



**ALAMEDA COUNTY 4-H LEADER COUNCIL**  
**Meeting Minutes**  
*January 28, 2014*



**CALL TO ORDER** – President Mark Duguid called the meeting to order at 7:16 pm.

**SALUTE TO FLAG** – The salute to the flag was led by the All Stars.

**CLUB ROLL CALL** – In attendance were Abbie, Bayside, Crane Ridge, Del Arroyo, Dublin, East Hills, Montclair, Mountain House, Palomares, Redwood, Sunol, Tassajara Valley, and Valley Vista.

**APPROVAL OF MINUTES** – Carol Crossett submitted a correction that the amount of the Franklin Fund should be \$27,922.76. Carla Bossieux made the motion and Leeanne Perry seconded it to approve the minutes of the 11/26/13 meeting as amended. The motion carried and the minutes were approved.

**YOUTH REPORTS**

- *All Stars* – Cheyenne Lee announced that they will be at Presentation Day, helping and announcing awards. She asked for suggestions for event ideas.
- *National 4-H Youth Healthy Living Summit* – Angela Richards thanked the Leaders’ Council for assistance in attending the conference. She reported on the workshops she attended, such as “Health rocks: Substance Abuse Problems in Younger Kids”; “Youth and Adult Partnerships” and how important that is; “Healthy Body Image” connected to self-image and bullying; and activities such as lightning rounds, in which participants switched between workshops. She will have curriculum available to lend to clubs. The Liberating Structures Town Hall meeting focused on positively brainstorming and problem solving as a group. An action plan was created by each state delegation. Three of the California delegates will apply to be presenters at SLC and give a presentation on their plan.
  - Presenters are available regarding safe teen driving from an organization in Sacramento.
  - Angela’s Emerald Star project will be a healthy living field day, which will include interaction with the community, particularly with senior citizens.
  - Angela then stayed for the convening of a grant conference the following weekend, in which she learned how to reach out to the community, particularly senior citizens. This was related to a grant she had applied for and received, one of 20 grants in the country.
  - Anna Richards had not planned to attend the conference, but at the last minute, they learned that Angela had received the grant and would need a chaperone for the second conference. Angela’s fee was \$795 and Anna’s was \$745. Per Anna, the conferences were focused on leadership. Participants received a lot of resources and information. Jim Bennett made the motion to cover 50% of the conference fee. The total was \$1540; half was \$770. The motion was seconded by Dion Hock. At the November meeting, it was approved to pay \$422.50 for Angela. More expenses were incurred by the second conference. The motion to pay \$770 for the two conferences was approved.
- *Kids Against Hunger* – Sara Aarestad reported on the packing event held on 1/25/14, which was a great success. A total of 5832 meals were packed, which will go to the Philippines, Haiti, or to a new program in California. The new program is sponsored by ConAgra in which food will go to local food banks.

- *Cal Conference* – Vivian Bossieux reported on the conference for which she was co-chair. She thanked the Leader’s Council for financial support for the Alameda County delegates. At the conference were workshops, a dance, and a speaker on leadership. The theme was Mission Impossible. There were more delegates in prior years and more younger delegates. Peers as speakers were appreciated.

**TREASURER’S REPORT** – Carol Crossett reported that the ending balance on the bank statement as of 12/31/13 is \$46,277.22. The register balance is \$38,516.53. There are 17 outstanding checks. The balance of the Franklin Fund account is \$27,922.76. The balance of the “rainy day” CD is \$26,669.27. The balance of the Chase account is \$100. All enrollment fees, except one club, have been deposited.

**4-H OFFICE UPDATES**

- *New County Director* – Charles Go announced that the new County Director is Rob Benetton.
- *Contacts* – Cheryl Fraser will be assigned to Alameda County as the primary contact, and May will be the secondary contact. In Contra Costa County, it will be reversed. May will be primary, and Cheryl will be secondary.
- *Accident/Sickness Insurance* – Brochures regarding the criteria for insurance were distributed. The information is also on the state website. All members and volunteer leaders are covered by insurance during 4-H activities. They are also covered while traveling to/from activities. Only certified adult volunteers are covered.

As youth are not covered while driving youth members, it is against 4-H policy for youth to drive other youth members. It is permissible to have only one adult in a car if there is more than one child in the car (not their own child). Adults should have medical forms for youth when traveling to events (other than carpooling). Leaders should also have a first aid kit.

If in an accident with 4-H members, leaders must submit an incident report form immediately. All injuries during project meetings, even minor ones, should have incident reports submitted even if no medical attention is given. This is in the event of future medical issues related to it. Volunteers should retain their notes about their incident. Incident report forms are online.

During project meetings, insurance will cover property damage in venues, but not in private homes. In private homes, leaders are covered for liability and medical, but personal property will not be covered. This would be covered by the property owner’s insurance.

For medical claims, insurance will cover co-pays and will be the primary insurance. Members will be reimbursed for out-of-pocket expenses, or if the hospital will bill, Hartford Insurance will pay the hospital.

For autos, insurance will be the secondary insurance. Leaders must carry 50K/100K of their own insurance.

Volunteers are agents of the university, but do not receive workman’s compensation insurance.

It is recommended that all adults helping with projects regularly should be certified. One-time participants are covered. Office staff will try and get clarification of the status of regular uncertified participants.

- *Invoices* – The second installment invoice payments are due by 2/25/14.
- *Treasurer Training* – There are two sessions for training. On 3/22/14 from 9:00-11:00 am there will be a training in the Alameda County office and from 1:00-3:00 pm in the Contra Costa County office. It is requested that a representative from each club attend.
- *Community Club Leader Retreat* – It will be held on 8/23/14.
- *Enrollment* – Leaders who have a member number but are marked as pending need to finish the Safe Spaces orientation.

## REPORTS

- *Las Posadas Camp Board* – Jim Bennett reported on the December meeting at which officials were elected. Dion Hock is on the board with Jim Richards and Charles Ferreira. Dion Hock has been brought back as president, and Jim Bennett is vice-president. The board approved Alameda County having four members, but only three votes. The maintenance program is proceeding, and legal issues with the lease are being worked out.
- *Camp Academy* – Jim Bennett reported on the January meeting, which 55 kids attended. There was a guest speaker doing leadership training.
- *I&R Committee* – Barbara Butko reported on the recent meeting. All Star applications should be on the county website by the end of the week. Applications are due by April 1, 2014. There will not be an All Star information night. Leaders are encouraged to promote being an All Star among eligible members. Carol Crossett has applications available. Handouts for youth were distributed.

Members can apply for the Diamond Clover award at 17 years old. Information is on the state website.

Some adult awards for the Golden Clover award will not be available in 2014. Leaders are encouraged to nominate members and adults.

The Primary PDR form may be revised in the future because it is more complicated than the regular PDR. The revision may not be done for this year's cycle.

## OLD BUSINESS

- *Presentation Day* – Barbara Butko and Tanya Daly reported on the progress of planning the event, to be held on 2/8/14 at Forest Park School in Fremont. There are currently 47 presentations registered. Still needed are five presentation judges, three hosts, and two runners. It is hoped that the committee will be able to set up at the school the evening before.
- *Favorite Foods Day* – Marion Wagner announced that the event will be held on 2/22/14 at the Castro Valley Moose Lodge. Check-in will be at 10:30 am, and the event will end at 2:00 pm. The committee is looking for judges. Interested volunteers should contact Marion. Members can enter prepared food, decorated food, and/or a table setting. Registration will be online.

## NEW BUSINESS

- *Sectional Job Interview Contest* – Aaron Hoff is coordinating the event this year, which gives members an opportunity for job interview experience. Registration is currently open. Flyers were distributed. Job descriptions and manual are available online. The contest is limited to 20 applicants, who should register by 3/15/14. There are three jobs for each job category. Leaders are asked to promote the contest among their members. Judges are still needed.
- *Operation Dignity* – Michele Munro reported that Abbie will be collecting and delivering Easter Baskets for underprivileged children. Clubs are asked to donate either completed baskets or items for baskets. Dental care items have been requested, individual and unopened. Other suggested items are single-serve candy, stuffed animals, bath soap, etc. An email with pick-up dates will be forthcoming, probably mid-late March, possibly at the March Leaders' Council meeting.
- *State Fashion Revue Donation* – Tanya Daly reported that Cheryl Fraser has forwarded a letter from the State Fashion Revue committee asking for donations to provide awards. In January, 2013, Leaders' Council donated \$50 for a State Fashion Revue prize of a garment bag. The Executive Board recommends the same donation for this year. Margaret Miller moved to donate \$50 for a Fashion Revue prize; Sharon Clay seconded the motion. The motion passed.
- *New Club Starter Kit* – Mark Duguid announced that there are possibly two new clubs next year. It was requested that Leaders' Council furnish new clubs with seed money or a starter kit consisting of a New Club 4-H Starter Kit sold by the 4-H mall for \$53.95, the 4-H Pledge Banner for \$26.95, and the 4-H Motto Banner for \$26.95, totaling \$107.85. The Executive Board is

recommending approving the starter kit. Margaret Miller made the motion to provide the starter kit; Tina Popenuck seconded the motion. Cheryl Fraser brought up the issue that new clubs will also need funding as seed money. Jim Richard suggested that clubs could receive a loan and repay within a set time, such as 24 months. Carol Crossett suggested that in addition to the starter kits, clubs be given \$100 to start with. Margaret withdrew the original motion to provide the starter kit. A new motion was made by Margaret to provide \$100 in addition to the starter kit to new clubs. Tina seconded the motion. The motion passed.

**PROGRAM**

- *State Leaders Forum* – Barbara Anderson reported on the convention held in Sacramento and the sessions she attended, which she enjoyed. The theme was the centennial of 4-H in California. Leona Fitzsimmons attended as well with Ruth Ferreira. (Ruth is currently in a care facility and not doing very well.)

**ANNOUNCEMENTS**

- *Camp Work Weekend* – It will be held on 3/1/14-3/2/14 and the first weekend in May.
- *Sheep Field Day* – It will be held 2/2/14.

**UPCOMING DATES**

Swine Field Day	Sunol Glen School	2/1/14
Presentation Day	Forest Park School	2/8/14
Sectional Leader’s Council	Sonoma Co	2/15/14
Favorite Foods Day	Moose Lodge, CV	2/22/14
Leader Council Meeting	Farm Bureau	2/25/14
Camp Academy	Farm Bureau	2/26/14
Skit Night	Canyon Middle School	3/7/14
Horse Field Day, TBC	Walnut Creek	3/16/14
Sectional Presentation Day	UC Davis	3/29/14

**ADJOURNMENT** – The motion to adjourn was made by Colleen Marino and seconded by Michele Munro. Mark Duguid adjourned the meeting at 8:52 pm.

Thank you to Del Arroyo for the refreshments.

Respectfully submitted,

*Tanya Daly*, Secretary