

# 2017 GAE4-HA Winter Board Meeting Minutes

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**Georgia Association of Extension 4-H Agents  
2017 September Board Meeting  
Monday, December 4, 2017  
10:00AM**

**Call to Order**

Cheryl Poppell

President Cheryl Poppell called the meeting to order at 10:02am. The meeting was held in Smarr, Georgia.

**Minutes of the August Board Meeting**

Brittani Kelley

- The minutes from the August Board meeting was sent to membership on August 23, 2017
- Kasey Bozeman made a motion to approve the August board meeting minutes
- Seconded by Al Parker
- Motion passed.

**Treasurer's Report**

Jeffrey Burke

- Treasurer's report was distributed to all board members via paper copy
- Balance from the Suntrust Account as of December 4<sup>th</sup>, 2017 is \$13,112.21
- Items in red have not cleared currently. Items in black have been cleared
- Georgia 4-H Foundation Investment Account received 6% interest this past year on the 2007 funds
- Ending balance for the Georgia 4-H Foundation Investment Account is \$26,787.90
- Jakyn Tyson moved that we except the Treasurer's report
- Seconded by Timothy Jennings
- Motion passed.

*Winter Treasurer's Report*

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## Treasurer's Report

Winter Board Meeting - December 4, 2017

August 1, 2018 - December 4, 2017

### Suntrust Checking Account

Beginning Balance	\$18,630.85
Adjustments	\$5,518.64
Ending Balance	\$13,112.21

### INCOME

Line Item	Name	Description	Amount
Annual Meeting	Georgia 4-H Foundation	Silent Auction Credit Card Trans.	\$379.01
Human Development Project	Georgia 4-H Foundation	SE District GAE4-HA	\$550.00
NAE4-HA States Night Out	Various	Commitment Money	\$750.00
Oceans of Fun	Various	Various	\$94.00
Scholarship Auction	Audrey Justice	Silent Auction Credit Card Trans.	\$51.50
State Congress	Various	Various Checks for T-shirts	\$2,515.00
<b>Total Income</b>			<b>\$4,339.51</b>

### EXPENSES

Line Item	Name	Description	Amount
Dues Expense	Georgia 4-H Foundation	membership dues for Phillip Petway, Brandi McGonagill, & Kaylin Dykes	\$15.00
Public Rel. Committee	Kasey Bozeman	Gifts	\$49.93
Oceans of Fun	Georgia 4-H Foundation	Oceans of Fun Expenses charged to Northeast District	\$1,561.44
Oceans of Fun	American Income Life	Oceans of Fun Insurance	\$46.50
Oceans of Fun	Ken Young Company	Ocean of Fun Polos	\$553.58
State 4-H Congress	Ken Young Company	T-shirts	\$2,515.09
President's Expense	Etched in Tradition	Friend of 4-H Award	\$53.50
Treasurer Expense	USPS	Stamps to mail state congress shirt receipts	\$19.60
Treasurer Expense	Georgia 4-H Foundation	Quickbooks Annual License	\$258.88
Oceans of Fun	Patricia West	Supplies	\$234.63
Human Development Project	Georgia 4-H Foundation	FY17 and FY18 Sponsorship	\$4,500.00
NAE4-HA States Night Out	Evans County Extension/4-H	Commitment Reimbursement	\$50.00
<b>Total Expenses</b>			<b>\$9,858.15</b>

### UNCLEARED DEPOSITS

Line Item	Name	Description	Amount
Human Development Project	Georgia 4-H Foundation	SW District GAE4-HA	\$550.00
Human Development Project	Georgia 4-H Foundation	NW District GAE4-HA	\$550.00
NAE4-HA	Jeffrey Burke	NAE4-HA Commitment Money	\$50.00

### UNCLEARED CHECKS

Line Item	Name	Description	Amount
Annual meeting	Cheryl Poppell	State Meeting Nametags	\$47.28
Oceans of Fun	Beachside Bike Rentals	Oceans of Fun	\$105.00
NAE4-HA States Night Out	Jeffrey Burke	NAE4-HA Commitment Money	\$800.00
Annual meeting	The Graduate	Deposit	\$1,000.00
Treasurers Expense	USPS	Stamps	\$19.60
Treasurers Expense	Walmart	Envelopes	\$6.25
NAE4-HA	Kasey Bozeman	NAE4-HA Hospitality	\$317.16
NAE4-HA	Jeffrey Burke	NAE4-HA Silent Auction Item	\$50.29
NAE4-HA	Cheryl Poppell	NAE4-HA Flowers	\$128.40
Annual meeting	Cine	Deposit	\$100.00

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## Treasurer's Report

Winter Board Meeting - December 4, 2017

August 1, 2018 - December 4, 2017

### Georgia 4-H Foundation Investment Accounts

#### 3365 - GAE4-HA 2007 Endowment

Beginning Balance	\$96,208.70
Adjustments	\$0.00
Ending Balance	\$96,208.70

#### 3450 - Julius Benton Memorial Scholarship Endowment

Beginning Balance	\$56,035.07
Adjustments	\$0.00
Ending Balance	\$56,035.07

#### 4755 - GAE4-HA Operating

Beginning Balance	\$15,217.05
Adjustments	\$250.00 Judy Ashley Conf. Registration
	\$250.00 Jennifer Cantwell Conf. Registration
	\$250.00 Casey Hobbs Conf. Registration
	\$250.00 Cheryl Varnadoe Conf. Registration
	\$250.00 Rebekah Greene Conf. Registration
	\$425.00 Rhea Bentley & Ashley Day Conf. Registration
	\$379.01 Silent Auction
	-\$379.01 Silent Auction (moved to Suntrust)
	\$6,253.57 Interest for 16-17 Endowment
	\$3,642.28 Interest for Julius Benton
Ending Balance	\$26,787.90

## Old Business

### Membership Update

Sonya Jones

- Senior Directors please do one more push with your districts to encourage membership
- The incentive is December 15<sup>th</sup> and the firm deadline is December 31<sup>st</sup>.
- 83 are registered online but without duplicates we have 77 members registered to date

## New Business

### 2018 State Meeting

Cheryl Poppell

- Host location will be at the Graduate Hotel in Athens April 18-20, 2018
- Typically the conference has been on a Monday-Wednesday but this year it will be from Wednesday-Friday
- Wednesday we will have some educational tours for the opening day
  - Opening event and laid back social event will be held at Cine. Heavy Hors d'oeuvres

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- Looking at recognizing our NAE4-HA service awards that night and the GAE4-HA service awards at the opening event
- Thursday would be the professional development opportunities
  - The evening event will be the typical NAE4-HA Awards ceremony
  - Auction will begin at 5:00-5:30
  - Dinner at 6:00pm
- Friday will be business meeting and potentially some professional development opportunities.
  - GAE4-HA Awards ceremony will be held
  - Get people on the road before lunch time
- Everything would be held at the Graduate. They do not require that we hit a hotel block minimum which is nice! If we do not meet the 40 block minimum, we will not receive a financial penalty
- The deposit has been paid at the Graduate and the deposit to use Cine's facility on Wednesday night
- We are transitioning to utilizing a planning committee for the Conference. We have asked several people outside of the board to step up and take on leadership positions to relieve some of the board committees from doing things
  - Kelle Ashley and Elizabeth Conway will lead educational tours on Wednesday
  - Kate Whiting will handle the hospitality
  - Kasey will handle printed materials
  - Ashley Davis and Brittany Teets will do commercial exhibitors
  - Abbie Salmon and Allie Griner- Silent Auction and door prizes
  - Trish West- Decorations
- The Professional Development Committee will still take on the role of planning the professional development opportunities and poster session
- We are still working on the price point and it will be similar to years past
- Theme: "4-H: It's a Wonderful World"- music theme

*NAE4-HA-Indianapolis*

Kasey Bozeman

- With nearly 35 attendees at the NAE4-HA Conference in Indianapolis, our delegation had a great time learning from our peers from across the nation through workshops and poster sessions, networking during conference events, and celebrating successes at the regional breakfast and national awards dinner. Here are some important updates from the conference and additional information that you may find helpful:
- **NAE4-HA Conference Proceedings:** I've attached the conference proceedings. Even if you were unable to attend the conference, presenters are usually willing to share their presentations and resources with you. If you get a few minutes, comb through the document and see what can benefit you as a 4-H professional.
- **NAE4-HA Poster Presentations:** NAE4-HA is in the process of posting the digital posters presented at the conference on the NAE4-HA website. Stay tuned for notification – and you will be able to view the posters.

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**Upcoming NAE4-HA Conferences:** Block off your calendar for the upcoming NAE4-HA Conferences –

- Columbus, OH: October 7-11, 2018
- White Sulphur Springs, WV: November 2-9, 2019
- **Award Winners:** We are very excited about our regional and national award winners that we celebrated during the conference.

### Southern Region Award Winners

- Periodical Publication Individual: Jeri Gilleland
- Excellence in 4-H Volunteerism Individual: Ali Merk
- Excellence in Camping Individual: Chesley Davis
- Excellence in Teamwork: Casey Mull (and team from North Carolina)
- Excellence in Urban Programming: Lori Bledsoe & Laurie Murrah-Hanson
- Search for Excellence in Teen Programming Individual: Brittani Kelley

### Southern Region & National Award Winners

- Feature Story: Brennan Jackson
- Beyond Youth Leadership: Stephanie Myers

### Service Awards

- Achievement in Service: Jeri Gilleland, April McDaniel, Laurie Murrah-Hanson
- Distinguished Service: Lauren Dye, Robbie Jones, Dinah Rowe
- Meritorious Service: Lynn Davis
  
- **New NAE4-HA Website:** Check out the new NAE4-HA website: <http://nae4ha.com/>. There are many great features on this website – so put your membership to use and check it out! Also, don't forget about the monthly professional development webinars offered by NAE4-HA; they are a great way to learn from your colleagues without having to attend the conference.
- **NAE4-HA Board of Trustee Members:** We are especially proud of our Georgia members that are serving in leadership roles on the NAE4-HA Board: Casey Mull is the current NAE4-HA President, Abby Smith is the Vice President for Professional Development, Rebecca Thomas is our Southern Region Senior Director, and Brittany Teets is the Chair of the Public Relations and Information Committee. Congratulations to all; we are proud of the work they have done and will continue to do to support NAE4-HA and the 4-H profession.
- **National 4-H History Preservation Program:** Did you know about the National 4-H History Preservation Program? Not only can you search for materials, but you can also contribute historical documents, photographs, recordings of radio programs, and more by visiting their website: <http://4-hhistorypreservation.com/>. Additionally, you can nominate a historically significant 4-H site, people, and/or events to be part of the National 4-H History Map. All the details can be found here: [http://4-hhistorypreservation.com/History\\_Map/](http://4-hhistorypreservation.com/History_Map/)

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- **GAE4-HA Annual Meeting and Professional Improvement Conference:** The 2018 GAE4-HA Annual Meeting and Professional Improvement Conference will be held April 18-20, 2018 at The Graduate in Athens, Georgia. A save-the-date flyer will be forthcoming. More information about the call for proposals, registration, etc. will be released later in the year.

### *PILD/JCEP*

Cheryl Poppell

- JCEP-February 14-15<sup>th</sup> in Orlando. GAE4-HA will be represented by Cheryl Poppell and Kasey Bozeman
- PILD April 8-11 in Washington DC Cheryl Poppell and a representative will attend
- JCEP Georgia Board meeting will be March 6<sup>th</sup> at Rock Eagle. We will receive authorization for this.
- ESP Scholarship for JCEP attendance. Please refer to the email

### *Georgia 4-H Update*

Arch Smith

- Arch was unable to be with us this morning.

### *Other New Business*

Cheryl Poppell

- We have been approached by several people about hosting the NAE4-HA meeting in 2021
- The bid is due in March
- This would be a statewide effort
- The last time we hosted was in 2007 in Atlanta
- Royce- I was on the National Board when we selected Georgia in 2007. Very in depth process. I don't know that we would have the success that we did without the help from the other associations and retirees. It is a very intense undertaking if that is something that we plan to do. If we decide to do it, you need to clear your schedules. Things have to happen.
- Timothy Jennings- We had a lot of experience level with employees in 2007. Do we have that now?
- Al Parker- We didn't have a lot of people that had experience at a National meeting in 2007. Doing it now, we will have the experience of those that were here in 2007.
- Robbie- Starting in 2020, NAE4-HA will provide a conference planner which would be an advantage
- Kasey- Concern that we need to focus on making our association stronger before we host again. We would only have 10 month to get that together. We need to ask the membership. Put together a research package to present to membership in April.
- Brittani- We don't have to do this in 2021, we can do it in future years, but it would nice to have people who were around in 2007
- Abbie- If young professionals are going to be a part of it, we need to have them a part of it in the beginning. Include our entire membership
- Cheryl- Arch stated that the Georgia 4-H Foundation is willing to back us. He plans to be here through 2021 but that's not guaranteed. The Foundation will need to start putting money away if we are interested. We would need to give our membership an opportunity to do a payroll deduction

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to assist with that. Members could pledge monthly or pledge a certain amount that is spread out over paychecks. As Royce stated, we will need to reach out to our other professional organizations.

- Jared- Who will be in the board positions? Who will be attending the NAE4-HA meetings so that they can get a good idea. Laura Perry Johnson would need to select the conference chairs and conference committee chairs.
- We need to have a discussion at the April GAE4-HA state meeting.
- Do an electronic poll to membership and discuss it at the JCEP meeting in March.
- Jared made a motion to submit an NAE4-HA national bid after 2021
- Seconded by Al Parker
- Motioned passed
- The plan of action is to:
  - o Receive candid feedback from membership
  - o Discuss feedback at the JCEP meeting and debriefing
  - o Discussion and game plan will be discussed at the April Board Meeting
  - o State Meeting- have Abby Smith come in as a National VP to discuss what it takes to put on a conference

### *Committee Reports (Standing)*

#### **Member Recognition**

Jakyn Tyson

#### **Work since last meeting:**

- Committee has not met, but will be receiving communication soon from chair once membership list is distributed. Committee Chair hopes to involve all members in committee work, not just Awards Representatives and Chair, Chair-Elect.
- Bill Hammond will replace Jackie Nunn as SE Awards Representative.
- No communication has been received from NAE4HA as far as official Awards timeline, but estimated deadline for award submission for GAE4HA members to district representatives will be mid-February.
- Booth award ballots will be distributed February 1. The Booth awards process and timeline is outlined on GAE4HA website.
- NAE4HA has made the decision to consolidate all awards that previously had both Team and Individual winners. Communicator and Specialty Awards have been reduced from 45 to 34.
- Because DEDs have made the decision to not fund travel for Booth Award nominees for interviews, reimbursement for fuel will be paid from Member Recognition budget. The funds will come from the savings in reduced number of awards.

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## ***Public Recognition & Information***

Allison Perkins

**Committee Purpose:** To market the 4-H profession and 4-H by developing and sharing 4-H marketing items at county, state, and national level; responsible for hospitality and the annual meeting.

### **Members:**

Cherry Hovatter

Megan Bailey

Kari Mateling

Rachel Wiginton

Ashleigh Day

Crystal Perry

Sharon Dowdy

Laura Garrett

### **Work since last meeting:**

Created informational flyer on association for Winter Conference attendees

### **New Business:**

Looking towards conference planning

New member recognition, first timers orientation

## ***Policy & Resolution***

Robbie Jones

### **Current Committee Goals:**

1. Revising By-Laws
2. Revise and assemble a workbook of policy and procedure sheets for standing committees, district directors, and executive board positions.
3. Work to committee provide plan of work documents for committees to use to plan for activities for the 2017-2018 year.



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## **Work Since August Board Meeting:**

1. Researching needs for updates to bylaws, and what needs to be addressed to properly inform membership about committee work.

## **Future Work:**

1. Discussions:
  - a. Have meeting at Extension Conference to review and make suggestions for updates to the Bylaws.
  - b. Have proposed updates to bylaws to the board in the March meeting.
2. Annual Meeting:
  - a. Present proposed changes to bylaws for membership vote.
  - b. Work with committee chairs to assembly policy and procedure documents on each committee.
  - c. Review with committee upcoming policy needs for GAE4-HA.

## ***Diversity***

Philip Petway

Nothing to report at this time.

## ***Media & Newsletter***

Robin Turi

Peach Press Fall 2017 was published October 23, 2017

Currently awaiting submissions for Winter 2017 article with a Deadline of December 12<sup>th</sup> for submissions

Included in this issue will be

An article by Hamp Thomas on his experience as MC at the National Meeting

National Awards

NAE4-HA Recap

I have requested a message from our President Cheryl Poppell, a short holiday greeting from Casey Mull and Dr Bo Ryles in addition to the general request for committee member articles.

Winter Peach Press will be published Dec 21<sup>st</sup>

## ***Programs***

Timothy Jennings

- Write a job description of the mission of GAE4-HA Programs Committee.
- Contact past Programs Committee Chairs on past surveys and reports

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- Melinda Miller
- Kerri Hobbs
- Laura Goss
- Marcus Eason
- Send sample survey to Programs Committee Members on: Competitive/Judging Events, Summer Camp, Conferences, Project Achievement, S.A.F.E, Livestock and In-school club meetings.
- Once committee members review survey, final survey will be sent out to General GAE4-H Membership.
- Develop notebook or cloud file for information and resources for next program chair.

### ***Research & Evaluation***

Jennifer Cantwell

The Research & Evaluation Committee has not met since the April 18, 2017 meeting at the State meeting. We continue to assist other members with evaluation efforts as needed.

Update: We received the Challenge Cohort Grant to implement training on Common Measures. More details will follow. The Research & Evaluation Committee will be involved in helping coordinate implementation.

### ***Oceans of Fun***

Al Parker

Oceans of Fun fund allotment is still under discussion and the association will pay for the first night at the hotel, offsetting the increased cost and keeping expenses near the \$250 that has been allocated by administration in the past and hopefully again next year.

### ***Life Members***

Royce James

- Continuing efforts on updating Life Members contact information
- Have requested from the Membership Chair the contact information of LM's that is currently being used for communication purposes in order to identify any known corrections, changes, updates, etc.
- Will provide a Life Members list for publication in the "Peach Press" newsletter
- Have reached out to Life Members for article information to be included in the "Where Are They Now..." section of the Peach Press

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- Encourage the utilization of the “EXTALL” link (if this is a possibility) in promoting the LM list as an additional effort to locate members
- Most recently assist in the Life Member Seminar at NAE4-HA Annual Conference held in Indianapolis

### Learned that:

- There are some states with no current effort towards life membership
- Some states have very elaborately organized Life Member/Retiree Program, (similar to that of Georgia’s current “Extension Retirees Association)
- Some meet multiple times a year with programs, activities, tours and/or trips being provided
- Some states Life Member/Retiree Program are joint efforts with the other agent associations – but, they are small in membership numbers

### ***Professional Development***

Chesley Davis

- \*Sending out Qualtrics in December to get a feel for presentation topics for GAE4-HA
- \*Finalizing the number of rooms for presentations in January
- \*Finalizing presentation proposal dates in late January
- \*Presentation proposal submission closing date will be in Mid-February
- \*March 1 presenters will be notified
- \*Finalize Panel Discussion by March 1
- \*Write an article for the upcoming Peach Press
- \*Present one of the NAE4-HA webinars regarding school relations

### *District Reports*

#### ***Northeast***

Randi Gray

NE District GAE4-HA Account as of September \$6,084.79

NE District paid \$550.00 for the FY17 & FY18 Human Development Project

11 GAE4-HA members from NE District Have paid their dues which Includes 2 new members.

Junior Director Ali Merk hosted a professional development day August 23 in Jefferson, GA.

#### ***Northwest***

Abbie Salmon

- **Membership:** 26 members have started the registration process; 9 registered; 17 awaiting payment.
- **Balance:** \$3,177.18 since last inquiry

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• **Professional Development Day:** Scheduled for October 26, 2017 at Rome Floyd ECO Center was postponed. Directors are looking to reschedule for spring 2018.

## Southeast

Jared Crapps

Work since the last meeting:

**Action Item-Call to Vote:** Southeast District had discussion and voting via Google for the purchase of (2) \$100 gift cards to be presented to retiring members Joann Milam and Gary Brown. Motion made by Abby Smith; seconded by Kasey Bozeman. There was no discussion. 26 yes, 10 abstained votes or no longer employees/members. The motion passed.

## Membership Update:

- 2018 Membership Drive is underway; currently 18 entered (online registration) and 11 registered (payments received)
- Recruitment emails have been sent to Southeast District

## Current Information

- Professional Development Day scheduled for December 8, 2018 following Southeast District 4-H Update. Members are invited to come work together on awards, workshop proposals, and dossiers.
- NAE4-HA Attendees: 4 Southeast District members - Kasey Bozeman, Phillip Petway, Abby Smith, Trish West

## Financial Report

Balance as of 12/4/2017 is **\$1,157.90**. Recent profit/loss includes:

- **Expense in the amount of \$550.00:** FY17 (\$250.00) and FY18 Annual Sponsorship of Georgia 4-H Human Development project (\$300.00)
- **Expense in the amount of \$200.00:** purchase of gift cards (designated for rocking chairs for retirees Joann Milam and Gary Brown)

## Southwest

Cindy Wynn

\$550 was paid to support the Human Development Project in 2017 and 2018

Balance \$2,689.97

We currently have 11 members entered and 16 members registered for GAE4-HA for 2018.

## State Staff

Heather Shultz

Heather Shultz, Senior Director for State Staff, made a presentation at Basics and Fundamentals to encourage new agents to join GAE4-HA in their respective districts.

Eight members from the State Staff attended NAE4-HA meeting in Indianapolis, IN in November.

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### **Membership Update:**

9 members 12/4/17

Continue to reach out to possible new/renew members.

Melanie Biersmith encouraged Center Directors to renew/join.

Heather Shultz invited UGA ADS Specialists to renew/join membership.

### **Financial Report:**

Ending Balance, 12/4/17: \$255.80

- Jeffrey Burke moved to close the business meeting
- Seconded by Jared Crapps
- Motion passed
- Meeting adjourned