Kentucky Extension Association of Family & Consumer Sciences

Fall Board Meeting Minutes

September 8, 2023 – Taylor County Extension Office

***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.*

The business of the Fall 2023 KEAFCS Board Meeting was conducted in person at the Taylor County Extension Office in Campbellsville, KY. Attendance included Natalie Taul, Christy Stearns, Leslie Workman, Amanda Dame, Katie Alexander, Ruth Chowning, Cabrina Buckman, Kendyl Redding, Crystal Osborne, Alethea Bruzek, Leah Cardwell, Shannon Smith, Dayna Fentress, Heather Tombs, Lynn Blankenship, Anna Morgan, Debbie Shepherd, Vicki Boggs, and Kelsee Dewees. The meeting was called to order by President Natalie Taul at 10:03am EST. Leah Cardwell provided the Thought for the Day.

A review of Parliamentary Procedure was given by Past President, Leslie Workman. The meeting followed Robert’s Rules of Order. Participants were instructed to write motions on motion cards. Anna Morgan and Vicki Boggs were appointed to review the minutes.

Secretary Cabrina Buckman sent a sign-in sheet around the room to serve as roll call. Cabrina provided minutes from the KEAFCS Spring Board Meeting and the August Executive Board Meeting. The Spring Board Meeting minutes were approved by the committee of Lynnette Allen and Shannon Smith. The Executive Board Meeting minutes were approved by the committee of Christy Stearns and Leslie Workman. Cabrina reported sending sympathy cards to Extension personnel who have lost loved ones and to Donna Fryman’s family. An encouragement card was passed around for Jennifer Bridge, who will run for NEAFCS President Elect at the National Annual Meeting.

Treasurer Ruth Chowning distributed the financial report and presented it to the membership.

Ruth shared the recommendation from the IRS that financial reports be stored in an online location that is accessible to all association members. A motion to approve the financial report as presented was made by Katie Alexander and seconded by Amanda Dame. Motion carried.

**Officer Reports**

*President Report* – Natalie Taul distributed her report. She has coordinated voting delegates for the Annual Business meeting at NEAFCS, scheduled the Kentucky state photo time at NEAFCS, and shared information from the National Office to Kentucky members. Natalie will attend the NEAFCS Annual Meeting. The first virtual Town Hall was successful. Natalie would like to have further Town Halls to share what we learned at NEAFCS and before the KEAFCS Annual Meeting. Natalie thanked Kendyl Redding and Krista Perry for doing a great job with the KEAFCS newsletter. She encourages everyone to engage in KEAFCS opportunities.

*President Elect/VP for Professional Development Report* – Christy Stearns distributed her report. She is preparing for State’s Night Out at NEAFCS; there are about 70 Kentucky members registered for NEAFCS. She asked everyone to monitor emails for notification of where to meet. Christy also provided an update on the KEAFCS Annual Meeting on November 15-17, 2023, at the Campbell House in Lexington with the theme of Discover the Difference. Please see the registration form that Christy emailed for more information. The in-service on November 15 is optional and there is no fee; please register in KERS if you are attending. Christy discussed the area activities that will occur during the annual meeting. The area Vice Presidents for Professional Development have been working with Christy to plan the meeting and will be able to answer questions as well. The meeting will feature information about KEAFCS, silent auction, area sharing opportunities, vendor and sponsor tables, new member session, creative fellowship, greetings from administrators, and more. The next planning meeting is September 21st. Early bird registration is due by October 16 and final registration deadline is November 3rd.

*VP for Awards and Recognition Report* – Katie Alexander distributed her report. There were 100 total award entries received and 37 individuals submitted awards. There were 2 Distinguished Service Awards, 3 Continued Excellence Awards, and 57 entries were submitted to NEAFCS. Approximately $925 will be awarded. She is working on the awards order from Clements Jeweler for pick up on November 1. The corsage and boutonniere order has been placed for NEAFCS. Katie encourages everyone to think about awards for the coming year.

*VP for Member Resources Report* – Lora Davidson was not able to attend and did not provide a report. She will try to provide a report when she is able.

*VP for Public Affairs Report* – Amanda Dame provided her report on Teams. The link to submit impact statements is active. She has met with the area vice presidents to discuss ideas for the KEAFCS Annual Meeting. One idea was to provide incentive items to those who submit impact statements during the meeting and Amanda asked about funds to support the items. Ruth stated that chairman funds are available. Ruth and Amanda will look at the amount that is available to explore the idea. Natalie encouraged everyone to submit impact statements.

**Chairperson Reports**

*Nominating* – Committee chairman, Crystal Osborne, reported the positions that need to be filled: VP for Awards and Recognition, VP for Member Resources, Treasurer, and VP for Professional Development/President Elect. She will email information for the positions, which can also be found in Teams. The due date for credential applications is November 1, 2023.

*Retirement and Life Members* – Sally Mineer could not attend but submitted a report. The FCS Retirees group met on June 6 in Hardin County at the Extension Office. They were able to tour the facility and visit plus enjoyed a delicious lunch. Sally brought greetings and gave everyone in attendance a current directory of FCS retirees. They will meet next year on June 4th in Shelbyville. For 2023, there are currently 3 retirees: Tracy Cowles – Butler County; Cecelia Hostilo – Trigg County; and Nellie Buchanan – Morgan County.

*Newsletter and Website* – Kendyl Redding reported that the group will create quarterly newsletters. They will start working on the website following the NEAFCS Annual Meeting.

*Constitution, History, and Policies* – Amanda Hardy was not able to attend today. Natalie shared that there are three changes to the policies that have been discussed. One is to combine the marketing and newsletter chairperson position and make it into a committee. The second change is updating bylaws to reflect the Extension structural changes with regions and areas. The third change is for the state meeting to be held throughout the state in even years. Leslie reminded the board to send the proposed changes to the full membership 30 days before the annual board meeting at KEAFCS.

*Pride of Kentucky Endowment* - Mindy McCulley was not able to attend, but reported that as of July 31, the balance of the endowment account with Raymond James is $203,380.34, which reflects $7,644.05 of growth this year.

*Past Presidents* – Jill Harris was unable to attend. Leslie provided a report. The past presidents plan to meet after the national meeting. They are looking at adapting the NEAFCS Leadership Ladder for Kentucky.

**Unfinished Business**

*Non-Profit Status Update* – Ruth Chowning provided an update. She has been working with William Mills, CPA in Frankfort. The issues are with the IRS, not with the state. One of the issues is the lack of documentation of our annual financial reports, which was discussed earlier during the treasurer’s report. The IRS will not talk to Mr. Mills because he is not a member of the organization. He has asked that we designate him as Power of Attorney for 72 hours to speak to the IRS on our behalf. Ruth asked for permission to complete the Power of Attorney form. Following discussion, Lynn Blankenship made a motion to give Ruth Chowning permission to complete form 2848 POA and Declaration of Representative providing temporary POA to Accountant William Mills, for a 72 hour period, to speak with IRS on behalf of KEAFCS to help Ruth Chowning to resolve KEAFCS 501c3 NFP status and to get it reinstated. POA/Declaration of Representative will be time limited and will expire on day 3 of dates listed on form. This temporary POA can be renewed for additional three-day periods with permission from Executive Board of KEAFCS. It was seconded by Amanda Dame and the motion carried. The board discussed hiring an accountant in the future to handle the treasury documentation and filing. Amanda suggested forming a committee to research options for hiring a CPA. Ruth will head the committee. Dayna Fentress volunteered to serve, and Natalie will serve as the immediate past president. Dayna suggested looking at the bylaws to ensure that Ruth can serve another term as the treasurer to finish the work with the 501c3 status. There were no stipulations found to prevent Ruth from serving again.

*KEAFCS Honorary Member Nomination* – Lora Davidson was unable to attend and is reaching out to Ouida Michael, the chef who helped with the Big Blue Book Club. Natalie will follow up with Lora after the national meeting.

*Friend of Extension Nomination* – Leslie shared that Licking River and Northeast Areas have chosen Leoma Rigdon from Lewis County (Licking River) and Ronella Chaffin from the Northeast Area. Leslie will provide the information to Katie Alexander for the awards booklet.

*NEAFCS Annual Conference* – There was no further information to provide. Christy encouraged everyone to gather feedback from their areas on future strategies for State’s Night Out. Natalie encouraged everyone to look at the information online to get involved at the national meeting.

*Update from PILD and NEAFCS Public Affairs* – Jennifer Bridge was unable to attend. Natalie shared Jennifer’s request to everyone to attend the general session during the national meeting to encourage her as she runs for the NEAFCS President-Elect position. The group discussed sending a gift to Jennifer during the national meeting. We will send a corsage and cards will be included in the goody bags for State’s Night Out.

The group took a break for lunch and started back at 12:22pm EST.

**New Business**

*Proposed By-Laws Update* – These were reviewed earlier. Natalie will follow up with Amanda Hardy to ensure that the proposed changes are distributed to the members.

*JCEP Update; Meeting with Dean Cox* – Natalie Taul was unable to attend the JCEP meeting. The updates are on the Town Hall notes, which will be distributed to the KEAFCS members. Highlights included discussion of the Martin-Gatton gift, UK Engagement, and the James Beam Institute. Dean Cox noted that Extension is well respected throughout UK.

*NEAFCS Virtual Town Hall* – Natalie Taul will try to get the future dates planned and announced. She anticipates mid-late October, before KEAFCS Annual Meeting.

*County Judge’s Breakfast* – Mindy McCulley provided information for Natalie to share. The County Judge Executive meeting in Covington on September 28th will feature speakers from each association. The Regional Directors are working with Nick Carter to select a gift and Mindy has worked with the program leaders to submit significant data points for the past year to Agriculture Communications, who will create a one-page Extension highlights infographic to share with our elected leaders.

*4-H Annual Meeting* – Natalie needs a representative to attend the 4-H Annual Meeting and bring greetings from KEAFCS. Leslie Workman volunteered to fill the role.

*KEAFCS Dues* - Ruth Chowning presented an idea for everyone to consider. She would like to move the KEAFCS dues collection to July or August. This would reduce confusion for agents who sign up for state and national meetings in the fall, when dues are currently collected. It would also give the state treasurer more time to organize dues that will be submitted to the national level. Following discussion, Katie Alexander made a motion to begin taking KEAFCS association dues in July of 2024 and make them due by August 1 of each year going forward. Amanda Dame seconded, and the motion was approved.

**Adjourn**

Alethea Bruzek made the motion to adjourn, seconded by Vicki Boggs. President Natalie Taul adjourned the meeting at 12:37pm EST.

Respectfully submitted by Cabrina Buckman, Secretary