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

**Saturday January 5, 2019 9:00 am**

**County UCCE Office, Ukiah**

Officers Present: President Jami Vallejo (U); Vice President Leigh Hunt (U), Secretary Devon Jones (U),   
Treasurer Barbara Nordin-Elmer (PV), Member at large Jeanette Hallman (PV).

Staff: Car Mun Kok, Jessica Farfan and Tannis Boyd

1. **Call to Order** – at 9:10 AM by Vice President Leigh Hunt
2. **Flag Salute and 4H Pledge** – lead by Vice President Leigh Hunt
3. **Introductions**
4. **Approval of September 29, 2018 Council Minutes** –

Lovina Penry (PV) mentioned one amendment to the minutes on page 2 for Jeanette Hallman to be listed as being from PV and not RV/C.

Motion to approve the minutes as amended by Catrenia Tindall (U) and Crystal Newman (FB) provided the second. The motion carried.

It was mentioned that all approved council minutes are now being posted online as well as the agendas for the meetings.

1. **Youth Reports**: None
2. **Treasurer’s Reports** –
   1. Approval or amendments: The budget showed the balances through December 31, 2018.

Barbara Nordin Elmer (PV) discussed the income accounts for the Tractor Supply account and the Color Me Green fundraiser. On the expense account, the second installment of the enrollment payments were sent to UCCE and new invoices for the current enrollment year will be sent out shortly. Budgets for extravaganza and presentation day were reviewed. Also, the costs of ordering achievement pins and banner awards have put the expense account over budget. However, the pins are ordered in quantities of 100 and there shouldn’t be the need to reorder any time soon.

Crystal Newman (FB) made a motion to approve the treasurers report and Lovina Penry (PV) provided a second. The motion carried.

Barbara Nordin Elmer (PV) stated that she would make sure to get the budget to Jessica Farfan to send out with the County Council packets for the next meeting in April.

* 1. Office Supply Budget: Barbara Nordin Elmer (PV) will combine as directed from the September 29, 2018 meeting for the next report at the April council meeting.
  2. Scholarship Budget: The previous youth waiver budget was $155.00. For the 2018-19 enrollment year there were originally 13 scholarship applications and that is now reduced to 9 scholarship. Nine scholarships would cost around $500. Since there was not enough in the budget based on the previous year forecast, options were discussed as to where the additional funds could be moved from in the budget. Additional funds that could be relocated, include: $200 remaining from the 4-H week window decoration contest or from the $1000 in the Cal Focus event account since this event is not scheduled this year.

Those members who apply for scholarships that are doing a market project will be highly encouraged to save the amount of money needed for the following year enrollment from monies raised by the project. The application has been amended to include a box to indicate if any members seeking scholarships are taking a market project.

It was asked if the clubs would be willing to assist in covering the costs of the scholarships and those present felt that it would be better to have the County Council handle the funding of scholarships and the vetting process.

Lovina Penry (PV) made a motion to move any balanced expenses needed to cover the costs of the scholarships for 2018-19 membership year from the Cal Focus event budget. Catrenia Tindall (U) provided a second. The motion carried.

Those present discussed the allowance of the budgeting of $600 dollars into the scholarship account for the 2019-20 budget in order to prepare to cover the anticipated expenses for the next membership year.

* 1. Mid-Year Audit: The mid-year audit is due, and volunteers were asked to help with the audit.

1. **Staff Reports** – Car Mun Kok and Jessica Farfan

**a**. Receipt Books and Copy Cost Update: Jessica Farfan provided an update that the budget did allow for the covering of both copy costs and the receipt books for this fiscal year. Each club was already provided with a receipt book for the year, but for those who may need another, you can stop by the office.

b. Website Updates: Jessica Farfan provided a demonstration of the updates that she has made to the county 4-H website. Those in attendance were encouraged to review the website and were asked to provide any feedback on ways to clarify or improve the website as needed.

c. Library Update: Jessica Farfan mentioned that staff has cleaned up the library and has removed some of the dated materials in order to have current information.

d. Treasurer Training and Youth Officer Training Report: Jessica Farfan provided a treasurer/ officer training on the coast in November 2018 and asked if there was a desire to have a similar training inland.

Jamie Vallejo (U) asked about the ability to record trainings and archive for reference as needed. Car Mun Kok mentioned that some trainings may not be relative to record since certain meetings are better in person, but there could be some online trainings that could be made available.

Barbara Nordin Elmer (PV) suggested that a better time for officer training would be in September or October at the beginning of the new 4-H year.

e. Other: There is a community club leader training on Saturday January 19th from 10-12 PM at the Ukiah UCCE Building and Zoom will be available.

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

i. Meeting Agendas/ minutes: There has not been a Governance Committee meeting in awhile and there aren’t any recent meetings to post.

ii. Committee Chair: still looking for a chair and additional participation. There aren’t any governance documents that are needed to be reviewed as the county 4-H policies and bylaws were updated last year.

* 1. I&R Committee:
     1. Friends of 4-H Plaques: The list of current names will be sent out to the community club leaders for final approval of the list of names to be sent to the engraver to make the plates.
     2. Banner Club Information and 2016-17 Banner Presentations: Long Valley and Willits completed the banner club requirements and the banners were shown to those in attendance.

The requirements to become a banner club are available on the county 4-H website under Community Club Resources. Those clubs interested in becoming a banner club for 2018-19 will need to submit the information with completed requirements by July 31, 2019.

Jessica Farfan asked those in attendance to provide any feedback on the application. Some suggestions were provided, and Jessica incorporated the changes.

* + 1. Need Committee Chair
  1. Camp Steering Committee– Jessica Farfan provided a report from the last committee meeting in November. There is a need for adult male chaperones to assist with camp in order to have the required chaperone numbers needed. If there aren’t enough adult male chaperones, male 4-H members will not be able to participate. All the current camp needs and descriptions are available on the website.

Camp dates will be added to the calendar online and the dates are July 1-5, 2019 at Mendocino Headlands.

The next camp steering meeting is January 28, 2019 at 6:30 PM at the UCCE office in Ukiah. The dates for future steering meetings will be added to the website.

* 1. MCJLAC: There was a meeting in October/November with a review of the 2018 Redwood Empire Fair and there were several issues discussed. There was a separate meeting held to discuss the concerns. The MCJLAC meetings are the second Monday of the month at 6:30 PM at the Willits Ag Dept. classroom.

1. **Old Business**

a. Mendocino County 4-H Events

* + 1. Extravaganza – Potter Valley stated that they would be wiling to host. Lovina Penry (PV) provided a report. The date will be April 20th and the facility will be the LDS church in Ukiah. April 19th has also been reserved for set up. Potter Valley will be sending out an email with a list of what is needed for assistance and additional information.
    2. Presentation Day – Ukiah is willing to host presentation day on February 9th at the Ukiah High School. The proposed time frame is proposed to be 10 AM to 2 PM. There is an online survey that will be sent out for sign-ups for presentation day and sign ups will be due by February 1st.
    3. Presentation Day Workshop: The workshop is January 12th from 10 AM to noon at the UCCE Building and all clubs were encouraged to send members to learn about presentation day.

The presentation day planning meeting is now January 15th at 6 PM at the UCCE Building.

* + 1. Color Me Green Report: Jessica Farfan provided a report on attendance numbers and said Laytonville did a great job, although attendance was low.
    2. 4-H Week Window Display: Five clubs put together for 4-H week window displays for National 4-H week and others were encouraged to participate to earn some money for their clubs.

b. Tractor Supply Clover Days Report: The Redwood Valley/Calpella club participated in the last Tractor Supply clover days for two days and the events were successful.

c. Other Old Business:

Those in attendance were encouraged to consider having members look into attending state 4-H leadership events. It was also asked if the state events can be linked to the county website.

County newsletter: the newsletter has been on hiatus for a while, but there is going to be a newsletter sent out by the end of January

X. **New Business**

a. Council Fundraising: The clubs in attendance were reminded that at the September meeting it was decided to not have a county wide council fundraiser such as the Color Me Green run since the amount of work to host such an event has not been bringing in the income. It was decided that each club can make a donation of $250 to the council on an annual basis to offset fundraiser costs.

Jessica Farfan discussed the idea of fundraising to cover the costs of county wide materials such as shade canopies or other larger equipment that can be loaned out to the clubs. The concept would be to have a county wide leadership project possibly similar to Hi-4-H to look into fundraising for county wide needs.

Lovina Penry (PV) suggested that the idea can be broached with the club officers since they currently represent the 4-H leadership.

b. Other new business:

Potter Valley Rabbit and Cavey Show will be April 27th at 10 AM at the Potter Valley Volunteer Fire Department. Lovina Penry (PV) will send the registration forms to Jessica Farfan to post on the website.

Ethics Training: Ethics training is required every 5 years to show a livestock project at fair. There is an online program available for over members over 9 years of age for a cost of $12/person. There is an instructor training that is available that each club can take to have an individual qualified in order to provide the training to the club members. Jessica Farfan will also investigate becoming a qualified trainer to provide the training as needed.

XI. **Club Reports**

* 1. Anderson Valley – Working on sign ups; Participation is limiting. Trying to encourage leaders to take on projects.
  2. Fort Bragg – Meet on the 2nd Wednesday of the month at 6:30 PM at the Presbyterian Church. Wreaths Across America participation was reduced. There is a February 13th bakery fundraiser scheduled.
  3. Long Valley – Meet on the 3rd Monday of the month at the Firehall in Laytonville.
  4. Mendocino Spartans – Meet on the first Monday of the month at the Mendocino K-8 school. Successful Wreaths Across America and holiday social. Working on presentation and extravaganza participation.
  5. Potter Valley- Meet on the 1st Monday of the month at 7 PM at the Potter Valley school multipurpose room. Successful Wreaths Across America event with new leadership and working on participation.
  6. Redwood Valley/Calpella- Meet on the 2nd Tuesday of the month 6:30 PM at the Grange.
  7. Round Valley – 1st Monday of the month at 5:30 PM at the Wellness Center. There was a cake walk at last meeting as a club fundraiser and ornament exchange.
  8. Ukiah – Meet on the 1st Thursday at 6 PM at County UCCE building. The Wreaths Across America was successful with 972 wreaths and was the most successful to date. A wreath cleanup day is scheduled for January 23rd.
  9. Willits – Meet on the 2nd Monday of the month at Blosser School cafeteria at 6:30 PM.

**XII. Meeting Dates**

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

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

**XIII. Adjourn Meeting** – Lovina Penry (PV) made a motion to adjourn and Crystal Newman (FB) provided a second. Motion carried.

Attendance: Jami Vallejo (U), Leigh Hunt (U), Devon Jones (U), Barbara Nordin-Elmer (PV), Wynne Crisman (AV), Lovina Penry (PV), Crystal Newman (FB), Catrenia Tindall (U), Beatrice Lincoln (RV), Melissa Aguilar (W), Abigail Comstock (RV/C), Bekka Mucke (W), Kathy Babcock (M, Jessica Farfan, Car Mun Kok and Tannis Boyd.