Mendocino County 4-H County Council

Minutes

October 1, 2016

9:00 am

Ukiah 4H Office

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

Executive Officers: President Lyn Anton (M), Vice-President Jami Vallejo (U), Secretary Kelly Boesel (U), Treasurer Barbara Nordin-Elmer (PV), Devon Jones (U) – Member-at-Large, ???? Youth Rep

Staff: Linda Edgington Program Representative

1. Call to Order – *at/by* 9:12 AMLyn Anton (M)
2. Flag Salute and 4H Pledge – *by Serena Grimm (PV)*
3. Introduction of Guests -
4. Approval of Minutes – *see attached*
	1. Correction of Minutes:
		1. Change “Agenda Template” to “Minutes”,
		2. Change location to “Ukiah 4H Office ”
		3. Change
	2. Motion to approve as corrected by Barbara Nordin Elmer (PV), Second by Devon Jones (U), voice vote – aye
5. Treasurer’s Reports – *see attached*
	1. Request for $100 from SLF budget to pay for 2 gift baskets for SLF in November – *silent auction items to help offset the costs of putting on the conference. This is the State Leader’s*
		1. Motion by Kelly Boesel (U) to pay up to $100 for the costs of putting together the gift baskets with the funds coming from the Trainings/Conferences account. Second Devon Jones (U), hand vote aye 14, no 0 , abstain 2
	2. Request for $200 from California 4H Management Board
		1. Why? This management board has replaced sectional/regional council
		2. Motion – tabled until next meeting pending further information from the VMO
	3. Request for $17.43 additional funding for cold water dispensers (approved previous $75, cost was $92.43)
		1. Motion by Kelly Boesel (U) to approve payment of overages of both the water dispensers and youth officer’s trainings, Second Rhonda Brown (PV), hand count yes 16, no 0, abstain 0
	4. Reimbursement for flags to Kelly Boesel – approved previous – *completion of 4H forms needed to complete reimbursement process*
	5. Request for checks for Animal Shelter, Kristin Myers for fundraiser/community service
		1. Motion *completion of forms needed to process the request – tabled to the next meeting*
	6. Request for $158.30 additional funding for youth officers training – overspent budget
		1. Motion – see above
	7. Fundraiser guidelines and forms that need to be completed –
		1. *Linda is doing a presentation later in the meeting about fundraising and the forms needing to be completed*
	8. Unpaid club fees from 2015-2016 – Redwood Valley/Calpella $110, Willits $55,
	9. Received $1000 from Sheriff’s Dept for purchase of generator
		1. *Kelly Boesel (U) will take a copy of the letter to Motorsports to negotiate purchase*
	10. Uncashed checks:
		1. Redwood Valley/Calpella – reimbursement for spring social $101.15
		2. Long Valley – reimbursement of overpayment of $10 enrollment fees – *was just given to club treasurer yesterday*
	11. Audit -*2015-2016 project year audit – the county council accounts were audited and the only problems noted were those having to do with collecting and completion of proper forms for fundraising. Forms are available in the 4H office or the Treasurer’s Manual on the State website. Funds need to be for an educational purpose.*
		1. *Barbara would like to do a mid-year peer review audit to catch any problems early – need adults and youth who are not signers on the account – easy audit that is a checklist of items to make sure we have and are doing, catches deficiencies before they become a problem*
	12. Reallocate Anderson Valley club funds - $631.03
	13. Washington Inauguration funds – *was previously authorized as a subaccount of Teen Leader Activities and Projects, that subaccount is not being used as the trip is not happening so the funds are now available for unrestricted use of that account*
	14. Need a list from each club – Youth Treasurer and the Adult Advisor – include club name, first and last name, youth or adult, email address, phone number. Email to the 4H office then it will be forwarded to the Treasurer – *Our council treasurer would like at least an adult*
		1. Ukiah
		2. Redwood Valley/Calpella
		3. Potter Valley
		4. Willits
		5. Long Valley
		6. Round Valley
		7. Anderson Valley
		8. Hopland
		9. Fort Bragg
		10. Mendocino
		11. Coyote Valley
	15. Motion to approve Treasurer’s Reports: Cheryl Edgar (RV/C) to approve treasurer’s report as stated, Second Asa Spade (FB), hand vote aye 12, opposed 0, abstain 0
6. Reports by Youth
	1. Serena Grimm (PV) – SLC conference (July) and Leadership weekend Sept 16-18
		1. SLC – Thanks the Council for sponsorship fees. Learned about the history of the area and the facility, did some indoor rockwall climbing as an icebreaker, did a workshops on the use of social media, stress and anxiety, State Ambassador program and several others, did bonding exercises
		2. Citizenship weekend in Sacramento – earned what citizenship is, did small group exercises and large grup exercises to learn about citizenship, what it is, and different ideas to help our communities, went to Sacramento river and collected trash, realised how good it felt to help clean up the community and would like to help with Eel River clean up – met lots of new people and is considering being a leader for the conference next year
		3. Both of these activities helped her to see how 4H was in areas other than just our county, how valuable it is etc – Mom Wendy talked about her resume workshop she participated in, how valuable 4H is in helping our youth with the future
7. Staff Reports – Linda Edgington – *see handout*
	1. Ready Talk Conference system – *we have not yet received a bill, Linda does not think we are getting a bill. We are switching from “ready Talk’ to Zoom but she does not yet have all he call-in number*
	2. Zoom conference
	3. Year-end reports from clubs – *this is VERY important, each club needs to turn in*
		1. *Complete treasurer’s binder with form 8.6 completed Peer review and Peer review checklist*
		2. *Outreach documentation: proof of advertising in the newspaper or with flyers, social media, posters etc Copies if possible, include locations where posted or published.*
		3. *Inventory – individual clubs MUST keep track of EVERYTHING that is bought with funds – we are a public non-profit and everything must be accounted for. If we buy an inventory item then that item needs to be placed into inventory (along with identifying serial numbers etc) and where that inventory is stored. These are assets and we need to track where these assets are located. Also note when an item is broken, sold or otherwise disposed of and where/how etc*
		4. *Club budget – beginning of year proposed budget and end of year actual figures – helps with club planning but is also required by the county and the State*
		5. *Donated items – are now property of 4H so the donors needs to receive a donation form and that item needs to be placed into inventory – what about giving away or sale of excess inventory*
	4. *Beginning of Year Reports*
		1. *Proposed budget for the new year – voted upon by the club members*
		2. *Enrollments turned in by October 15 for market animals – clubs and projects can accept members throughout the year as long as there is room in the club and in the project*
		3. *Pin and Stripes form – member must turn in a completed APR with signatures*
		4. *Star Rank forms – member must turn in complete record book including signatures to receive Stars*
		5. *Leader forms - with names of leaders and years they have served, year recognition forms and pins are available for your project leaders*
		6. *Up dated bylaws, turned in first to office for approval and then voted on by clubs*
	5. *Food Safety – there must be at least 2 leaders in each club that have taken and passed the Food Safety Certification test. Video should be watched first and then the test taken. For any event involving food (unless store bought or pre-packaged), a food safety adult must be present to make sure all food safety steps are taken. So either sell store bought items, or, if items are made at home, the preparation needs to be supervised by a food safety person then packaged and sold so the food remains safe for consumption ie bake muffins at home, individually bag the muffins in ziplocks then transport to event*
	6. Outreach – why? – *USDA is our ‘parent company’. USDA did a several year audit, including information from local census statistics etc. They identified areas of the population that might be underserved by 4H. Local clubs have to provide proof they are making an attempt to reach certain groups ie ethnic groups, differently abled groups, special needs etc in order for USDA to continue funding. There are lots of ways to be creative in outreach programs – radios, open house, parade floats, school presentations, contests etc*
	7. Fundraising rules!!!! – *forms are on the county website and the state website and in the county office. Form requesting permission to conduct a fundraiser must be completed and turned in for approval at least 2 weeks in advance. At the end of the fundraiser, all forms, funds, requests for reimbursements etc must be turned in within 7 days from the end of the fundraiser*
	8. State Leader’s Forum – November 11-13, 2016 in Santa Rosa at Flamingo Hotel. Lots of exciting workshops, Fee is $200 for the weekend or $125 for one day
	9. Website – need to update
		1. Judging sheets – record books etc
	10. Club reports for newsletters, deadlines, what is needed etc
8. Committee and Other Reports
	1. I&R – Lyn Anton (M)
		1. Proficiencies –
			1. turn in completed annual project report form (2 sheets of paper and the expressions page)
			2. quilting – working on it
		2. Record Book – judging – names of judges needed by September 30, 2016
			1. Judging sheet on website is NOT current
		3. More volunteers – each club should be sending at least one representative to the I&R meetings. This is the group that researches and develops awards, proficiencies, recognitions etc and the policies regarding those and then submits their proposals to the council. If you want to help craft policy regarding Incentives and Recognition for our youth, then we need your help. No prior experience is necessary, just a willingness to get involved and help out
		4. Star Rank –
			1. completed record books are required
			2. PDR with all necessary signatures
			3. My Story with a word count corresponding to their age
				1. Junior (9-10) 250-500 words
				2. Intermediate (11-13) 500-1000 words
				3. Senior (14 +) 1000-2000 words
				4. APR with Expression page for each project and leader signatures
				5. Collection of 4H work
				6. Junior/Teen leaders turn in LDR (leadership Development Report) complete with pre-post work including all signatures
				7. Senior members (Resume)
				8. Corrections to previous record books can only be made to the previous year (1 prior year only)
		5. Pin/Stripe – need to have APR *and*  Expression page for each completed project – *For this year only (as the instructions were not clear), can urn in an APR without an Expression page but next year MUST have the Expression page*
		6. Eligibility for Fair – meeting and project attendance requirements? Record books? This is what I& R is suggesting as policy:
			1. Up to date or in-progress (sloppy copy) APR for each project (regardless of project entered into fair). These are due at the time fair entries are due. These are sloppy copies. Motion Kelly Boesel: require an up to date/in progress APR (sloppy copy) for each 4H project entered in the fair to be due at the time the fair entry forms are due. Amend by Cheryl Edgar – include” and to be monitored at the club level” Kelly agreed to amend the motion Discussion about requiring APR vs Record books and who monitors, what is intent, make it easy for members but maintain educational component.

Final motion: Motion by Kelly Boesel (U), Require and up to date/in progress (sloppy copy) APR for each 4H project entered in the fair, to be due at the time the fair entry forms are due, to be monitored at the club level. Second Devon Jones (U), voice vote aye -, no 0, abstain 0, motion carries

* + 1. Project Proficiencies – Suggestion by I&R : There must be a complete APR for each proficiency applied for. If the members is applying for a proficiency for a prior project, then they must have completed an APR for that project
			1. *Motion by Kelly Boesel (U) – Accept I&R committee suggestion that a member show a completed APR for the project in which they are requesting a proficiency, Second Barbara Nordin Elmer )PV), voice vote aye (3), no (2), abstain – further discussion...how does this affect those youth new to 4H that go to a project leaders and demonstrate learning/skills acquired elsewhere who want to earn a proficiency, what if they didn’t do an APR for a prior year but they want to do a proficiency this year etc.. based on further discussion, Kelly withdrew Motion removed from consideration*
			2. Motion Cheryl Edgar- Do not accept I&R committee recommendation of requiring an APR for proficiency , Rhonda Brown (PV) second, voice vote aye -, no 0, abstain 1, motion passes
		2. *Club and Council Bylaws* – All officer elections must be held by a ballot voting process, open to all members. Interviews are allowed but cannot be the only way of filling the officer positions. Once interviews are done, voting is open to all members
		3. *Primary Members / Cloverbuds* – State restricts what Primary members can do – they are not allowed to participate in any ‘competitions’ so they cannot run for office but they can volunteer and be appointed
	1. Camp Steering – ??? Tascha Whetzel
		1. July 4th  week 2017 – exact dates: TBA; location: Woodlands
	2. MCJLAC –
		1. Each club needs an adult AND a youth representative to the livestock committee meeting if they have market animals exhibiting at the fairs. MANDATORY – need the names IN ADVANCE of your club representatives. Any changes need to be given to the MCJLAC IN ADVANCE – no last minute changes or substitutions
			1. Ukiah – Kim Groff (A),
			2. Redwood Valley/Calpella – Kristen Looney (A), Lexi Davis Y)
			3. Potter Valley – Sheryn Hildebrand or Don Brown (A), Katie Brown (Y)
			4. Willits - TBA
			5. Long Valley – Travis Whitcomb (A), Haley Whitcomb (Y)
			6. Round Valley - TBA
			7. Fort Bragg - TBA
			8. Mendocino – Lyn Anton (A)
			9. Hopland – still forming
			10. Anderson Valley – no market animals
			11. Coyote Valley –Amanda Pulawa (A), ?? (Y)
		2. Next meeting October 10th at 7:00 pm at Willits High School Ag classroom
	3. Fair Reports – Chris Ceresa???
		1. Fair Awards – Chris Ceresa – *needs help dispersing awards at ringside, need help on the awards committee*
		2. Redwood Empire Fair
			1. Redwood Valley/Calpella – fair social with barnyard Olympics ?? – *no further information*
			2. Social for 2016 – did not happen due to time constraints
		3. Mendocino County Fair and Apple Show – *no information*
		4. Tabled from last meeting: Thank You cards from members for awards – discussion needed
	4. Wreaths Across America
		1. Booth at Boonville Fair – thank you Fort Bragg Stacy Anderson
		2. Report???
	5. Governance Committee – Lyn Anton (M) – *will send out a doodle poll this next week with meeting date suggestions – toics to be discussed*
		1. How to change bylaws
		2. Membership agreement
		3. Election and voting processes – filling vacant positions
		4. Chain of Command
		5. County 4H policies and procedures
		6. Narrative for Steps to Success
1. Old Business
	1. Appointing to fill vacant positions – State says “yes” the Council can appoint to fill vacant positions *but must have been regular election first, no restrictions or statements as to how that is done so that needs to be addressed in our updated bylaws*
	2. 4H Week Oct 2-8, 2016
		1. Window decorating promotional campaign
			1. $50 to any club that decorates a window - Take photo and send it to I&R committee (can be considered part of outreach)
		2. Tractor Supply Paper Clover Days –
			1. Ukiah coordinating Oct 8 & 9, 2016 10:00 – 2:00 pm
			2. fund raiser: popcorn machine – borrowing councils
		3. Officer Training – report by Lyn Anton –*Training held in August before the new year started, held a very successful officer training thank you to Linda Edgington, played games about the duties of each office, had wonderful food, lots of enthusiastic participation from the kids, need more youth to participate so we can have more youth ideas, August was a good time to have it before the new year started because the kids could start using their ideas right away, tickets were given for participation*
	3. Generator – Kelly Boesel $1000.00 – *will go to Motorsports and negotiate a generator*
2. New Business
	1. Event Dates
		1. **Cloverbud Field Day - Oct 29, 2016 10:00 – 12:30 Ukiah 4H office**
			1. Spooktacular – costumes encouraged
			2. Each club that has cloverbuds will be assigned a station
			3. Bring a friend and rsvp so we know how many are coming
			4. *Will learn about 4H, pedge etc, a parade of costumes in the parking lot, snacks*
			5. Need teen leaders/volunteers to escort kids around the stations – clubs if you have a Cloverbuds project you need to send a representative to help with this event
				1. *Ukiah – Catrenia Tindall – Frankenstein’s electric lab and ???*
				2. *Hopland - xxx*
				3. *Redwood Valley/Calpella – oatmeal glop, Cheryl Edgar passports*
				4. *Coyote Valley – pasta skeleton*
				5. *Potter Valley – Rhonda Brown – franken snot*
				6. *Willits – vampire soap*
				7. *Long Valley – greasy grimy gopher guts*
				8. *Round Valley – eyeball relay*
				9. *Fort Bragg – bubbling brew*
				10. *Mendocino – bubbling potion*
				11. *Anderson Valley – xxx*
				12. *Other stations: Frankie’s Belch Model, monster lab,*
		2. **Extravaganza –** Food Olympics (new name and activities) and Fashion Review (no stills) **April 22, 2017 hosted by Fort Bragg**
		3. **Pumpkinfest Parade** - **Saturday October 15, 2016 – hosted by Redwood Valley/Calpella**
			1. Wreath Across America float – Stacy Rogers coord, meet at Fairgrounds
		4. **Presentation Day - March 11, 2017 – hosted by Mendocino Spartans**
			1. *NEW NEW NEW Manual to be available sometime after November BUT you can use the current manual regardless of whether or not there is a new manual*
			2. *We need evaluators – can be parents other members of the community, don’t need to know anything, you will be trained and given an evaluation sheet*
			3. *Room hosts are needed – good job for teens who are not giving presentations or for those whose presentation is scheduled for early or late so they are available to watch the door*
			4. *Members should start working on putting together their presentations now so they are ready by the date*
			5. *Also consider presentation proficiencies*
		5. **Color Me Green – May 20??? 2017 hosted by Willits at Nelson Ranch**
			1. This is a council fundraiser fun run open to the public
			2. Suggestion about reducing fees for those that work ahead of time or having a reduced family rate
			3. This is to promote 4H, healthy living and families and raising funds for the council
		6. **Field Days**
			1. Poultry – Lyn Anton – date TBA
			2. Rabbit/Cavy – Lovina Penry – Potter Valley
			3. Sheep ???
			4. North Coast Goat Open Show – Shanna Braught / June 3rd, 2017
			5. Horse – Devon Jones – will talk with Angie , date TBA
			6. Swine – Susan Pierce – mid June 2017
			7. Dog – Kelly Boesel / Kim Mitchell ???
			8. Beef – Julie Brown - Emerald Star Project??? Date TBA
			9. Ethics training – Linda Edgington
				1. Still need to find out about bio-security training etc, need to talk with REF
				2. Ok to have ethics training at club level
		7. Winter Social – outreach? Bring a friend? – youth committee??
			1. Redwood Valley/Calpella will host – mid February, looking at locations
	2. Council and Executive council meeting dates
		1. Council meeting Saturday Jan 7, 2017 – Ukiah – Executive Council meeting 6:00 pm Wednesday December 14, 2016
		2. Council meeting Saturday April 1, 2017 - Ukiah – Executive Council meeting 6:00 pm Wednesday March 8, 2017
		3. Council meeting Saturday July 15, 2017 Fort Bragg – Executive Council meeting 6:00 pm Wednesday June 14, 2017
		4. Council meeting Saturday October 7, 2017 – Executive Council meeting 6:00 pm Wednesday September 13, 2017
3. Club Reports
	1. Anderson Valley - ????? planning their first meeting, maybe 3rd Wed, going for ‘small is beautiful’ as they re-form
	2. Hopland - ?????, they have a community leader team, three project leaders (rabbit, poultry, cloverbuds – maybe swine) and doing enrollments October 11th 6 pm at the Firehouse in Hopland
	3. Coyote Valley 3rd Friday – Education Center Coyote Valley Rancheria
	4. Fort Bragg – 2nd Wed 6:30 pm at Presbyterian Church, doing more cross-clubbing with Mendocino
	5. Long Valley – 3rd Monday 7:00 at Fire Hall – now have a team of community leaders, treasurer advisor and three others
	6. Mendocino Spartans – 2nd Monday 4:00 pm Mendocino k-8 school
	7. Potter Valley 1st Monday 7:00 pm Potter Valley School, did open enrollments, back to school night, facebook etc – doing good
	8. Redwood Valley/Calpella – 2nd Tuesday 6:30 pm Redwood Valley Grange
	9. Round Valley – 1st Monday 5:30 pm at Legion Hall – have lots of kids, working on getting parental involvement for council meetings and other events
	10. Ukiah – 1st Thurs 6:30 pm Ukiah 4H Office – did new enrollments and another new enrollment in order to satisfy outreach
	11. Willits – 3rd Monday 7:00 pm at Blosser Lane – excited got several new leaders, trying to have more non-animal projects
4. 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 Dec 14, 2016 6:00 pm Ukiah 4H Office
			2. Wed Mar 8, 2017 6:00 pm Ukiah 4H Office
			3. Wed June 14, 2017 6:00 pm Ukiah 4H Office
			4. Wed September 13, 2017 6:00 pm Ukiah 4H Office
		2. County Council
			1. Sat January 7, 2017 9:00 am Ukiah 4H Office
			2. Sat April 1, 2017 9:00 am Ukiah 4H Office
			3. Sat July 15, 2017 9:00 am – Fort Bragg location TBA
			4. Sat October 7, 2017 – 9:00 am Ukiah 4H Office
5. I & R 3rd Tuesday 5:30 pm Ukiah 4H Office
6. MCJLAC – 2nd Monday 7:00 pm Willits High School Ag Classroom
7. Camp Steering Committee ?????
8. Adjourn Meeting – 1:25 pm *Motion Rhonda Brown, Second Della Mayne (AV) , voice vote aye, no 0, abstain 0*

Attendance: Lyn Anton (M) Pres, Jami Vallejo (U) Vice-Pres, Devon Jones (U) Member-at-Large, Kelly Boesel (U) Sec’y, Barbara Nordin Elmer (PV) Treas, Linda Edgington – Program Rep, Cheryl Edgar (RV/C), Paige Whitcomb (LV), Haley Whitcomb (LV), Lindsay Whitcomb (LV), Travis Whitcomb (LV), Serena Grimm (PV), Wendie French Grimm (PV), Rhonda Brown (PV), Catrenia Tindall (U), Asa Spade (FB)

Attached Documents:

Notes for next meeting: