an officer training***
	4. Chain of Command
		1. *If a member has a question about a project, about the club, about an event etc.*
		2. *This will be addressed by the Governance Committee and be presented at a future Council meeting*
	5. Generator
		1. *Letter was sent to Sheriff Tom Allman requesting funding (or assistance with funding) for a generator to be used for county wide 4-H events.*
	6. Eligibility for Fair re: meeting attendance
		1. Criteria for makeup meetings for club
		2. Criteria for makeup meetings for projects
		3. There should be some type of reporting back to either project or club
		4. Should be skill development or club development involved or community service
		5. ***This item was postponed for future discussion***
	7. Fair
		1. Social – *Ericka Boesel(U) – not at fair this year*
		2. Schedule for barn duty ?? *This is something that should be addressed by MCJLAC*
		3. Apparel for barn duty ??? *- addressed at club and project level*
		4. Training for barn duty ?? *– addressed at club and project level*
	8. *Club Reports for newsletter – community / officer advisors need to make sure your secretary is submitting notes to the newsletter , make sure they are sent by the deadline and in a format the office can open*
4. *Future Needs*
	1. *New executive council will need to set up executive council meeting dates*
	2. *Next council meeting to set up calendar of future council meetings*
	3. *Clarification by Linda from the State/Risk Management about insurance and Facilities Use Agreement etc*
	4. *What does REF expect as an educational component ie APR, Record Books etc, for youth exhibitors at the fair*
	5. *What does Mendocino County Fair expect also*
	6. *What do we(Council) do about clubs who do not have council representation ie sanctions, revocation of charter etc or is that the responsibility of the Program Rep*
	7. *Linda to verify with State what are the requirements/policies for the number of members from each community club that can vote at council meetings. Old Mendocino County bylaws allowed for a maximum of four votes from each club with at least one vote guaranteed for any youth that wanted to represent the club. Current bylaws (written according to the State template) allow for an unlimited number of Council members and does not address how many can vote and is each club restricted to a given number of votes.*
5. Club Reports *general comments from the clubs – facebook and email have been good tools for leaders to communicate meeting reminders, changes etc and for club members to communicate in between meetings. Remember to use Mendocino County 4H Working Groups and Events page and Mendocino County 4H County Council page*
	1. Anderson Valley - suspended
	2. Coyote Valley 3rd Wednesday 4:00 pm – Education Center Coyote Valley Rancheria
	3. Fort Bragg – 2nd Wed 6:30 pm at Presbyterian Church – not present
	4. Long Valley – 3rd Monday 7:00 at Fire Hall – working on getting a program into the meeting
	5. Mendocino Spartans – 2nd Monday Time 4:00 pm Mendocino k-8 school – officers were elected and had a camp out
	6. Potter Valley 1st Monday 7 pm PV School – did memorial day fundraiser, getting ready for fair, gathering officer applications
	7. Redwood Valley/Calpella – 2nd Tuesday 6:30 pm Redwood Valley Grange – elected officers, did candle ceremony for officer installation, getting ready for fair
	8. Round Valley – 1st Monday 5:30 pm at Legion Hall – not present
	9. Ukiah – 1st Thurs 6:30 pm Ukiah 4H Office
		1. Next meeting September 1, 2016 at Ukiah 4H office
	10. Willits – 3rd Monday 7 pm at Blosser Lane – 2 fundraisers – hometown celebration and did outreach at same time, also at frontier days rodeo, officers were elected,
6. Announcements / Events and Meeting Dates / Website or email contacts
	1. Mendocino County 4H Roundup : : <http://cemendocino.ucanr.edu/Newsletters_840/>
	2. Mendocino County 4H website: <http://cemendocino.ucanr.edu/4-H_Program/>
	3. Mendocino County 4H Facebook page: <https://www.facebook.com/pages/Mendocino-County-4-H/447232965418544?fref=ts>
	4. California 4H Newsletter: [*http://4h.ucanr.edu/News/Newsletter/*](http://4h.ucanr.edu/News/Newsletter/)
	5. California 4H website: <http://4h.ucanr.edu/>
	6. California 4H Facebook page: <https://www.facebook.com/california4H?fref=ts>
	7. Council Meeting Dates
		1. Executive Council
			1. Wed Sept 7, 2016 ?? TBA after consultation with new council
		2. County Council
			1. October 1, 2016 9:00 am Ukiah 4H Office
7. I & R 3rd Tuesday 6:00 pm Ukiah 4H Office
8. MCJLAC – 2nd Monday in Willits – need a copy of minutes from meetings
9. Camp Steering Committee 4th Wednesday 5:30 pm Ukiah 4H Office
10. Adjourn Meeting – *Motion by Kelly Boesel to adjourn , Second by Amanda Pulawa (CV), voice vote aye*

Attendance: Linda Edgington – Program rep, Lyn Anton (M) President, Kelly Boesel U) Sec’y, Nadine Boer (U) Treasurer, Barbara Nordin Elmer (PV), Ericka Boesel (U), Tonya Rowles (LV), Wendy Redfearn (U), Lucy Burris (PV), Kathy Burris (PV), Kristen Looney (RV/C), Gina Vaughan (RV/C), Alexis England (W), Taylor Quinliven (W), Chris Ceresa (W), Rhonda Brown (PV), Katie Brown (PV), Catrenia Tindall (U), Wendy Lee Beak (M), Amanda Pulawa (CV)

Attached Documents: Agenda July 9, 2016 meeting, Attendance July 9.2016, Treasurer’s Reports (P&L 7/15-6/16, Balance Sheet 6/30/16, Budget Narrative 2015/2016, Budget Narrative 2016/2017), Original Minutes April 9 2016, corrected minutes, letter Tom Allman, proposed youth/adult member agreements, newsletters from state and county

Notes for next meeting: