



**ALAMEDA COUNTY 4-H LEADER COUNCIL**  
**Meeting Minutes**  
*August 27, 2013*



**CALL TO ORDER** – President Mark Duguid called the meeting to order at 7:32 pm.

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

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

**APPROVAL OF MINUTES** – Margaret Miller made the motion and Claire Duguid seconded it to approve the minutes of the May 28, 2013 meeting as submitted. The motion carried and the minutes were approved.

Tanya Daly announced that the county contact list was available at the meeting. Any additions or revisions should be made on the list and returned to her. The revised contact list will be sent to everyone on the list. Anyone who wishes to be on the distribution list for county leaders' council communications should contact her.

In addition, a refreshment sign-up sheet was provided for clubs to volunteer to provide refreshments for the meetings for this year.

Tanya read a thank you note from Kaitlynn Cleary from Tassajara Valley thanking various clubs for supporting the Poultry awards at the county fair.

**TREASURER'S REPORT** – Carol Crossett reported that the budget will be presented at the September 24, 2013 meeting, due to incomplete records and reports at the current time. Carol made a motion that in the future, the audit and budget should be presented at the September meeting. Margaret seconded the motion. The motion passed.

The register balance as of 6/30/13 was \$49,159.54. There were checks and payments in July which totaled \$37,200.08. The statement ending balance at 7/31/13 is \$86,504.69. There are outstanding items in the amount of \$5807.06. The register ending balance as of 7/31/13 is \$80,657.63. Camp invoices and other expenditures are still outstanding.

The rainy day funds include \$100 in the Chase bank account, \$25,000 in a Chase CD, and \$25,000 in the Franklin Fund.

**YOUTH REPORTS**

- *All Stars* – Angela Richards reported that she and Cheyenne Lee attended the State Leadership Conference. They distributed samples of the buttons they made for the Alameda County delegation to pass around. Angela reported on the events and speakers at the conference. Cheyenne Lee reported on the community service activities at the conference, including the owl box project, and the workshops she attended.

Angela announced that the All Stars will be working on revising Skit Night in order to increase clubs' participation. She will be sending out a survey to clubs.

Cheyenne asked for suggestions to increase interest in Achievement Night. She also announced that the All Stars are available to perform officer installations at club meetings.

Angela announced that they will be working on an All Star manual.

Angela will continue her work for Kids Against Hunger. She will be distributing Halloween boxes at the September meeting, and there will be more fundraising opportunities later in the year.

- *Cal Focus Conference* – Bailey Walvoord thanked the council for supporting her attendance at Cal Focus. She reported on the conference and what she learned about government, the history of Sacramento and its role at a state and national level. She has begun recruiting delegates to attend next year's conference.
- *Service Learning Project* – Bailey also reported on the activities of the Responsible Pet Ownership project. In July, project members worked with the East Bay SPCA at their Adopt-a-thon and had a booth at the event. They gave information to the public and provided a scavenger hunt around the event. At the State Fair later in the summer, they worked a booth and did outreach with the public, providing pet-related information. She is recruiting members for the project. The next event will be a Halloween event.
- *State 4-H Office Survey* - Keeley Mooneyhan reported on an effort by the California 4-H office to improve the 4-H experience. An email was sent out entitled The Future Starts Today.
- *Time Capsule* – Tanya reported for Zachary Daly on this project. He is currently asking for clubs to donate a variety of items that will represent their clubs and members and Alameda County 4-H. It is hoped that the capsule will be sealed for 25 years. Items should be no larger than approximately 6×6×6 inches unless shaped differently, like a trophy. He would like to have an event, possibly in October, to which various dignitaries would be invited, such as 4-H alumni, 4-H State officials, head of the fair, active 4-H members/adults, etc. He is hoping to work with Supervisor Haggerty's office with the assistance of Jim Richards. Items should be brought to the September Leaders' Council meeting.

#### **PROGRAM**

- *Installation of Officers* – The All Stars performed an excellent, and delicious, installation of the Leaders' Council officers, with cakes personalized for each officer.

#### **REPORTS**

- *Las Posadas Camp Board* – Jim Bennett reported that camp was very successful with 175 kids. The theme was Board Games, and all the kids had a great time. He encouraged club leaders to have members who attended give reports at their club meetings.
- *Fentons Outreach* – Carla Bossieux reported that Alameda County 4-H did outreach there in July as Fentons' community partner. Six clubs participated, and Fentons was very pleased. Alameda County 4-H receives 20% of the month's special sundae. The amount of the final donation is not yet available, but donations were passed to the county treasurer.
- *County Fair* – Claire Duguid reported on the cake booth. Approximately \$36,000 was received, slightly less than last year, but there was decreased attendance due to hot weather, etc. Receipts were similar to those reported by other vendors. Last year was an exceptional year due to the increased promotion of the fair centennial. Mark Duguid baked 703 cakes and 2000 cookies, and over 200 dozen doughnuts were sold. Since 2003, Mark has baked more than 8300 cakes. This year, every cake and cookie was sold. The high shift day was on 7/5/13, and it was staffed by Bayside and Square Dancing. Square Dancing was the highest shift with approximately \$2200. Volunteers stepped up to fill open shifts. Mark thanked the bakers' assistants, Jim Bennett's parents, and Leona, as well as all those who worked.
- *I&R Committee* – Carol Crossett invited those interested in joining the committee to contact her. For the county record book evaluation on 9/7/13 at 8:30 am, clubs should bring their record books and one leader for each 5 books. Snacks will be served. The books will not be judged, but ranked for county record book awards. The awards will be given at Achievement Night. Senior members,

14 years old and up, are eligible to submit books for state judging. The committee will review them and make recommendations.

Barbara Butko distributed the county and club evaluation forms. With the club evaluation forms, books earning blue and gold should come to county. Members can request books be judged at county regardless. Club judging forms can be left in the book. There is a new record book form on the state 4-H website, but due to its late release, it is not necessary to use them. Clubs can use either form.

The Diamond Clover award was released by the state in 2012. The form and requirements to earn the award are on the state website.

## **NEW BUSINESS**

- *Committee Sign-ups* – Barbara announced that there is an application form for those that are interested in chairing an event or serving on a committee. It is available on paper as well as online. Youth are eligible and encouraged to apply.
- *CCC Meeting Time* – Mark brought up the possibility of moving the monthly meeting time to 7:00 pm, instead of 7:30 pm. A vote was taken on moving the meeting time to 6:30, 7:00, or 7:30. The issue was postponed until after the discussion regarding the meeting venues.
- *Meeting Venue* – Carol Crossett brought up the possibility of other meeting venues. Current choices are the Farm Bureau, the Jockey Club at the Fairgrounds, and the county office. The Farm Bureau costs \$25 for adult meetings. The County Office and the Jockey Club are free. Most votes were for the Farm Bureau. A possibility is to rotate between locations. The September meeting will be at the Farm Bureau at the new time of 7:15. Rotation of meeting venues will be discussed at a later date.
- *Favorite Foods Day* – Marion Wagner announced that the event will be held at the Moose Lodge, Castro Valley on 2/22/14 from 10:00 am – 2:00 pm. There will be judged food entries, judged table setting, judged decorated food entries, and other related food entries. Charles Go asked if it would be possible to make it a dual county event with Contra Costa County. There was concern about the size of the venue for the event. However, there are other events, such as Dog Field Day, that might accommodate a dual county event.
- *State Exchange* – Selma Michael reported that the exchange with a Canadian group with ten members was very successful. She has emailed a sign-up sheet to all club leaders and encourages club leaders to announce it at their meetings.
- *State Leader Forum* – The event will be held in Sacramento during the first weekend in November. The theme will be the 4-H Centennial. Contact Carol Crossett for applications or get them on the state website. The registration fee for those applying by 9/1/13 will be \$40. Rooms at the Hilton near Arden Square will be \$84/night. Leaders' Council will pay half of the registration and half of the room (shared) rate.
- *Species Leader Approval* – Mark announced that the species leaders who have applied are as follows:

- Beef - David Porter
- Cattle, Dairy – Elizabeth Castello
- Goat, Dairy – Karen Harper
- Goat, Meat – Kathy Bottarini
- Horse – Carole Piddock
- Sheep – Jackie Bowles and Debbie Rose
- Swine – Brian Cook

Tom Fraser made the motion to accept the applications as announced. Colleen Marino seconded it; the motion passed. The selected species leaders will select a chair.

#### **4-H OFFICE UPDATES**

- *Invoices* - May McMann presented final invoices to clubs with outstanding balances.
- *Enrollment* – To enroll, members should go to [ucanr.edu/join4h](http://ucanr.edu/join4h). Both new and returning members can begin to register online. Club leaders will confirm when dues are paid and medical forms are received. The returning enrollment deadline is 12/1/13; the deadline for new enrollments is 5/1/14.

Returning adult volunteers must complete the Safe Spaces training. There are five modules, which do not have to be done at the same time. The certificate of completion should be emailed, mailed or faxed to May. Members that did the in-person orientation (up to the last one in 2009) need to do the Safe Spaces training.

New volunteers have the same procedure as last year. The certification process should be done within 60 days of their enrolling. Volunteers should not be holding project meetings and members should not be attending meetings if they are not approved because they will not be covered by insurance after mid-October.

There is a new 2013 version of the medical release form, which is a fillable pdf.

The liability waiver and self-disclosure form do not need to be signed or turned in because they are done online.

The cross county membership is also done online.

- *Fee Waiver Form* – Members requesting partial or full assistance must fill out the form. The form goes to the club leader and then to the county office.
- *Registration Fees* – The fee for youth is \$59 and for adults it is \$22.
- *Year-end Reports* – These should be turned in before 9/15/13.
- *Facility Use* – May provided a handout regarding meetings in private homes. UC Davis does not provide liability insurance for meetings held in private homes. Injuries in homes are covered by 4-H insurance. She requested that meeting locations be submitted in order to be logged as meeting locations for insurance purposes. Go to [ucanr.edu/4hfacility](http://ucanr.edu/4hfacility) to fill out the survey form.
- *4-H Day at the Oakland Raiders* – Charles Go announced that there will be a 4-H day at the Oakland Raiders on 11/3/13. This is a fundraising opportunity. For every ticket that clubs sell, \$20 will go to the club. There will be other events, such as photo opportunities, etc. This fundraising can also be done by projects. The money will go to the Foundation, then to Leaders' Council, and then disbursed to clubs.
- *Leader Training* – Charles brought up the prospect of a leader training, with the assistance of Tom Fraser. It has been quite a while since there has been one in Alameda County. He asked the council whether it should be done and for suggestions as to what it should include. He will send out a survey to club leaders.

#### **ANNOUNCEMENTS**

- *National Science Experiment* – There are funds for up to three kits for any group that wants to do a national science experiment event. They are also for sale at the 4-h mall.
- *Species Leader Chair* – A question was raised about how the species leader chair was selected for 4-H. It was announced that the species leaders will get together to select a chair. May clarified that the species leader represent 4-H at the fair and other committees. Mark stated that the better forum for this discussion would be at the executive board meeting.
- *County Website* – It was reported that the website no longer has the code of conduct and the medical form. Dion is managing the website at [alamedacounty4-h.org](http://alamedacounty4-h.org). There is another website at [ucanr.edu/alamedacounty4-h](http://ucanr.edu/alamedacounty4-h).

**UPCOMING DATES**

Record Book Evaluation	Farm Bureau	9/7/13
Sectional Leaders' Council	Solano County	9/21/13
Leader Council Meeting	Farm Bureau - 7:15	9/24/13
Camp Academy	Farm Bureau	9/25/13
National 4-H Week		10/6/13-10/12/13
Achievement Night	Canyon Middle School	10/11/13
Skate Night	Golden Skate	10/28/2013

**ADJOURNMENT** – The motion to adjourn was made by David Vane and seconded by Colleen Marino. Mark Duguid adjourned the meeting at 9:18 pm.

Thank you to Leaders' Council for the refreshments.

Respectfully submitted,

*Tanya Daly*, Secretary