

MONTEREY COUNTY 4-H COUNCIL MEETING MINUTES

DATE: August 21, 2018

LOCATION: County Ag Office Conference room, 1432 Abbott St, Salinas

CALL TO ORDER: 7:05P by Hana Ferguson. Pledge of Allegiance and 4-H Pledge led by Hana Ferguson

ADDITIONS AND CORRECTIONS TO THE AGENDA

Additions: Kelly Violini (MCF representative)- Update on Fair livestock training, non-animal entry

ROLL CALL

President: Tim Lewis (KCBR)- absent

1st Vice President: Hana Ferguson (Buena Vista)

2nd Vice President: vacant

Treasurer: Gidget Guidotti (Mission)

Secretary: Travis Tanaka (Buena Vista)

Program Staff: Lorin Lurz

Club Representatives and guests

Aromas: Jacque Palmer, Lacey Deverocho

Buena Vista: Travis Tanaka, Sonia Hatstrup, Kelly Urquides

Proposed Carmel Valley: Scott Quilty

Chualar: Angie Horwath, Mari Horwath, Dena Jenkinson, Dirk Giannini, Maya Giannini

Gonzales: Maricela Gonzalez, Leslie Zepeda, Isela Ficrio

Greenfield: Lamarla Argueta, Elizabeth Hernandez

Hilltown: Kelli Martignoni, Rhonda Hurtado

King City Blue Ribbon: Natalia Bahena, Walt Taylor

King City Rural: Carla Mulanie-Ackerman, Marti Ackerman

Lockwood: Misty Hancock, Morgan Hancock

Mission: Gidget Guidotti, Garrett Guidotti

Natividad: Janet Wohlgemuth

Royal Oaks: JoAnn Etchinson, Sheryl Jones

San Benancio: Diane Vorwerck, Luke Vorwerck, Kat Banks, Amy Roberts

Spring: Courtney Boyles

APPROVAL OF PAST MEETING MINUTES

~~July minutes passed around on clipboard.~~

Travis Tanaka reminded everyone that Council meetings are recorded maintain detail in the printed minutes, to speak clearly, state your name and club affiliation.

PRESIDENT'S REPORT (Hana Ferguson- acting President)

Hana Ferguson reported that MCF Youth volunteer opportunities are available. "Host the 4-H building" is no longer required but is a great volunteer opportunity to earn Record Book credit. Good option for Beginning 4-H meeting. Members encouraged to wear top half of fair whites or full whites, scarf, and hat. To count in the 4-H Record Book, members would greet visitors, remind people to not touch or climb on the exhibits, and to answer questions. Adult volunteers to act as chaperones for those members under the age of 16

To sign up for a three-hour shift, go to the Sign-Up Genius link provided. Only the person signed up will get free admission on the volunteer date. If adults want free admission, they must also be listed as working a volunteer shift.

Outreach reminder- Every club is to invest in outreach materials, the Council has made investments as seen at the last meeting. Clubs are asked to bring examples to the Sept Council meeting. This outreach investment is not just for recruiting new members, but getting new sponsorships, volunteers, or donations and to further the program's visibility in the community.

Allstar Update- No Allstars this year. Advisors do outreach at 3 county events. Possibly observe the ~~will work under direction from~~ Santa Clara County program.

TREASURER'S REPORT (Gidget Guidotti)

Opening July 1: \$46,354.42

July Income: \$0.02

July Expenses: \$3,808.30

Closing July 31 \$42,406.95

Morgan Stanley (Scholarship): \$55,862.28

Pacific Valley Bank: \$54,331.27

CD Total: \$110,193.55

Combined Total: \$156,600.50

Comments: Gidget Guidotti provided an update on the budget. Gidget noted that there was a net adjustment to the opening due to the posting of \$139.19 in previous year expenses.

Council FUNDRAISING COMMITTEE

Clower Café: Diane Vorwerck reported that the last Clower Café pre-fair training meeting was held prior to the Council meeting. Topics of discussion included customer service, cash register, Q & A, dress code. Attendees were given a handout of detailing customer service expectations to share with those that couldn't attend.

MCF Rabbit Show- August 25. Clower Café will be open 8:00-3:00P serving breakfast burritos, hamburgers, hotdogs, nachos, and drinks. Reusable drink mugs will be available for sale. Diane requested that rabbit leaders get notified that food is available.

Re-usable 4-H plastic mug- First available at Council meeting. Pre-fair purchase gets a coupon for a first fill at the fair. At the Fair, mugs are available in King City room and the Clower Café for sale at \$10. Preference is to sell prior to fair and the KC room. Re-fills are \$2.00

Diane stated that once MCF is over, fundraising committee focus will shift to Color Me Green Run and walk as the next fundraiser. Diane also asked that if anyone was interested in helping, the fundraising committee is looking for new people.

Color Me Green Run: Kelly Violini reported that the flyer is in process and requested to provide an update at the September Council meeting

YOUTH COUNCIL REPORT (Luke Vorwerck-San Benancio, Garrett Guidotti-Mission, Marti Ackerman-King City Rural)

Luke reported that Youth Council met August 11 to discuss and develop a program plan for the year. Decision was to create a County Hi-4-H program. Garrett spoke about the group retreat paintball activity. Marti provided information on sale of \$15 MCF ride bracelets at the August 29 (5:00-7:00) Exhibitors BBQ. Bracelets are a \$10 savings. Bracelet sales to benefit youth council.

Question- What is Hi-4-H? Luke responded stating that Hi-4-H is oriented for high school aged members. Activities and events exclusively for this age group.

YOUTH REPORTS/ CLUB SHARING

Club Youth representative report: Morgan Hancock, reporter for Lockwood 4-H Club reported that Lockwood officers had their first officer's meeting on Aug 11. They had a team building exercise at the Escape Room. The Officers reviewed each of their roles by using the Officer's manual and each Officer worked on their goals for the year. The Club and officers are busy preparing for MCF and look forward to the start of the new year.

Club sharing: Per 4-H policy, Clubs are required to keep and maintain the previous five years of records. With the start of the new year, the question this month was "Where do you store your Club documents for five years?" Responses from Club representatives included: stored at home, stored at work, recent books with the current Treasurer or Secretary, some didn't know, and recent books with the officer adviser. One Club asked about converting older books to digital format.

Lorin informed everyone that policy states a five-year retention policy in locked storage, especially financial records. Digital copies of records beyond five-years. Need to redact sensitive material for stored financial records. Ok to store club documents in the Council storage locker.

STAFF REPORTS (Lorin Hofmann-Lurz)

Apparel: Clubs need to inform county about apparel orders that include 4-H emblem.. Copy of invoice and artwork is kept on file. Trade mark must be used. "Where feasible" policy allows for the omission of the trademark if printing is not possible or illegible due to size.

Shooting sports training: Three trainings coming up (archery, rifle, shotgun) Shooting sports Leader's meeting coming up in the fall. Clubs should have budgeted training for adult volunteers. New shooting volunteers encouraged to replace outgoing leaders.

Officer advisor training: Officer advisor training had over 7 clubs in attendance . Former State ambassador, Trent Baldwin, spoke to the group about Youth adult Partnerships. If your officer adviser couldn't make the training, Lorin stated that either she will provide training or pair the adviser with a Club mentor.

A Club Leader Boot Camp will be held in the fall. Designed for new Club leaders. Lorin stated that when she contacts you, please have dates of availability. Lorin is booking this around your schedule.

Enrollment: Lennis and Lorin focused on getting all VECs on one email list to communicate effectively. #1 question is why am I still pending? Everyone is pending until all enrollment requirements are fulfilled and payment received at the County offices on sept 28th with correct paperwork attached. (Included in

club packet) . VECs need to distribute project enrollment list to Club families for verification of all information that has been entered. Office staff has no way to verify what was correct. Corrections to Livestock enrollment critical to meet 2nd Friday December deadline.

Gidget reminded the group that if you don't get the code to proceed to the videos, to call Lennis to get the code. Going through the County webpage is another option. Lorin also reminded the group that the video streaming may freeze. There was a question about "Badges earned". The enrollment software program is used by the Master Gardeners program where badges are earned, resulting in level changes.

Beginning of the Year Packets: included in the club packets. Was also emailed to every club leader.

Portal financials: Thank you to Aromas, Chualar, Lockwood, KCBR, KCR, Natividad, Royal Oaks, San Benancio, and Spring for entering their financial data. Lorin will check and approve. Do not create a new profile or password. Deadline to enter is September 28th

Club Bylaws, rules, livestock rules- Before putting documents before your Club, send drafts to County for review. This will help with clarification of expectations. Clubs should also have their scholarships reviewed to ensure proper administration.

Officers-Officers need to get trained for their Club role. Role playing is important, so the officer understands their job. Training can be one on one, small groups, older officers train younger. The goal is to make sure officers know how to run the meeting to ensure success.

Record book verification- Completed for the year. Lorin stated that the verification process gives her insight as to what Clubs count or don't count. Guidance can then be administered appropriately. Great examples were extracted from the Record Book contest. Age appropriate examples to get posted on the County web page. Personal info will be redacted.

Club book: Secretary and treasury Book audit is done. Books to be picked by appointment. There are issues that have shown up multiple years in a row. Lorin will review questions and concerns with the CCL or Officer Advisor at appointment so they are addressed. This also helps the CCL or Officer Advisor understand what the program is about.

Two required documents- peer review and program planning guide. If your Club is having an issue with getting a peer review, contact Lorin. Volunteers from another Club may be able to assist. Program planning guide are required to maintain good standing. To maintain good standing, County considers the program planning guide, club financials, and outreach goals. If a Club can't complete page one of the PPG, then club is not in good standing. Strive to meet the first 14 goals.

National 4-H week: Oct 7-13. Artwork and ideas available on the State web page and national webpage

Outreach: County has access to State 4-H office artwork. Printing free at county office (poster machine), cost to laminate nominal at Copy Mat. Encouraged to post in visible area such as a school hall. Artwork (non-editable) available includes Healthy Living, Agriculture, Thrive, Citizenship, and Stem. Lorin can do a group order to get better laminating pricing and clubs repay County.

Editable fliers-state and national web site. Comes in all sizes, print at County office. Can add specific message to enhance flyer. Lamination available.

Bookmarks. Printing costs 0.32/ each. County purchased 500 bookmarks for distribution at MCF. Bookmarks can be edited with any message.

Other editable brochures available on national and state web page. County had copies made (color, two-sided, tri-fold) at \$.48 each. English and Spanish versions available. Print at County office to save money.

Button maker kit available at County. You purchase the materials. Outreach kit is also available.

Outreach is about finding new volunteers, prospective donors, new partnerships

Two projectors and one screen available for check out.

September- Clubs to bring their outreach materials to council

Rhonda reminded the group that hosting the building good for outreach. Hours worked sent to CL for outreach credit. Good option for additional outreach. Host KC room, get into fair for free. Lorin added that there is a Council booth inside the 4-H building at the fair. Members can interact with the public at the booth. Must be in a 4-H uniform to count in the Record Book. Only those listed to host the building will get in free. Name will be at the gate.

Darlene Ruiz: Will be present at Fair on Sunday doing outreach from a booth in English and Spanish. Student Leadership Institute at CSUMB-students will act as mentors and provide outreach through the program.

Kelly Violin represented the Monterey County fair: All volunteers through gate 6. Fairs getting strict regarding livestock and ethics training. Two members will not get to show at MCF due to not completing their YQCA training. Training required by State Fairs and Expos ~~next year. Check email and voicemail.~~ Fairs attempted to ease into the training requirement last year; ~~it's not working.~~ Kelly reminded the group that those showing at Santa Cruz Co Fair that in-person training is required. Last training for the year is August 25, 10-12:00 at Hollister. MCF exhibitors Must have a non-livestock entry. MCF is enforcing this rule; the fair does have a list of exhibitors names from the 4-H offices. Leaders need to pass the message that rules are rules for a reason and fairs are enforcing these rules.

For non-beef livestock, ~~Kelly will be available~~, the gates are open August 26, 2-6:00P for those who want to set up. Gates are open Monday 8-6:00. Beef and dairy can be offloaded August 28. No beef, dairy, or poultry barns, tents will be set up Monday and will be ready Tuesday. Members is responsible for offloading their own steer. If steer is wild and uncontrollable, it will be sent home.

Gidget assisted in taking in entries and reminded Leaders to make sure members review and know the rules. Make sure the item being made is eligible for fair entry.

COMMITTEE REPORTS: led by 1st Vice President (Hana): Council committee meeting reports must have date, time, location. Location is important. Keeping Council in the loop regarding committee activities is critical. She will reaching out to each club who has an upcoming event.

County Record Book Judging wrap up Contest (Buena Vista-Sonia Hattrup and Kelly Urquides)- County Record Book judging was on July 28, 9-3:00P. Sonia expressed special thanks to volunteers (24 adults) who judged. Two youth volunteers assisted at the event. There were 79 books, each judged twice. There were a couple of instances requiring a third judging. Breakfast and lunch Food was served. The

committee provided quiche, cookies, salad, sandwiches, muffins, and beverages. Sonia and Kelly requested suggested that the event be held over two days or reducing the number of books per judge and that the club and county orientation be read during judge orientation. Judges need to follow the rubric provided. Sonia and Kelly completed the required council committee binder and provided a thumb drive which contained every document created for this event.

Incentives & Recognition County-Awards and pins (KCBR): Volunteers will be filling the club packets with awards based on the awards form that was turned in by each club.

Achievement Night (Greenfield): Sept 8, 5:30-6:30 at la Gloria school in Gonzales. Refreshments will be served. Hana added the importance of new families to attend to see what 4-H has to offer. Hana also reminded everyone that each club should have a special recognition as well during the ceremony.

Achievement Night Dance (Gonzales): Sept 8, 6:30-9:00, The committee is providing a Fiesta theme. Serving nachos, taquitos, chips, salsa, beverages as part of the member dinner. It also includes music and a Photo booth. RSVP required. Medical releases will be taken at the door. Lorin reminded everyone that the room must be cleared after Achievement night and those staying will be signed in. Closed door policy, all members must be released to the correct adult.

Expansion and Review (KCR): Carla Ackerman reported that they are aware of the Carmel Valley 4-H Club trying to form. They were given club meeting planner, annual club planner, and examples. They should be submitting their charter paperwork over the next six months.

Club Book Judging (Spring): Courtney Boyles reported that 28 Secretary and treasurer books judged between July 23 and 24. July 23 judging was at the Ag Conference room with over 20 volunteers. The south county judging (July 24) had six volunteers. 24 books were judged the first night, remaining 4 judged on the second night.

Courtney suggested that one longer night is better than having two nights. Same effort to set up the second day for so few books. Formal suggestions and a completed binder will be submitted after fair.

All books were submitted on time. The winning clubs will be announced at Achievement night

New Member event: (Spring): Kelly Violini reported that the date is Oct 13, 9-12:00P in the County Ag office conference room. Wild Wild West theme. Age focus is for new members 9-13 years old. Youth attendees will learn basics (motto, pledge, creed), how to participate in a 4-H meeting, parliamentary procedure, how to meet other members. There will be a STEM activity and other leadership opportunities. Parents will get their own activity in the small conference room with the Program representative

I & R Star Rank Verification (San Benancio): Amy Roberts reported that on July 25, 51 books were verified in the ag offices.. Two hours were scheduled, but that's not enough time. Seven adults volunteers participated in the verification process. Verification is not difficult, but time consuming. Verification from previous years was difficult for books that did not include a previous PDR.

Suggested two days or one long day.

Alumni (Natividad) Janet Wolgumuth: On August 18, the alumni committee assembled the alumni Outreach booth at MCF. All available outreach material were used-banners (English and Spanish), 4-H

table cloths, 4-H flags, informational material. Goal was to make table and display inviting to prospective members and alumni. Pictures were sent to County. Hana added that if anyone has suggestions to give them to her.

Bowl-A-Rama (San Benancio): Kat Banks reported that Bowl-A-Rama will occur on Sunday January 6, (1130) at Valley Center Bowl. More to come.

STATE MANAGEMENT BOARD Lorin stated that the dates for Youth summit dates are posted and reminded everyone that each club should have scholarship money available. Members can attend any summit. Lorin asked that if a club is sending delegates to notify County; possibility to get other County members to go.

UNFINISHED BUSINESS: none

NEW BUSINESS:

2018-2019 Bylaws review: no changes except for Exec Council terms.

Motion to accept the 2018/19 Bylaws made by Kelli Martignoni (Hilltown) Second by Courtney Boyles Passed unanimous. No discussion

The State offices would prefer that clubs are easy to communicate with rather than calling a 40H office. All clubs must have their info on County webpage. Clubs should have a 4-H e-mail account so that their personal information is not used in being available to the public Gmail is best due to compatibility. A number of clubs put their club email on the board to show how simple it is.

ADJOURN at 8:16P

Motion to adjourn by Carla Mulanie-Ackerman (KCR), Second: Kelly Urquides (Buena Vista) Motion passed unanimous. No discussion.

Next Council Meeting Tuesday, September 18, 2018 at 7 p.m. at Monterey County Ag conference room, 1432 Abbott St, Salinas

Submitted:
Travis Tanka