

California State 4-H Leaders' Council

Minutes

October 25, 2003

Radisson Hotel, 500 Leisure Lane
Sacramento, California

President Mary Engebretth called the meeting to order at 10:05 a.m. She established that a quorum was present. Introductions were conducted.

- Daniel Bates, 4-H alumni, past California Ambassador, and member of the 4-H foundation board, was introduced by Mary as the recipient of a plaque presented by the 4-H Foundation on his retirement from the board. They were so appreciative of the work of the California youth that they presented Daniel with a plaque to honor all youth that had participated. Daniel stated that during the state budget crisis, correspondence from the 4-H community to their representatives had a profound affect as to the dollar amount of the cut for Cooperative Extension.

- Minutes for Meeting 4/26/03 - Add Noel Keller, south section to the attendance list. Minutes stand approved as corrected.

- Treasurer's Report - Dolores Hemphill distributed copies of the report. A returned check had been taken care of. A check to Asilomar for \$4500 had been lost and was reissued. Carol Crossett paid the \$20. stop payment fee. Only north-central section has paid their sectional dues for the coming year. Notices will be sent out to the other sections. Mary stated that she had heard from the Presidents that most of the sections were not adverse to the dues being raised to \$250 some wanted to know if that was enough.

- There were no announcements or correspondence.

- Lunch arrangements were made. Dolores collected the money.

- State Office - Dr. Carole MacNeil State of the State: Carole stated that Cooperative Extension received a 25% reduction for the 2003-2004 program year. An additional 5% was proposed but because of the protests it was not added in. This cut amounted to \$12 million taken from the budget. High priority goes to the county-based programs. The greatest cut was within the administrative level and statewide special projects units. The cuts to Cooperative Extension range from 15-70%. The cut in the state office is about 24% that coincidentally has an operating budget cut from federal funding of 8%. Three positions have been eliminated two in the state office and Cynthia Sergeant's position in the 4-H Foundation. This position's responsibilities will now become part of the State 4-H Director responsibilities.

--Short Term: In August, a memo was sent out to staff with a letter that counties could put in their newsletter. It asked for a feedback

from their volunteers as well as to explain, as much as they could, what had happened as far as the budget was concerned. Staff was instructed to do some strategic planning and minority involvement. They wanted to hear in the state office what compliments each county best and what could state do for each county. Not only was this survey used but also prior data was compiled. Just because state used this data to make decisions does not mean that the process is over; they want to continue to hear from volunteers as to how State can be of service. This process will be continuous so state will be able to support volunteers in their efforts.

--Reemphasis of our mission: to 1st support local efforts and activities programmatically and financially and 2nd coordinate the state level activities and programs.

--Results of strategic plan:

*advance the mission director's report;

*better job of communication (internal and external) about what we are already doing internally and to let the public know what we are, what we are doing and what we are accomplishing;

*policy (interpretation and interference) people want the state's help to interpret the policies and programs and also to run interference with the larger institutions that want to set policies in ways that just do not work for our program;

*training (conducting and connecting) main focus and refocused the assistant director's position to really be about volunteer support training;

*resources (curriculum and materials) continue state wide activities but use them to leverage more support for counties; how can we use what youth are learning at statewide activities to benefit counties; This is done at the national level with National Conference where youth have great experiences but that is not the end. They come back and contribute something to the state. What could our delegates to state events take back to their counties? California focus does this with their plan of action. An example is Deborah and Margo Lang's group where they took their plan on Domestic Violence into the schools. A booklet has been prepared which contains lesson plans and will be available to be used throughout the state. Young people are so talented and so powerful; share with the state office other examples of youth in action.

--Next Steps that have been identified:

1. Communication out to the

counties in writing so information can get out to the volunteers; results of strategic planning; new state staff directors (name and function); reference book for quick information about all the programs that we run, the different committees that operate at the state level and how to get involved.

2. Revise communication plan; what means of communication is used - e-mail, web, mailers, etc.; what is happening on the national level as it affects California; frequency of communication.

3. Fundraising at the state level - continue with fund raising efforts; survey to county to identify existing local program that they want money to continue; support those program that we already have; link those programs that offer like programs (statewide initiatives);

identify needs associated with the programs, including money, staff, curriculum, etc.

4. Fundraising at the county level - support and identify opportunities to help local funding; State would do the administrative burden by helping counties set up fundraising initiatives and doing the work. Efforts from the state are not to go after local funding.

5. Rethinking statewide program - continuing with previous discussion. How can statewide programs benefit the local program? State needs input.

6. Continue asking for information - state needs your thoughts, ideas, and questions. We need a resource or someplace to go to figure out what resources are available. Will be reconvening a new curriculum committee with youth, volunteers, etc. Work on placing California appropriate curriculum in the project leader's hand.

- State Presentation Day - May 29, 2004, UC Davis - There has been a dramatic increase in participants since the inception of State Presentation Day by Daniel Bates two years ago. Presentation day committee member Rachael Onajafe discussed the educational displays should show the depth of the 4-H project as well as incorporating public speaking. When the judges come to each display each participant will give a brief oral introduction and explanation of their display. Marta Kroger stated that this year the change to presentations and demonstrations is that they are to be related to current project or 4-H work - not simply school related by itself. Hope to have uniform training of judging with the new guideline and evaluation forms. They hope to get returning judges. For consistency it is hoped that the evaluation forms will trickle down to the sections and the counties so that all will be familiar with the same forms. Erin Twomey stated that the Master of Ceremony and Room monitors are vital to the program. They announce the presenter as well as make sure the door is not opened to interrupt the presenter. Steven Worker, Mary Engebret and Tom Fraser presented the changes in each of the categories. Consistency through the state is the main problem. There is a new category -- problem solving. Participants will be judged on how they're presenting material not the solution they came to. Share the Fun is different from the past. There will be just skits and then cultural arts, which will be everything but skits. New format, instruction and complete package are available at each of the county offices. The complete package and forms are available on the California

- 4-H Website ca4h.org. A training workshop will be held during leaders' forum at Asilomar. There will be a meeting November 15, 2003 at Norton Hall, 70 Cottonwood Street, 4-H office in Woodland for anyone who would like to attend.

- Nominating Committee - Sharon Smales introduced the following nominees:
Vice president - Alice Kiler, Vicky Bosworth, Ruben Cavanillis, and Sharon Smales. Ruben Cavanillas declined.

Treasurer - Richard Meade, Rosie Trammell and Pauline Smoke. Pauline Smokes declined.

Policy Secretary - Tom Fraser, Barbara Nordin-Elmer and Fern Vacca. Fern Vacca declined.

Election will be held after lunch.

- Working Lunch - Leader Development Committee, Communication Strategy Committee, and Budget Committee will be working during lunch.

***PLEASE NOTIFY THE PRESIDENT IF YOU WILL NOT BE EATING A LUNCH A WEEK AHEAD OF TIME SO THAT THE RIGHT AMOUNT OF LUNCHESES WILL BE ORDERED. The council has to pay for the number of lunches ordered.

- Leader Development Committee: Tom Fraser reported. While Mignonne Pollard is working on seeing what is needed and doing her research, the committee is stepping back and giving her support in anyway they can. Mignonne reported that the leader training series coming up is addressing several topics. Some topics are policy driven and some are project driven. Kern County training November 1, 2003. There should be another in the spring. It will support leadership, citizenship, and life skills.. She is looking for a core group of volunteers in each county in addition to staff that would be her contact so that if something comes up she can get the word out both through staff and volunteers. E-mail her at mypollard@ucdavis.edu.

- Communication Strategy Committee: Sandy Lester reported. Internal communication is vital. A written hard copy is very important to have. They felt that communication can't be sent just to the section and don't just stop at the county office. They felt that the priority should be to the county council presidents. Mary stated that Pat English had an original list. Mary asked that the sectional presidents forward a list of the county council presidents to her. She requested that the county council representatives from each county be asked to send the sectional president this information. External communication is being worked on. The two major issues were communicating the program and communicating the need for funding of the programs.

- Budget Committee: Joe Lester reported. The committee recommended that \$500 be designated for the executive committee expenses; \$500 be designated for the Asilomar committee. Dolores stated that the money for the Asilomar committee could come out of the State Leaders' Forum money and the money for the executive committee could come out of Mary's budget. She said that she spoke to Carole macNeil and that if a proposal could be written stating what we would use the money for and who would benefit, she would submit it and perhaps they could find some funding to help with expenses like this for state council. Joe Lester moved to **appropriate the \$500 for an interim executive board meeting that may be held in February or March; and \$500 for an at hock meeting.** Kent Worker seconded the motion. Motion was tabled for later in the meeting.

• Election of Officers: Ballots were passed out to all Section Presidents to distribute to voting delegates only. Elected state officers do not vote. Tom Fraser moved that the **question of officers voting be sent to committee.** Carol Crossett seconded the motion. Discussion followed with input from each section. Motion carried. Four Presidents were instructed to appoint a person from his section to be on the committee.

NEW BUSINESS;

South Section presented 4 concerns:

1) What is the position of the Liaison to Asilomar? Are there some guidelines that would help a committee begin their process?

2) Price at Asilomar increasing. Is that preventing people from attending and if so staying off grounds makes it very difficult for the planning committee.

3) Youth attending leaders' forum not as participants but attending. What are our responsibilities, etc. This is where the at hoc committee will become effective. The executive board felt that in order to discuss this fully and to make a very rational recommendation, we would like to appoint an at hoc committee.

When we talk about the liaison to Asilomar, that person now is Carol Crossett. Asilomar only wants one person communicating with them.

That person puts in the reservations. Mary appointed Carol Crossett chair of this at hoc committee. The sectional presidents were instructed to appoint 2 people to set on this committee. The people appointed need to have participated in the planning of a state Forum and have some knowledge about youth

Responsibilities. These people need to talk with Steven and with anyone who might have an issue with these concerns. They need to come to a consensus and come to this body to make a recommendation. The decision needs to be made to become effective for Asilomar 2004. Tony Burkhart made the recommendation that Steven worker be co-chair of the at hoc committee. Recommendation was tabled.

• Return to Budget Committee motion that was tabled. **\$500 for an interim executive board meeting from the President's fund and \$500 for the at hoc Asilomar committee to come from the Forum fund.** Motion carried.

Elected officers: Vice President - Vicky Bosworth; Treasurer - Richard Meade; Policy Secretary - Tom Fraser.

Con't from South Concerns:

4) Funds that are returned from the forum committee to the state council. In the past, policy says that all remaining funds from the forum will be returned to the state council and put into the forum pot. If there is an over run and the section is in the red the state council will balance it for that section. Kent Worker stated that after all expenses are cleared, the south section proposes that the section council and the state council split the proceeds 50/50. Tony Burkhart made the motion to accept the proposal.

Joe Lester seconded the motion. Those who have worked with Asilomar the last few years spearheaded a very informative discussion. As to the use of the money after a section has paid all of its expenses need to be researched further.

Richard Meade moved to table the motion. Sandy Lester seconded the motion to table it. The motion passed to table the voting until the next meeting.

The at hoc committee was instructed to take on the concern of excess funds and to come to the next meeting with a proposal.

- Dolores Hemphill: Mary recognized Dolores for her contributions to the State leaders' council as treasurer the last four years.

- State Leaders' Forum 2003: Vicky Bosworth reported...2003 theme Change the World One ... At a time through 4-H. Progressing nicely. Encouraging all to attend. Get vitalized! They are excited about their plan and are encouraged that more people will enroll these last two weeks. They have some great speakers. Opening night speaker is Steve Karlin, part of Wild Life Associates. Keynote speaker - relationship coach Janice Hoffman. Carole Mac Neil, state director is the Saturday evening speaker. There will be a special recognition Friday evening for Cynthia Sergeant as she leaves the 4-H Foundation after many years of fantastic service to 4-H. Vicky stated that there would be a fabulous give away at the last assembly. Rosemarie Woods announced information about the silent auction, door prizes and county baskets.

- State Leaders' Forum 2002: Kent Worker co-chair and registrar reported. South Section has closed the Forum 2002 books and closed the bank account as per State 4-H Council policy. The net proceeds of \$2128.37 are hereby being turned over to the State 4-H council. We are assuming that the 1999, 2000, and 2001 Forum committees have also complied with council policy by closing these accounts.

- State Leaders' Forum 2004: Candy Brown reported. Theme of the South Central section is "Painting Brighter Futures". November 4-7, 2004. They are planning a power point presentation and promotional items. The keynote speaker will be Larry Swenson, international Minnesotan. He spends his life as a "Road Warrior" living between Mexico City and Minnesota. He grew up a 4-H'er on a small farm. They have a wide range of topics for workshops. Sue Moore, Tuolumne county and Ken Willmarth, Stanislaus County are working on the educational workshops. Registration materials will be out soon after the beginning of the year. State Leaders' Forum 2003:

- Richard Meade reported that the 2001 Forum is turning over the last of the accounting and closing their books. State Leaders' Forum 1999 said they have closed their books also.

Western Regional Leader's Forum 2004: Anchorage, Alaska. March 3-6,

2004. Rosemarie is the liaison with the western region without e-mail. She had handout for anyone interested. She informed everyone that they can look on the web site for further information. Let Rosemarie know if you need name badges. If you are interested, make sure you get your registration in to get the price break. Mary announced that any staff or volunteer who is going up will get a hundred dollars to help with registration.

Western Regional Leaders' Forum 2005: Mary said that from this investment of a hundred dollars for the 2004 Forum, she feels that you owe your soul to the 2005 Western Regional Forum to be held in Sacramento. It is very exciting planning. We have a lot going on. We have a new dynamic program going on. If anyone knows some top-notch speakers, celebrities, or the new chief of staff for Governor elect Schwarzenegger, maybe we would be able to get them to speak a few words at a meal, etc. We need sponsors for meals, contributions and requests. Barbara Nordin-Elmer stated that we would like to get the kids and leaders involved in making the table decorations. We expect 600 people, which would be 60 tables per meal. We could divide it up between regions, etc. We're looking at the regions, desert, gold rush, agriculture, coastal, mountains and cultural diversity. There will be a sign up sheet at Asilomar for volunteers. We might put a few into the silent auction but they will be the door prizes for the meals. One volunteer is making horseshoe items. We will need a red carpet for academy awards night. Tours will be set up. Some tours will be professional and some will be going to areas where people have said that they would conduct a tour. There is a great interest in agricultural tours. We need sponsorships for meals because there are no places to get meals close to the Radisson. A community action day is planned for Saturday at the State Fair Grounds. Next meeting of the committee is February 7, 2004 at the state office UC Davis.

• Sectional Council President's Reports:

Kent Worker, President South Section. South section is planning a South Section Leaders' Forum to be held April 16-18, 2004 in Ventura. The theme is "All Aboard the 4-H Train". We try to plan one every four years. We are going to an old farm where an old barn restored. We will actually be taking a train ride up toward the mountains. At our September meeting, the Council recognized the South Section Project Books winners with metals and certificates. At the last council meeting, we elected our Council officers: Vice President- Fern Vacca; Policy Secretary - Zelda Hughes; and Adult State Representative - Tony Burkhart. The Teen Council also elected their three representatives to the State Council - Carrie Crane; Matthew Smith; Kelly Bishop; and alternate John Trammell. Our South Section Teen Involvement Conference (TIC) will be held at Path Finder Ranch in Riverside County. Carrie added that the date was January 23-25. Carrie said that she, her committee and the Teen Council have been very busy planning. They have their applications out and they are also on the state web site. They are really anticipating a good turn out. Last

year they had 130 attendees, which include youth and adults from other sections who attended and even presented sessions.

- Roy Avila, President South Central Section. This has been a learn year. The section is really busy planning Asilomar 2004. They will be having their teen conference in January. Their conference for 7th graders to 9th graders is called Lcort and is held at Wonder Valley Ranch outside Fresno in Sanger. It is an excellent location. They are dealing with the fluctuating attendance at their meetings.

- Tom Fraser, President North Central Section. State Leaders' Forum 2003: Section is the planning committee for the Forum this year. We are in the home stretch and looking forward to hosting this year's delegates. Youth Leadership Conference: The 14th annual CAL Leadership Conference will be held January 23, 24, and 25, 2004. The sessions will be themed around teamwork. The leadership team will be having a planning retreat on November 15 and 16. Citizenship Conference: The sectional Citizenship conference has been planned for March of 2004 at Walden West Conference Center. Presentation Day: Our Section will be presenting a judge's training session on November 15, 2003, which is open to anyone. We will be training judges how to use the new rubrics for presentation assessment. Our Section will implement the new State Presentation Day standards. Pat Wight has volunteered to continue as our Presentation Day chair and her committee is well underway for the year. Youth Scholarships: Last year our Section implemented a \$1.00 surcharge for each sectional conference delegate to support scholarships. We have supported multiple competitive teams from our section with the funds. Our next meeting is scheduled for November 15 in Woodland.

- Joe Lester, President North Section. Nominations were held at the December meeting. We elected Vice President and Treasurer, Molly Meade. We are working on putting our youth council back together and it is going well. W.H.Y. conference was just completed at the end of September. It was very good and 75 attended. Richard Meade was in charge of the adult and youth sessions. There were some really good workshops. Mignonne did some of the sessions for them. He got some feedback from parents that said their kids were really hyped and they were out trying to recruit new youth for next year. North section holds 3 sub-section Presentation Days. The next sectional meeting will be December 6th at Chico Farms. They are trying to meet in different locations to promote attendance. The 2005 State Leaders' Forum committee has been formed.

- State Ambassadors' Report: Presented by: Shauna Elder, Sutter County; Lora Carey, Santa Clara County; Mica Gaard, Yolo County; and advisor Jim Frapwell from Calaveras County. One of the main objectives of the Ambassador team is to present State Leadership conference. It will be held August 15-17 preceded by youth Leadership Summit August 13-15.

Both conferences will be held at U C Riverside. The Theme is: Daring to Lead. Each year the team selects a service project. This year they chose to work on making 4-H more accessible to people with special needs (especially working with the Special Olympics). They will make a booklet to present to counties. It will discuss special needs and how to make projects more available to those with special needs. State Ambassador applications are available at the counties and on the state web site. They are due March 31, 2004 to the state office.

- National Conference: No one was present from the team but the new applications are available and are due October 31. Youth delegates must be 15 years of age or older; adults need to be 21 years of age or older. Conference dates have changed to March 17-24, 2004.

- Computer Corp: Cindy Sperry reported that they are excited about their October 11-12 Face-to-Face Workshop Redesigns. They were dedicated to revamping existing designs and building new ones. A) website training; B) internet safety; C) user health/ ergonomics; D) building computers; E) purchasing computers; F) presentations; G) assemblies; H) games as a learning tool; I) Photos and video editing. Kevin Wentzel of Santa Clara County was made an honorary lifetime member. He donated 22 laptops to the Computer Corp. They are new models of HP - Compaq. Corp is now loading software onto them. At Asilomar the Computer Corp will be conducting new workshops. Their new website redesign is almost completed. They will be conducting new members selection very soon. Steven Worker added that SBC a local telephone company has provided sizeable grants. Tech training sessions are being set up for Kern, Shasta, Santa Clara-Monterey, Amador and Riverside counties. Since the company gave money from those counties, there is special attention being given to the counties. Steven will be combining some of these sessions with Mignonne's training sessions. By August the Corp will have set up the website server and software so that it can be used by county and club technology teams, as well as county and sectional councils. Look on the state website titled "Bringing Technology Home".

- Incentive and Recognition Committee: Jim Frapwell and Steven Worker reported. Results of the web survey as well as the leadership conference were being compiled. One of the topics being discussed is the use of the year pens. The next meeting of the committee will be January 17th at UC Davis. All are welcome. The committee is looking at the need for consistency of recognition from county to county. Even though people were asking for project proficiency or educational benchmark, this is actually a part of the advisory committee and was being passed on to Carole. The major category for recognition was 4-H staff and volunteers. Recognition for 4-H volunteers is moving toward outstanding volunteer awards but adding some additional criteria for selection - different categories. If there is a monetary award, the person can use it for training or he can give it back to a 4-H club, etc. They will check into perhaps a group applying for an award. Recognition for 4-H members: perhaps the same type of categories could be extended to youth. The committee felt that there is a need for many

more scholarships, higher education. Record books: recommendation for changes to the state project books for next year. They haven't been implemented yet but some are the font sizes, margin sizes, number of pages, categories consistent with the enrollment form, better fasteners, perhaps a sectional winner metal. There is a need to revise form 177. Recommendation to redo the structure of the state judging so as to have a state winner but also monetary award for alternate winners and merit winners or honorable mention; not to break down numerically. 122 books were judged at state last year. Ideas for future record books: they are looking at modifying the structure a bit so that we don't have a local record book PDR and then a state project book. How can we make it flow better? Maybe we can have the books judged against a standard. Recognition for other groups -- Friends of 4-H for other groups who give us support or maybe a family recognition. Look at other incentives as well as scholarships. For future committee work at the January 17th meeting, the committee has been broken into various subcommittees. The subcommittee on staff and other recognition is going to present their drafts at that meeting. Volunteer recognition and the member outstanding award subcommittee will draft what that award will look like, categories and recognition and make recommendations. Scholarship subcommittee will modify our existing scholarships and look at additional scholarships. The record book subcommittee will modify our current statewide competition form so that we can use it next year. They will work on future record book structure. After the January 17th meeting they will send out recommendations to the county offices and on the state web site asking for public review and comments. From this the committee will collect information and recommendations. They will meet again in May, compile, revise, finalize and prepare to implement them for July 1st of next year. This will not include the revision of the record book, which will take a much longer time to study.

- Volunteer of Excellence Award: Mary announced that each county has been asked to submit a person who would be honored as the Volunteer of Excellence award winner from each county. This will be announced at the State Leaders' Forum at Asilomar. Carol Crossett suggested that maybe the council should look at continuing the award for future forums. Only 8 counties submitted people to be recognized.

- Liaison to Asilomar: Carol Crossett presented an information guide that sections could use to maintain continuity between forums. Information is included about procedures and expectations what the state council. Set up money has been returned to the state council promptly. She encourages each section to use the book to assist them when it is that section's time to conduct the forum.

- Assistant State Director: Mignonne Pollard - She reminded all sectional Presidents about the new state policy as it pertains to the treasurer. As the section moves forward with elections of treasurers, she has been designated by the state office as the person to be on all

bank accounts. This has already taken place with statewide committees and councils. She added her thanks to everyone for all the work that volunteers do for the youth of the state. She stated that that is her motivation as she goes to work each day. Thank You.

- Closing Comments: Hope to see everyone at Asilomar next month. Next meeting of the council will be April 24, 2005 at the Sheraton Suites Fairplex in Pomona, Ca.

Meeting adjourned: 3:35
Respectfully submitted:
Bernardine Marquez
Secretary