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## Kentucky Extension Association of Family & Consumer Sciences Winter Board Meeting Minutes November 19, 2020 ~ Zoom Online

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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.*

All business of the Winter 2020 KEAFCS Board meeting was conducted via the online meeting platform Zoom. The meeting was called to order by President Melissa Goodman at 8:34am. Our Thought for the Day was given by Debbie Shepherd. A review of Parliamentary Procedure was done by Past President, Judi O'Bryan. Meeting will follow Robert's Rules of Order. Participants were instructed to write motions and seconds in the chat box and vote by unmuting and responding "I". It was requested that the chat box remain open and free of unrelated communication. A copy of the chat box conversations can be found on file with these minutes. Mandi Broadrick and Laken Campbell were appointed as reviewers for today's minutes.

A copy of the sign in sheet for attendance is on file with the minutes. Names and titles of those present were retrieved from the chat box. Both a formal list and a copy of the chat box thread can be found on file with these minutes.

Secretary Natalie Taul presented the minutes from the Fall 2020 Board Meeting. A motion was made to accept the minutes as distributed prior to the meeting by Sherri Broadrick, seconded by Sheila Fawbush. Motion carried. Everyone was asked to respond in the chat box with their name and county/board position for roll call.

Treasurer's report – Janey Cline gave the financial report. The current, cleared balance as of today is \$99,036.17. There are still outstanding expenses, leaving the actual budget total at \$83,970.82. There were overages in the postage and general officer expense line items needing amendment. Mary Hixon mad a motion to cover the cost of overage in the postage and general officer expense items in the 2020 budget. Seconded by Ruth Chowning. Motion carried.

University of Kentucky FCS Extension update was given by Dr. Jennifer Hunter. Updates were brief.

- Program highlights with the Dean went well and she was impressed with FCS efforts across the state.
- Dr. Hunter asked for feedback regarding programming direction and needs. Please send feedback to her.
- Discussion during the board meeting centered around more technical skills needed by agents. Such as video editing, IT resources available, Qualtrics, etc. State FCS will put

together a resource kit for agents linked to videos that already address some of the technical skills discussed. Program sharing was also discussed. There is currently a document available for agents to share programs, but it's not being utilized. Suggestions were to add a link to the document on the website, use TEAMS as a way to share programs, and to use time after the bi-weekly FCS meetings to informally share programming ideas.

### Officer Reports

President's report –. To keep the meeting on time, Melissa referred the board to the written report that will be on file with the minutes.

President Elect report – Mindy McCulley reported that she and committee have been working to plan and now implement the 2020 KEAFCS meeting on a 100% virtual platform. A written report is filed with the minutes.

VP for Awards & Recognition report– Lora Davidson reported that there were 91 award entries received (69 last year). 64 of those entries were submitted to NEAFCS as state winners (increased by 10 from last year). There were 11 Southern Region Award Winners and 7 National Award Winners. 3 Distinguished Service Awards and 2 Continued Excellence Awards. Awards submissions that did not win can be updated and re-submitted for next year. The 2021 awards manual is posted at neafcs.org and the due date is February 12, 2021. A written report is filed with the minutes.

VP for Member Resources report – Anna McCoy reported that 3 agents and 2 specialists will be initiated at the awards ceremony. The 2020 KEAFCS Honorary Member is Dr. Laura Stephenson. She will be recognized during the awards ceremony and an engraved tea box was mailed to her. A donation was also made in her honor to the Building Extension Professional Development Fund. A written report is on file with the minutes.

VP for Public Affairs report – Alethea Bruzek gave updates regarding Living Well Month and Dining in for Healthy Families. Living Well Month resources are up on the NEAFCS website under the program and activities tab. Dining in for Healthy Families and FCS day is on December 3. The link to these resources is also on the NEAFCS website. Alethea will be sending out emails regarding impact statements soon. A written report is on file with the minutes.

### Chairman Reports

Nominating Committee – Lora Lee Howard gave an update. This year's Nominating Committee was Elizabeth Coats, LaToya Drake, and Lora Lee Frazier Howard. The slate of officers for KEAFCS are as follows:

- President Elect, VP Professional Development, Leslie Workman, Pike County
- VP Public Affairs, Alethea Bruzek, Boyle County

- Secretary, Tiffany Bolinger, Christian County & Nellie Buchanan, Morgan County

A vote to accept the slate of officers was passed by membership, and therefore will be presented at the Annual Meeting.

Retirement & Life Members – Sheila Fawbush reported that she sent mail to all retirees inviting them to the virtual awards banquet this week. She is still having trouble getting in contact with Sue Ellen Zornes and Sally Lewis. It is estimated that around 13 will attend the virtual awards ceremony.

Plate It Up KY Proud –Mindy McCulley gave a brief report. Recipes are still being tested.

Newsletter & Website – No report. President Melissa Goodman thanked everyone for their submissions and complimented the newsletter.

Constitution, History & Bylaws – Mary Hixson reported that new code of conduct and conflict of interest policies were sent to membership a month ago. Past Presidents suggested some changes.

- The committee moves to adopt the proposed ‘KEAFCS Code of Conduct for Board Members’ as presented; to go into effect after the 2020 Annual KEAFCS Business Meeting. Seconded by Diana Doggett. Motion Carried.
- The committee moves to adopt the proposed ‘KEAFCS Conflict of Interest Policy’ as presented; to go into effect after the 2020 Annual KEAFCS Business Meeting. Seconded by Mindy McCulley. Motion Carried.

Emerging Issues in FCS – Jennifer Bridge reported on the lack of opportunity for FCS undergraduate degrees that was discussed in the last board meeting. As FCS professionals we need to encourage individuals to seek out those degrees. Jennifer mentioned this is a great time to work with Dean Cox and continue promoting our programming. Please send any requests to committee to work on.

Marketing Committee – Diana Doggett reminded members to share successes and stories through the link provided in Dr. Stephenson’s emails.

Pride of KY Endowment – Sally Mineer reported as of October 30<sup>th</sup> the balance stood at \$188,180.67. \$3,400 will be pulled out for awards expenses.

Past Presidents – Mary Hixson reported on what Past Presidents discussed during their virtual meeting. It was suggested by Past President’s that a committee be formed to create and write standard operating procedures for officer and chairman positions. This committee will also look at the structure of committees and their responsibilities. The reasoning behind this committee is to build on the need for leadership development and roles within the association, providing more mentoring so younger agents feel more capable to fill the roles.

Credential forms need updating. The nominating committee is to help look at and update credential forms. More information is needed on the forms when people file credential forms to take part and be an officer. Current archiving and record keeping rules need to be reviewed. This serves as a reminder to move it up on the list of things needing to be addressed in the future.

### Unfinished Business

Constitution, History & Policies – See discussion and motions above.

Finance Committee – Janey Cline reported that the finance committee established a new budget that was emailed to membership 30 days ago. Some line item amounts increased based on the current budget. Jennifer Bridge made a motion to accept the budget as presented by committee. Seconded by Althea Bruzek. Motion carried. Proposed budget on file with minutes.

There was a motion from committee to combine the two cd's in order to obtain a more competitive interest rate for a longer term. Motion was seconded by Nary Hixon. Motion carried.

Janey also reported that we are now in good standing with the IRS.

### New Business

Budget – See discussion and motions above.

A motion to adjourn was made by Jennifer Bridge and seconded by Alethea Bruzek. Motion carried.

Respectfully submitted – Natalie Taul, Secretary

### Dates to Remember

December 3, 2020	Dine in for Healthy Families
December 15, 2020	Area Officer Forms and Area POW to Mindy McCulley
December 31, 2020	NEAFCS Committee Application Due
February 8-9, 2021	JCEP Leadership Conference – Virtual Conference
April 11-14, 2021	PILD Conference, Crystal City, Arlington, VA
November 2-5, 2021	NEAFCS 2021 Annual Session, Amway Grand, Grand Rapids, MI
February 9-10, 2022	JCEP Leadership Conference in Kansas City, MO
April 3-6, 2022	PILD Conference, Crystal City, Arlington, VA
September 12-15, 2022	NEAFCS 2022 Annual Session, Raleigh, North Carolina