

2017 GAE4-HA Spring Board Meeting Minutes

**Georgia Association of Extension 4-H Agents
2017 Spring Board Meeting
Monday, March 13, 2017
10:00AM**

Call to Order

Kasey Bozeman

President Kasey Bozeman called the meeting to order at 10:01am. The meeting was held at Rock Eagle 4-H center.

Kasey asked to amend the agenda to allow Dr. Laura Perry Johnson speak and give updates from UGA.

Jeremy motioned to amend the agenda

Seconded by Marcus.

Motion passed.

Dr. Laura Perry Johnson

- Thank you to Kate for sending a schedule to speak to all the groups at the JCEP meeting today. Kate is the JCEP chair and she is doing a great job. It is very organized and well run. JCEP will be going to Washington in a few weeks to represent Extension
- Kasey and Kate have been excellent leadership for this group. Thank you for your organization and proactive vision
- Budget- in the late 30s of the 40 day session. The legislative session must be finished by March 30th. The budget will go to the conference committee but it's not over until the Governor signs the budget. Things are looking positive so far. I am feeling 90% positive that all of our requests will stay in there.
- Jack Hill did report that this is the first downturn in economic reports. All of the tax refunds that were going out in February caused revenues to go down. History shows that it goes up and down.
- Feels confident that funding for the 5 specialist will stay in the budget. Full maintenance and operation money (6.2 million) went in the budget on the house side. Please don't fuss at your Senators, be pleasant ☺ Small caps project (5 million or below). Extension asked for 5 million to support the poultry science renovations.
- 4.2 million experiment stations, 2 million to Extension (4-H centers, Hoke Smith, Ag Services, Tifton Campus Rural Development center, Griffin, Hoke Smith Annex). We really need this funding. Won't necessarily support new positions but would help with funding the positions
- Agent positions have done really well in the past few years in the legislature. It has to be important to ALL agents that we do a great job with the money that we have because it impacts everyone at the state and local level. It helps us to promote our programs at the capitol.
- Unrest at the Federal level- we get 10% of our funding from the Federal government. 8 million in Smith Lever Funds. Federal funding really hits the specialist and operating money at the Extension level.
- Capacity funds- base funds that helps us to have someone in place when a something comes up like a drought, pest issues, helps with us to redirect staff to work on those issues.

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- Concerned most about the federal money. If we lost that it would be hard to recover from them.
 - o Would include ag funding, AmeriCorps, and EFNEP.
 - o Be prepared to be able to articulate how important these funds are at the local level
- Chairing the search for the Associate Dean for Research. This will be a very important position. They will manage all of the experiment station funds.
- Hired 3 department heads last year
 - o Poultry Science
 - o Entomology
 - o Plant Pathology
- This year hiring 3 new department heads
 - o ALEC
 - o Animal and Dairy Science
 - o Crop and Soil Science
- Many changes going on with lots of new faces
- We are hoping to hire an Evaluation Specialist
- Everything we do we should have the end goal and impact in mind

Minutes of the December Board Meeting

Brittani Kelley

- The minutes from the December Board meeting was sent to membership shortly before Christmas
- Craven made a motion to approve the December board meeting minutes
- Seconded by Jeremy
- Motion passed.

Treasurer's Report

Pam Bloch

- Treasurer's report was sent via email to the board by Pam meeting on 3/9/2017.
- Balance as of January 31, 2017 \$20,366.29
- Jeremy moved that we except the Treasurer's report
- Seconded by Jennifer Cantwell
- Motion passed.

Treasurer's Report

JCEP Board Meeting – 3-13-17

Rock Eagle 4-H Center

Checking Account: Suntrust Bank

Balance: **November 30, 2016 \$10,662.29**

Income:

Interest earned – December - January: None

State Meeting Banquet: \$110.00

Membership Dues: \$360.00

Membership Dues: \$450.00

Membership Dues: \$450.00

Membership Dues: \$4,425.00

Membership Dues: \$4,680.00

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Total: \$10,475.00

Expenses:

Dorothea Graham – States Night Out: \$50.00

County of Bleckley – GAE4-HA membership overpayment: \$90.00

Cheryl Poppell – States Night Out: \$50.00

Kasey Bozeman – President’s Travel: \$500.00

Jenna Daniel – GAE4-HA Scholarship Award: \$81.00

Total: \$771.00

Balance: January 31, 2017 \$20,366.29

Outstanding Income:

Membership Dues: \$425.00

Membership Dues: \$2,975.00

Membership Dues \$755.00

Outstanding Check:

NAE4-HA – Annual Membership: \$12,640.00

Rockdale Co. Extension/4-H – GAE4-HA Promotion: \$320.22

Kasey Bozeman – Annual Meeting attendee gifts: \$821.23

**Jennifer motioned to accept the current
Seconded by Jenna**

Old Business

Kasey Bozeman

Membership Drive

Jeremy Cheney

- 200 members with regular and life
- Added 10 more that will be amended
- All money came in on time
- Jeremy has reached out to all those that did not sign up for a committee to get them to sign up for a committee

JCEP Leadership Conference

Kasey Bozeman

- Jeremy and Kasey attended this conference in February 8-9 in Orlando, Florida
- Jeremy attended on Cheryl’s behalf
- Involved leadership workshops, keynote speakers, town hall meeting held at JCEP
- NAE4-HA met while down there as well with discussion of the strategic plan
- Next year’s conference will be February 14-15 in Orlando, Florida again
- Registration price is reasonable in price and anyone is welcome to attend pending supervisor’s approval
- Our association sends President and President Elect

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New Business

State JCEP

Kasey Bozeman

- Two members from GAE4-HA are on the JCEP Boards- Kasey and Cheryl
- Two members in leadership roles with each of 5 Extension professional associations in Georgia – GAE4-HA, GEAFCS, GACAA, ANREP, ESP (typically President and President-Elect or Vice President)
- Kate Whiting is the JCEP chair representing GAE4-HA
- Met on December 7, 2016 and heard from Dean Pardue
 - o Dr. Laura Perry Johnson gave an update-
 - Federal funding that extension receives
 - Entire delegation will attend PILD in April in Washington, DC
- Whoever is elected to GAE4-HA VP in 2018 will chair the JCEP Board in 4 years because it will be GAE4-HA's turn. We want to ensure that they understand that this will be an additional year to their leadership term

Membership Eligibility Committee

Jenna Daniel

- Al, Sonya Jones, Phillip Petway, and others were nominated by President Kasey to serve on this committee
- Looking at Membership requirements
- Stable group of active members
- Discussion of the definition of professional experience
- Need to add 5 years of employment in Extension in the definition of an active member
- Want to have the ability to be more broad so that we don't have to constantly change the description of an active member when the UGA employment description changes
- Ultimately the membership will have to vote on this
- Question-will AmeriCorps members experience count?
- Will spell out to membership, that membership eligibility does not focus on just attendance at the state meeting. Goes back to CEC
- Need to add full time employment in Extension instead of 5 years' experience. Full time defined as 40 hours.
- Brittany motioned to approve with the amendments mentioned above
- Seconded by Craven
- Vote 1 opposed, 19 approved

State Meeting

- Cheryl is on the phone with us
- If you are working on something for state meeting please let Kasey and Cheryl know
- Jeremy is handling the registration process through Event Registration thanks to Steve Walker
- As of March 12th at 9pm, we have 36 people registered and 9 payment submitted
- Drawing for the 1 free registration for all those that submitted membership registration payment by December 31st

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- Kari Mateling
- Steve Walker back up 1
- Cindy Meadows back up 2

GAE4-HA Website

Kasey Bozeman

- Managed through UGA CAES IT department
- Board members will be able to add or update things with permission
- Updates will be more timely
- Awards are on there, state meeting information is on there currently
- Adding Bios of all Friend of 4-H winners will be added to the website
- Discussion of William H Booth award to be featured on the website
- Archived Peach Press on the website as well

Friend of 4-H Award

Brittany Johnson

- Brittany sent the nominations out of the Friend of 4-H Award
- Several nominations from general membership
 - Don Bower: Great Extension/4-H supporter
 - Dean Scott Angle:-2 nominations
 - Bill Lott: 2 nominations
 - Ronnie Silcox
 - Zippy Duvall
 - Jack Hill
 - Jeff Buckley
 - Jenny Jordan
 - Bob Brockman -2 nominations
 - Dr. Laura Perry Johnson - 2 nominations
- Will narrow the list down to two people through our discussion
- Dean Scott Angle received it in 2010
- Narrowed nominees down to:
 - Don Bower- Retired but on a hire back
 - Ronnie Silcox- Retiring in May
 - Zippy Duvall- receiving an award from another National Association
 - Jack Hill- has received nothing from Extension to date but is being considered for the Green Jacket Award
- Jeremy motioned that we move to a vote for a nominee for Friend of 4-H
- Brittany seconds
- Don Bower- 0 votes
- Scott Angle- 0
- Bill Lott- 0
- Ronnie Silcox- 18
- Zippy- 0
- Jack Hill-0
- Jeff-0
- Jenny-0
- Bob Brockman-0

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- LPJ- 0
- Friend of 4-H award- Ronnie Silcox
- Kept as a secret- please keep it confidential

PILD

Kasey Bozeman

April 2-5. Kasey will attend as GAE4-HA rep and Kate is attending as JCEP rep and past president of GAE4-HA. Casey Mull is attending as NAE4-HA President elect

Operating Account /Expenses/Budget

Pam Bloch

- We received a letter from the Foundation that our investment didn't receive any interest this year. It pays for Peach of Profession, pays for NAE4-HA registration for a winner, also Human Development project of \$1000. Exec board voted to still fund the Peach of Profession. We have \$15,000 in the operating budget. With Cheryl's budget for the state meeting we should be ok
- Board will need to vote on Cheryl's budget
- Did not receive the letter on time though it was dated in December
- Cheryl mirrored the budget that was set last year
- Last year's budget was in the black
- Any vendors and sponsors for this year will add back in to the operating budget
- This is the first year in four years that we have not made any interest
- Principle investment is about \$97000 from the 2007 money.
- \$9,000- in Checking Account
- \$15,000 is in the operation account (like a contingency plan)
- Add contingency line in the Peach of Profession that if funds are not available the scholarship will not be awarded
- Brittany made a motion to approve the budget
- Pam seconded
- Motion passed to pass the budget to show the membership

Change over board meeting-

Kasey Bozeman

April 19th will be the change over board meeting

Financial Policies-

Jenna Daniel

- Adapted from ANREP financial policies
- We haven't found any policies that govern our finances to date
- Financial Policy and Procedures
 - o Guidelines for contracts
 - o Guidelines for Payment of Annual Dues
 - o Guidelines for Securing Funds
 - o Check Request form
 - o Audit reviews
- Safeguard for the organization so that we are responsible for the larger membership
- Jeremy motioned that we accept the policy and procedures
- Seconded by Royce

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- Motioned carries
- We now have financial policies and procedures in place. They will be posted on the website and membership will be notified

Arch Smith State 4-H Leader Update

- Appreciate the opportunity to speak to us and give insight on the Friend of 4-H award
- 4-H Foundation will have a Gala on August 12th
 - o Lifetime recipient award has been secured. They will be notified soon and a public announcement will be made soon
 - o Donors have been lined up
- Camp Jekyll is going well
 - o Great response for camp
- Swimming pool is working at Fortson and will operate this summer
- National 4-H Program Leaders met in Atlanta
 - o Brought them all out to Rock Eagle
 - o We have an outstanding agent training program and the other state leaders are very complementary
 - o We have a very diverse 4-H population in makeup of kids and the programs that we offer
- New minors on campus policy
 - o Will go in to effect on May 1st
 - o It has not rolled out yet
 - o County programs- Inventory of records and medical forms
 - o All 3rd party users of youth groups will have to verify that they have run background checks and show that they have been trained. They must also have a 2million liability policy.
- Thank you for what you do and what you do for the 4-H organization

Nominating Committee-

Kate Whiting

- We will elect a Treasurer and a Vice President at our state meeting
- Please contact Kate if you have any ideas of who might be a good person to nominate
- The Vice President elected this year will chair JCEP on the past president year

Committee Reports (Standing)

Member Recognition

Lauren Dye

Old Business:

State judging was set for March 15, 2017, at the Monroe County Extension Office. Information went out to the membership in January concerning the awards process.

New Business:

The committee will work to judge all award applications and advance state winners for Southern Region awards judging. Awards will be ordered for the 2017 state conference. Bios will be collected and compiled in the programs for the National and State Awards Dinners.

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Progress since last meeting:

Chair participated in awards session from NAE4-HA. Information about the 2017 awards process went out to the membership. District Representatives, Co-Chair and Chair all worked together to answer questions and assist the membership with applying for awards. District Representatives accepted award applications and will submit applications at awards judging.

Public Recognition & Information

Brittany Johnson

Accomplished Task:

- 4-H Day at the Capitol – Laura Garrett, Cheryl Varnadoe, and Brittany Teets put labels on over 250 4-H lapel pins. These pins were delivered to Cindy England and given to all representatives and senators on 4-H Day at the Capitol. Labels said “Thank you for all you do to “make the best better” by supporting Georgia 4-H! ~GAE4-HA ” **See picture below.
- Friend of 4-H Survey was sent on 2/27/17. Responses were due 3/8. Responses were compiled and nominations were given to the board for discussion at the 3/13 meeting.
- Sent purpose of committee to Kasey Bozeman for new website.

Updates to Other Projects/Discussions:

- **Friend of 4-H Award Winner Bios:** Brittany will create a google doc to start collecting information on past winners for new website. It will be a HUGE group effort to get them all. ☺
- **First Timers Orientation at GAE4-HA State Meeting:** Committee will be working on this event to make it short and sweet, with a one page attractive flier about GAE4-HA state meeting. We will focus on the basics. ***Committee will also come up with a gift for the First Time Attendees once we know the number. ****Kasey will attend to give greetings and welcome.
- **Food and Breaks** – Committee will work with Cheryl Poppell on refreshments and meal selection for state meeting.



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Policy & Resolution

Jenna Daniel

1. Membership eligibility committee and proposal
 - a. In December 2016, GAE4-HA President, Kasey Bozeman, tasked an appointed Membership Eligibility Committee to thoroughly review the current GAE4-HA by-laws that define our four membership classes. As Chair of the Policy and Resolution Committee, I was asked to serve as chair of this committee. Following this task, the committee (comprised of Al Parker, Julie-Lynne Macie, Kate Whiting, Sonya Jones, Lynn Hall, and Phillip Petway) met twice to review GAE4-HA membership feedback regarding recent changes in classifications of Extension employees.

Based on feedback from the current GAE4-HA membership as well as data from the CAES Business Office, the committee proposed to better define the current by-laws that outline "Active Membership". In an effort to provide 4-H faculty and staff throughout the state the opportunity to engage in a professional development association, the following clarification is being proposed to GAE4-HA membership to review and then vote upon at our upcoming state meeting (proposed clarification is in red).

Active Members: Currently employed *full time* by University of Georgia Cooperative Extension and Fort Valley State University Extension in professional status (*having 5 years' employed extension experience or a Bachelor's degree*) or operating under an official agreement with University of Georgia Cooperative Extension in a professional status (*having 5 years' employed extension experience or a Bachelor's degree*) and assigned responsibility for 4-H Youth development or professional interest in promoting and supporting same. Active GAE4-HA members who retire may complete that membership year as active members, with full membership benefits. They may vote; hold elected or appointed positions; receive newsletters, pay full current dues amount."

This clarification was proposed unanimously by the Membership Eligibility Committee to the GAE4-HA Board of Directors. On Monday, the Board of Directors voted and passed this proposal to move forward to the larger membership for a vote at the state meeting. As a committee, and even further as Board of Directors, we hope this clarification better defines individuals who are eligible to engage in GAE4-HA as active members (this discussion is not bound narrowly to confuse membership with participation in state meetings, but rather their engagement in the association as a whole as anyone is eligible to register for our annual state meeting). Our overall hope was to provide a more stable and broad look at membership eligibility regardless of job title (since we have seen these change often based on federal and state legislation the past few years).

2. Review and update of financial policies
 - a. Financial policies as well as procedure documents were created and proposed to the GAE4-HA Board of Directors (see attached)
3. Annual meeting exhibit fair and educational posters
 - a. We are still accepting applications for the GAE4-HA Annual Meeting and exhibit fair. A call for proposals and applications was sent to membership in March.

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Diversity

Philip Petway

The Diversity Committee has been in communication via email and telephone. Topics discussed was decorations for the upcoming state meeting and resources. Survey results from the Diversity Survey given at last year's state meeting will hopefully be compiled and distributed to the membership

Ideas on decorations has been communicated with past committee chair Kandi Edwards, and Trish West has offered assistance with sharing ideas.

Submitted by –
Phillip Petway
Diversity Chair

Media & Newsletter

Dinah Rowe

Work since last meeting:

Our most recent edition of the Peach Press was released in November. Thank you to those that submitted articles. The media committee has begun soliciting articles for the 2017 spring edition to be published and distributed at the state meeting in April.

Our theme "Building for our Future" –is very versatile and works well with what we do as professionals.

"Concerns from the Heart" - page for our fellow agents that are battling serious health issues in their families. This was in our last edition. This gives agents a chance to share or give updates. At this point it's going slow so we will give it more time to see if there is still interest.

Other's editions' deadlines will also be posted in the edition as:

- Spring 2017 Edition deadline for articles March: publication date April
- Spring 2017 Re-cap Edition deadline for articles April: publication date May
- Fall 2017 Edition deadline for articles October: publication date November

Progress toward goals:

Goals for 2017 include:

- Video newsletter of programs/spotlight
- 3-4 newsletters a year
 - Paper and electronic

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- Email to all GAE4-HA members
- Mail to life members (We are meeting this goal!!!)

Committee involvement:

Members are requested to assist with specific articles/photos for each edition of The *Peach Press*. The next edition of the Peach Press will be a re-cap of the state meeting and is set to be published after the state meeting.

Programs

Lee Anna Deal

Working with Kasey Bozeman to define the direction and purpose of this committee. Working on possible incorporation healthy living component for state meeting as well as other ideas for entertainment for the state meeting. As a reminder if any members have 4-H project suggestions or recommendations they may submit those to Lee Anna Deal, Programs Chair for discussion at the state meeting during committee time. These recommendations can then be shared with the appropriate specialist.

Research & Evaluation

Jennifer Cantwell

The Research & Evaluation Committee has not met formally since the last meeting.

Evaluation Activities since last meeting:

- Jennifer provided technical assistance to counties and specialists as requested.
- Laurie Murrah Hanson finalized CCRPI Middle School surveys. These are posted on the Evaluation Resources page.
- Certified Coach's Training for Poultry Judging has been utilized.
- 4-H Day at the Capitol evaluation created and utilized.

Outstanding/Upcoming activities:

- Solicit items for live and silent auction at State Meeting.
 - We propose that each district bring a larger item for the live auction in addition to smaller items for Silent Auction and door prizes.
- Update End of the Year Teacher Survey Template and promote to counties.
- Post combined CCRPI lessons survey on Evaluation Resources website.
- Develop data tabulation spreadsheet pending for combined survey.
- Develop data tabulation spreadsheets for CCRPI Middle School lessons.

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- Draft schedule of Research & Evaluation Committee meetings for the upcoming year to discuss with committee at State Meeting.

Draft schedule of webinar training to discuss at committee meeting at State Meeting.

Oceans of Fun

Al Parker

Work since last meeting:

Attended Winter GAEL Conference in Athens and handed out flyers for the event. Discussed plans with GAEL leadership.

Progress toward goals:

New this year: Most of the discussion was around 4-H Family Night with Clovers and Company performance will move to Sunday night. We will run Registration later and will advertise classes during and after the Clovers Show.

Monday night will be free.

Now: I have begun reserving venues and locations for workshops. I am happy to be working with Richard Chewning and the new staff at Georgia 4-H at Camp Jekyll.

Recruitment: Need more help:

Those assigned so far:

NE Elbert Lauren Dye

NE Stephens Susan Yearwood

NE Jasper Kasey Hall

NE Butts Jenny Brown

NW Newton Terri Fullerton

SE Pierce Jared Crapps

SW Lowndes Lynn Hall

SW Dougherty Jazmin Thomas

SW Cook Bonnie Boone

SW Tift Ashley Davis

Any board members interested in attending? I will advertise it to the Association again to get more help.

Life Members

Royce James

We have one new life member

Will work on a task for Life Members to have. Will communicate with VP and President on what they can do

Professional Development

Kelle Ashley

A needs assessment was distributed to the GAE4-HA members via Qualtrics to determine topics for presentations at our 2017 GAE4-HA conference. One hundred ten GAE4-HA members completed the Professional Development Needs Assessment. Several themes developed from the survey responses. The top ten needs are listed below in order of importance based on feedback and have been incorporated into the proposal application.

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GAE4-HA's Needs Assessment Themes

1. Work-Life Balance
2. Management: Volunteers and staff
3. County Activities: Summer activities, afterschool programs, unique programming
4. Fundraising
5. Curriculum: In school, After School, New
6. Technology: Excel, Google Docs, Mail Chimp, Apps, How to Utilize Social Media
7. DPA: Prep, speeches, posters, portfolios, retention, recruitment
8. STEM
9. Scholarly work and Promotion
10. Health and Nutrition

Changes in proposal options from 2016:

- The Road Runner name has been changed to Program Showcase to correlate with NAE4-HA.
- Ignite sessions have been added to presentation option.
- Members can request to speak on a panel that will address the association during the conference.

The deadline to apply for a presentation is March 23 and presenters will be notified by April 1.

District Reports

Northeast

Marcus Eason

Membership Update:

32 - GAE4HA Members

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Financial Report:

\$3,765.83 Account Balance as if March 3, 2017
(Does not include pizza sales)

*2017 Junior Senior DPA pizza sales were:
\$1,308.00 - \$612.04 COG = \$695.96 NET

*Northeast District Awards applied for:
-GAE4-HA Awards – 25
-NAE4-HA Awards - 13

*Senior Director, Marcus Eason
*Junior Director, Randie Gray

Northwest

April McDaniel

Membership and Financial Report:

Account balance is to be updated after Junior/Senior Project Achievement Pizza Sales and late registrations.

Currently have 40 members registered for 2017.

Updates:

Abbie Salmon will assume Senior Director duties at GAE4-HA state conference.

Northwest had many fantastic awards applications and are looking forward to those results

Southeast

Trish West

Work since Winter Board meeting:

A second Professional Development Day is scheduled for the spring which will include a tour of the new facilities at Camp Jekyll

Membership:

We have 36 paid memberships for 2017.

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Pizza Sales at DPA

Pizza sale went well; we used Little Caesars Pizza in Madison. Easy pick up. Netted \$792.00 in pizza sales.

Financial Report:

As of March 10, 2017, the ending balance is \$ \$3,932.96. Recent profit/loss include:

- a) \$792.00 pizza sales
- b) \$2,455.00 check for 29 memberships

Southwest

Cindy Wynn

Senior Director – Cindy Wynn (As of January 1, 2017)
Junior Director – Cindy Wynn

Membership

GAE4-HA Members – 34

Financials

Budget - \$1,825.30

A \$100 donation was made to the Noon Day Christian Church Cemetery Fund on behalf of SWD GAE4-HA in memory of Mrs. Nelda Walker Bishop, mother of Jennifer Grogan, Mitchell County Extension Coordinator.

Profit from DPA Pizza Sales \$486.51

State Staff

Craven Hudson

Twenty (20) members were registered this year. There were 17 members, 1 lifetime member and 2 affiliate members.

A state staff member worked with the NAE4-HA Healthy Living team to coordinate a healthy living pre-conference for NAE4-HA Conference in 2017.

A state staff member is working with a sub-committee of the NAE4-HA Healthy Living Task Force to propose “Ideas at Work” for the Journal of Extension.

A state staff member submitted an application for a national award in March.

- Jeremy moved to close the business meeting
- Seconded by Marcus Eason
- Motion passed
- Meeting adjourned

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