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**Kentucky Extension Association of Family & Consumer Sciences**  
**Spring Board Meeting Minutes**  
**May 5, 2016 ~ Breckinridge County ~ 10:00 AM**

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**NEAFCS CREED**

*As an Extension educator my prime concern is people. I believe it is my responsibility to give the best of my ability and develop myself to be an effective educator. I accept the opportunity to empower individuals, families, and communities to meet their needs and goals through a learning partnership. May I always be willing to accept the challenges of the changing times.*

President Vicki Wynn called the meeting to order at 10:03. Parliamentary Review was covered by Edith Lovett, Past President. Thought for the day was derby themed given by Liz Kingsland. Katie Alexander and Hannah Leonard will serve as the minute reviewers for today's meeting.

Melissa Goodman conducted a roll call of Board Members who answered by telling what they are most excited about this summer. Eighteen Board Members signed the sign in sheet, which is on file. Secretary's Report included the reading of minutes of Winter Board Meeting held on December 2, 2015. Matti Daniels made the motion to accept the minutes as read. Second by Nanette Banks. Motion passed. Correspondence has not been received since the 2015 Winter Board meeting.

Treasurer's Report was submitted by Lora Lee Howard, Treasurer titled *KEAFCS Treasurer's Report May 5, 2016*. Vicki Wynn gave the report in Lora Lee's absence. The books are still being audited so the report was based on the time since Lora received the treasurer's books. Total income reported \$1,575.00. Total balance brought forward and Income reported was \$51,575.00 Total Expenses \$2,801.10. Ending balance in checking as of 04/26/16 is \$48,773.90. Motion to approve by Shelia Fawbush. Second by Kenna Knight. Motion carried.

Officer Reports

President: Vicki Wynn submitted a written report of her activities and it has been filed. She has had a busy spring with KEAFCS responsibilities. She encouraged members to be involved in their professional improvement.

President Elect/Professional Development: Liz Kingsland gave an oral report. 2016 KEAFCS Annual Meeting will be held in Louisville on November 29 through December 1, Holiday Inn- Louisville East \$115.00 a night. She asked for agents to save the date for the 2017 KEAFCS November 28, 29, 30 with All-School Conference. She is currently working on State's Night Out for Montana NEAFCS and will send out more information as it becomes available.

Vice President for Awards & Recognition: Amanda Hardy submitted a written report of NEAFCS and KEAFCS Awards. Everything for NEAFCS was online this year. She listed 2016 award entries by category, 71 entries overall with 5 NEAFCS and 1

KEAFCS category without entries. 52 entries submitted to NEAFCS as state winners. She will need to know from National winners who is attending the NEAFCS meeting in Montana. Please let Amanda know. Reminders were given for Friend of Extension Award (Northeast and Licking River), Honorary Member (VP for Member Resources) and Retirement Recognition Awards (those who have retired since last meeting) will need to be submitted by October 1.

Vice President for Member Resources: Matti Daniels gave an oral report. We have four new agents and they received a hand written letter from Mattie. Let Mattie know if you have a new agent in your area so that she can reach out to them.

Vice President for Public Affairs: Sheila Fawbush submitted a written report. She mentioned Kentucky's success stories were listed in five of the nine NEAFCS 2016 Impact Reports.

Past President: Edith Lovett gave a written report. Friends of Extension award is represented from Northeast Area and Licking River Area this year. Purchase and Pennyrile will be next year for 2017.

### Chairman Reports

Website: Vicki gave the report on behalf of Cecelia Hostilo. The website had not been updated because it had not been moved to Drupel like the county websites. The website is now available to be updated. We may need to resend anything that had been sent.

Constitution, History, Policies: Laura White Brown, Committee Chair of the Policy Review Committee presented a report and stated the committees' recommendations. The committee recommendations are permanently filed. (see attached forms).

Page 1 Financial Policy, b. Board Member Expenses

Page 2 Article v, Section A, #7 et.al

Page 3 Pride of Kentucky Educational Endowment Fund Financial Policies

After discussion, Laura White-Brown moved that the suggestions made by the policy review committee be accepted and implemented into current policies. Sally Mineer called for a vote, since no second was needed. Motion carried.

Suggestion by Liz Kingsland to add a Marketing Committee and Committee chair into the organizational policies, as decided in Winter Board Meeting. Then reflect the change in the Constitution by adding it and voting at the December Annual Business Meeting.

Retirement & Life Members: Katie Alexander submitted a written report. June 7<sup>th</sup> will be the Annual Retirees Luncheon in Bardstown.

Marketing: Janet Johnson is not present but has served as Plate it Up Chairperson and Marketing Chair. Vicki Wynn will appoint someone to serve as the marketing chair. Mindy has transitioned to the state office. Liz Kingsland will be the interim Plate it Up Chairperson.

Nominating Committee: Matti Daniels gave an oral report on behalf of Nancy Kelly who is in charge of the nominating committee next year. President Elect/ Vice President for Professional Development, VP for Public Affairs and Secretary. Deadline for submitting credentials is October 30.

Pride of Kentucky Endowment Committee: Sally Mineer gave an oral report. Endowment fund is at \$164,690.83. Endowment is to support awards. The fund is slightly up with earnings but stays pretty flat.

Past Presidents: No report was submitted.

KEHA: Vicki attended the State Spring KEHA board meeting and annual meeting.

### New Business:

Vicki needs to appoint Finance Committee. Vicki will ask Ruth Chowning and Judi O'Bryan.

Please send Spring/Summer newsletter information to Cecelia Hostilo by May 20.

Vicki is going to be selecting a Marketing Chairperson and Committee. There was discussion about rotation. It was recommended that Vice President for Public Affairs, Newsletter/Website Chair should set on the committee.

In talking with Lora Lee, she recommended that we do not spend any more money until she hears back from the audit. The PILD expenses are more than the policy because administration pays less than in previous years. Due to the state budget, it may be an issue in the budget as well. Motion made by Edith Lovett that all PILD expenses be covered and paid through KEAFCS that are not covered through other areas, such as scholarships and UK, etc. for PILD for 2016. Second by Lynette Allen. Motion carried.

Motion to adjourn by Nanette Banks, Laura White-Brown second. Meeting Adjourned.

### Dates to Remember

June 22-25	AAFCS 2016 Annual Session- Bellevue, Washington
September 12-15	NEAFCS 2016 Annual Session - Big Sky Montana
October 15	State officer credential submission deadline to: <i>Nancy Kelley, UK Research &amp; Education Center, 1205 Hopkinsville St., Princeton, KY 42445</i>
October 20	KEAFCS Fall Board Meeting- Bullitt County Extension 10 EST.
December 15	Area Office Forms and Area POW to Liz Kingsland
December 15	KEAFCS-NEAFCS Dues to Lora Lee Howard
Nov 29- Dec 1	KEAFCS 2016 Annual Meeting Louisville

Future Opportunities

February 14-15, 2017

April 2-5, 2017

October 16-19, 2017

February 14-15, 2018

September 24-27, 2018

JCEP Leadership Conference- Orlando, Florida

PILD Conference, Arlington, Virginia

NEAFCS 2017 Annual Session Omaha, Nebraska

JCEP Leadership Conference- Orlando, Florida

NEAFCS 2018 Annual Session- San Antonio, Texas

## Policy Committee Recommendations

Financial Policies, b. Board Member Expenses c. We might need to make some distinction between this JCEP and the National JCEP they are now attending in place of Southern Region Meetings. I also understand that Dr. Henning's office is not paying as much as they use to for attendance to PILD so that may need to be reviewed also.

### B. Board Member Expenses

1. KEAFCS will not pay expenses of board members attending any regular or special board meeting or Executive Board meetings.
2. If money is provided by the University of Kentucky for officers to attend NEAFCS annual meeting, it will be allocated in the following order:
  - President
  - President-Elect/Vice President Professional Development
  - Vice President Awards and Recognition
  - Vice President Member Resources
  - Vice President Public Affairs
  - Alternate: Secretary- even year/Treasurer- odd year
3. KEAFCS will pay expenses for one alternate voting delegate to NEAFCS provided UK funds the above officer expenses. The amount will be equal to the amount delegates receive from UK.
4. In the event UK funds are reduced or eliminated, KEAFCS Board will determine the financial support provided for voting delegates.
5. KEAFCS will pay a sum of the following expenses for Board members and others representing the Association in the amount designated by the Finance committee and with proper documentation:
  - a. Public Policy Issues/Leadership Development Workshop in Washington, D.C. - KEAFCS President and Vice President Public Affairs subsistence, travel, or registration costs not covered by the Associate Director of Kentucky Cooperative Extension Service.
  - b. Expenses of other officers and chairs in performing their duties.
  - c. Expenses to Joint Council of Extension Professionals meetings will be reimbursed as follows:
    - All expenses except those covered by administration.

Based on questions regarding the Pride of Kentucky Endowment and the financing procedures, I would recommend putting all policy information regarding structure, procedures, awards financing under all appropriate headings to repeat and reinforce how the Endowment works.....additional information needs to be included to give instructions on how the financing works, the timeline and the Endowment Committee members' responsibility.

**Current policies listed:**

**Pride of Kentucky Educational Endowment Fund Financial Policies**

1. The proceeds from the sale of the Pride of Kentucky book were used to establish an educational endowment fund for KEAFCS. The Pride of Kentucky Educational Endowment Fund policies will adhere to IRS 501 C 3 regulations.
2. The income generated from the Pride of Kentucky Educational Endowment fund will be used to expand Cooperative Extension Service Family and Consumer Sciences educational programming across the state and enhance the professional development of agents.
3. The annual income allocated from the fund will be used the following year to finance the following (see chart in KEAFCS Policies) KEAFCS awards and grants. The amount of the income may vary depending on the income generated from the investment and allocated to the Finance committee by the Pride of Kentucky Educational Endowment Committee
  - a. Two-thirds (2/3) of the income allocated annually will be designated to fund the purchase of awards and recognition items, ie. certificates, monetary, hardware.
  - b. The remaining one-third (1/3) of the income allocated annually from the Pride of Kentucky Educational Endowment Fund is designated for Pride of Kentucky grants awarded according to the awards guidelines.

(Suggested processes to add)

**Awards/Grant Funding Processes:**

1. *Pride of Ky grants are awarded at the December annual meeting for programs to be conducted the following year*
2. *Grant funding will be no more than 1/3 of the income (or amount) designated from the Endowment Committee from investment performance review (would need to be a policy change)*
3. *After awards judging, VP for Awards & Recognition reviews all awards winners, designated recognitions (cash, silver or plaques, certificates, frames) and calculates the funding need for all recognitions; asks judge to review all grant applications and check criteria; submits recommended awards/ grant funding needs to Endowment Committee. Coordinates Endowment meeting with Endowment Committee Chair & other members.*
4. *The Endowment chair & committee (list committee members) meet prior to May 1<sup>st</sup> to review the annual income generated by the endowment based on statements from the investment firm or meeting with investment firm representatives to*
  - A. *Decide on the figure that can be used for the designated award purposes (a. & b.) Divide this figure by 3;*
  - B. *2/3 of the income pays for the awards costs; 1/3 goes toward funding the grant submissions (if projects are applicable for funding)*
  - C. *To secure funds for the Endowment portion of the KEAFCS awards budget, the KEAFCS treasurer shall write a letter to the investment company requesting*

*Endowment Committee approved dollar amount to be taken from the investment funds for designated awards/grant funding.*

Article V, Section A, #7-change Southern Region Workshop to JCEP workshop. Also there are several capital letters located throughout the document which should actually be lower case.

Under Section II, C, #1, first sentence after NEAFCS add "and attend the appropriate committee session." As it is now, a member could serve on a national committee but never participate and still receive funds.

### C. NEAFCS Committee Members

1. KEAFCS members serving on national committees will receive a stipend if they attend NEAFCS. The Finance committee will establish the amount to be appropriated and will be divided equally among eligible National committee members. This sum will not exceed \$100 per person per year. National Committee members will be reimbursed after returning from the NEAFCS meeting.

Under IV G., Program Excellence through Research, lacks \$50 cash, just has certificate as all the others have a monetary value.

Under V, E. d and e, add Food and Environment.

VII. A, change annual business meeting to regular and special called board meetings.

## VI. Policy Adoption and Revision

A. Adopted by a majority of the membership at the annual business meeting without previous notice.

I'm sure I have missed something and offer the proposed changes as suggestions. Being present at past board meetings I do have a couple questions related to the annual meeting. Since the national meeting and centennial celebration offered opportunities for changes in rotation, should two hotel contracts be signed this year to get the schedule back on track according to V., A., bullet point 1?

## V. KEAFCS Annual Meeting

### A. President-elect/VP Professional Development Duties

1. Serve as committee chair (see #2.)
  - determine date and site arrangements for the following year's annual meeting by July
  - negotiate hotel contract w/consideration of weather cancellation clause
  - obtain sponsors/donations
  - set menus/food service

- communicate with Assistant Director FCS about inservice training as part of annual meeting
- communicate with VP Awards/Recognition for Awards portion of the meeting
- coordinate plans for silent auction event, if conducted
- keep Executive Board informed of meeting progress
- coordinate activities for life members and retirees with Retirement/Fringe Benefits chair

Also, are the registration funds off track with this year's funds being used to fund next year's annual meeting as listed in V., C., 1?