

## MONTEREY COUNTY 4-H COUNCIL MEETING MINUTES

**DATE:** July 23, 2019

**LOCATION:** County Ag office conference room

**CALL TO ORDER:** 7:09P by Hana Ferguson. Pledge of Allegiance and 4-H Pledge led by Hana Ferguson

### **ADDITIONS OR CORRECTIONS TO THE AGENDA**

Officer nominations under new business; STEM committee update; vote to keep Tim and Diane on as check signers until a President and Treasurer are voted in.

### **ROLL CALL**

President: Vacant

1<sup>st</sup> Vice President: Hana Ferguson (Buena Vista)

2<sup>nd</sup> Vice President: Dena Sala-Jenkinson (Chualar)

Treasurer: Vacant

Secretary: Travis Tanaka (Buena Vista)

Program Staff: Lorin Lurz

Hana thanked everyone for working with the meeting date change. If the meeting were held on the normal day, Council officer quorum would not have been met. To meet quorum and conduct business, must have 10 of 15 Clubs and 3 of 5 executive officers present. She gave a reminder that Council meetings are not Club Leader meetings; anyone can attend and take info back to their Club. 80% attendance requirement for Clubs to attend Council meetings.

### **CLUB REPRESENTATIVES AND GUESTS**

Aromas: Jacque Palmer

Buena Vista: Travis Tanaka

Carmel Valley: Kristen Quilty

Chualar: Dirk Giannini, Angie Horwath

Gonzales: Isula Fienno

Greenfield: Luzmaria Arguenta, Elizabeth Hernandez

Hilltown: Kelli Martignoni, Stefanie Burgess, Alex Burgess, Alyssa Hurtado

King City Blue Ribbon: Alicia Crespo, Dianna Taylor

King City Rural: Carla Mullanix-Ackerman

Lockwood: Katie Colton, Seralyn Colton

Mission: Christina Kaupp, Misty Panziera, Elizabeth Hill

Natividad: none

Royal Oaks: JoAnn Etchinson, Sheryl Jones

San Benancio: Kat Banks, Emma Horton

Spring: Kelly Violini, Nicole Hostert

Other Guests: Rhonda Hurtado

### **APPROVAL OF LAST MEETING MINUTES (Travis Tanaka)**

Minutes were emailed with notification. Hard copy available. No corrections or changes to the minutes.

Motion approve June minutes made by Kristen Quilty (Carmel Valley). Seconded by Dena Sala-Jenkinson (Chualar). No discussion. Minutes approved unanimously.

### **TREASURER'S REPORT (vacant)**

No report

### **PRESIDENT'S REPORT (Hana Ferguson-interim)**

Hana mentioned the special Town Hall meeting that occurred prior to the regular Council meeting. The special meeting was to talk about the pending staff budget cuts and a short-term solution (fee increase). As a reference to those who didn't attend, Hana mentioned the June 26<sup>th</sup> meeting with Lynn, and concerned 4-H community members. Executive board members Travis, Hana, and Dena did not attend the June 26 meeting. The purpose of the meeting was to get answers to questions regarding UCANR budget cuts.

Hana asked Dirk to recap the June 26 meeting for clubs who did not attend the Town Hall. Concerned 4-H community members had questions for Lynn. Lynn was able to provide background information but couldn't provide a reason as to why 4-H program was chosen to receive staff cuts and she didn't have solutions. There could be a \$12,000 shortfall to fund the program representative position. It was an opportunity to hear direct from Lynn about the funding uncertainty facing program representatives. The purpose of the townhall was to present the idea of adding \$12 to member and adult enrollment fees. Funds retained would be used to offset the funding deficit for program reps.

Hana thanked Dirk and Angie for their effort. She reminded everyone the discussion and vote would be later under business.

### **YOUTH COUNCIL (YC) REPORT (Dena Sala-Jenkinson)**

Dena said YC first meeting is scheduled for August 1 at 6:00P

### **YOUTH REPORTS/ CLUB SHARING**

Youth Reports- None

Club sharing: *How does your Club set your internal deadline for Club book submission?*

Sharing from the audience included: Deadline window set by Club leader while working with officer/ treasury advisors to keep officers on task. Books are done on a month to month basis. Books are done by June. Books are responsibility of officer; Club leader will meet with the office the month before to help with organization. Start in June. Have officers and advisors with multiple years of experience. Make book assembly easier.

Worked around vacation plans, secretary book done in advance. Treasury advisor was a former CL, so book assembly was easy. Try to have book done by middle of June

Having the right advisors in place is critical. Lorin added the officer advisor training just occurred and that Club book judging is coming up. Club book judging is a good way to get experience for responsible officers. County also offers the Financial Fireside chat as necessary- attendees learn about the documents in the Treasurers book. Lorin suggested creating a file on the Club's Shutterfly to keep signed digital copies returned to the Club and an archive of budgets, bylaws, rules by year. If a book were lost, then have a backup

### **FAIR UPDATE**

MCF- Kelly V. stated that online entries close July 31. Must have a non-animal entry if entering livestock. Must have a current YQCA certificate and signed code of conduct. Questions call the entries office.

Santa Cruz County (Dena Sala-Jenkinson). Fair dates are September 11-15 with online entries due August 22 for non-livestock departments and August 24 for livestock entries. Online entry only for livestock, rabbits, pygmy goats, and educational displays. Beef tagging due date already past. YQCA must be complete by August 24 for all exhibitors ages 8-21. Meat rabbit exhibitors must have YQCA. All livestock exhibitors must enter a still exhibit in a non-livestock department. Livestock educational displays do not satisfy non-livestock requirement. Weigh-in day is Sept 9.

San Benito County (Dena Sala-Jenkinson)- Leaders should have picked up packets and tags. Tagging sheets, unused tags, photos are due back in the same group by August 2. Printed guidebooks due out by July 20.

### **INCENTIVES AND RECOGNITION- AWARDS UPDATE (Dena Jenkinson)**

The newly created and approved Awards are done. Once all applications are posted, an email will be sent to Clubs

### **LEADERS COUNCIL SCHOLARSHIP RECIPIENTS**

Hana introduced the recipients (that could attend the meeting) of the Leaders Council \$1000 scholarship.

Alyssa Hurtado (Hilltown)- Began 4-H in Mission, now part of Hilltown. Held club officer roles of Vice President, Secretary, and song leader. Served as CTA, Allstar, and four years as a camp counselor. Alyssa stated that while attending Citizen Washington Focus was one of her greatest life experiences, State Leadership Conference (SLC) allowed Alyssa the opportunity to make friends and contacts from other counties. She hopes to PA at next year's SLC. Alyssa completed her record book. Her plans include attending UC Berkley as a physics major. Alyssa concluded by thanking the Council and for making her years in 4-H great.

Emma Horton (San Benancio)- Emma began 4-H at age 9 and did a record book every year. Within her Club, Emma served as webmaster and Treasurer (two years). For County, Emma was a CTA, camp counselor (two years) and completed an Emerald Star Project. Emma said attending LCORT during her 7<sup>th</sup> grade year was very influential. She learned to interact with others and improved her speaking skills. Emma said she enjoyed 4-H Camp because it was the one experience where members are enjoying each other and observing the community that 4-H builds. Emma will be attending UCLA majoring in human biology. Emma thanked Council for the scholarship and looks forward to volunteering.

Alex Burgess (Hilltown)- Alex began 4-H at 5 years old in Buena Vista. She later moved to Santa Lucia, then to Spring. Alex left Spring to help build Hilltown's membership. Alex's Club officer positions include President, Vice President, Recording Secretary, Corresponding Secretary, and newsletter editor. Alex's county role included serving as a CTA, Monterey County Fashion Review Chair, and Camp Counselor (4 yrs). Alex will be attending University of Nevada, Reno majoring in Ag science and education. Alex cites 4-H as her inspiration for deciding a career path, finding a passion for agriculture and teaching others by being a role model and leader. Alex credits attendance to leadership conferences. Alex also was in FFA; it is possible to do 4-H and FFA at the same time. Alex did her record book every year. Alex thanked Council for making the scholarship possible and meaningful.

Lorin noted that the scholarship format changed to emphasize county level leadership involvement. Hana concluded with comments regarding how these scholarship winners show how 4-H impacts youth and sets them up for success in life.

### **EMERALD STAR RECIPIENT**

Seralyn Colton (Lockwood) presented a report on her Emerald Star Project (ESP) to Council. Seralyn's project was to create a model of an Emerald Star Project. Initially she wanted to do an example video, but found that difficult, so Seralyn wrote a workbook on how to do a service-learning project (SLP). The workbook included worksheets, tips, SLP steps 1-8, description of what a service-learning project is, and examples from Seralyn's Give a Hoot project.

Lorin mentioned that Seralyn, in order to do her SLP, had the pieces to do an ESP. So Lorin encouraged Seralyn to, in addition to a SLP, to do an ESP. Seralyn's efforts show that when members have great ideas, we need to recognize and grab onto them. Lorin encouraged clubs to take on SLP, especially with the new guide.

In response to a question from the audience, no previous Star Rank is required to apply and complete the process. Can also do an ESP as a team.

### **DIAMOND CLOVER AWARD RECIPIENT**

Alyssa Hurtado (Hilltown) applied for, qualified, and received a 4-H Diamond Clover statewide award. The Diamond Clover is the highest honor a 4-H youth member can receive. Diamond Clover winners are announced at every State Leadership Conference sparking Alyssa's desire to earn that honor. There are 10 requirements (age, years in 4-H, project completion, etc.). There were an additional 6 requirements (attendance to CWF counted, community service hours). Alyssa also wrote an essay on topics such as describing how she lived the 6 C's in 4-H, her 4-H service-learning experience. The award consists of a certificate and a pin or charm with a diamond and a clover. She expressed her pride in receiving the award.

### **FUNDRAISING COMMITTEE (FC)** (Carla Mullanix-Ackerman and Kelly Violini)

Dippin Dots- Carla said that FC created a Sign-Up Genius for Clubs to sign-up to volunteer. DD will be open 11:00-11:00P every day of the Monterey Fair. Shifts are three hours. Each shift consists of one adult and two members (must be at least 13). No training needed as the Cash register is easy to use. Signups close August 15. Sign Up Genius set up so anyone can sign up for what ever shift they want. Kelly V. suggested to have clubs fill up the early shifts, then hire for the closing shift if needed.

Day of Giving- Kelly V said that Monterey Co 4-H's Day of Giving will occur October 10. FC will have packets for the August 20 Council meeting. Kelly encouraged Clubs to like and share the Monterey Co 4-H and Alumni Facebook page. Social media is free advertising. Kelly said that for example, there is more activity on the County Facebook page due to people looking for information regarding the funding shortfall. People are looking for information about the program, leading to more activity.

Exhibitors Pancake Breakfast- Carla said the breakfast is scheduled September 2 (6:00-11:00) Shifts are 6:00-8:30 and 8:30-11:00. Sign-Up Genius to open on July 24 and volunteers from clubs are needed. Food served will include pancakes, sausage, bacon, juice, milk. In process of getting items donated to offset costs. Funds will be held by the fair and then donated to Council on Giving Tuesday in hopes of doubling the amount.

FC asks that each Club either take a shift in the Dippin Dots or Exhibitors pancake breakfast. Working at either satisfies the former food booth requirement. Would be up to Council to consider if working at Color Me Green satisfies fundraiser support requirement. If the Clubs don't support, then FC will hire help which will cut into profits.

Lorin asked Kelly V. if there was an opportunity to sell items at the 4-H booth. Kelly V. said to send in the details; requires approval of building superintendent and entries office.

Kelli M. stated that we shouldn't be asking 4-H's to be staying up that late. Use hired help to work the late shifts. Carla said FC's concern is getting all the shifts filled.

### **CAMP REPORT** (Stephanie Burgess)

Stephanie gave her last report as Camp co-director. She had great praise for camp counselors and adult volunteers. Stephanie said that this year's first-time campers quickly bought into the 4-H program and senior counselors were excited for the future. Senior counselors said they saw the same excitement they had at the same age. There is great interest by younger campers to become counselors. There was no pool on site a Camp Maymac this year due to repairs. Stephanie added that Camp May Mac is always adding improvements and that they are excellent to work with. Waterslides were added in place of the pool. These funds came from Camp. There were 132 campers, although facility holds up to 170. 132-145 is the perfect camper attendance number. This allows for a quality experience. Key staff met with County Program staff for a debrief. Camp dates going on the calendar, councilor applications going

online in a month and are due Nov 18. Stephanie noted that all the scholarship recipients went through the Camp program. Stephanie credited County with developing the councilor training into a quality leadership training. Councilors receive 6 months (140 hrs) of training. Adult chaperones were recognized for the contribution and sacrifice made to attend camp.

Jeanie Gianolini-Grainger will be stepping into the camp director role. Stephanie asked for a vote to remove herself and add Jeanie to the 1<sup>st</sup> Capital checking account. Gidget Guidotti will remain on as a signer.

Motion to remove Stephanie Burgess as an account signer and add Jeanie Gianolini made by Kelli Martignoni (Hilltown). Seconded by Dirk Giannini (Chualar). No discussion. Passed unanimously.

Hana thanked Stephanie and Mike for their years of dedication and for stepping up at the time help was needed. Hana noted that there were campers who went through camp as a youth during the 1970's is now there as chaperones.

### **CALIFORNIA MANAGEMENT BOARD RESTRUCTURING**

Lorin gave an update regarding the restructuring of the CA Management Board. Previously there used to be sectional councils. These councils would oversee sections of CA and how conferences (LCORT) would occur. Sectional councils were disbanded and now have a State Management Board. The SMB, consisting of 100% volunteers, has restructured. We pay the SMB dues and they oversee our youth summit. So, we should know about the structure and actions of the SMB.

### **STAFF REPORTS (Lorin Hofmann-Lurz)**

Enrollment- Reminder to Clubs to turn in a list of their projects to County. Members can't enroll unless projects have been uploaded by County. Clubs have moved enrollment up which helps. County has contact info for every VEC, but not all VECs are enrolled volunteers. Get enrolled. Jessica now is our contact at the County office. Families can get enrollment help on Wednesdays, but they need to know what they need help with. County enrollment night for impacted Salinas clubs is July 31.

End of Year Documents- After Lorin has checked off submission, they will go to the responsible Council committee. After the books go through the County contest, Lorin audits each book so it will take time for Clubs to get their books back. Encourage membership to attend the Club book contest so they can see what and why documents go into a book. Bank signature card asked for to eliminate confusion as to who the authorized signers are. If you can't get a bank signature card, complete the bank info sheet.

Portal Financials- All clubs should have their password and know what to do. Don't procrastinate and take a chance that the portal will close. All entered info goes to the state 4-H office and they pay taxes as appropriate.

Officer Advisor Training- Great turnout for Officer Advisor training. All officers should be trained by the end of July. By August should review club bylaws, project/ club rules, animal contracts. If they have significant changes, forward to County for policy review prior to voting in.

Budget- Don't have to keep the same budget every year. Try different fundraisers. Lorin mentioned the list of appropriate things that Clubs can spend money on. Chualar has a great example of what their club spends money on and why.

Record Books- County contest is August 10. The three scholarship recipients that spoke all did record books. It's easy to give up on record books, but hopefully seeing these graduates shows why the RB is so important. College admissions understand what the 4-h Record Book is and the values and benefits.

Emerald Star- Application period is open. Interested members can develop and turn in their idea to the ES committee for review, member has an adult support person, member does the project and presents, ES Committee reviews the results, and member is awarded an ES.

New Club Apparel- Must have approval on the use of the Clover. Unless using the same shirt or design, anything new that has the Clover must be reviewed by County. 4-H Clover use is equivalent to the use of the Presidential seal. New designs or artwork using the Clover must have approval of County Director. Send all new artwork to County prior to order. Must have trademark "where feasible." If the trademark is too small to be legible, leave it off. Use the colors as prescribed in the branding toolkit.

Club Team Management- Lorin met with a Club that adopted the team management style. This type of management distributes work among volunteers, roles are defined, calendar is set, conflict resolution method in place, people are committed to their roles, and new CLs are supported. Creates structure such that volunteers can move on.

Set Aside Funds- Clubs are asked to set aside funds for fee waivers and adult leader training, mileage reimbursement, chaperone fees

Lorin closed by thanking Council for their patience while she was in and out of the office and she assured everyone that things are getting back on track.

**COMMITTEE REPORTS:** *led by 1st Vice President: every club should have a binder to record info. Council meeting reports must have date, time, location. Comments to Hana after event complete to reduce "critiques" at the council meeting. She will be reaching out to each club who has an upcoming event.*

Record Book Judging (Mission)- Judging event is August 10 with orientation beginning at 9:00A. Emails will be sent to Clubs notifying them how many judges each Club needs to send. Location is Ag office.

Club Book Judging (KCR)- At the Ag office, July 30. Sign-up genius available. Food and drinks provided. One night only, no south county judging.

New Member Event (Greenfield)- Looking into getting the Sheriff Posse Grounds. Requested input on three dates (Sept 7, 28, or Oct 12) with times 11-2:00 or 12:00-3:00. After discussion, committee to check with Posse Grounds for availability on Sept 28. Carnival theme. Family event where members and parents can get info. Lorin suggested attendance to the new member event is tied to Beginning 4-H, make the event a meeting.

Star Rank Verification (San Benancio)- Committee is in place.

Achievement Night (San Benancio)- Working with KCR. Event is Sept 14 at Soledad High.

Achievement Night Dance (KCR)- Sept 14, Soledad High. No theme yet. In process of getting DJ, photobooth, and dessert.

Alumni (Natividad)- No report

STEM (Buena Vista)- Have National Youth Science Day kits on order (buy 2 get 1 free), intent is to use these kits for the STEM event. Ideas for example STEM lessons to be taught to Council include astronomy night, plant science identification, environmental education and water, biology and art

## **UNFINISHED BUSINESS:**

Nominations- Still need a Treasurer and President. Hana called for nominations. Angie Horwath (Chualar) nominated Dena Sala-Jenkinson (Chualar) for President. Dena accepted.

With Dena's nomination for President, Hana called for nominations for 2<sup>nd</sup> vice president position. Dena gave a recap of what she worked on (new awards, Council Scholarship, improving Council Officer descriptions) and the duties of the 2<sup>nd</sup> VP. Hana added that the 2<sup>nd</sup> VP also attends all Council meeting and Executive Council meetings. Dena added that she believed its important to attend Council events. Travis added that having a fourth officer will help ensure quorum for Council meetings.

Question: What did Misty (Lockwood) say at the previous Council meeting about becoming Council Treasurer. Answer- She would discuss the position with Diane and think about it.

Vote for Dena Sala-Jenkinson as Council President was unanimous with no dissent.

Lorin will re-issue a 2<sup>nd</sup> VP and Treasurer job description as follow-up to this meeting.

Board Development Funds- Hana stated that this concept was introduced by Tim at the last meeting. The goal is to set aside funds to create a board training opportunity with the purpose to help the board regroup, plan, and strengthen itself. Want to find a board type training and open it to all Club leaders.

Hana said the priority is looking for pro-bono assistance but will use Council funds if needed.

Need to find organization that provides training that fits our needs; call for suggestions.

Dena said that while each of us has different skill sets and background, it is important we know how a board works, especially within a volunteer organization. This will become important if Council needs to expand our fundraising to \$60-70000 (for example). We are not equipped to fundraise at that level. Those in Executive chairs are not truly ready to take on a different position at the end of a term. The Executive Board is asking for outside help, but first would Council authorize this search?

Suggestion was to approach local foundations such as Hardin. Lorin mentioned that years ago, Council applied to the Community Foundation and was declined for pro-bono due to our association with UCANR. She believed They didn't understand that Council is its own entity and not funded by the UC at all.

## **NEW BUSINESS:**

2019-20 Bylaws review- Motion to approve the 2019-20 bylaws made by Kat Banks (San Benancio) and seconded by Kelli Martignoni (Hilltown). No discussion. Passed unanimously.

Check signers- Need to remove Tim Lewis, keep Diane Vorwerck, and add Dena Sala-Jenkinson as check signers. Motion to remove Tim Lewis as a check signer, keep Diane Vorwerk, and add Dena Sala-Jenkinson as check signers made by JoAnn Etchinson (Royal Oaks) Seconded by Kirsten Quilty (Carmel Valley). No discussion. Passed unanimously.

Permission to assess enrollment fees- Proposal to increase Council fee by \$12 for members and adults. Enrollment fees for 2019-20 would be \$79 and \$40 for one year.

Angie Horwath made a motion to temporarily increase (one year) youth and adult enrollment by \$12 to \$79 for youth members and \$40 for adults. The funds will be held by the Monterey County 4-H Council in a separate line item in the budget to be used to cover the 4-H Program Representative Position for the next year. Seconded by JoAnn Etchinson (Royal Oaks). No discussion. Passed unanimously

## **CLOSING COMMENT**

Lorin mentioned a Go Fund Me page for former member, now adult volunteer. Lorin clarified the difference in a GFM for an individual vs 4-H. Can use GFM for a family in need and their association with 4-H. GFM is not for Club or individual use to cover 4-H expenses.

**ADJOURN** at 8:40P

Motion to adjourn made by Kristine Quilty (Carmel Valley). Seconded by JoAnn Etchinson (Royal Oaks)

No discussion. Passed unanimously