**Mendocino County 4-H County Council Meeting Minutes**

**Saturday September 29, 2018 9:00 am**

**County UCCE Office**

Officers Present: President Jami Vallejo (U); Vice President Leigh Hunt (U), Secretary Devon Jones (U), Treasurer Barbara Nordin-Elmer (PV)

Staff: Car Mun Kok, Jessica Farfan and Tannis Boyd

1. **Call to Order** – at 9:05 AM by President Jami Vallejo(U)
2. **Flag Salute and 4H Pledge** – lead by Paige Whitcomb (LV)
3. **Introductions**
4. **Approval of July 14, 2018 Council Minutes** –
   1. Motion to approve as written by Kathy Babcock (M) and Lindsey Whitcomb (LV). Voice vote aye carries, no none.

It was requested that the minutes and council meeting packets be both emailed out and put on the county 4-H website. Car Mun Kok and staff will make sure this is done for the next meeting in January 2019.

1. **Youth Reports**: None
2. **Treasurer’s Reports** –
   1. Approval or amendments: The budget showed the balances through August 31, 2018. Enrollment for the 2018-19 year is moving forward

Due to budget constraints with the county, the receipt books normally provided by funds out of the UCCE county budget may have to paid for by the council. Car Mun Kok will look into other potential budget sources to avoid having the council pay for the books.

Also, 4-H copy costs may have to be paid for out of the council budget. It was requested that the estimated costs for potential copies be brought back to the next council executive committee meeting to determine how to budget if necessary.

Barbara had the treasurer laptop accessed and it may need some additional work at a cost of an additional $130.00. The office supplies (a) budget line is only currently budgeted for $250.00. Since additional monies were needed for this one category, it was suggested to combine all of the office supplies categories under a single budget to allow for flexibility.

Ali Arteaga (RV/C) made the motion to combine the separate budget categories for office supplies into a general office supplies account for a total of $700 to allow for flexibility. Asa Spade (FB) provided the second. Motion carried.

Asa Spade (FB) made a motion to and approve the treasurer’s report as presented. Jeanette Hallman (RV/C) provided a second. Motion carried.

e. Year End Audit Report: Lewis Lincoln and Beatrice Lincoln (RV) volunteered to help Barbara Nordin- Elmer (PV) with the year end audit report and that was completed.

Barbara mentioned that the midyear audit will be due in January and asked for volunteers.

1. **Staff Reports** – Car Mun Kok
   1. Enrollment Fee: The state 4-H fees for 2018-19 will be $20/adult and $54/ member.

b. 4-H Year Enrollment Year: the state 4-H year starts July 1st, so enrollment is currently open. The current dates for enrolment webinars were discussed for new and renewing volunteers. The enrollment process was also reviewed. The enrollment key is Mendocino (capital M). Enrollment needs to be done before December 31st. All youth taking market animals have registration due October 15th.

With the October 15th cut off for market animal projects, the question was asked on how to deal with new leaders who are planning to sign up as market animal project leaders but haven’t finished the new leader enrollment. It was stated that members should enroll in the project and switch leaders as needed.

Cross clubbing forms are due October 15th for market projects and November 15th for non-market projects.

c. Fee scholarships for enrollment fees: Due November 15th

d. Community Club meeting attendance: Project leaders can set minimum attendance levels for club meetings in order to complete the project if there is a desire to improve upon attendance at club meetings. This description needs to be made clear ahead of time within the project description. Project agreements were requested to be sent to the UCCE 4-H office.

It was asked if a sample project agreement can be sent out to demonstrate the various time requirements.

f. Mendocino County 4-H Director Position: Jessica Farfan is the new county 4-H director and she provided a report.

She has been in the position about a month and is working on a number of tasks including: treasure’s manual review and training with new forms, officer training, setting a meeting with community club leaders, determining what support is needed from her, following up on enrollment, public social media Facebook page to promote 4-H, October 9th 4-H Spirit Day during National 4-H week October 7-13

Leigh Hunt (U) reminded those in attendance of the window display competition during national 4-H week for the opportunity to earn $50 for your club.

1. **Committee and Other Reports**
   1. Governance Committee:

i. County 4-H policies: The policies were finalized and approved in July and will be put on the website.

ii. Committee Chair: still looking for a chair and additional participation. Jessica was asked to work with Car Mun

* 1. I&R Committee:
     1. Friends of 4-H Plaques: the I&R Committee has compiled a list of community supporters that should be recognized by the County Council for contributions to the 4H program. Devon Jones (U) obtained a quote and the cost will be $15/plate. Anticipating 20 or so plaques, the cost would be around $300 that fits the budget for incentives and recognition 11C budget item. The list of current names will be sent out to Tannis to send out to community club leaders for recommendations.
     2. 2017-18 Banner Clubs: Long Valley and Willits completed the banner club requirements and Long Valley explained what they did to become a banner club. Barbara Nordin Elmer (PV) is working on sewing the banners. Tannis Boyd and Jessica Farfanwill work on finding requirements for banner clubs to send out.
     3. Need Committee Chair
  2. Camp Steering – There has not been a meeting since camp in July, so there was not a report to present.
  3. MCJLAC: Nothing has bene scheduled yet

1. **Old Business**

a. Mendocino County 4-H Events

* + 1. Extravaganza – Potter Valley stated that they would be wiling to consider hosting, but they would need other club(s)to assist. Alena Musgrave (LV) is willing to help but can’t volunteer the club. Jessica Farfan will help to coordinate with the clubs to determine who would like to consider hosting and will also send out the deadlines for the state applications. Potter Valley will check for dates in April.
    2. Presentation Day – Ukiah is willing to host presentation day. The county 4-H office has material to assist in the organization process.
    3. Color Me Green Fun Run – Long Valley 4-H rescheduled the Color Me Green Run to October 6th at 9 AM at Harwood Hall in Laytonville. The shirts and dye were ordered. Laytonville asked for any clubs that are interested in helping to set up to show up around 7 AM. There are about 20 sign ups and people can sign up at the event. It will need to be determined which club will host the run for the 2018-19 year.

If the run continues to be difficult to get participation, it was suggested that alternate fundraisers be considered.

Clubs were directed to consider individual fundraisers to donate around $250 per club to the County Council to replace the need for a separate County Council fundraiser event such as the run.

* + 1. State Record Book Judging Dates: October 26th is the date when all submissions are due to the state for judging.

b. Redwood Empire Fair: The Junior building needed help this year and there were some issues with premium monies being allocated.

c. Tractor Supply Clover Days October 3-14: Attendees were asked to consider using the Clover Days timelines to sell cotton candy, etc. as fundraisers for the clubs or the council.

Redwood Valley club is looking at three days to participate during clover days.

Those in attendance were reminded to have a current food handling certification in place for fundraisers.

d. Other Old Business:

Clover Bud Field Day: it was asked if there would be consideration of a clover bud field day for 2018-19. Jessica Farfan will investigate what may be required and will see if any of the clubs are interested in hosting.

X. **New Business**

a. Presentation Day Workshop: Car Munk Kok asked about the interest for organizing a presentation day workshop. They were looking at January or February to schedule a workshop. Clover Buds can participate in presentation day, but it is not competitive. Older members can help with the workshop. If members are interested in helping, club leaders were asked to submit names to the county 4-H office.

It was recommended to schedule the workshop in January if the county presentation day will be in March. The workshop can be attended in person or online via Zoom.

b. Other new business:

4-H Healthy Living Mindful Living: November 2-4th: Barbara Nordin-Elmer (PV) is considering taking one or two members and asked if anyone else is interested.

XI. **Club Reports**

* 1. Anderson Valley – Working on sign ups; Participation is limiting. Club may not be active
  2. Fort Bragg – Meet on the 2nd Wednesday of the month at 6:30 PM at the Presbyterian Church. Signups have occurred. A lot of new members.
  3. Long Valley – Meet on the 3rd Monday of the month at the Firehall in Laytonville. Had first meeting and sign ups. Working on Color Me Green.
  4. Mendocino Spartans – Meet on the first Monday of the month at the Mendocino K-8 school. Enrollment party and officer retreat.
  5. Potter Valley- Meet on the 1st Monday of the month at 7 PM at the Potter Valley school multipurpose room. Working on enrollment. Lots of new members.
  6. Redwood Valley/Calpella- Meet on the 2nd Tuesday of the month 6:30 PM at the Grange. Have a lot of younger members as several older members have transitioned to FFA.
  7. Round Valley – 1st Monday of the month at 5:30 PM at the Wellness Center.   
     4-H parade in Covelo Indian Days. Working on enrollment.
  8. Ukiah – Meet on the 1st Thursday at 6 PM at County UCCE building. Working on enrollment. Working on parent participation.
  9. Willits – Meet on the 2nd Monday of the month at Blosser School cafeteria at 6:30 PM. Working on enrollment. Large number of younger members.

**XII. Meeting Dates**

* 1. Council Meeting Dates
     + 1. Executive Committee
          1. Dec.12th, March 13th, June 12th and September 11th.

President Jami Vallejo (U) asked about moving the December Executive Committee meeting to December 11th. There was no opposition to moving the date.

* + - 1. County Council

a. January 5th, April 6th, July 13th (Ft. Bragg), October 5th

**XIII. Adjourn Meeting** – Jeanette Hallman (PV) made a motion to adjourn at 12:10 PM. Catrenia Tindall (U) provided a second. Motion carried.

Attendance: Jami Vallejo (U), Leigh Hunt (U), Devon Jones (U), Barbara Nordin-Elmer (PV), Jeanette Hallman (PV), Kathy Babcock (M), Wynne Crisman (AV), Asa B. Spade (PV), Ali Arteaga (RV/C), Alena Musgrave (LV), Natalie Spackman (W), Paige Whitcomb(LV), Lindsey Whitcomb (LV), Lydia Clark (W), Catrenia Tindall (U), Beatrice Lincoln (RV), Lewis Lincoln (RV), Jessica Farfan, Car Mun Kok and Tannis Boyd.