



North Carolina Extension Association of Family & Consumer Sciences

The Professional Association for North Carolina Cooperative Extension Family & Consumer Sciences Educators

NCEAFCS Executive Board Minutes

August 15, 2006

Sheraton Hotel

New Bern, North Carolina

Members Present: Dee Furlough, Sue Counts, Judy West, Nancy Abasiekong, Jeannie Leonard, Shenile Ford, Peggie Garner, Sally McNeill, Susan Morgan, Susan Noble, Maureen Rickards, Susan Condlin, Karen Wicker, Georgia Kight, Shari Farless, Susan Garkalns, Dr. Carolyn Dunn and Dr. Sandy Zaslow.

President Dee Furlough called the meeting to order at 10:00 a.m. Shenile Ford, President of the Southeast District, welcomed everyone to the NCEAFCS State Meeting in New Bern, NC. A copy of the minutes from the January 18 Executive Board Meeting were posted to the web. Jeannie Leonard moved that we dispense with the reading of the minutes. It was seconded by Peggie Garner. The minutes were approved as posted to the web. A sign-in sheet was circulated and 18 members were present, as noted above. No correspondence received.

Treasurer's Report: Georgia Kight presented the Treasurer's Report for the period from January 18, 2006 – August 14, 2006. Printed copies of the financial report were made available. The beginning balance in the checking account was \$2,362.89 and the ending balance was \$286.85. The beginning balance of the State Employees Credit Union Share Account was \$30.85 and the ending balance was \$31.15. The beginning balance in the Money Market Share Account was \$16,808.49 and the ending balance was \$9,356.21 with \$7,700.00 transferred to checking. The NC Cooperative Extension Foundation fund contains \$24,410.60 and the Income Account contains \$1,924.09 for a total of \$26,334.69. \$1,500.00 was sent directly to the Southeast District to defray costs incurred for hosting the State meeting. The Ada B. Dalla-Pozza professional Development Endowment contains a total of \$52,042.11. 2006 membership dues include 127 State and National members, 2 State only members, and 1 State Life member for a total collected from dues of \$11,850. There were no questions. President Dee Furlough stated the report would then be filed.

2006 State Standing Committee Reports: Karen Wicker, VP Public Affairs reported that one of her first duties was to become a member of the NEAFCS Public Affairs Task Force and to encourage district Vice-Presidents to submit applications as well. Via three teleconferences, the group met and suggestions were made to change the criteria for the selection of the Friends of NEAFCS Award which will be presented at the National meeting. In addition, a Building Support-Forging Coalitions Task Force sheet was developed to gather information for PILD Representatives to bring to the Conference. This replaces the stakeholder support survey.

NEAFCS was represented at the 2006 Public Issues Leadership Development Conference, April 24-27, 2006 in Washington, DC. Brenda Morris and Karen Wicker represented the organization. PILD attendees have been asked to present a concurrent session at the NCEAFCS Annual meeting as well as a report during the Business meeting.

Living Well Week – Karen reported that this Campaign continues to be a major focus of the Public

Affairs Task Force. She was aware that Cleveland, Gaston and Guilford counties promoted the week with displays and/or activities. Other counties may have participated, but Karen was not aware of them at this time.

Awards and Recognition: Sue Counts reported that committee members were kept informed and involved this year. District VP's encouraged agents to apply for awards and shared information regarding any changes. There were 18 applications, fourteen individual and 4 team awards submitted which is down from the previous year. Members were encouraged to really work on getting more applications submitted for awards in 2007. This year Margaret Allsbrook served as State Chair for Awards Group A and Evelyn Deloatch, State Chair for Awards Group B. There were 10 awards submitted in group A and 8 in Group B. For a complete report and a list of winners, visit the website.

Professional Development: Debbie Stroud was not present.

Member Resources: Judy West provided membership updates from four districts. Three districts have not reported. New Agents: 3. Retired Agents: 1. Resigned Agents: 1. Deceased Agents: 3.

By Laws: Peggie Garner reported that information pertaining to By-Law changes had been sent to the membership on July 20, 2006. Changes have been posted to the web and also sent to retirees who have registered for the state meeting. The suggested changes are designed to clarify the wording. Proposed changes are as follows:

Article IV – State Officers, Section 1 Add-E. ***Federation Board Member representing NCEAFCS (as elected by the NCEAFCS membership).***

Section 5 ADD- M. ***Federation Board Member shall:***

1. Attend all Executive Board and Board of Directors meetings and will have no voting rights.

In Article IV – State Officers, Section 1, the change recommended is the title of administrative liaison to ***Associate Director, Department Head and State Program Leader, 4-H Youth Development and Family and Consumer Sciences*** or designee.

Under Policies and Procedures, Finances as it pertains to State Life membership status. It is recommended that ADD: ***the total amount of dues paid for state life membership will remain with the state treasury.***

Add -7. ***The State Association Treasury will handle financial transactions of state-wide purchases that strengthen the Family and Consumer Science professional image (ie. Aprons imprinted with Extension logo). Each District Association Treasury will handle orders from individuals in their district and forward the order and funds to the state treasurer.***

Budget: Georgia Kight indicated that the 2006 Budget Committee Annual Report is accessible on the NEAFCS homepage. Copies of the NCEAFCS budget status report as of August 14, 2006 were distributed. Total income for 2006 was \$13,723.21, which also reflects a transfer from the Endowment fund of \$1500.00, the designated amount to the host district, to assist with State meeting expenses. Operating expenses for the 2006 year were itemized and reflect a balance of \$1,885.73. Georgia further explained that we do not generate enough money from State Membership dues to cover our operating expenses and therefore it is necessary to pull from our savings to cover these expenses. Adding dues income and interest from checking and savings, less expenses for the year to date leaves a balance of \$161.94.

Georgia reported that the recommended budget for 2007 is based on 129 members and additional State Life members, as well as continuing to support Horn of Plenty and ECA Scholarship. In addition,

monies will be transferred from Endowment and savings to cover State meeting and other general expenses. E-mails were sent to all officers asking for projected expenses for 2007. Both President and President Elect positions requested an increase and all others will basically remain the same. A new line item for Benevolence was added to the 2007 budget. Georgia expressed concern that we continue to pull from our savings account each year to cover necessary expenses. At some point this will no longer be available unless we decide to increase dues. This issue has been addressed as a concern in previous years as well. No action was taken at this point.

Nominating: Susan Morgan shared the proposed slate of officers for 2007. All positions, with the exception of our State Life Member have been filled. This is generally a person from the hosting district, (South Central for 2007) so that this person can coordinate activities for life members during the State meeting. Lisa Childers has worked to try and recruit someone from the SC, and Susan Morgan has tried to find someone in other districts willing to hold this office. A complete list of officers for 2007 can be located on the web page. Susan encouraged the board and each district to work toward filling all nominations for the following year to make this responsibility more manageable.

Historian: Debbie Cox was not present.

State Life Member: Sandra Brown was not present.

Webmaster: Susan Condlin reported that all information is posted to the web in a timely manner. Hope Hunt continues to manage the retiree's information and pages and Susan maintains all the current pages. The association pays \$10.00/year to keep the domain name. She encouraged all officers to send reports in so that information remains current to the website. Once information is posted to the web, Susan will notify the sender. At that time, Susan requests that the sender send an e-mail to the FCS listserve. If anyone has a problem with the information, Susan will be happy to assist, just let her know. Award winners have been posted and will be accessible immediately following the State meeting. In addition, Susan reported that hits to the website were down this year, from 1,150 per month to 837 per month.

State Meeting: Shenile Ford reported that information pertaining to the meeting will be posted on the web immediately following the conference. Registration information is as follows:

- 104 members
- 16 life member retirees
- 11 other professionals
- 7 guests

Peggie Garner asked that the board remind all members to complete the Foundation form that is in their packet and turn those in at the Reception given to honor Dr. Zaslow. A person choosing to give a cash donation should also complete the form and turn it in the envelopes provided. She shared information about the vase and its design commissioned by Bay River Pottery. The vase and a dozen roses will be presented to Dr. Zaslow at the Reception.

District President's Reports:

- North Central: Shari Farless reported for Bess Whitt
- Northeast: Shari Farless reported
- Northwest: Jeannie Leonard reported
- South Central: Susan Noble
- Southeast: Shenile Ford

Sandra Head was acknowledged and thanked for her work on the State meeting booklet. In addition, the Southeast District has had a banner made to be used for the meeting and it is intended to be passed around each year for each hosting district to use.

Southwest: Sally McNeill
West: Sue Counts reported for Tres Magner
All district reports can be accessed on the NCEAFCS website.

FCS Update: Dr. Carolyn Dunn, Nutrition Specialist brought greetings from Dr. Stuart, who was unable to attend this meeting due to overlapping schedule of FCS and 4-H State Meetings. She explained that Dr. Stuart will serve as the administrative liaison and that she will serve as Associate Program Leader. Dr. Dunn thanked the group for the recognition that was being provided for Dr. Zaslow at the State meeting. She further explained that retirement recognition was being planned for September 28 at the Exploris Museum in Raleigh and that FCS agents would be invited to attend the celebration as well. Dr. Dunn addressed the Change Management Initiative and indicated that Dr. Ort has made this a priority and that it is on the fast track to move this forward. She will also be presenting information on the FCS Foundation at the National Meeting in Denver, Colorado, October 2006.

FCS Foundation Update: Maurene Rickards, Regional NCCES Development Director, will also present with Dr. Dunn at the National Meeting. Maurene provided an update on the Foundation. The Board of Directors has just completed their first year and each member serves on a committee. Ten new endowments have been added to the Foundation, two of which brought in \$400,000. Maurene reminded the board members of the Founding Circle of Friends level of contribution and challenged each FCS Agent to consider this opportunity. Donations may be made to any of the endowments currently represented or go to unrestricted funds, which are used to fund future FCS programs. If any county group is interested in learning more about the Foundation, Maurene would welcome the chance to come and speak.

Old Business

Federation Forum Report: Susan Condlin reported the meeting will be held in Lee County December 8, 2006. Susan will serve as President of Federation this year. She reminded the group that Federation is composed of a coalition of North Carolina Cooperative Extension workers who share mutual concerns. The purpose of the organization is to foster professional development, to provide a means for dialogue and communication for the Extension organization, and to support cooperation and communication between Extension Associations promoting mutual respect and appreciation for the diversity of Extension professionals. Susan encouraged everyone to submit questions and or concerns. Those that apply to Federation will be reviewed and those that may be more departmental will be forwarded on to Marshall Stuart and Carolyn Dunn.

JCEP Report: Peggie Garner reported that she and Dee Furlough attended the conference February 1-3, 2006 in Nashville Tennessee. Peggie shared the conference overview focused on "Working with Stakeholders, Advisory Groups".

PILD Report: Karen Wicker attended the Public Issue Leadership Development Conference April 24-27, 2006 in Washington, DC. At the meeting FCS and 4-H met together with Dr. Marshall Stuart to discuss issues. Karen reported that this appears to be a national trend in Extension.

NCAFCS: Dee Furlough reported in the absence of Evelyn DeLoatch. The meeting was held in Burlington, NC March 10-12. Dee encouraged FCS agents to become members of the association as membership in the organization is dwindling. For further information, go to the NCEAFCS website and there you will find a link to NCAFCS.

FCS Program Council Update: Dr. Carolyn Dunn shared that the program council was very beneficial in planning the June FCS training. She will dialogue with Dr. Marshall Stuart to determine if he wishes to

continue this approach.

Nancy Abasiekong asked the status of eXtension. Dr. Sandy Zaslow reported that they are still seeking FCS agent for the FAQ's. They look at the number of hits to the site and that helps with funding. Directors all across the nation are committed to have eXtension work, so it is definitely still with us. Dr. Zaslow encouraged agents to check it out. It was pointed out that the National website is confusing to navigate. Dr. Zaslow suggested we e-mail Rhonda Condlin and request the eXtension website be linked from our home page.

New Business:

2006 NEAFCS National Meeting: Dee Furlough reported that based on our current membership we have 5 official delegates; 5 voting and 2 alternates. Dee has on the website that voting delegates are as Bess Whitt, Priscilla Graves, Jennifer Walker, Ivy Reid, Julie Padgett, Tres Magner, and Dee Furlough, with alternates as Jewel Winslow and Peggie Garner. Before we had seven voting and two alternates. Dee indicated that if a person is receiving money from Dr. Ort to attend the National meeting, he/she was expected to be in the meetings when votes are taken.

Storybooks or Gift Cards as National Contributions: We have been asked again this year to contribute to storybooks and/or store gift cards, i.e. Wal-Mart, etc. Marilyn Gore started this project last year and it will be continued in Denver, Colorado. Dee asked agents attending National, as well as those who were not, to let her know if they would be bringing books, cards, etc. She will need to compile a report indicating the number of members supporting the project.

Silent Auction Items for National: Dee Furlough indicated that the NC delegation needs 1-5 items. It was noted in the budget that \$50.00 was allowed for a door prize for National meeting. It has not been used in the past several years since silent auction items have been donated by individuals or districts. This has allowed these monies to remain in the treasurer to help with the budget. Dee asked for Districts to consider contributing items. Let Dee know as soon as possible. Gifts need to be easy to transport by plane.

State's Night Out: Dee reported that she had notified those going to the National meeting of an option that is available at the Buckhorn Exchange. The cost is \$45.00/person which includes everything including gratuity. It does not include the cost of riding the shuttle to and from the restaurant. Members were asked to let Dee know within the next week and to send their money to Georgia Kight.

Policy and Procedure Amendments:

NCEAFCS Enrichment Fund: Georgia Kight and Maurene Rickards conferred with Sharon Rowland via conference call. A Memorandum of Understanding was developed to establish guidelines for the Endowment. As information is passed from one person to the other, a clear understanding of how they are to be spent is needed. This document is based on the 4-H Enrichment Fund Guidelines which was established approximately 1999. Within the Endowment there are two funds, NCEAFCS Professional Development Endowment and the NCEAFCS Professional Development Endowment Income, which is the only one we currently use funds from. The stipulation of the MOU is solely that we will utilize the income account to assist the host district with expenses for the State meeting.

Concern: The principle needed to provide the full \$1,500 annually for state meeting assistance is approximately \$14,000 short of the necessary goal for sustainability. Several options are available suggested by Sharon Rowland. The recommendation was made to contribute not only to the Endowment fund in honor of Sandy Zaslow but also to contribute to the NCEAFCS Professional Development Endowment income account. This will be the proposal brought to the membership at the business meeting. Peggie Garner suggested that Maurene Rickards announce at the luncheon that

contributions/pledges can be made to either Endowment accounts, but you must specify on your pledge card. Regardless of designation, they can still be made in honor of Dr.Zaslow. Due to time constraints, Georgia Kight agreed to continue working on the MOU.

Benevolence: Judy West reported that she had worked with the seven districts and Georgia Kight in establishing the recommendation for the policy which states: Contingent on availability of funds, the NCEAFCS will give \$25 to the FCS Foundation as a memorial gift for the death of an association member and their immediate family. Immediate family is defined as spouse and child. It is recommended that \$100 be designated annually in the budget. The amount not used in one year will be added to the \$100 designated annually for benevolence. A recommendation to consider is to hold \$1.00 from the Horn of Plenty for benevolence when this event does not take place. The District VP for Member Resources will be responsible for communicating the death of a member or member's immediate family as defined above to the NCEAFCS treasurer for disbursement of gift.

Any illness, hospitalizations, marriage, birth, and other occasions deserving of recognition shall be taken care of on a district level as the district members deem appropriate.

Dee Furlough indicated that this recommendation will be brought before the membership at the business meeting.

Public Affairs: Karen Wicker proposed that state and district reports be copied from the web, rather than have each officer/committee chair continue to bring 35 copies of each to the Executive Board meeting. Dee Furlough suggested that each person who has a report at least bring a few copies, one for Secretary and one for Public Affairs Chair. The recommendation was further discussed and a vote was called on the following:

The treasurer should bring enough copies for the Executive Board and each member reporting should bring one copy of their report for the Secretary. All other reports can be obtained from the web. The motion was passed.

State Meeting Guidelines: Glennie Daniels was not present

Committee Appointments:

Committee to Review the Minutes: Nancy Abasiekong and Shenile Ford

Committee to Audit Financial Records/year end: Georgia Kight, Shari Farless, Jewel Winslow and Yvonne Mullen

Announcements of upcoming dates for 2006 and 2007 were made. There being no further business, the meeting was adjourned.

Respectfully Submitted,

Dee Furlough, President

Susan Garkalns, Secretary