Florida Extension Association of Family & Consumer Sciences

Fall Executive Board Meeting August 25, 2010
Gainesville, Florida

In attendance:

Call to Order:
President Samantha Kennedy called the meeting to order at 10:22 AM (EDT) and welcomed everyone.

Roll Call:
Samantha Kennedy called attendance.

Thought for the Day:
Stephanie Toelle gave the thought of the day from a quote by Julia Child.

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

Approval of the Minutes:
Nancy Gal made a motion to accept the May 14, 2010 Board meeting minutes as sent. Stephanie Toelle seconded the motion. Motion passed.

Correspondence: Nancy Gal
Nancy Gal noted no correspondence since the 2010 Spring Board Meeting.

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

Meg presented the Treasurer’s report which included the 2010 proposed budget and the actual 2010 budget from January 1 to August 1, 2010.

Some of the highlighted items were:
- There are 81 members (six more than proposed)
- The expenses not included in the actual 2010 expenses include: $46.95 over charge from Wachovia Bank; $160 to be repaid from extra awards reimbursement; $300 for Association Awards; $150 for Friend of Extension Award; and $150 for Paraprofessional Award.
- 2010 proposed: income - $9,544.00; expenses - $9,537.00
- 2010 actual: income - $11,461.50; expenses - $9,653.05 (January 1 to August 1, 2010)
**District Director’s Reports**

**Northwest:** Shelley Swenson  
Written report submitted; oral report presented.

**Northeast:** Cathy Rogers  
Written report submitted; oral report presented.

**Central:** Julie England  
Written report submitted; oral report presented.

**South Central:** Celia Hill (absent)  
No report submitted.

**South:** Alicia Betancourt (absent)  
Written report submitted.

**Campus:** Dr. Michael Gutter  
Written report submitted; oral report presented.

Michael Gutter updated the members on the three department vacancies: Hyun-Jeong Lee, Housing; Eboni Baugh, Family Life; and Carolyn Wilken, Family Sciences and Gerontology. He requested suggestions be sent to the respective search committee chairs or he would forward those on to the appropriate committee.

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

**COMMITTEE REPORTS**

**Finance:** Meg McAlpine  
No comments.

**Bylaws/Handbook:** Stephanie Toelle  
Stephanie noted that the proposed By-laws changes were sent electronically to the membership more than 30 days ago with no comments received to date. She added that the members will vote on the proposed changes at the August 31, 2010 membership meeting in Orlando, Florida.

**Public Affairs:** Joy Borgman  
Oral report presented.

Joy reported that our booth at the Association of Counties was a success and the basket was excellent.

She also noted that she would be retiring in September and therefore her position would be vacant for the upcoming year until the next election cycle. Joy made note that she is storing the
Association banners in her office until further notice.

**Member Resources:** Laura Royer  
Oral report presented.

Laura noted there are 81 total members: 80 National and State and one State only. We have recruited six new members. She added that we will have enough NEAFCS pins for presentation at EPAF.

**Awards/Recognition:** Karen Headlee  
Written report submitted; oral report presented.

Karen explained that all Association winners will be receiving certificates, including team award members. The Friend of Extension will also receive a certificate.

She purchased certificate holders for $33.95 and a plaque for the Specialist Award.

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

Judy noted that each Association will host 16 abstract presentations on Wednesday, September 1, 2010 from 9:00 a.m. to 3:00 p.m.

The recipient of the 2010 FEAFCDS Professional Development grant is Dr. Mary Keith from Hillsborough County.

**Nominating Committee:** Melanie Thomas (absent)  
Samantha Kennedy provided an oral and written report.

Samantha explained that Stephanie Toelle and Wendy Lynch were responsible for the voting process since Melanie Thomas was a nominee.

**Youth Committee:** Wendy Lynch (absent)  
- No report submitted.

**UNFINISHED/OLD BUSINESS**

**Simply Florida Cookbook:** Samantha Kennedy  
Samantha was pleased to report the publishing company for the cookbook has been paid in full. However, we still need to continue to sell the remaining cookbooks to replenish the $6,926.77 borrowed from savings to pay the debt.

She noted that the Florida Association of Extension 4-H Agents has already paid the first of three installments of $4800 for the purchase of 1200 cookbooks.
Samantha explained that Brenda Williams in Alachua County still has 259 cases (2,590) books of which 4-H owns 120 of those cases. Chris Kilbride sent a written report detailing the cookbook sales as of 8/25/10.

Brenda Williams submitted a written report detailing the current cookbook inventory in storage.

**NEW BUSINESS**

**2010-2011 Officer Elections:** Samantha Kennedy and Stephanie Toelle
Written report submitted; oral report presented.

Samantha read Article 4, Section 6 of the By-laws regarding unexpired board member vacancies pertaining to the retirement of Joy Borgman, VP of Public Affairs.

According to the options, the president of the Association can appoint a member to this position.

Nancy Gal suggested Lynda Spence from Marion County be recommended for the office of VP of Public Affairs. She noted that Lynda has expressed interest in serving on the Board and since she did not receive the Secretary position, this would be favorable.

Samantha led a discussion regarding this suggestion and she as well as the members were in agreement. Samantha noted that she would ask Lynda if she would be willing to serve and if not the second recommendation would be Martha Maddox from Sumter County.

**FEAFCS Membership Meeting Booklet:** Samantha Kennedy

Samantha explained her desire to conserve resources and suggested that instead of printing membership meeting booklets that it be made available electronically for those that wanted to have a hard copy.

She stated that there would be a few hard copies at the meeting but that we would only have copies of the agenda.

Laura Royer suggested that we should also have copies of the budget and by-laws since it is very difficult to discuss those without looking at the actual documents.

Samantha decided to have the membership booklet available electronically before the meeting, plus one hard copy at the meeting, and copies of the agenda, budget, and by-laws for all members.

**EPAF Award Winners – Reimbursement:** Samantha Kennedy

Samantha confirmed with Meg McAlpine the expenses associated with the EPAF award winners.
Meg explained that we currently budget $150 each for the Paraprofessional and Friend of Extension Awards for mileage and hotel and a plaque for the Specialist Award.

2011 Proposed Budget: Meg McAlpine
Written report submitted; oral report presented.

Karen Headlee inquired about framing the Friend of Extension certificate since she is under budget. Members agreed that would be fine in addition to also giving a corsage.

Meg explained that the budget is conservative on membership dues in anticipation of upcoming retirements. She inquired if the proposed budget included sufficient funds for PILD, JCEP, and NEAFCS.

Samantha and Diann Douglas explained the funding history of these three items:
- There used to be $800 per person for PILD but recently one $800 allotment has been shared by two people.
- The support for PILD was reduced due to budget cuts; however we also receive $300 per person from the Dean’s office. Samantha shared that she did not receive money from the Dean’s office.
- National used to cover the cost for the affiliate president to attend JCEP but that was discontinued.

Samantha suggested that we allow $800 per person for PILD and see who goes next year.

Stephanie Toelle suggested making JCEP and PILD the same amount which would be $675 per conference.

Samantha added that it is not vital two people attend JCEP; PILD is a more worthwhile leadership experience.

Samantha decided to accept Stephanie’s suggestion of appropriating $675 per conference.

Shelley Swenson noted that members who run for certain offices should be aware of the financial obligations of attending these conferences. Samantha added that they are not mandatory.

Samantha summarized the discussion by stating that the proposed 2011 balanced budget would be presented to the membership on August 31, 2010 with one modification: equally divide the funding for PILD and JCEP.

Karen Headlee asked if we should also provide a plaque for the Friend of Extension award. Members agreed that would be appropriate and within budget.

Samantha suggested that at EPAF we provide the framed certificate and corsage and give the plaque after the conference.
NEAFCS Conference - State's Night Out: Samantha Kennedy
Samantha took a poll and determined there are seven Board members attending the national conference in Maine.

Diann Douglas explained that someone needs to research restaurants in the area and make arrangements. Stephanie Toelle volunteered.

**Announcements:** Samantha Kennedy
Samantha asked for volunteers to assist at the EPAF Conference, specifically with the Monday night BBQ at the Osceola County Extension Office and with Turning Point evaluation at each of the in-service trainings. She will send an e-mail to the membership requesting assistance with these tasks.

The Turning Point Evaluation team will be having an orientation for volunteers on Monday, August 30, 2010 at 12:45 PM in the Cambridge room.

**Upcoming Dates:**

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<tr>
<th>Date Range</th>
<th>Event Location</th>
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<tbody>
<tr>
<td>September 20 - 24, 2010</td>
<td>NEAFCS - Portland, ME</td>
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<tr>
<td>October 19 - 21, 2010</td>
<td>Sunbelt Ag Expo - Moultrie, GA</td>
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<tr>
<td>April 26 - 29, 2011</td>
<td>CYFAR Conference</td>
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<tr>
<td>September 26 ñ 30, 2011</td>
<td>NEAFCS Conference ñ Albuquerque, New Mexico</td>
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With no further business, Samantha adjourned the meeting at 12:00 p.m.

Respectfully submitted,

Nancy Gal, FEAFCS Secretary