Florida Extension Association of Family & Consumer Sciences

Winter Executive Board Meeting
December 14, 2009
Gainesville, Florida

In attendance:
Samantha Kennedy, Stephanie Toelle, Nancy Gal, Meg McAlpine, Shelley Swenson, Cathy Rogers, Celia Hill, Dr. Michael Gutter, Joy Borgman, Karen Headlee, Judy Corbus, Diann Douglas, Brenda Williams, and Kendra Zamojski.

Call to Order:
President Samantha Kennedy called the meeting to order at 10:02 AM (EDT) and welcomed everyone.

Thought for the Day:
Stephanie Toelle gave the thought of the day.

Agenda Approval:
Michael Gutter made a motion to accept the Agenda as presented. Stephanie Toelle seconded the motion. Motion passed.

Minutes and Correspondence:
Nancy Gal noted there has been no correspondence since the August 18, 2009 Board meeting.

Approval of the Minutes:
Stephanie made a motion to accept the August 18, 2009 Board meeting minutes as sent. Michael seconded the motion. Motion passed.

Treasurer’s Report: Meg McAlpine
Written report submitted; oral report presented.

Meg presented the treasurer’s report from January 1, 2009 to December 11, 2009 which includes the 2010 proposed budget, 2009 proposed budget, and the 2009 actual budget.

She led a discussion with members regarding several budget items:
- 2009: proposed income - $14,814, actual income - $15,087.62
- 2009: proposed expenses - $17,029, actual expenses - $13,039.53
- 2010: proposed income - $9,544.00, proposed expenses - $9,537.00
- Bank account balances as of 9/30/09: Savings - $5,585.42, Checking - $3,247.16
- We made $1,101.46 at the EPAF auction.
- The money from the auction was used for the Professional Development awards.
- To date, we have spent $974 on Association and Program of Excellence Awards.
  However, this amount does not include an additional $288 still owed by some Agents who wanted additional plaques. Diann noted that a few years ago it was decided that if Agents wanted additional plaques they would have to pay in advance. We should resume that policy.
Karen Headlee added that she would find out the deadline date for ordering plaques so Agents can place their personal orders at that time.
- We are under budget for 2009 because Diann used county funds to pay for her expenses to go to the National meeting.
- Samantha noticed that there are no funds budgeted for the 2010 4-H Agent Award as well no recipient for this year. She suggested being more descriptive in the title, perhaps 4H/FCS Award.
- Samantha and Michael questioned the funding for the Para-professional Award. Members agreed that although there was no recipient in 2009 it should still be continued to the next budget year. The funds are for travel and lodging to EPAF to receive the award.
- Just to confirm a recent Board decision; plaques will no longer be given for Association, Programs of Excellence, and Distinguished Service Awards. Starting in 2010 we will be providing certificates in appropriate holders. The certificates will be printed on fancy cardstock. The only award that will receive a plaque will be the FCS Specialist Award.
- Meg explained that the bank charges standard fees for all commercial accounts. However, Wachovia overcharged $46.95 and that amount should be credited back to the account: $21 fee for a box of checks, $35 bank fee to transfer the $5000 from savings to checking to go towards the cookbook payment.
- The President’s Expenses are for items such as corsages.
- The treasurer’s expenses are for supplies as needed such as the Quicken software for Meg, since it could not be transferred from Chris Kilbride.
- The website fee of $120 is for maintenance of the Artistic Flair website for Simply Florida purchases. Samantha suggested there might be a less expensive way to provide this service, such as PayPal. Diann added that PayPal charges a very small user fee.
- Meg explained that the Department of State fee is to maintain incorporation.
- Meg reported that there are a total of 75 paid members; 74 have National membership and one has only State membership. The 74 includes three new members.
- Total membership dues received to date are $8,780: $5,180 will be sent to National and $3,600 will be deposited in our checking account.
- Meg explained the dues payment schedule which requires all payments be received by National no later than December 31st. Therefore, for bookkeeping purposes she needs to receive all dues by Wednesday, December 15th in order for them to be processed. Meg added that members can pay with a personal check pending receipt of county funds if it goes past the deadline. In terms of eligibility to receive awards, as long as members are listed on the national form they are counted.
- Meg also noted our total payment to date to the cookbook publisher is $114,722.20 which includes a November 25th payment of $1,250.
- Diann added that we should raise the funds for gifts and memorials because of the increase in retirements. Stephanie mentioned that Duska Dorschel will be retiring in 2010 and Michael confirmed that Dr. Torres will be retiring in January 2011.
- Diann reviewed the gift giving guidelines for retirees: members serving up to 24 years receive a card and members serving 25 or more years receive $25 and a card.
- Meg noted that currently we do not have a balanced budget by putting in the monies for retirement and Para-professional Award. Diann stated we tend not to go over budget, but we do have reserves if needed.
- Stephanie mentioned that she will not be attending JCEP next year which will save $550 from the 2010 budget.
- Members made several suggestions for balancing the budget including reducing treasurer’s expenses to $10, increasing gifts and memorials to $75, reducing website expenses to $100, and reducing supplies to $25.
- Brenda Williams suggested that Meg meet with her committee to make the suggested modifications to the budget and return to the Board for approval and then membership for voting. Diann noted that this process must be done as soon as possible to officially operate.
- Samantha requested the corrected budget be sent to Board members by December 17th and then to the membership for voting the first week of January 2010.
- During the board meeting, adjustments were made to the 2010 proposed budget to balance it and therefore there was no need for Meg to go the Finance Committee.
- Diann made a motion to accept the proposed 2010 budget with changes as discussed. Shelley Swenson seconded the motion. Motion passed.

**Audit Committee:** Mary Williams
Written report submitted with minor suggestions for improvement.

**District Director’s Reports**

**Northwest:** Shelley Swenson
Oral report presented.

**Northeast:** Cathy Rogers
Oral report presented.

**Central:** Julie England (absent)
Written report submitted.

**South Central:** Celia Hill
Oral report presented.

**South:** Alicia Betancourt (absent)
No report submitted.

**Campus:** Dr. Michael Gutter
Oral report presented.
Michael shared that department faculty are very busy working on different projects. He noted receipt of a new Volunteer Peer Mentoring Effort program valued at $100,000 for the first year.

**Advisor’s Comments:** Dr. Nayda Torres (absent)
COMMITTEE REPORTS

Finance: Meg McAlpine
No additional comments provided.

Bylaws/Handbook: Stephanie Toelle
Stephanie said that the committee will be reviewing the By-laws changes Samantha had proposed at the 2009 membership meeting and will report back at the spring Board meeting.

Public Affairs: Joy Borgman
Joy requested input from members on our responsibilities for the Association of Counties Meeting and the Living Well National Campaign in March.

Diann explained that there is $200 in the budget for preparing a basket for auction at the Association of Counties Meeting. She added that since the meeting will be in Tampa next year, she should recruit members from local counties to represent our booth.

Members also provided information on Living Well Week. It was suggested that Joy check the National website for PSA announcements and articles which can be shared at the FCS Summit in February.

Samantha suggested Joy contact Heidi Copeland, the previous chair of this committee for more assistance.

Shelley would like a County Commission Proclamation developed for Living Well Week.

Member Resources: Laura Royer (absent)
No report submitted.

Awards/Recognition: Karen Headlee
Oral report presented.

Members briefly discussed a method for determining agent eligibility for applying for awards. It was determined that information would come from the end of year final treasurer’s list of paid members.

Professional Development: Judy Corbus
Written report submitted; oral report presented.

UNFINISHED/OLD BUSINESS: Brenda Williams
Simply Florida Marketing Campaign

Brenda updated members on the status of the balance owed the publisher for printing of the cookbook. As of December 1, 2009 we still owe approximately $12,612.61 which includes a
payment of $1250 on November 25th.

Mary Beth Salisbury sold 16 cases of books; however since Brenda does not know the final cost per case, the total sale is either $9,412 or $9,932.

Currently, members are encouraged to purchase books at $12 each (approximate cost price) and then resell for $20 per book. This price is only for agents.

Brenda noted that we are so close to paying off the balance and she suggested that if all 75 members purchased a case at $120 the debt would be almost paid.

NEW BUSINESS

**Appointed board members:** Samantha Kennedy

Samantha appointed Melanie Thomas as chair of the Nominating Committee, Wendy Lynch as chair of the Youth Committee, and Kendra Zamojski as Parliamentarian. Member-at-large nominations will be done by the Nominations Committee.

**Outgoing/ Incoming board member mentoring:** Samantha Kennedy

Samantha explained that since we were not able to have a transitional meeting with outgoing and new officers, she encouraged members to communicate on their own to learn more about their new positions responsibilities.

**Additional Comments:**
Meg recommended taking $1,000 from the proceeds from the EPAF auction and applying that to the Simply Florida cookbook balance.

Diann suggested increasing the professional development award to $200 and the applying the remainder to the cookbook debt.

Samantha expressed her goal to pay-off the cookbook debt and maintain the professional development award at $100.

Samantha and Meg recommended applying the $1000 from the EPAF auction and the $550 savings from JCEP towards the cookbook debt.

Cathy Rogers made a motion to withdraw $1550 ($1,000 income from the EPAF auction and $550 savings from JCEP) from our account and applying to the cookbook debt. Meg McAlpine seconded the motion. Motion passed.

Michael added February 21-28, 2010 Florida Saves Week to the announcements list.
Announcements

Upcoming Dates:

February 2-4, 2010       JCEP—Nashville, TN
April 26-28, 2010        PILD—Arlington, VA
May 4-7, 2010            CYFAR Conference—San Francisco, CA
June 29-July 2, 2010     FL Assoc. of Counties—Tampa, FL
August 30-Sept. 2, 2010  EPAF—Lake Buena Vista, FL
September 20-24, 2010    NEAFCS—Portland, ME
October 19-21, 2010      Sunbelt Ag Expo—Moultrie, GA

With no further business, Michael Gutter motioned to adjourn the meeting. Stephanie Toelle seconded the motion. Motion passed.

Meeting adjourned at 11:43 AM

Respectfully submitted,

Nancy Gal, FEAFCS Secretary