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

**Saturday July 13, 2019 9:00 am**

**First Presbyterian Church, Fort Bragg**

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

Staff: Jessica Farfan

1. **Call to Order** – at 9:12 AM by President Jami Vallejo (U)
2. **Flag Salute and 4-H Pledge** – No flag was present for the salute and the 4-H Pledge was lead by Catrenia Tindall (U).
3. **Introductions**
4. **Approval of April 6, 2019 Council Minutes** –

Motion to approve the minutes by Barbara Nordin-Elmer (PV) and Catrenia Tindall (U) provided the second. The motion carried.

1. **Youth Reports**: Connor Taylor (LV) introduced himself and let the council know that he was attending in order to make up meeting attendance.
2. **Treasurer’s Reports** –
	1. Approval or amendments: The budget showed the balances through June 2019.

Barbara Nordin Elmer (PV). In looking at the Profit and Loss statement, which wasn’t reviewed at the executive committee meeting, there were a number of discrepancies with some of the accounts that couldn’t be fully vetted without reviewing the Quickbooks program. The profit and loss report was not approved. President Jami Vallejo (U) and Jessica Farfan volunteered to meet with treasurer Barbara Nordin-Elmer (PV) to review Quickbooks and work to update the profit and loss report in order to have an accurate document at the October council meeting.

* 1. Proposed 2019-20 Budget: Those in attendance reviewed the proposed 2019-20 budget and made the following amendments for reducing expenses. The amendments were based on the goal of working to balance the budget by reducing the proposed $6,000 shortfall that was presented in the draft budget.

On page 3, category 7: Scholarships

Kathy Babcock (M) made a motion to remove category 7(a) from the budget for the $2000 budgeted expense for scholarships to the state leadership conference as this event has not seen significant attendance by local members in recent years. Catrenia Tindall (U) provided a second. Motion carried by hand vote 8-0 in favor.

On page 4, category 10: Incentives and Recognition:

Kathy Babcock (M) made a motion to eliminate budget line item 10(a) for achievement pins with the budgeted expense of $1100 from the council budget and to have clubs start to pay for pins, including existing county inventory, moving forward. Catrenia Tindall (U) provided the second. The motion carried by hand vote 8-0 in favor.

On page 3, category 8: County Events/Trainings/Workshops

Teresa Spade (FB) made a motion to reduce the budget for county events/trainings/workshops from $2650 to $1000 for all the categories (a-k currently) with actual expense allocations determined by event occurrence and need versus all the individual categories as currently presented. Kathy Babcock (M) provided a second. Motion carried by hand vote 8-0 in favor.

Page 4, category 12: Inventory and Equipment

Catrenia Tindall (U) made a motion to remove category (a) curriculum with the current budgeted expense of $300 since county PDSL funding can cover this expense and to also further combine the inventory/equipment budget (b-c categories currently) into a total budget of $600 with actual expense allocations being determined by need. Teresa Spade (FB) provided a second. Motion carried by hand vote 8-0 in favor.

Page 4, category 9: Meetings

Devon Jones (U) made a motion to reduce the budget for county meeting supplies/refreshments/facility rental from the current budgeted expense of $650 to $150 for all the categories (a-b currently) with actual expense allocations determined as needed. Kathy Babcock (M) provided a second. Motion carried by hand vote 8-0 in favor.

With all the amendments listed above, the total budget expense savings totaled $5250.

Kathy Babcock (M) made a motion to approve the proposed 2019-20 council budget as amended. Leigh Hunt (U) provided a second. Motion carried by hand vote 8-0 in favor.

* 1. Year End Audit: The year-end audit is due, and Treasurer Barbara Nordin-Elmer will work to schedule the audit with volunteers by September 1.
1. **Staff Reports** – Jessica Farfan

**a**. State Budget Updates (Program Staff and Decentralization): Car Mun Kok discussed the memo from UC ANR regarding funding sources for the 4-H program at the April council meeting. The steps highlighted in the memo have not been fully clarified and Jessica Farfan did not have any updates.

Those in attendance at the July council meeting recommended to schedule a specific meeting to further discuss the state budget mandates for 2019-20. The thought was to move the current executive committee meeting date to September 18th to discuss the state budget with Car Mun Kok and make any recommendations on changes to the 2019-20 budget prior to the October council meeting.

On a related note, the Mendocino County 4-H program received a grant from the Mendocino County of Education for a work program that will cover roughly 10% of staff time expenses related to Jessica’s position.

b. Banner Club Reminder: Clubs interested in submitting banner club information must do so by July 31st.

c. Other: Jessica Farfan will be going out on maternity leave in November and Car Mun Kok will be filling in.

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

 i. Committee Chair: still looking for a chair and additional participation.

* 1. I&R Committee:
		1. Committee Chair: still looking for a chair and additional participation.
	2. Executive Committee

 i. Elections of President, Vice President, Secretary and Treasurer: No nominations for any of the offices were received as of the July council meeting. Jessica Farfan will ask all the clubs again to submit names for the officer positions. The current officers have all volunteered to commit to the positions through the October council meeting.

* 1. MCJLAC: No report was provided.
1. **Old Business**

 a. Mendocino County 4-H Events

* + 1. Mendo Human Race Report: Jessica Farfan provided a report on this year’s event. This was the first year for the event and participation from 4-H clubs and members was minimal, so the county 4-H program did not make any money. Next year, clubs will be asked to increase participation.
		2. Summer Camp Report: July 24th is the camp recap meeting and the dates for 2020 will be a week later from July 6th-10th. Teresa Spade (FB) stated that attendance was higher than last year and that overall positive improvements were made with this year’s camp program.

Catrenia Tindall (U) asked for clarification on the archery equipment that is used for camp since there was confusion this year between camp owned and club owned equipment. Teresa Spade (FB) mentioned that there could be some Fort Bragg club equipment in the county storage shed that was moved there when the 4-H building on the coast closed.

It was recommended to inventory the equipment in the county storage shed and determine a policy for how to use equipment amongst the clubs and possibly camp. A loan out form to verify equipment is returned and is in the same shape as loaned out.

b. County Generators: Those in attendance were reminded that the generators were available to use for fundraisers, etc. It was suggested that there be a consideration for an insurance policy for the generators to cover beyond the end of the warranty.

c. Other Old Business: None

X. **New Business**

a. JR Building at Redwood Empire Fair: Catrenia Tindall (U) is in charge of the JR Building this year and she has set up an online calendar for clubs to sign up for shifts from 3-8 PM on Thursday and Friday and from 10 AM to 8 PM on Saturday and Sunday.

b. Mendocino County Fair: The fair is from September 13th-15th and online entries are due by August 30th. Paper entries are due August 19th.

c. Tractor Supply Clover Days: October 6-12th. Clubs were encouraged to look for the October dates and plan to have a fundraiser or display event if possible. Fort Bragg volunteered to have a fundraiser on October 12th and Mendocino volunteered for October 13th.

d. National 4-H Week: National 4-H week is from October 6-12 and clubs were encourages to sign up for the window display competition.

e. Preston Scholarship Report: one application was received, and the applicant will be interviewed next week. The application will have the deadline moved back to April 2020 versus May.

f. County Record Book Judging: County record book judging will be October 5th following the council meeting. Record books will need to be submitted to the county office by September 27th. One judge will be required for every three books.

 b. Other new business:

Teresa Spade (FB) discussed the shooting sports budget. Fort Bragg has 5-7 people interested in taking shooting sports training if 4-H training was made available. The club is also looking for archery locations.

Teresa presented a proposed budget to purchase equipment for both shooting sports and archery projects. Part of the proposal included the purchase of .22 rifles and there was a question on the U.C. policy related to the purchase of firearms. Jessica Farfan will ask the U.C. about the policy for purchase, registration, storage and insurance related to firearms.

For the remainder of the proposal from Teresa, Kathy Babcock (M) made a motion to expense $1500 for the purchase of new equipment related to the archery project and $100 to cover the permit with Jackson State Forest for the shooting sports project. Devon Jones (U) provided a second. The motion carried by hand vote 8-0 in favor.

 XI. **Club Reports**

* 1. Anderson Valley – No report
	2. Fort Bragg – Meet on the 2nd Wednesday of the month at 6:30 PM at the Presbyterian Church. Working on finding new leaders.
	3. Long Valley – Meet on the 3rd Monday of the month at the Firehall in Laytonville. Working to grow club.
	4. Mendocino Spartans – Meet on the first Monday of the month at the Mendocino K-8 school. Working to prep for fair.
	5. Potter Valley- Meet on the 1st Monday of the month at 7 PM at the Potter Valley school multipurpose room. Working on prep for fair.
	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.
	8. Ukiah – Meet on the 1st Thursday at 6 PM at County UCCE building. Working on prep for fair.
	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. September 18th
			2. County Council

 a. October 5th

**XIII. Adjourn Meeting** – Kathy Babcock (M)made a motion to adjourn and Teresa Spade (FB) provided a second. Motion carried.

Attendance: Jami Vallejo (U), Leigh Hunt (U), Devon Jones (U), Barbara Nordin-Elmer (PV), Catrenia Tindall (U), Kathy Babcock (M), Teresa Spade (FB), Cristy Nelson (LV), Connor Taylor (LV) and Jessica Farfan.