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

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

**Mendocino County UCCE Building, Ukiah**

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

Staff:Car Mun Kok, Jessica Farfan

1. **Call to Order** – at 9:15 AM by President Jami Vallejo (U)
2. **Flag Salute and 4-H Pledge** – Jami Vallejo (U) led the Pledge of Allegiance and the 4-H Pledge was led by Lovina Penry (PV).
3. **Introductions**
4. **Approval of July 13, 2019 Council Minutes** –

Motion to approve the minutes by Theresa Spade (FB) and Travis Whitcomb (LV) provided the second. The motion carried.

1. **Youth Reports**: None
2. **Treasurer’s Reports** –
   1. July Council Meeting Changes to Budget: The changes approved at the July Council meeting have been made and those in attendance were reminded that the changes were described in the July Council minutes and could be further discussed if needed.
   2. Approval of Treasurer’s Report: The profit and loss report through Quickbooks seems to have been corrupted and the accounts are pulling data from previous years. Mendocino Forest Products is going to donate a new computer and Quickbooks is going to be updated to the 2019 version. Once the new program is in place, the treasurer will work to reenter the past year’s data and have clean data available hopefully by the January 2020 council meeting.
   3. Proposed 2019-2020 Budget: the changes approved at the July Council meeting have been made, but it was indicated that there may be some issues with the Excel formulas on the spread sheet presented today. This is a temporary budget, but until final changes/corrections are made, the budget will not be approved.
   4. Year End Audit: The Council year end audit needs to be completed by November 1st. Two adults are required to review the finances to complete the report. Jami Vallejo (U) and Alena Musgrave (LV) volunteered to perform audit.
3. **Staff Reports** – Jessica Farfan

**a**. State Budget Updates (Program Staff and Decentralization): Car Mun Kok mentioned that there have not been any additional updates from the state as far as budget reductions and funding proposals beyond 2020. Car Mun Kok was able to secure a grant with MCOE to assist in covering some staff costs for the County 4-H program for the 2019-2020 year. Any updates from the state will be provided from Car Mun Kok in the future.

b. Ukiah Daily Journal: Car Mun Kok and Jessica Farfan were not made aware of the article describing the funding issues with the state 4-H program and were not contacted regarding a local perspective on the article. Those in attendance were encouraged to send out press releases on any future 4-H events coming up to let the community know that 4-H is doing well.

c. Staff Contact in November: Jessica Farfan will be going on maternity leave sometime in November and Car Mun Kok will be the main contact while Jessica is on maternity leave. There is also not a current office manager position and it is unknown when that position will be filled. Those in attendance were encouraged to meet with Jessica Farfan if needed ahead of her leaving on maternity to leave to be better prepared for events and other needs in her absence.

c. Treasurer Training on eXtension Website: Jessica Farfan mentioned that there are a series of videos on eXtension that can assist with treasurer training. It was mentioned that certain internet browsers work better that others, so if you are having issues, you may want to try another browser.

d. Re-Enrollment Reminder: The October 15th deadline for market animal projects is coming up. There are a number of enrollments that are awaiting payment dates in order to be completed. All other enrollments are due by December 31st. Those in attendance were encouraged to continue to check emails for updates on enrollment. Any project leaders will also have to finalize re-enrollment prior to having project meetings.

Asa Spade (FB) was asked if lists of non-complete enrollments or complete enrollments can be provided to the clubs. Jessica Farfan said that anyone who wants enrollment related lists can contact the 4-H office.

Lovina Penry (PV) asked if there is a way to better use the 4-H online program to make it more user friendly and to also provide some additional training resources on how to better use 4-H online. Car Mun Kok and Jessica Farfan will look into any additional resources related to 4-H online and send out to the clubs.

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:

Shelly Gillean (RV/C) was nominated to be the President

Abigail Comstock (RV/C) was nominated to be the Vice President

Misty Humphry (U) was nominated to be the Secretary

Nathan Hayes (U) was nominated to be the Treasurer

Barbara Elmer (PV) volunteered to be a member at large

Megan Humphry (U) volunteered to be a member at large

Travis Whitcomb (LV) and Teresa Spade (M) made a motion to approve the slate of officers as presented. The motion carried

* 1. MCJLAC: No report was provided. The first meeting is coming up on October 7th. The meetings will be held at 6:30 PM at the Willits High School ag room.

1. **Old Business**

a. Mendocino County 4-H Events:

* + 1. Redwood Empire Fair Report: There was a question on having more 4-H presence in Carl Purdy. Catrenia Tindall (U) worked on the Junior building this year and asked if any clubs would have members interested in doing more presentations at the fair if there was a schedule as this was a positive representation at the fair this year. Those in attendance said that they would have members willing to participate. The idea of a non-livestock project silent auction was suggested. It was suggested that those interested in working with Catrenia Tindall (U) on improving the junior building to contact her and work on this project.
    2. County Record Book Judging: County judging will be today after the Council meeting. Fort Bragg asked about judging criteria of blue versus gold and what was going to be judged at the county level. The current practice is to just judge gold at the county level. It was mentioned that several clubs provide notes with blue books and give the members with blue books the opportunity to have the books re-judged at the club level to advance to gold. It was also mentioned that the record book handbook it often open to interpretation and different judges can interpret qualifications differently.
  1. 4-H Equipment Inventory: Shelly Gillean (RV/C) and Cathy Haas (U) volunteered to help update the inventory.
  2. Shooting Sports Report: Archery/Rifle Equipment Purchase; Check Out Process:

Theresa Spade (FB) discussed the work that the Fort Bragg Club has been working on to rejuvenate the shooting sports program. At the Council meeting in July, Theresa Spade brought forward a proposal regarding equipment needs and costs related to shooting sports. Theresa has scheduled shooting sports certification training for 4-H in Mendocino County for those interested in becoming rifle leaders on November 9-10 in Fort Bragg with a location to be determined and for archery on November 30-December 1st at the Potter Valley tribal property north of Fort Bragg.

The archery budget of $1391 was approved at the July Council meeting and the monies have been allocated to purchase the equipment.

The total rifle project budget is $2090. The Council approved the $100 use permit for Jackson State Forest. The remainder of the budget would need to be approved. It was suggested that the personal safety equipment (ear protection/safety glasses) costs should be covered by the individual members or the clubs.

It was asked that the 4-H camp inventory related to shooting sports be completed and to ask if any of the camp equipment could be shared with clubs if needed.

Teresa Spade (FB) suggested that the proposed rifle budget be approved for the $200 use permit, the $800 for air rifles, $70 for the wad cutter and $100 for CO2 cartridges for a total of $1270.00 and to cover the training costs for trainers of $1696 and $400 for refreshments for the 4 days of trainings for a total cost of $3266.

Travis Whitcomb (LV) made a motion to approve the budget expense of $3266 to cover the expenses listed above. Shelly Gillean (RV/C) provided the second. The motioned carried 17 in favor and 3 opposed based on hand count. The motion carried.

Usually training participants are charged $35/person in order to cover the costs of printing the manuals, however the UCCE 4-H office volunteered to cover the cost of the training binders.

Ali Arteaga (RV/C) made a motion to have the attendees of the training pay the $35/person cost to offset the training expenses and have the money go back into the county council shooting sports account. Abigail Comstock (RV/C) provided the second. There were 20 in favor by hand count. The motion carried.

Car Mun Kok handed out a sample maintenance log and a sample check out log related to the shooting sports. The question of how to share the equipment between clubs was discussed. It was suggested to limit the county equipment to a one year check out period based on the project year. The shooting sports projects could also be a county wide project to allow members from all areas of the county to participate.

* 1. Other Old Business: None

X. **New Business**

a. 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. There is a signup sheet with Jessica Farfan.

b. National 4-H Week: National 4-H week is from October 6-12 and clubs were encouraged to sign up for the window display competition. All clubs that participate need to send pictures of the display to Jessica Farfan to qualify for the $50 award.

c. Ukiah Pumpkin Fest: There will be a county 4-H booth at the pumpkin fest. Clubs that are interested in participating are encouraged to sign up for shifts with Jessica Farfan.

d. Regional Animal Science Field Day: It is looking to be scheduled in February 2020 in Petaluma. Additional information will be sent out when available.

e. Cloverbud Field Day: The Ukiah Club is willing to take on organizing the event on October 26th from 10 AM to noon at the UC 4-H building. All clubs can participate with stations, etc. and send clover buds to participate. Catrenia Tindall (U) will work on signups. There will be county 4-H Halloween party following from 1-3 PM.

f. Presentation Day: Redwood Valley/Calpella is willing to host. The Date/Location will need to be determined. The date and location will be set and distributed by the January council meeting if not sooner.

g. Presentation Day Workshop: Do we want to have? If the clubs want a workshop and have guaranteed attendance, Car Mun is willing to schedule. The workshop will be on January 11th from 1 PM to 3 PM following the council meeting at the UC 4-H building.

h. Extravaganza: Need Volunteer Club to Host or Cancel. Fashion Review Only?

Luvina Penry (PV) will ask the Potter Valley club about their interest in fashion review only. Ali Arteaga (RV/C) will investigate cooking. All other clubs were asked to look into various components for interest.

Julie Yager (M) made a motion to have April 18th as the date for extravaganza. Ali Arteaga (RV/C) provided a second. The motion carried.

b. Other new business:

XI. **Club Reports**

* 1. Anderson Valley – No report. Club not active.
  2. Fort Bragg – Meet on the 2nd Wednesday of the month at 6:30 PM at the Presbyterian Church. Window displays, 4-H week, officer team formation, working on officers training, looking for assistance with treasurer training.
  3. Long Valley – Meet on the 3rd Monday of the month at the Firehall in Laytonville. Lots of new members, looking for new leaders, offering new projects.
  4. Mendocino Spartans – Meet on the first Monday of the month at the Mendocino K-8 school. Working on enrollment, highest enrollment, awards night, officer training.
  5. Potter Valley- Meet on the 1st Monday of the month at 7 PM at the Potter Valley school multipurpose room. Sign up night, officer meeting, looking at adjusting meeting schedule, may need community leader.
  6. Redwood Valley/Calpella- Meet on the 2nd Tuesday of the month 6:30 PM at the Grange. New officers, leader count is up, will work on presentation day.
  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. Enrollment reduced, leader count has increased, helping with enrollment questions and working on Wreaths Across America.
  9. Willits – Meet on the 3rd Monday of the month at Blosser School cafeteria at 6:30 PM. Added clover bud project, working on enrollment, more leaders.

**XII. Meeting Dates**

2019-20 Council Meeting Dates: Jan. 11th (Ukiah), April 4th (Ukiah), July 11th (Ft. Bragg)

2019-20 Council Exec Meeting Dates: Dec. 11th, March 11th, June 10th   
 All meetings at 6 PM at the UCCE Office in Ukih

**XIII. Adjourn Meeting** – Nathan Hayes (U) made a motion to adjourn at 12:30 PM and Hailey Musgrave(M) provided a second. Motion carried.

Attendance: Jami Vallejo (U), Leigh Hunt (U), Devon Jones (U), Barbara Nordin-Elmer (PV), Catrenia Tindall (U), Andrea Firks (LV), Lydia Clark (W), Travis Whitcomb (LV), Meghan Humphrey (U), Misty Humphrey (U), Ali Arteaga (RV/C), Abigail Comstock (RV/C), Asa Spade (FB), Teresa Spade (M), Hailey Musgrave (LV), Alena Musgrave (LV), Julie Yager (M), Lovina Penry (PV), Shelly Gillean (RV/C), Cathy Haas (U), Nathan Hayes (U).