



**Virtual Leader's Council Agenda Monday, August 31, 2020, 6:00 pm via Zoom**

[Join](#) via computer, tablet or cell phone

– OR –

Dial-in: 1 (669) 900-6833; Zoom Meeting ID: 967 1291 4417; Passcode: 515631;

Use \*6 to mute/unmute your phone

- I. Call to Order
- II. Flag Salute and 4-H Pledge
- III. Introductions
- IV. Minutes from 2/24/2020 meeting
- V. Correspondence
- VI. Treasurer's Report
- VII. Staff Report
  - A. COVID-19 Update and UC ANR 4-H Guidelines
    1. **Modified** Stage 2 Guidelines, Revised 8/27/2020 – 4-H Adult Volunteers may conduct **ESSENTIAL** 4-H meetings, events or activities **OUTDOORS** adhering to the following 5 basic protocols:
      - a. **Do not participate** in any in-person 4-H activities **if sick** or if someone you have been in contact with has been diagnosed with COVID-19.
      - b. **Maintain six feet** (6') of **distance** between people at all times.
      - c. **Wear face coverings** (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained.
      - d. **No** group meetings/gatherings/events with **more than 10 persons**.
        - i. Two (2) deep adult volunteer policy
        - ii. Maximum of eight (8) youth or other people
      - e. **Maintain sanitary practices** – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer.
    2. In order for 4-H adult volunteers to conduct ESSENTIAL in-person OUTDOOR meetings with no more than 10 persons, the 4-H adult volunteer must:
      - a. Read and follow the [COVID-19 Phase 2 Information for 4-H Programs and Volunteers – Tulare County](#).
      - b. Read and follow the [Awareness of Coronavirus Disease 2019 \(COVID-19\)](#) note.
      - c. Read and follow the [Mitigation Standards Summary for COVID-19 Stage 2](#) note.
      - d. Use the [COVID-19 Phase 2 Safety Protocol Checklist for 4-H Volunteers – Tulare County](#) to ensure that you are prepared to resume in-person 4-H programming or activities.
      - e. Complete the [UC ANR COVID-19 Phase 2 Safety Training Survey for 4-H Volunteers – Tulare County](#) and receive notification of approval to

conduct in-person 4-H meetings/activities following the COVID-19 Phase 2 Guidelines.

B. California 4-H at Home website

1. [Virtual Toolbox](#) for 4-H members and volunteers
  - a. [Club Meetings](#) – Restructured 4-H Club Meeting for virtual meetings
    - i. Opening Activities: 35% of meeting (twenty-one minutes in a 60-minute meeting)
    - ii. Business Meeting: 10% of meeting (six minutes in a 60-minute meeting)
    - iii. Learning and Planning: 20% of meeting (twelve minutes in a 60-minute meeting)
    - iv. Closing Activities: 35% of meeting (twenty-one minutes in a 60-minute meeting)
  - b. [Virtual Projects](#)
    - i. Components of a 4-H project and examples of Virtual 4-H Projects
    - ii. Project Leader Responsibilities
  - c. [In-person](#) meetings – COVID-19 restrictions limit in-person activities to only 10 individuals. This applies to both indoor (**NOT currently allowed under Stage 1 and Modified Stage 2 Guidelines**) and outdoor activities. This means 8 youth and 2 adults maximum. A minimum of two approved adult volunteers must be present to conduct any 4-H activity with youth.
    - i. Strategies to reduce in-person meetings to 8 members or less
    - ii. Steps to hold in-person Meetings
  - d. [Management](#) – [4-H Unit Virtual Management & COVID-19](#)
    - i. Bylaws & Unit Virtual Meetings
    - ii. Officer Elections
    - iii. 4-H Unit Financial Responsibilities
  - e. [Tips and Tools](#)
    - i. Managing Low or No Access or Connectivity
    - ii. Virtual Communication Methods
      - a) Options for real-time project meetings/video conferencing
      - b) Options for connecting on your own time
    - iii. [How to Lead a Virtual 4-H Meeting](#)
    - iv. [Virtual Meeting Guidance for 4-H Adult Volunteers](#)
    - v. [Webinar Engagement Tips](#)
2. 2020 Events
  - a. 2020 4-H Stem Challenge, Mars Base Camp – Orientation Webinars: Thursday, September 10, 6:00 – 7:00 pm -OR- Tuesday, September 15, 3:00 – 4:00 pm, [Register to receive the Zoom link](#)
  - b. [Virtual Equine Public Speaking Contest](#) – September 12 & 13, [register](#) by 5 pm on September 1, 2020.
  - c. [California 4-H Virtual State Horse Classic](#) – Video submissions due September 21-27, [registration](#) due September 11, 2020.

VIII. Unfinished Business

A. 2020-2021 4-H Program Year (July 1, 2020 – June 30, 2021)

B. Tulare County Fair [www.tcfair.org](http://www.tcfair.org)

IX. New Business

- A. 2019-2020 County Evaluation of 12 Record Books, 4 Treasurer Books and 3 Secretary Books – I & R Committee plus 3 additional evaluators needed; determine date for review.
- B. 2020-20214-H Program Year (July 1, 2020 – June 30, 2021)
  - 1. [2020-2021 Beginning of Year Club Reporting Checklist](#) – items due October 19, 2020
  - 2. Enrollment fees \$40 (\$38 cash/check discount) for youth and \$15 (\$14 discount) for adult; \$20/youth and \$6/ adult paid to state and \$18/youth and \$8/adult remains in County UC account. May [pay online](#) with a credit card.
    - a. If youth members enroll using paper forms pages 7-8 & 11-12 need to be turned into the 4-H office.
    - b. If adult volunteers enroll using paper forms pages 6 & 9-10 need to be turned into the 4-H office.
  - 3. Events within Tulare County
    - a. [Virtual Event Proposal Plan](#)

- X. Other Items/Announcements
- XI. Next Meeting
- XII. Adjournment