

Executive Board Training and Planning Meeting
July 19, 2022

7 PM-Welcome Executive Board

- Welcome: What is your best summer of 2022 memory so far?
- Reviewing Executive Board Duties and Future Meeting Dates
- A Look at the Program Planning Guide-What are our requirements?
- Theme/Activities for the Year
- Club Meeting Planner
- The Basics of Running a Meeting

8 PM-August Club Meeting Planning (August 9)

- Plan New Member Mixer (Executive Board Sponsored)-6:30 PM?
- **Club meeting: 7PM**
 - Theme and roll call
 - Sunshine-Cristofer, Jack and Aiden (July Birthdays) No August Birthdays!
 - Activity officers- What is the game this month?
 - **Program**
 - Recording secretary
 - Treasurer –Update
 - Business - Vote on bylaws, constitution
 - Open floor rules

Executive Board September Planning Meeting
August 28, 2022 @ 2PM
Brown Home

2 PM-Welcome Executive Board

- Welcome: How is school going so far? Rose and Thorn
- Reviewing Executive Board Future Dates
- Beginning of the Year Documents-What are our requirements?
 - Program Planning Guide-complete
 - Club Meeting Planner-Need to complete
 - Annual Club Planner-Need to complete
 - Review Club Rules and Bylaws (need September vote) and get signatures
 - Outreach Planner
- Evaluate the New member Mixer – What went well? What should we do differently next time?
- Evaluate the Club Meeting – What went well? What should we do differently next time?
 - President?
 - Vice President?
 - Treasurer?
 - Secretary-are the minutes ready? Please share.

Officers plans, goals and follow up

- Sunshine – How did it go?
- Sergeant of Arms – How did it go? Are the rules posted? Do we need to announce each time? Did members wear hats or use cell phones? Duties assigned easily?
- Activity officers-How did it go?

- Flag Bearer-How did it go?

- **Club meeting: 7PM, September 13, 2022 @ BVCC**
 - Theme and roll call

 - Sunshine-

 - Activity officers- What is the game this month?

 - **Program**

 - Recording secretary-minutes from June and August

 - Treasurer –Update

 - Business - Vote on bylaws, constitution

 - Open floor rules

Executive Board September Planning Meeting
October 2, 2022 @ 2PM
Brown Home

2 PM-Welcome Executive Board

- Welcome: Have you done any "Fall" things yet?
- Reviewing Executive Board Future Dates: October 30 (2PM)
- Club Officer Holiday Party-
 - Friday Night? Saturday or Sunday Afternoon?
 - Dinner and Games or "Field Trip" somewhere?
- Mid Year Review-January 2?
- Beginning of the Year Documents-
 - Program Planning Guide-How are we going so far?
 - Club Meeting Planner-Review
 - Outreach Planner-Review
- Evaluate the Club Meeting – What went well? What do we need to work on?
 - President-
 - Vice President-
 - Treasurer-
 - Secretary-

Officers plans, goals and follow up

- Sergeant of Arms – How did it go? Do we need to announce the club meeting rules each time? Duties assigned easily?
- Flag Bearer-How did it go?
- Sunshine-How did it go?
- Activity officers-How did it go?

- **Club meeting: 7PM, October 11, 2022 @ BVCC**
 - Theme:

 - Roll call-

- Sunshine-

- Activity officers- What is the game this month? Orange Pumpkin Punch Out and Eyeball Toss Game

- **Program STEM**

- Open floor rules

Executive Board November Planning Meeting

October 30, 2022 @ 2PM

Zoom

<https://us02web.zoom.us/j/83087279622?pwd=RHI2WIZMVnZEekhESWI5Y3hobFdsQT09>

Meeting ID: 830 8727 9622

Passcode: ba7aiX

2 PM-Welcome Executive Board

- Welcome: What will you be doing on Halloween?
- Club Officer Holiday Party-Sunday, December 11
 - Escape Room?
 - Surry Rental on the Bike Path?
 - Christmas on the Wharf?
 - Mini Golf in Santa Cruz
 - Bowling-Valley Center Bowl
- Mid Year Review-Tuesday, January 3 @2PM @ the BVCC
- Beginning of the Year Documents-
 - Program Planning Guide-How are we doing so far? 8 new members need to be checked in with (2 per). Thankful cards by Friday will be delivered to Exec Members
 - Club Meeting Planner-Review
 - Outreach Planner-Review (need specific numbers from 4-H Week)
- Evaluate the Club Meeting – What went well? What do we need to work on?
 - President-Getting better at rolling with the punches
 - Vice President-Will do roll call in absence of Sec,National 4-H Week needs to report, STEM recap, Community Service Report
 - Treasurer-All good
 - Secretary-VP will do roll call if you are late, Pres will start minutes, updated roll call with "Did I miss anyone?"

Officers plans, goals and follow up

- Sergeant of Arms – How did it go?
- Flag Bearer-November Citizenship-check in and make sure she is listing who has gone and is randomizing

Club meeting: 7PM, November 8, 2022 @ BVCC

- Theme: Autumn Thanks
- Roll call-Pumpkin Pie or Apple Pie

Committee Reports-STEM, National 4-H, Community Service (wrap ups)

- Sunshine-
- Activity officers- What is the game this month? Turkey Bowling
- **Program: Citizenship-**
An election is coming up for our Monterey County Sheriff and Congressman. A talk about their roles and duties and term limits (if any).

or

Talk about service learning?

Or

Veterans Day

- Recording secretary-minutes from October
- Treasurer –Update
- Business - No

Executive Board January Planning Meeting

January 4, 2023 @ 7PM

Google Meet: <https://meet.google.com/eht-efen-ocf>

7 PM-Welcome Executive Board

- Welcome: What are you looking forward to in 2023?
- Mid Year Review-Sunday, January 15 @2PM @ the BVCC; Future Exec Board Dates? Feb 6@7PM, Mar 5@ 2PM, Apr 2@ 2PM, April 23@ 2PM, May 21 @ 2PM
- Beginning of the Year Documents-
 - Program Planning Guide-How are we doing so far? Move to next meeting
 - Club Meeting Planner-Review
 - Outreach Planner-Review
- Evaluate your roles – What has gone well? What do you feel you would like to do differently in 2023?
 - President-Understands role better, remind speakers to give names
 - Vice President-Would like to communicate with committee advisors earlier (at least 3 days prior email/call advisors)
 - Treasurer-Comfortable in front and makes eye contact with the crowd
 - Secretary-Notes are getting better, remind speakers to give names (to make it easier for minutes)

Officers plans, goals and follow up

- Sergeant of Arms – Keep doing names on boards...very helpful (give heads up that January was erased so need to redo)
- Flag Bearer-November Citizenship went well, will discuss February at Mid Year Review
- Healthy Living Officer-?

Club meeting: 7PM, January 10, 2023 @ BVCC

- Theme: A New Year for Growth
- Roll call-"What are you looking forward to in the new year?"

- Sunshine-
- Activity officers- What is the game this month? Health Trivia
- **Program: Healthy Living? What makes a healthy snack/good ideas for lunch and after school (give some options)**
- Recording secretary-minutes from November
- Treasurer –Update
- Business -
- Open floor rules

Executive Board February Planning Meeting

February 6, 2023 @ 7PM

7 PM-Welcome Executive Board

- Welcome: What are three parts of your heart (things important to you)?
- Future Exec Board Meetings-
Mar 5@ 2PM, Apr 2@ 2PM, April 23@ 2PM, May 21 @ 2PM
- Mid Year Review Results
- Valentine Potluck @6:30 PM:
[https://www.signupgenius.com/go/10c0c4fa8a628a31-buena1#/
o Community service?](https://www.signupgenius.com/go/10c0c4fa8a628a31-buena1#/)
- Beginning of the Year Documents-
 - Program Planning Guide-How are we doing so far?
 - Club Meeting Planner-Review
 - Outreach Planner-Review

Officers plans, goals and follow up

- Sergeant of Arms –
- Flag Bearer-
- Healthy Living Officer-

Club meeting: 7PM, February 14, 2023 @ Monterey Ag Center

- Theme:
- Roll call-
- Sunshine-
- Activity officers- What is the game this month?

- **Program:**
- Recording secretary-minutes from January
- Treasurer –Update
- Business -
- Open floor rules

Executive Board February Planning Meeting

March 5, 2023 @ 2PM

2 PM-Welcome Executive Board

- Welcome: What is something very lucky that has happened in your life? Do you have a lucky number?
- Future Exec Board Meetings-
Apr 2@ 2PM, April 23@ 2PM, May 21 @ 2PM
- Mid Year Review Results Reminder for March Meeting!
 - Sergeant of Arms – Move duties up in the meeting, have Finn and Ezequiel read over each duty
 - Flag Bearer-Have names ready (will remind)
 - Healthy Living Officer-Should make presentation + hopefully announce a hike
- Beginning of the Year Documents-
 - Program Planning Guide-How are we doing so far? Service Learning Project progress....
 - **Club Meeting Planner-Review**
 - Outreach Planner-Review

Officers plans, goals and follow up

Club meeting: 7PM, March 14 , 2023 @ BVCC

- Theme:
- Roll call-
- Sunshine-
- Activity officers- What is the game this month?
- **Program:**

Executive Board February Planning Meeting

April 2, 2023 @ 2PM

2 PM-Welcome Executive Board: What did you do/will you do for Spring Break?

- Future Exec Board Meetings-April 25@ 7PM, May 21 @ 2PM
- Mid Year Review Results Reminder for April (since March was on zoom) Meeting!
 - Sergeant of Arms – Move duties up in the meeting, have Finn and Ezequiel read over each duty
 - Flag Bearer-Have names ready (will remind)
- Beginning of the Year Documents-
 - Program Planning Guide-How are we doing so far? Service Learning Project progress....
 - **Club Meeting Planner-Review**
 - Outreach Planner-Review

Club meeting: 7PM, April 11 , 2023 @ BVCC

- Theme:
- Roll call-
- Sunshine-Henry Brown-1
- Activity officers- What is the game this month?
- **Program:**
- Recording secretary-minutes from March
- Treasurer –Update
- Business -

Executive Board February Planning Meeting

April 25, 2023 @ 7PM

7 PM-Welcome Executive Board:

- Future Exec Board Meetings-April 25@ 7PM, May 21 @ 2PM
- Reminder:
Sergeant of Arms – Move duties up in the meeting, have Finn and Ezequiel read over each duty
- Record Book and Club Book Due Dates
- Committees: Funtastic and May Day Wrap Up + Graduation Committee Plans

Club meeting: 7PM, May 2, 2023 @ BVCC (Invite a Friend)

- Theme:
- Roll call-
- Sunshine-Kyle Wilcox (25)
- Activity officers- What is the game this month?
- **Program: Officer Speeches**
- Recording secretary-minutes from April
- Treasurer –Update
- Business -
 - Bylaw and Club Rules Review
 - Graduation Scholarships
 - Election Procedures/Ice Cream Social

Executive Board June Planning Meeting

May 21, 2023 @ 7PM

2 PM-Welcome Executive Board:

- Record Book and Club Book Due Dates: June 10 (DeCarli home) and July _____
- Committees: Graduation Committee Wrap Up, New committee sign ups?
- Review Program Planning Guide

Club meeting: 7PM, June 6, 2023 @ Spreckels Veterans Memorial Hall

- Theme:
- Roll call-
- Sunshine-June: Jorge Flores, Guillermo Guzman
 - July: Cristofer Gage, Aiden Ishimaru, Hannah Brown, Signey Ishimaru
- Activity officers- What is the game this month?
- **Program:** Grad Slideshow, Senior Speeches, Installation
- Business - Grad and Leader Recognition, Enrollment, Club Committee Sign Ups, SVF Fair Results? Record Book Deadline