

**FLORIDA EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**  
**Spring Board Meeting**  
**Via Polycom**  
**Thursday, July 10, 2008**

**IN ATTENDANCE:** Brenda Williams, Diann Douglas, Judy Corbus, Joan Elmore, Jacquelyn Gibson, Heidi Copeland, Laura Royer, Mary Beth Salisbury, Katherine Allen, Rita Law, Jonnali Mayberry

**CALL TO ORDER** – President Brenda Williams called the meeting to order at 1:53 p.m. (EDT).

**THOUGHT FOR THE DAY** - Diann Douglas gave the Thought for the Day.

**AGENDA APPROVAL** - The agenda was approved as presented, with the addition below noted.

- ❖ Add under “New Business” – The official appointment of Joan Elmore as Northwest District Director.

**MINUTES AND CORRESPONDENCE** – Judy Corbus

Brenda asked for clarification on “IGEA” under “Public Affairs” on page 2 of the Winter Board Meeting Minutes. Since no one could recall any information about this item, it will be deleted.

Gayle Whitworth moved that we dispense with the reading of the minutes. The motion was seconded by Heidi Copeland and passed unanimously. The minutes were approved as corrected.

Judy reported that the following correspondence has been sent since the Winter Board Meeting:

- Sympathy card to Joan Elmore on the passing of her grandson
- Sympathy card to Monica Brinkley on the passing of her niece

Brenda noted that the Board would work on improving communications with the membership when a member experiences a loss or other event, as some Board members were not aware of the losses in Joan’s and Monica’s families.

**TREASURER’S REPORT** – Meg McAlpine - Written report submitted; oral report presented by Brenda Williams.

Brenda noted on the report the appearance that expenditures exceed income. Chris has worked on addressing this. Meg is continuing to look at this. Brenda invited members to e-mail Meg and Brenda with suggestions on how correct this so that the report more accurately reflects the Association’s financial status.

Katherine inquired about the *FEAFCS Budget Report, 1/1/2008 to 7/1/2008*. Under “Income – 2008 Actual,” the amount of dues received, \$2,280.00, suggests that our membership is only 27 members, while potential membership numbers 80. Brenda acknowledged the discrepancy.

FEAFCS’ share of 2007 EPAF Auction proceeds totaled \$918.55, compared to the \$1700 we received from the 2006 Auction. It is hoped that the movement of the Auction to a different

night this year will yield better results.

Katherine noted that any shortfall from meeting expenditures would be taken from auction proceeds first before coming from other sources. After the shortfall is satisfied, any remaining auction proceeds would be split among the five associations. Brenda noted that it was decided at the last EPAF Board meeting that a threshold would have to be raised at the auction for EPAF; any funds above that would be divided among the associations. This decision was prompted to address fears of revenue shortfalls. Brenda and Diann will confirm this action.

## **DISTRICT REPORTS**

Brenda noted that she would like a comprehensive report from each District for the Annual Report. As such, some District Directors submitted reports for the Spring Board Meeting, while others will compile a comprehensive report for the Fall Board Meeting and General Membership Meeting.

**Northwest** – Joan Elmore - No report submitted.

**Northeast** – Jackie Schrader- Written report submitted; oral report presented by Brenda Williams. She noted that Corien Peavy has left Columbia County. The Duval County CED position is being filled. She is not aware of any other vacancies within the Northeast District.

**Central** – Jonnali Mayberry – No report submitted.

**South Central** – Samantha Kennedy - No report submitted.

**South** – Jacquelyn Gibson - Written and oral reports submitted.

**Campus** – Dr. Amy Simonne – No report submitted.

**ADVISOR** - Dr. Nayda Torres – Nayda was scheduled to participate in the meeting but was unable to do so.

## **COMMITTEE REPORTS**

**Finance** –Meg McAlpine – Written report submitted; oral report presented by Brenda Williams. The National Office is requiring that dues arrive in their office by December 22, 2008. A 2009 dues form is available online. National also is asking states to assist with a membership records update. Laura Royer, as Vice President - Member Resources, may be asked to assist with this project.

Only one member has not paid the \$10 increase for 2008. Meg will work directly with that member to collect the balance due.

**Bylaws/Handbook** –Diann Douglas – Oral report submitted. Nothing to report; By-Laws are

satisfactory at this time. The latest version will be included with the Annual Report.

**Public Affairs** – Heidi Copeland– Oral report submitted. She noted that FEAFCFS was well-represented at the Florida Association of Counties Annual Meeting in Miami. Mary Sue Kennington assembled two baskets that were given away in a drawing. Monica Dawkins, Maisie Ross, and Sandra Canales manned the booth and did an excellent job; they included a lot of giveaway items in the booth. Following the meeting, Doug Mayo, Jackson County Extension, commented to FEAFCFS members that a number of the attendees lauded the good work that IFAS and Extension are doing and commented that the FEAFCFS booth was one of the better booths at the meeting. The *Living Well* Banners were used as part of the display. Over 400 attended the meeting. There was a problem with the layout of the meeting facility, with exhibitors in a different area than where the meeting sessions were held. Brenda thanked the members who participated.

**Member Resources** –Laura Royer– Oral report submitted. We currently have 82 paid members, with five new members since last year.

Brenda inquired about the availability of member pins – have they been located yet? Neither Laura nor Gayle have been able to locate them. Brenda asked if Laura thought pins should be given to the new members; Laura noted that this has not been done in several years but would be a nice gesture. Rita moved that we purchase pins for the five new members for this year. Katherine Allen seconded the motion. Laura asked if we could also include last year's members, too. Rita inquired about the cost. Laura is locating cost and availability information. Since the pins are not a budgeted item, Brenda offered to allocate funds from the President's Expense fund to cover the cost. Laura also noted that funds from awards not given this year could be used to purchase the pins.

Rita amended her motion to read: "Up to \$300 be spent on pins for new members for the past two years." Katherine seconded the motion; motion carried unanimously.

Laura noted that 13 new members joined during the 2006-2007 year.

**Awards/Recognition** – Rita Law– Written and oral reports submitted.

The Awards and Recognition Committee is considering setting up a display and/or offering a session at next year's Symposium on award applications to clear up confusion and assist members with submitting for awards. Stephanie Toelle had submitted an abstract on award packet preparation.

Glinder Stephens won a NEAFCS National Award for the Orange County Extension Office's *Environmental Eco-Friendly Day* program. Regarding the lower number of entries this year, Brenda noted that budget concerns may have hindered applications.

**Professional Development** – Kathy Bryant - No report submitted.

Brenda noted that two mini-grants will be funded for this year: Glinder Stephens and Rita Law will each receive \$250 to attend Galaxy III. Funds will be disbursed at EPAF.

**Nominating** –Katherine Allen – Written and oral reports submitted. Katherine noted a change to

the slate: Martha Maddux is not eligible for President-Elect, as she has not held an officer position in the Association; Samantha Kennedy has agreed to run for the position. As a result, the South Central District Director position, for which Samantha was a candidate, needs to be filled.

After reviewing the By-Laws, Gayle noted that Martha *is* eligible to run, as she has served on the Executive Board as Youth Committee Chairperson. Gayle recommended that both Martha and Samantha be on the ballot for President-Elect. Laura inquired if Samantha wanted to run for President-Elect or was just willing to fill in. Katherine will contact her to see if she is willing to run against an opponent or would prefer to remain in the South Central District Director position.

Mary Beth Salisbury suggested that Katherine contact all of the candidates to confirm their respective CED's and DED's support of them serving on the Board. One District Director is concerned about new agents' involvement on an Association Board, as the time commitment could hinder their program development.

Brenda, per Nayda's suggestion, recommended that the Policy and Handbook Committee address a policy requiring that CEDs and DEDs support a nomination for the Distinguished Service Award as well as for Associational leadership positions. Laura noted that she has a form that asks why a candidate is interested in serving in a position; this could be completed by future candidates. She will forward the form to Katherine. Katherine will e-mail CEDs and DEDs of Board member candidates to confirm their support of the agent running for a position for this year, with the form to be used beginning next year.

It was noted that all materials be transferred from outgoing to incoming Board members at EPAF.

Rita inquired about the availability of a list of past officers, in addition to Past Presidents, as this would assist the Nominating Committee in contacting potential candidates. Gayle suggested that a list could be compiled from Past Presidents' files and posted to the website.

**Youth** – Martha Maddox – No report submitted.

**Audit** – Audrey Norman – No report submitted.

Brenda noted that Nominating, Youth, and Audit Committees Chairpersons are appointed positions. There is a need for clarification in the By-Laws that the Audit be completed after the NEAFCS Annual Meeting and before November 15. Since appointees are needed by November, Diann suggested an e-mail vote to confirm appointees prior to the Winter Board Meeting.

## **UNFINISHED BUSINESS**

**Mary Harrison Distinguished Extension Professional Enhancement Award** – Brenda will check on the status of the funding of this award and report at EPAF.

**Simply Florida Marketing Campaign** – Mary Beth Salisbury – We still owe over \$40,000 on the cookbooks. Brenda arranged for 500 cookbooks to be sold through the IFAS Bookstore; she has not yet received a check from Chic Hinton. Brenda will be working on a "President's

Challenge” with Mary Beth and other Committee members to encourage sales; details to be announced. Mary Beth inquired of Gayle of a proposal by the cookbook publisher to promote other organizations’ cookbooks while those parties would promote our cookbooks. The benefit would be to expand our sales base – increased exposure would lead to increased sales. A decision must be made by July 20. No decision on our participation in the proposal was made by the Board.

Brenda and the Cookbook Committee will explore strategies to increase sales. Brenda is researching the possibility of selling the cookbooks at UF Alumni Hall. Laura will research *Gator Encounter*, an alumni event in the fall, as a venue to sell the cookbooks. Gayle will coordinate with Mary Beth to assemble a gift basket for a drawing at EPAF again this year; funds from ticket sales will go to the cookbook fund. Laura suggested participating in UF alumni events around the state as additional venues. The Committee will explore advertising in the UF Alumni magazine.

**NEAFCS Endowment Request** – The goal is to raise \$300,000 by 2009; Brenda was not certain of the intended purpose of the funds. National is really encouraging state associations, individuals, or sponsors to donate. At last report, they had raised a little over \$100,000. Brenda noted that our first priority is to sell our cookbooks but perhaps at a later date, we would be able to participate.

**JCEP Meeting Update** – Diann Douglas and Brenda Williams

Held in February, JCEP was well attended, offering excellent workshops, where attendees learned a lot. There was an emphasis on communicating across the generations. Information on this topic will be sent out. One speaker addressed blogs as a venue for Extension programming.

**PILD Conference Update** – Diann Douglas and Heidi Copeland

Attendees were able to meet with their respective representatives and make many contacts. They received a book on each Congressman with committee membership and other information. Heidi commented that each county would benefit from a copy. Brenda noted that Cindy Littlejohn may be able to assist in securing copies for every Extension Office.

## **NEW BUSINESS**

**Farm Bureau Dinner, August 6, 2008** – The Dinner is being held at Touchdown Terrace, Ben Hill Griffin Stadium. Vice President Jimmy Cheek is arranging for a catered meal. FEAFCS will be assisting with decorations. Details are forthcoming.

**EPAF 2008 Update** – Brenda Williams and Diann Douglas

We are hosting the Retirees Luncheon and the induction of the inductees in the Florida 4-H Hall of Fame; this function includes the Thought for the Day and collecting meal tickets. Diann will be in charge of giving the Thought for the Day; four to six ticket takers are needed. More information will be coming via e-mail.

Brenda called attention to the July 10 e-mail sent by Pat Hogue regarding the EPAF Auction. Meal ticket takers are needed for the Auction and the Administrative Breakfast.

FEAFCS Award information has been submitted for publication in the EPAF booklet. Brenda thanked Rita for taking care of this.

Additional time has been allocated for abstracts; all slots have been filled.

### **NEAFCS – Indianapolis, September 15-19 (Galaxy III)**

**Florida Delegation** – Diann Douglas, Glinder Stephens, Rita Law, Mary Sue Kennington, Laura Royer, and Mary Beth Salisbury

**Voting Delegates** – Brenda Williams, Diann Douglas, DSA Awardee, Laura Royer, and Rita Law. Since Heidi Copeland, as Vice President - Public Affairs, will not be attending, Laura Royer, as Vice President - Member Resources, is next in line, followed by Rita Law, Vice President - Awards and Recognition, as voting delegates. Brenda will verify the voting delegates; voting delegates will receive a \$550 stipend each to attend Galaxy III.

**Volunteer Opportunities** – available on the Galaxy III website

**Cookbook Table** – Diann Douglas will coordinate.

**State's Night Out**

**Silent Auction**

### **Announcements**

Written reports for Annual Report are due to Brenda by August 4, 2008, 4:30 p.m. Mary Beth inquired about the possibility of posting the Annual Report to the website and printing a few copies for the Officers to reduce printing costs. Brenda said that printing was not an issue in Alachua County but the suggestion would be taken into consideration.

Katherine Allen moved that the Board appoint Joan Elmore to fill the unexpired term for the Northwest District Director position; motion was seconded by Gayle Whitworth and passed unanimously.

**Adjourn – 3:30 p.m. (EDT)**

Respectfully submitted,

*Judy Corbus*

Judy Corbus  
FEAFCS Secretary