

Kings County 4-H Council Agenda

Tuesday, September 1, 2020

6:00 PM- via Zoom

Click [here](#) to login -OR- Dial 1-669-900-6833; Meeting ID: 958 1634 6247 Password: 660883

Use *6 to mute/un-mute your phone line

❖ **Call to Order** – Loretta Toledo, President

❖ **Flag Salute and 4-H Pledge** –

❖ **Introductions** (*self- introductions by all attending*)

Council Officers:

President: Loretta Toledo, Kings Harvest

1st Vice President: Cobi Revious, Mid Valley

2nd Vice President: Angela Loogman, Kings River

County 4-H Club Represented:

Corcoran 4-H Club

Island 4-H Club

Lemoore 4-H Club

Delta View 4-H Club

Kings Harvest 4-H Club

Mid Valley 4-H Club

Grangeville 4-H Club

Kings River 4-H Club

Oakvale 4-H Club

Other:

All Star Team

Ambassador Team

Emerald Star Project

Secretary: Melanie Curtis, Corcoran

Treasurer: Lilly Pimentel, Kings River

Director: Lara Felipe, Island

Director: Stephanie Fry, Oakvale

❖ **Approval of Minutes** from August 4, 2020 Meeting

❖ **Correspondence** –

❖ **Treasurer's Report** – Lilly Pimentel

❖ **Reports** - (Standing)

● All Star Report

● Ambassador Report

● Emerald Star Report(s)

● Countywide Projects Reports

● Mini Grants

● Staff Report

➤ COVID -19 Update and UC ANR 4-H Guidelines

- **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: (1) **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, (2) **Maintain six feet of distance** between people at all times, (3) **Wear face coverings** (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained, (4) **No group meeting/gatherings/events with more than 10 persons**; two deep adult volunteer policy, therefore maximum of eight youth or other people, and (5) **Maintain sanitary practices** – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer.
- **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 – Kings 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 – Kings 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 – Kings County](#) and receive notification of approval to conduct in-person 4-H meetings/activities following the COVID-19 Phase 2 Guidelines.
- California 4-H at Home website
- [Virtual Toolbox](#) for 4-H members and volunteers
 - a. [Club Meetings](#) – Restructured 4-H Club Meeting for virtual meetings: Opening Activities 35% of meeting (21 minutes in a 60-minute meeting), Business Meeting 10% of meeting (6 minutes in a 60-minute meeting), Learning and Planning 20% of meeting (12 minutes in a 60-minute meeting, and Closing Activities 35% of meeting (21 minutes in a 60-minute meeting).
 - b. [Virtual Projects](#) – components of a 4-H project and examples of Virtual 4-H projects; 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. Strategies to reduce in-person meetings to 8 members or less and steps to hold in-person meetings.
 - d. [Management](#) – [4-H Unit Virtual Management & COVID-19](#) Bylaws & Unit Virtual Meetings, Officer Elections, and 4-H Unit Financial Responsibilities
 - i. [Tips and Tools](#) Managing Low or No Access or Connectivity, Virtual Communication Methods (Options for real-time project meetings/video conferencing and option for connecting on your own time), [How to Lead a Virtual 4-H Meeting](#), [Virtual Meeting Guidance for 4-H Adult Volunteers](#), [Webinar Engagement Tips](#)
 - 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. CA 4-H Shooting Sports Skills Development Day (for certified 4-H Shooting Sports Leaders in Archery, Shotgun, Rifle, Pistol, Western Heritage, and Muzzle Loading) – Saturday, September 26th, 8 am – 5 pm @ River Oaks Range, Winton, CA; Registration available until filled or 9/18, complete the [Request for Training](#) form and return to mederos@ucanr.edu for approval.
 - d. [California 4-H Virtual State Horse Classic](#) – Video submissions due September 21-27, [registration](#) due September 11, 2020.

❖ Unfinished Business

- Emerald Star – interviews took place on 8/19/20, via Zoom. Jayleen Chavez and Wylee Barajas successfully completed the Wreaths Across America project. Tyler Eller, Robert Felipe, Makayla Jones, and Madison Thomas will be conducting Jefferson Farm Day virtually utilizing recorded lessons and activities for teachers to use at their convenience.
- Calendar Discussion
 - Achievement Night will be planned by the 2020-21 All Star and Ambassador teams.
 - Proposals for Virtual (limited in-person, outdoor) events due 9/1/2020, for review at LC meeting.
- **Outstanding Project Record Book Review and Secretary Book Review – need a couple of volunteers to come into the office to review.**
- Council Audit will be completed by 9/15/20, by Renee Creech and Tiffany Valov, date TBD and include Lilly Pimentel and Rochelle Mederos.
- [Beginning of Year Club Checklist](#) items due by November 1st; Some items due ASAP include: 4-H Club Organization Report, 4hOnline VEC 1 Certification & Agreement form(s), and Facilities Use Agreement for Certificate of Insurance.

❖ New Business

❖ Next Leaders Council Meeting

- Event Proposals

❖ Announcements

❖ Adjournment

Kings County 4-H Council Agenda

Tuesday, August 4, 2020

6:00 PM- via Zoom

<https://ucanr.zoom.us/j/95816346247?pwd=UXIHcFJya0FOaUZvV294V21qR2JkZz09>

Call in: 1-669-900-6833; Meeting ID: 958 1634 6247 Password: 660883

Use *6 to mute/un-mute your phone line

- ❖ **Call to Order** – The meeting was called to order by Loretta Toledo, President, at 6:03 pm.
- ❖ **Flag Salute and 4-H Pledge** – The flag salute and 4-H Pledge were led by Terrie Evangelo.
- ❖ **Introductions** – Self- introductions were made by those present: Melanie Curtis, Rochelle Mederos, Cobi Revious, Shanna Robbins, Terrie Evangelo, Loretta Toledo, Lara Felipe, Stephanie Fry, Travis Fry, Jamie Eller, and Donna Murphy-Eller.
- ❖ **Approval of Minutes** – A motion was made by Stephanie Fry and seconded by Cobi Revious to approve the minutes of the June 11, 2020, meeting. Motion passed unanimously.
- ❖ **Correspondence** – Thank you note from Joseph Felipe, recipient of Everett Feaver 4-H Memorial Scholarship was received and read by Rochelle Mederos.
- ❖ **Treasurer’s Report** – The total assets as of 8/3/2020, are \$50,951.62 and the total liabilities & equity are \$31,386.06. A motion was made by Loretta Toledo and seconded by Lara Felipe to approve the Treasurer’s Report. Motion passed unanimously.
- ❖ **Reports - (Standing)**
 - All Star Report: none
 - Ambassador Report: none
 - Emerald Star Report(s): none
 - Countywide Projects Reports: “From Show Whites to Dress Whites” by Shanna Robbins, the project received around 30 cards. Another round of card/notes will be collected and due September 1st; Shanna will create a flyer with more information.
 - Mini Grants: none
 - Staff Report by Rochelle Mederos:
 - Club 2019-2020 Year End Checklist and Star/Stripe Orders due August 3 – still needed from Delta View; if not rec’d by 8/10/2020 all families in club will receive notification that Probation is pending receipt of document.
 - COVID-19 Stage 2 Guidelines for UC ANR and Kings County 4-H YDP
 - Plan has been submitted to Kings County and has NOT been approved, which would include [UC ANR COVID-19 Training Survey for 4-H Adult Volunteers – Kings County](#) – in-person gatherings with maximum of 10 people (at least 2 adults per 4-H Policy, with up to 8 youth/others); 6’ of social distance; face masks; sanitation practices; and attendance/contact logs maintained for minimum 15 days.
 - 4-H programming is only permitted virtually, see [California 4-H at Home](#) website for ideas and virtual events taking place statewide.
 - [Virtual Toolbox](#) contains information such as the [Virtual 4-H Management Solutions during COVID-19](#) which includes information on 4-H unit obligations as navigating Bylaws for virtual meeting, handling business, conducting officer elections, and

additional monthly unit financial tasks and How to Lead a Virtual 4-H Meeting tools and tutorials.

❖ **Unfinished Business**

- Ambassadors – interviews of two applicants (Lillian Barcellos and Madison Thomas) took place on 7/30/2020, by Lilly Pimentel, Shanna Robbins, and Rochelle Mederos. The 2020-21 Ambassador Advisor will be Lilly Pimentel and Shanna Robbins will be the co-advisor. Due to both groups being small they will meet together and work side by side throughout the year on their programs.
- All Stars – interviews of two applicants (Anna Dooley and Trista Fry) took place on 7/30/2020, by Lilly Pimentel, Shanna Robbins, and Rochelle Mederos; Ambassador Exit Interview questions were included in the All Star Interview. The 2020-21 All Star Advisor will be Shanna Robbins and Lilly Pimentel will be the co-advisor. Due to both groups being small they will meet together and work side by side throughout the year on their programs. All Star Exit interviews will not be conducted, however the Exit Applications will be reviewed and participants may be contacted if more information is needed.
- Emerald Star – interviews will need to take place virtually via Zoom by Shanna Robbins, Angela Loogman, and Tiffany Valov for Wreaths Across America with Jayleen Chavez and Wylee Barajas; Due to COVID-19 the 2019-20 Jefferson Farm Day project will need to be reconsidered and youth should submit a new proposal for that project (if possible to complete under future COVID-19 restrictions) or a different project.

❖ **New Business:**

- Budget Discussion and Approval – The proposed budget was presented and it was recommended adding \$150 to State Fashion Revue fund. A motion was made by Shanna Robbins and seconded by Lara Felipe to approve the proposed budget with the addition of \$150 to the State Fashion Revue fund. Motion passed unanimously.
- Calendar Discussion – table to later date, perhaps some virtual events. A motion was made by Melanie Curtis and seconded by Lilly Pimentel to advertise for proposals of events that can be changed to virtual formats, allowing the committees to set the dates and for the All Star and Ambassador teams to take the lead on Achievement Night. Motion passed unanimously.
- Council Audit Committee – Rochelle will contact Renee Creech and Tiffany Valov to conduct the audit of the Leaders Council accounts by September 15. Stephanie Fry is willing to help if needed.
- Beginning of Year Club Information – website will be updated with current forms this week
 - 4-H Club Organization Report
 - [4-H Club Program Planning Guide](#) – check marks in left hand column for items you intend to do this year; no signatures until end of year
 - [4-H Outreach Methods Documentation](#)- complete throughout the year and submit at end of year.
 - [Annual 4-H Club Planner](#) – completed at the beginning of year by officers during planning meeting and updated throughout the year.
 - [4-H Club Meeting Planner](#) – completed at the beginning of year by officers during planning meeting and updated throughout the year.
 - [Club Budget](#) – approved by club membership and signed by President, Treasurer, and CCL; once signed it is turned into the 4-H Office for approval.
 - [Fundraising Approval](#) request forms – due at least 30 days prior to start of fundraiser.

- Volunteer Enrollment Coordinator (VEC) [4hOnline VEC 1 Certification & Agreement](#) – signed form required for access to club in 4hOnline system—all CCLs and other leaders who assist with enrollment.

❖ **Next Leaders Council Meeting-** Tuesday, September 1st @ 6 pm via Zoom

❖ **Announcements** - none

❖ **Adjournment** – The meeting was adjourned at 7:14 pm

Kings County 4-H Clubs
Current Fund Balances
As of June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
4-H Council Checking	57,422.70
4-H Petty Cash	28.97
Total Checking/Savings	<u>57,451.67</u>
Total Current Assets	<u>57,451.67</u>
TOTAL ASSETS	<u><u>57,451.67</u></u>
LIABILITIES & EQUITY	
Equity	
DESIGNATED FUNDS	
DF 358 · Ambassador Fundraiser	548.00
DF 356 Tractor Supply	2,476.86
DF 354 - Boswell Grant	19,832.58
DF 347 · All Star Workshop	336.93
DF 346 · Outreach	87.85
DF 344 · 4-H Prog Fee Waiver-Reduction	1,012.00
DF 301 · Advanced Citizenship	1,896.32
DF 304 · Dog Care	144.52
DF 311 · LCORT	55.00
DF 314 · Other	135.94
DF 319 · State Program Fee	-664.00
DF 320 · Supply Fund	401.93
Washington Focus Fundraising	
DF 325 · 4-H Fair Concession	991.20
DF 327 · Presentation Day Concession	102.75
DF 330 · Western Classic & Rabbit Show	6,811.61
Total Washington Focus Fundraising	<u>7,905.56</u>
DF 333 · Shooting Sports	665.78
DF 335 · Nunes Memorial	430.00
DF 336 · State Fashion Revue	6.00
DF 342 · Land O Lakes Grant	274.78
DF 351 · Rev of Resp Color Me Green	1,995.00
DF 352 · Armona 4-H	356.79
DF 353 · Emerald Star	
DF 353.5 Wreaths Across America	70.63
DF 353.4 Jefferson Farm Day	3.19
DF 353.1 Cases for Kids	169.90
Total DF 353 · Emerald Star	<u>243.72</u>
Total DESIGNATED FUNDS	<u>38,141.56</u>
Total Equity	<u>38,141.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>38,141.56</u></u>

Kings County 4-H Clubs
Kings County 4-H County Budget Report
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget
Income	0.00		
Expense			
BUDGET EXPENSES			
B 236 · Kings Fair Insurance	0.00	600.00	-600.00
B 235 · Workshop Material & Trai...	0.00	500.00	-500.00
B 234 · 4-H Madness	0.00	500.00	-500.00
B 233 · 4-H Program Development ...	0.00	500.00	-500.00
B 201 · 4-H Fair	0.00	4,000.00	-4,000.00
B 202 · Achievement	252.45	2,000.00	-1,747.55
B 203 · All Stars/Ambassadors	50.00	7,000.00	-6,950.00
B 204 · CA Focus Chaperones	0.00	0.00	0.00
B 205 · CA Focus Youth	0.00	0.00	0.00
B 206 · County Fashion Revue	0.00	300.00	-300.00
B 207 · County Presentation Day	0.00	500.00	-500.00
B 209 · Favorite Foods Fair	0.00	150.00	-150.00
B 210 · Jr. Fair Board Awards	0.00	250.00	-250.00
B 211 · Judging Day	0.00	500.00	-500.00
B 212 · Kings Fair Indoor Awards	0.00	250.00	-250.00
B 213 · LCORT Chaperones	0.00	250.00	-250.00
B 214 · LCORT Youth	0.00	600.00	-600.00
B 215 · Leader Recognition	0.00	2,000.00	-2,000.00
B 216 · Curriculum/Library	0.00	0.00	0.00
B 217 · Miscellaneous	3.00	2,000.00	-1,997.00
B 218 · Outreach	0.00	1,500.00	-1,500.00
B 219 · Sectional Council Dues	0.00	200.00	-200.00
B 220 · State Fashion Revue	0.00	0.00	0.00
B 221 · Sectional Presentation Day	0.00	0.00	0.00
B 223 · State Leaders Forum Donati...	0.00	0.00	0.00
B 224 · State Leader Forum Scholar...	0.00	0.00	0.00
B 225 · State Leadership Conf. Cha...	0.00	120.00	-120.00
B 226 · State Leadership Conf. Tra...	0.00	300.00	-300.00
B 227 · State Leadership Conf. Youth	0.00	350.00	-350.00
B 230 · Washington Focus Chapero...	0.00	0.00	0.00
B 231 · Washington Focus Youth	0.00	0.00	0.00
B 232 · Western Regional Leaders ...	0.00	0.00	0.00
Total BUDGET EXPENSES	<u>305.45</u>	<u>24,370.00</u>	<u>-24,064.55</u>
Total Expense	<u>305.45</u>	<u>24,370.00</u>	<u>-24,064.55</u>
Net Income	<u><u>-305.45</u></u>	<u><u>-24,370.00</u></u>	<u><u>24,064.55</u></u>



Kings County 4-H Youth Development Program • 680 Campus Drive, Suite A • Hanford, CA 93230
(559) 684-3300 • Fax (559) 685-3319 • http://ce.kings.ucanr.edu/Kings_County_4-H_Program/

Due to the COVID-19 pandemic, the Kings County 4-H Youth Development Program is looking for ways to adapt our traditional county-wide 4-H events and activities to ensure the safety of all 4-H members, their families and our community. Please complete this plan and submit it to mederos@ucanr.edu by September 1. In addition, please attend the virtual Kings County 4-H Leaders Council meeting (so that your plan can be approved) on September 1, at 6 pm via zoom, Meeting ID: 916 2356 7461, Passcode 198798, direct link: <https://ucanr.zoom.us/j/91623567461?pwd=SHIVcDZ3cmNzV2hGbTB1MVVhMTErQT09>

Name: _____

Club Name: _____ Phone #: _____

Email: _____

I. GOALS and OBJECTIVES

A. What do you plan to do? What results do you expect?

B. Why is this event/activity important?

C. What will youth members and/or the community gain/learn from this event/activity?

D. How does this event/activity support 4-H in Kings County?

II. PLANS

A. What steps will you take in planning and executing the event/activity? How will you advertise the event/activity? Be specific.

B. What is your Time Schedule? Include a timeline so you can check off the work as it is completed. Be specific.

C. List the resources (including people, awards, access to county social media, virtual meeting platform such as Zoom, etc.) you will need to complete the event/activity.

D. How will you evaluate the success of the event/activity?

GOALS/OBJECTIVES and PLANS approved by:

Signature of Member/Volunteer (Author)

Date

Signature of Leaders Council President

Date

Signature of 4-H Staff

Date