

California State 4-H Leaders' Council

Minutes

April 24, 2004

Sheraton Suites Fairplex Hotel
601 West McKinley Avenue
Pomona, California

In the absence of our President, Mary Engebretson who is attending her son's wedding, Vice President Vicky Bosworth called the meeting to order at 10:05 a.m. She thanked all who made the effort to attend from the north and also stated that she realize that those who attend the council when it is in the north make quite the same effort. She welcomed all and added that their attendance at the council is greatly appreciated. Introductions were conducted.

- Minutes for the meeting of 10/25/03 were approved as presented.
- Treasurer's Report – Dolores Hemphill reported in the absence of Richard Meade, treasurer, who is ill, that there was a balance of \$20,072.23 in the account. Dolores then made arrangement and collected the money for lunch.
- Vicky read a note from Reuben Cavanillas thanking the council for being honored as the California's volunteer of the year at the Western Regional Forum held in Anchorage, Alaska, March 2-7, 2004.
- **State Office** – Mignonne Pollard: She stated that Dr. Carole MacNeil sent her apology for not being able to attend but would be there in October. She stated that they have received approval for a program fees increased to eight dollars for youth and four dollars for volunteers. The increase will take place on July 1, 2004. Program fees cover not only the accident insurance but also enrollment forms, program advisory costs and other state wide advisory costs. In addition, it also pays for one staff person in each region and one-person statewide. It will also cover the new task force that is being created. The new task force is short term perhaps two years where as the committees are standing.
--She stated that a new task force is being formed on marketing 4-H- to publicize and sell all that we do in 4-H. The direction is in the planning stage.
Applications for all committees are due April 30. The task forces are: the marketing task force--up and ready to go by July 1; (1)the campus task force; (2)leader communication committee or task force; (3)and the other one will be cultural awareness in education. These task forces should be up and ready to go by August 1. Further information is on the state 4-H web site.
--They are looking not only for volunteers to help form the task force but they are looking for members to join other task forces and committees such as the curriculum advisory committee, the state wide program advisory committee, policy advisory committee, the awards and incentives committee, and the citizenship advisory committee. The state is striving to have all task forces and committees up and ready by the beginning of the new year.
--Vicky added that as a follow-up to the citizenship California Focus program the group from Santa Clara County has prepared a booklet on Domestic Violence that will be ready May 5. It is complete

and lists all activities that one would need to present a whole assembly. They have also presented it at a number of forums and conferences. A disk copy will be available at SLC.

· Steven Worker – State Office – Presented a paper on the purpose of the State 4-H Office and also the organizational chart for the California 4-H Youth Development Program.
+Attachment #1

--Steven reported that **State Presentation day** will be held on May 29th at UCDavis. They are expecting 300 participants. There is a new category this year—problem solving. Rubrics will be used for the evaluation process. Food will be sold on campus at UC Davis by the collegiate 4-H. After the event, the 2005 committee will be formed. Enrollment and information can be obtained at <http://ca4h.org/leadership/spd/>
+Attachment #2

--**Collegiate 4-H** – organizational information for collegiate chapter organizations is in the draft form. Collegiate chapters are already established at UCDavis and at Cal Poly San Luis Obispo. The organizational materials will include everything needed to start a collegiate chapter on any campus and will be available on line as quickly as possible.

--**4-H State Ambassador report** - assisting Steven were: 2003-4 ambassadors Nakia Wheeler, Branden Emerson, and advisor Denise Emerson, from the southern section – The team is committed to a number of activities through out the state. The major project of the team is planning state leadership conference. They are also working on their service-project ‘disabilities’. They are preparing a handbook that will be ready for distribution at the State Leadership Conference.

****4-H State Ambassador Reunion** for years 2001-2004 teams is scheduled for December 27-29, in Palos Verdes Peninsula <http://ca4h.org/leadership/ambassador/reunion/> +Attachment #3

--**State leadership conference:** Presenting for Steven was 2002-3, Ambassador Kelly Bishop, south section – SLC is scheduled for August 13-15 at UC Riverside. This will be preceded by the 4-H Technology Conference, August 11-13, and also the Youth Leadership Summit, August 11-13. The All-star luncheon will be held at the historic Mission Inn in Riverside. Registration materials are available at <http://slc.ca4h.org/and> are due June 25, 2004. The task force met April 4, 2004 to discuss the future of the conference. The major recommendation include: Incorporating the YLS and CTC into the State Leadership Conference and having one, four-day event with workshops and tracks. ^ Focus on action before and after the conference as a major component for delegates.

Next meeting of the Task Force is June 6.

Tentative date for 2005: August 4-7, 2005 at UCDavis.

+Attachment #4

--**National 4-H Conference**, held March 18-23, 2004 in Chevy Chase, Maryland. Presenting for Steven were Carrie Crane, San Bernardino County and Shauna Elder, Sutter County. Carrie presented an outline of the format and activities covered in the conference. A great deal was learned from other states but also the delegates were able to publicize what is great about California. They especially liked working on the “Operation Military Kids” community service project. Workshops covered various events and stressed youth-adult partnerships and becoming active

decision makers in their own communities. There were eight delegates, a volunteer and a staff representative.

+Attachment #5

--**4-H Computer Corp:** Steven reported that the Corp was working on a couple of projects. The first is the state 4-H web site. They are going through a redesign and a new navigational procedure. With the grants that they have received they are planning more local computer training and to upgrade the server. Four training sessions are planned and they will be combining with Mignonne's leader training sessions. The other part of the grant will be for the Computer Technology Corp training to be held in Riverside just before SLC. The Computer Corp will be conducting numerous tracks at the SLC and the State Leaders' Forum.

+Attachment #6

--**Citizenship Focus Program:** Steven reported for Pat English on Cal Focus, Washington D. C. Focus, and the Japanese Exchange Program. California Focus, which studies California government, will be June 25-29 in Sacramento. Washington Focus Program will be at various times from June 19 through July 21. There are internships available.

--The citizenship program has received a grant from the National 4-H Council and Land O Lakes Foundation to fund a 'Youth in Governance Program'. It is in the planning stages and is based loosely on the National Conversation in Youth Development of a few years ago. Arizona youth will be working with California.

--The Japanese exchange program is sending 13 teens to Japan this summer. Two youth will be involved in a three-week extensive language program and then will join eleven youth for the 4-week home stay program.

+Attachment #7

· **Incentives and Recognition:** Jim Frapwell and Steven Worker reported that the committee has been working the past year and have come up with some minor modification to the state project book competition. A state winner may choose \$500 cash or a \$1000 savings bond award and the alternate state winners may choose \$250 cash or a \$500 savings bond aware. The remainder of the books in a category will be designated merit winners. In the fall there will be more leader recognition, youth recognition, groups and in youth cooperation with adult partnerships. There will be a "Golden Clover Award" in various categories. The Keith Barnes 4-H Leader Recognition will be absorbed by this recognition system. Beginning July 1, 2004, CE offices will be recognized monthly on the state 4-H website. The committee is still working on updating the record book system as well as discussing recommendations for the achievement pins.

***By all means check out the 4-H website for details. (ca4h.org)

+Attachment #8

· Rosemarie Woods asked if there was anyway possible they could compiled a list of All Stars from each county. We need to be positive in all our counties. We could share the criteria and qualification expected from All Stars as well as expanding opportunities for All Stars. She felt that this is a downfall in the state and that perhaps the committee could look at building up the All Star curriculum so that there is a criteria that should be in all the county wide programs but not dictating to the counties. Vicky called for those in attendance to raise their hands as to how they felt about this concern. The result was positive as to directing the committee to take a look at this issue.

· **State Leader Forum AD HOC Committee report:** At the October Council meeting there were several issues that had to do with concerns about California State 4-H Leaders' Forum, held at Asilomar. Carol Crosset committee chair presented the committee report. In addition to Carol, the committee consisted of two representatives from each section as well as Mary Engebret, State 4-H Council President, and Birgit Hempel as Facility Coordinator. After e-mailing intensely for several months they held their face-to-face and final meeting at the State 4-H office, March 21-22.

They established a set of ground rules and followed an agenda. They reviewed each issue in its entirety. From the report that she passed out, she asked those in attendance to follow her as to the discussion of the recommendations of the committee. On the first page, she asked that we accept the goal proposed: that the California State 4-H Leaders' Forum be planned and programmed for the unique learning styles, objective and informational needs of adults. The Financial goal is: that the registration fees are expected to cover the entire cost of the Forum.

Recommendation #1: share profit. If a forum realizes a net profit after all expenses/bill are paid, it is the committee's recommendation to split net profit of SLF between the State Leader Council and the sponsoring Sectional Leader Council. The amount given to the Sectional Council should not exceed 50% of the total profit of the Silent Auction. The balance would be returned to the State Council and the Sectional Forum bank account closed.

-Begin to split as agreed beginning with the 2002 State Leader Forum (Tabled Motion)

-The Sectional Leader's Council should make complete financial accounting at the April meeting following SLF. (Approximately five months after forum)

-Identify the following as SLF income: Registration and contributions.

Recommendation #2: Each Sectional Planning committee should prepare a report for the April State Leaders' Council meeting following their Forum. (Approximately 5 months after forum.)

Recommendation #3: SLF committee should review approximately every 5 years for cost and location.

Recommendation #4: Future forum costs control/ escalation (con't) Develop handout, cannot control the actual facility fees, should expect 5% annual increase.

Recommendation #5: All registrations should be paid prior to room assignment at the facility or unpaid delegate will not receive their room.

Recommendation #6: was to be conducted later.

Recommendation #7: Delegate behavioral expectations when attending the forum.

Recommendation #8: Obtain consistent quality for educational sessions that provide for basic needs of new leaders.

Recommendation #9: Presenter support (conference fee)—Standard policy for all Sessions: EVERYONE pays the day fee.

Recommendation #10: Suggest generic workshop evaluations be provided to presenters by the forum committee and be returned to presenters for their own information.

Recommendation #11: Alcoholic beverages on conference grounds: Follow state policy #803. It is considered appropriate as Presenters gifts if presented by adults to adults. Appropriate as silent Auction donation gifts to adults only.

Recommendation #12: Share planning committees. It is recommended that each Sectional Planning Committee invites and includes member/s of the year previous and year following Forums as necessary and desired.

Recommendation #13: Paperwork sharing between host Sections. Sharing, between Sections, is encouraged.

Recommendation #14: Job descriptions, now developed for inclusion into the handbook and library, are: SLF Liaison to Asilomar; Registrar; Financial

Officer

Recommendation #15: Suggested items to share from forum to forum, etc. Software; refreshment quantities; room usage; budget; list of attendees; details of new procedures

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***The committee submitted an accounting of what should be included in the Sectional Accounting to the State Leaders Forum. This is to be written and provided to the Forum Registrar, Forum Chair and Financial Officer. All items to be included are listed in the guidelines.

***The committee recommended that each forum have a separate Registrar and Financial Officer to handle all monies for SLF. Their duties are listed in the guidelines.

***The committee listed the State Leaders' Forum Liaison job description. This includes how the position is determined; their duties; and other responsibilities.

Vice-President Vicky Bosworth asked for a motion to accept the State 4-H Leaders' Council AD HOC committee's recommendation for the State Leaders Forum with corrections as discussed except for #6. The motion was so made by Rosemarie Woods and seconded by Kent Worker. The motion passed.

· Recommendation Item #6: Youth involvement at this adult conference.

--Youth members may attend SLF if they are participating and/or delivery of SLF and meet the minimum age.

--The California State Leaders Forum Sectional Planning Committee will determine the opportunities for youth to participate in the forum planning process and in the delivery of the forum program. Each section should attempt to maximize youth participation within the constraints of the planned schedule.

--Youth presenters may attend as day use only and must be accompanied by a responsible adult.

--Members of the State Ambassador team are invited to attend.

--All youth travel/study presentations should stress educational content, conference purpose and value to the 4-H program.

----All youth at SLF must have a clearly identified adult chaperon who is aware of their own obligations to both the youth and the forum working in a youth/adult partnership role.

--Teen and their adult chaperons are expected to participate in the Forum by attending workshops and assemblies.

--The minimum age of youth participants at SLF is (16) sixteen.

Vice-President Vicky Bosworth asked for a direction to proceed. Kent Worker, make the motion to accept the recommendation of the committee with section 4 to read "The members of the State Ambassador team are invited to attend." Joe Lester seconded the motion. The official voting delegates were confirmed. They voted by ballot. Ballots matching the voting delegates.

+Complete report obtainable from the state office.

- Vicky assigned the working committees to meet during lunch.
- **Nominating committee:** Joe Lester reported back that they were going to ask Mary ngebreth to run for a second term as president and Bernardine Marquez a second term as secretary. Elections are to be held in October, with nomination also to be taken from the floor.
- **2003 SLF committee:** North Central Section, Vicky Bosworth reported that they have their final report ready. They are waiting for two checks from San Diego County but that should be no problem. Their net was \$5,900 with \$4,000 coming from the silent auction. With the new SLF plan in action, this means that they will keep \$2000 and the state council will get \$2000. They received some very positive comments.
- **2004 SLF committee:** South Central Section, Pauline Smokes reported that they are progressing nicely. They are soliciting session proposals. The session proposal forms are on the web. They would like the session proposal in by May 15. All information is available on the web site. They anticipate a great conference.
- **2002 SLF committee:** South Section, Kent Worker asked that since the SLF policy has been accepted, they are looking forward to receiving back half of the proceeds from the 2002 silent auction.
- **2005 SLF committee:** North Section, Molly Meade reported that they are beginning to work on the forum. One of their main focuses is 'Youth and Adult' partnership. Carol Crosset reported that they do have the dates in place with Asilomar.
- **Western Regional Forum 2004** – Anchorage, Alaska. Rosemarie Woods reported that we had 8 youth and 42 delegates attended with a total attendance at the conference of 506 delegates. She presented the rotation list for the next thirteen years. She shared a photo album that she had compiled. She offered a special thanks to Kevin Wentzel and Ronnie Senick for their tremendous help and beautiful presentation to publicize California 2005. Ruben also had some pictures of the conference that he had shared.
- **Southern Section Council** President, Kent Worker reported: The Teen Involvement Conference was held in January at Pathfinder Ranch in Riverside county and was very successful. The special speaker was John Paul—the keynote speaker from the 2002 Leaders' Forum.
--The South Section Leaders' Retreat was held in Ventura the weekend of April 16-17. They had 50 attendees and 70 at the Saturday BBQ.
--The 6 county field day will be held May 15 at Mount San Antonio College, Walnut.
- **South Central Section Council** reporting was Pauline Smokes. She reported that Super Bowl Weekend, they held their Annual L-Cort leadership conference for regional teens 7th-9th grades at Wonder Valley Ranch in Fresno County. It was a wonderful site and was very well attended and was extremely successful. Counties are having their presentation days. Many are involved in planning the Leaders' Forum - November 5-7, 2004.
--She passed on some information that Barbara Wyght had encountered concerning costs of facilities that are a concern for many clubs. Clubs in Barbara's county have negotiated substantial reduction in usage fees by letting the schools know what 4-H provides to the school districts. They

have also been forming partnerships with local FFA so that they can have their groups meet at schools.

- **North Central Section Council** reporting was Vicky Bosworth. The section is planning their CAL Conference. Their youth conference held in February at Walker Crest Ranch in Petaluma was very successful. The new staff is planning next year's conference. They held their Sectional Presentation Day at UC Davis. It was great but as often happens judges didn't show up so they had to hustle to replace them. They will be holding their Citizenship Conference in March. They have a very active youth council that attends all of their council meetings. Tom Fraser, North Central Council President, has been very active in developing the new judging forms, rubrics, for the State Presentation Day. She added that many counties in the North Central Section are experiencing severe budget crisis.

- **North Section Council** President, Joe Lester reported: They have concluded their second presentation day. They are planning their WHY Conference. Their sectional meeting is going to be held Saturday, May 1.

- **WRLF-2005** – Carol Crossett reported for Mary Engebret that they have finalized two speakers. One will be Papa Joe and another David Henderson. Mae Brown added they are preparing letters and brochures to be sent to Corporations and Individuals to ask for assistance with the Western Regional Leaders' Forum. These will explain what WRLF is and why they should support it. They should be ready to go out within the next couple of months. If anyone knows of anyone who might be willing to help the 2005 WRLF, please contact her or Jim Frapwell. They have made some money on the metals and the paperweights as well as about \$700 from the silent auction in Anchorage. Birgit Hempel reported on the proposed budget. The figures look very good but will be affected by the uncertainty of the cost of the meals that have not been finalized. They are working on the assumption of a conference cost of \$250 that includes all meals. The next planning session will be at the Radisson Hotel, 500 Leisure Land, Sacramento, on June 26. Registration for WRLF 2005 is available on the web site: WRLF2005.org

**Mignonne Pollard reported on the UC Pre-Conference activities. There will be two parts to the pre-conference. David Henderson, from the National Conference will be coming in to hold a daylong conference – Marketing, Visibility and how to sell the 4-H program. The other pre-conference activity is with Steven Russell, who will be returning from Arizona, and coordinating with the state 4-H office. One of the main reasons for holding this session is to get the state staffs to attend and also to hold a session on evaluating programs.

**Vicky Bosworth reported on the Youth component. Youth are invited to attend but must be 16 years old. The youth will go off site for one day. Youth representation is limited to 15% of the state's delegation. They will have their own orientation. One day of the conference youth will attend all the workshops and one day they will be off site attending various activities ending with dinner off site, recreation for youth will be held in the evenings and they will be involved in the service activity on Saturday. We want to make it a real exciting time for them as well as a great conference for all who attend.

**Dolores Hemphill reported on the tours that are being planned. Tours will include going to the Redwoods, the gold country, Napa and a wine tour, Jelly Belly factory, and maybe go north to the refuge area. They are trying to pick out areas that would represent California. There will be tours around Sacramento unless it is going to be done on a workshop basis. They will get a travel company to be a direct contact so that people can contract them directly, make their reservations and we will not be involved.

**Molly Meade reported that she is looking at denim, polo and regular T-shirts, perhaps sweat shirts, and hats. Prices will go out in the registration packet so that they can be pre-ordered. They are open to ideas.

**Rosemarie Woods reported on delegate recognition. Recognition will be given to the 30-year attendees as well as those 10 years or more. She announced that she just heard that the California State Quarters would be released in January. She proposes to get enough to give to those being recognized along with a certificate. She would also like to use a power point presentation if possible. If you have any ideas, please let her know.

**Carol reported for Tom Fraser, chair of sessions, that session proposals for WRLF 2005 can be obtained on actually two different Web sites. One is WRLF2005.org . Check out the sites. Pictures from WRLF 2004 can be viewed as well.

+Attachment #9

New business

· Volunteer Grievance Process, Mignonne Pollard, state office reported on Section #313. Draft form presented. The processes will require written notification. Sometimes the current process may take over a year. The proposed procedure will greatly assist the grievance process whether it involves volunteers, YD Personnel or policies/ procedures. They are striving to set up steps that are to be followed at the county level. She presented the proposed draft to get the feed back since the council was meeting and she could take back input to the state. They are encouraging county councils to set up a grievance committee so all will know what procedure to follow for any concerns. Compared to the vastness of the organization, Mignonne said that she has seen only a handful of grievances. She wanted to present the draft form so that all could see the direction the state is going to resolve problems. On the flip side they are also looking at volunteer qualification to be a leader. In addition, they are going to fund raise for volunteers to pay for conferences and training so that when they ask volunteers to attend, they are not out so much out of pocket expenses.

See the following:

+Attachment #10

· The result of the vote on the acceptance of Recommendation #6 as amended was read. The voting delegates voted 22-1 to accept the recommendation.

o After the singing of a song the meeting was adjourned at 2:50 p.m.

Minutes of the April 24, 2004 State 4-H Leaders' Council meeting respectfully submitted:
Bernardine Marquez
Secretary

CALIFORNIA STATE 4-H LEADERS' COUNCIL

April 24, 2004

Sheraton Suites Fairplex Hotel

601 West McKinley Avenue

Pomona, California

Attendance:

Executive Board

Vice-President

Secretary

Corresponding Secretary

Immediate Past President

Vicky Bosworth

Bernardine Marquez

Birgit Hempel

Charlie Crabtree

Staff

Assistant State 4-H Director

Program Representative

Regional Representative

Dr. Mignonne Pollard

Steven Worker

Mark Gonzalez

Southern Section

Kent Worker

Rosalia Trammell

Tony Burkhardt

Carrie Crane

John Trammell

Kelly Bishop

Noel Keller

Ruben Cavanillas

Nakia Wheeler

Denise Emerson

Brandon Emerson

Ginny Houtz

Monica Bulong

Ray Raser

Gail Raser

North Central Section

Jim Frapwell

Rosemarie Woods

Carol Crossett

Sheaniece Haas

South Central Section

Gerry Wakida

Pauline Smokes

Virginia Steele

David Steele

North Section

Molly Meade

Joe Lester

Mae Brown

Shauna Elder

Billie Perozzi

Dolores Hemphill