

2018 GAE4-HA Spring Board Meeting Minutes

**Georgia Association of Extension 4-H Agents
Spring Board Meeting
Tuesday, March 6th, 2018
10:00AM**

Call to Order

Cheryl Poppell

President Cheryl Poppell called the meeting to order at 10:00am. The meeting was held at Rock Eagle 4-H Center.

Minutes of the August Board Meeting

Brittani Kelley

- The minutes from the Winter Board meeting was sent to membership on December 14th, 2017
- Brittani made corrections to the minutes.
- Robbie made a motion to approve the August board meeting minutes with corrections
- Seconded by Jeremy Cheney
- Motion passed.

Laura Perry Johnson Report

- Rachel Santos who is working with Dr. Laura Perry Johnson is here with us today
- She is helping us with political relations
- Her title is director of corporate relations and government policy
- She is helping JCEP plan their trip for PILD
- Rachel has assisted with making a hand out for the JCEP group. It is posted on the Extension Intranet. The resource shows who our legislative delegation is in Washington
- LPJ Is looking at the needs vs resources for the educator positions
- The need for growth in program assistants in not only 4-H but also in Ag and FACS
- Working to build relationships in urban areas and building capacity of volunteers to help get the word out
- Evaluation Specialist position has been offered and waiting to confirm

Treasurer's Report

Jeffrey Burke

- Treasurer's report was distributed to all board members via paper copy
- Beginning balance from the Suntrust Account as of December 4th, 2017 is \$13,112.21
- Items in red have not cleared currently. Items in black have been cleared
- Ending balance for the Georgia 4-H Foundation Investment Account is \$18,669.85 (reconciled 2/14/18)
- The balance reflected in our account is \$3,729.56 with uncleared balances as 3/5/2018 due to expenditures for the state meeting and other items
- Credit Card payments are 5% convenience fee paid by the individual, not GAE4-HA
- Jeremy Cheney moved that we except the Treasurer's report
- Seconded by Jared Crapps
- Motion passed.

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Spring Treasurer's Report

Treasurer's Report			
JCEP Board Meeting - March 6, 2018			
December 4, 2017 - March 5, 2018			
Trust Checking Account			
Beginning Balance		\$13,112.21	
Adjustments		\$5,557.64	
Ending Balance		\$18,669.85	Reconciled 2/14/2018
Ending Balance w/ Uncleared		\$3,729.56	QuickBooks Reflects 3/5/2018
INCOME			
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
State Congress	Georgia 4-H Foundation	Congress T-Shirts (SW GAE4-HA)	\$349.50
Human Development Project	Georgia 4-H Foundation	NE District GAE4-HA	\$550.00
Dues Income	Georgia 4-H Foundation	NE District GAE4-HA	\$2,310.00
Dues Income	Georgia 4-H Foundation	SE District GAE4-HA	\$2,655.00
Dues Income	Georgia 4-H Foundation	SW District GAE4-HA	\$2,395.00
Total Income			\$9,409.50
EXPENSES			
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	Event 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	Event Deposit	\$100.00
NAE4-HA States Night Out	Cheryl Poppell	NAE4-HA Commitment Money	\$50.00
NAE4-HA States Night Out	Jeremy Cheney	NAE4-HA Commitment Money	\$50.00
Purchases	Georgia 4-H Foundation	Printing Charges for Winter Conf.	\$184.58
Annual Meeting	Elbert County Extension/4-H	Printing Services for Recognition	\$75.15
Peach of a Profession	Laurie Murrah-Hanson	Scholarship Reimbursement	\$918.15
Total Expenses			\$3,851.86
UNCLEARED DEPOSITS			
Line Item	Name	Description	Amount
Dues Income	Georgia 4-H Foundation	NW District GAE4-HA	\$2,800.00
Dues Income	Georgia 4-H Foundation	State Staff District GAE4-HA	\$1,645.00
Dues Income	Georgia 4-H Foundation	Dues for Octavia Jackson	\$85.00
Dues Income	Clayton County BOC	Dues for Gwendolyn Williams	\$90.00
Total Uncleared Income			\$4,620.00

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UNCLEARED CHECKS

Line Item	Name	Description	Amount
Dues Expense	NAE4-HA	Membership Dues to National	\$11,600.00
Treasurers Expense	USPS	Postage for Dues Check	\$6.70
Annual Meeting	The Graduate	1/2 fees less deposit	\$7,948.59
Dues Expense	Georgia 4-H Foundation	NW Portion of Gwendolyn Williams	\$5.00
Total Uncleared Expenses			\$19,560.29

JCEP Board Meeting - March 6, 2018
December 4, 2017 - March 5, 2018

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	\$26,787.90
Adjustments	\$184.58 Printing Charges for Winter Conference -\$184.58 Printing Charges for Winter Conference \$210.00 Zona Medley GAE4-HA Registration -\$10.00 5% processing fee
Ending Balance	\$26,987.90

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Old Business

Membership update

Cheryl Poppell

- Registered GAE4-HA Members
 - State Staff: 23
 - Northeast: 34
 - Northwest: 42
 - Southeast: 38
 - Southwest: 37
- We will do a membership amendment on March 31 for those members that paid late

New Business

2018 State Meeting

Jeremy Cheney

- The conference planning committee is hard at work planning an amazing conference in Athens April 18-20.
- Elizabeth Conway and Kelle Ashley are working on tours. Theme is *Experience Athens*
 - Sports related
 - Business related
 - Academic related
 - Arts related
 - Agriculture related
 - There will be a Qualtrics survey for people to sign up for tours
 - Most tours are free with the exception of a \$5 parking fee
- Ashley Davis Harmon and Brittany Johnson Teets are working on the exhibitors. They are looking for a wide variety
 - An email has been sent to potential exhibitors
- Trish West is in charge of décor. She is looking for vinyl records and cassette tapes that will not be returned after the conference
- Ali Griner, Jennifer Cantwell, and Abbie Salmon
 - They are reaching out to each district director for \$50 gift baskets
 - Door prizes
 - 50/50
- Jakyn has moved to an online awards judging
- Chesley is in charge of presentations and proposals are due on March 16th
- Host location will be at the Graduate Hotel in Athens April 18-20, 2018. Jenny Jordan has been assisting us with facilities
- Senior Directors will be hosting the registration for your district. Be there by noon on April 18th to help with set up.

Nominating Committee Update

Denise Everson

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- Denise, Kate Whiting, and Kasey Bozeman are on the nominating committee
- They have been reaching out to people about running
- New process- you must have approval by your district director
- Ballot will be available on March 14th

Friend of 4-H Award

Alison Perkins

- Voted on the Friend of 4-H Award and the winner is Governor Nathan Deal

PILD Conference

Cheryl Poppell

- Cheryl and Brittani will be going to Washington DC to represent GAE4-HA in April
- They will be networking with the Georgia delegation in Washington

Georgia 4-H Update

Arch Smith

- Evaluations from Winter Conference were overall very positive. Some even commented that this is the best conference that we have ever had!
- Need to find ways that we can increase our diversity overall, particularly in Clovers and Company, Scholarships, and the Camp Counselor program to best represent the state population.
- Minority hires for the camp counselor program were up this year.
- Turn over in leadership roles at the 4-H centers presents a challenge
- Cost for personnel is up 9% and that has not been passed down to the counties yet for operating costs for the 4-H Centers. That will be a challenge as they begin to look at those costs over the next program year.
- We will need to revisit what we charge at the 4-H centers
- I am extremely proud of where Georgia 4-H is right now!
- There is a name for a Foundation Director but waiting on HR
- On the 4th month of the 4th day we will donate \$4 to 4-H to help pay for items for Georgia 4-H events. Arch agreed to be slimed if we reach a certain amount.

2018-2019 GAE4-HA Budget

Jeremy Cheney

- Cheryl will go to Oceans of Fun to reduce the cost since Jeremy lives further away
- Increased the amount for the President and President-Elect to have \$1000 a piece to attend NAE4-HA
- Treasurers report increased to \$400
- Have we approached UGA leadership about supporting association leadership to conferences?
- Brittani moved to approve the budget as proposed
- Seconded Jennifer Cantwell
- Motion carries to approve the 2018-2019 GAE4-HA Budget

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- See the voted on budget below

2018-2019 Budget approved by the GAE4-HA Board

2018-2019 GAE4-HA Budget	
Income Accounts	
Investment Interest	\$0.00
Membership Dues	Need to update
GAE4-HA Conference – registration fees, sponsorships	\$25,000
NAE4-HA Conference – Commitment Money	\$1,500 - estimated
Oceans of Fun	\$2,500 - estimated
Human Development Project Sponsorship <small>\$250 from each district</small>	\$1,000
TOTAL INCOME	\$30,000
Expense Accounts	
National Membership Dues	Need to update - profit \$5/person + \$15/partner
GAE4-HA Conference	
General Conference Expenses	\$22,000
Registration Fees (1)	\$250
Member Recognition	\$2,000
NAE4-HA Conference	
Commitment Money	\$1,500 - estimated (all reimbursed – no net)
Registration Fees (1)	\$500
Award Recipient Flowers & Auction Item	\$400
President's Expenses	
NAE4-HA Meeting	\$1000
Travel to Oceans of Fun	\$150 (Cheryl for 2018)
Other Expenses	\$250
President Elect's Expenses	
NAE4-HA Meeting	\$500
Other Expenses	\$200
Treasurer's Expenses (including Quickbooks)	\$400
Oceans of Fun	\$2,300 - estimated
Human Development Project Sponsorship <small>GAE4-HA contributes an additional \$1,000</small>	\$2,000
Julius Benton Memorial Scholarship	\$1,000
Peach of a Profession Scholarship	\$1,000
Professional Development Scholarship	\$500
TOTAL EXPENSES	\$36,700

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- Our partner members are not National Partner members so that verbiage was changed in the bylaws
- Received a request to receive student members in to the association. The committee discussed which level of students. The committee response was that we should allow graduate students to be allowed to be members of the association.
- Non-discrimination agreement is being updated
- Updated words that majority is 50%
- Took out the Adhoc committee however it is stated that the president can add it as needed
- The committees can nominate a chair, but the president still has the final approval for the chair
- Update the bylaws to say that we "0Preferably" have two candidates so that it is ok if we only have one candidate and not going against our bylaws
- Language put in that if a president was to resign what the procedure would be
- 2/3 majority of members includes life members. Verbiage changed to say that 2/3 of members present and returned absentee ballots. Making sure that we don't have chase down 2/3 of the life members
- Robbie will be asking for policy sheets from each committee to confirm the role of each committee
- Motion to accept these changes to present at the opening business meeting- Jared Craps
- Seconded by Jeffrey Burke
- Motion passed

Change Over Board Meeting

Jeremy Cheney

- Change over board meeting will be April 20th. We will keep to a minimum on time.

Other New Business

Cheryl Poppell

- Results from the survey about hosting the National Conference
- Of those that answered 16/18 that answered said that we should host the conference
- 66% said that they would donate money
- 7 said that we should host in Atlanta and 9 should host in Savannah, and 1 said other
- Jakyn spoke to Keith Fielder and said that Savannah is possible
- Arch stated that hosting near a transportation hub would be helpful
- Jeremy motions that we present the National Conference proposal to membership at GAE4-HA state meeting
- Seconded Jared Crapps
- Motion passed
- These members will receive free registration to GAE4-HA State Meeting
 - Kayla Wall-Quitman County
 - Meredith Franks- Burke County

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Committee Reports (Standing)

Member Recognition

Jakyn Tyson

Award applications were due March 1; district representatives and chair are currently sorting through apps to get them ready for judging. 47 individuals have volunteered to judge and will be assigned 1-2 categories each.

A new GAE4-HA award was started this year: Outstanding Support by Americorps/VISTA.

Booth award ballots have been sent out. The timeline is as follows:

- Monday, February 26- Ballots go out and link is live for voting
- [Sunday, March 4](#) at 11:59pm- poll closes and top candidates selected
- Monday, March 5- Top candidates notified, sent candidate application
- [Sunday, March 11, 11:59](#) pm- completed applications due
- Monday, March 12- candidate applications shared with district, New poll open
- [Sunday, March 18](#), 11:50pm- Poll closes. In the event of a tie, election may be extended or runoff held
- Thursday, May 10- interviews, Smarr, GA

Public Relations & 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

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Ashleigh Day

Crystal Perry

Sharon Dowdy

Laura Garrett

Work since last meeting:

- Created informational flyer on association for Winter Conference attendees
- Buttons were created for Senators and Reps. At Leadership Day at the Capitol

New Business:

- Looking towards conference planning
 - New member recognition, first timers orientation
- Looking to have a new Chair for 2018 year
- Friend of 4-H nominations
 - Governor Deal is the winner of the GAE4-HA Friend of 4-H Award

Policy & Resolution

Robbie Jones

Proposed bylaw updates are in yellow.

BY-LAWS GEORGIA ASSOCIATION OF EXTENSION 4-H AGENTS Amended August 25, 2017

ARTICLE I Name, Seal, and Purpose

Section 1. Name: The name of this Association is Georgia Association of Extension 4-H Agents and it is sometimes referred to in these by-laws as GAE4-HA or the Association.

Section 2. Seal: The seal of the Association shall be circular in form and bear on its outer edge the words Georgia Association of Extension 4-H Agents and in the center, the 4-H symbol and the words protected under 18 U.S.C. 707. The Board of Directors may change the form of the seal.

Section 3. Purpose: The purposes of the Association are to promote the profession of Extension 4-H Youth work in Georgia; to advance the professional status of the Extension Personnel involved in 4-H Youth work; to encourage professional improvement and improved professionalism among its members; to provide a medium for the exchange of ideas, methods and techniques as they relate to planning and implementing the Extension 4-H Youth Program within Georgia; to further provide the same opportunities

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with Extension 4-H Youth workers throughout the nation, through affiliation with the National Association of Extension 4-H Agents, Inc.; to promote and to increase interest in Extension 4-H Youth development work as a career; to strengthen communications with Extension Administration; and to promote cooperation among all Georgia Extension Personnel.

Article II

Membership, Dues and Meetings of Members

Section 1. Membership: Membership Classes: There shall be five classes of membership: (1) Active, (2) **State Extension Partner**, (3) Life, (4) **Student**, and (5) Affiliate.

Active Members: Currently employed by University of Georgia Cooperative Extension and Fort Valley State University Extension in professional status or operating under an official agreement with University of Georgia Cooperative Extension in a Professional Status 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.

State Extension Partner Members: Subject matter specialists and 4-H/youth development paraprofessionals with University of Georgia Cooperative Extension or Fort Valley State University Extension may join GAE4-HA as a partner member at the cost of \$20.00, which will go into the state Association funds. They will receive GAE4-HA membership, entitling them to attend the state meeting, present and attend workshops and exhibits. **State Extension Partner Members** will not be allowed to hold office, vote, be lead author on awards, attend national meetings or receive other benefits of GAE4-HA membership.

Life Members: Required to pay one-time dues, that is three times current amount of national dues, plus current GAE4HA dues. Life members must retire from Extension (not merely move out of a 4-H Youth position). Members enjoy all rights and privileges of an active member. Active GAE4-HA members who retire may complete that membership year as active members, with full membership benefits. If a life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employee returns to retirement status.

Student Member: An individual who is currently attending a college/university with full-time graduate student status will pay one half current dues amount. They will receive GAE4-HA membership, entitling them to attend the state meeting, present and attend workshops and exhibits. Student members will not be allowed to hold office, vote, be lead author on awards, and receive GAE4-HA support to attend national meetings as a Georgia delegate or receive other benefits of GAE4-HA membership.

Affiliate Members: Includes adult professionals employed in youth development other than Extension; former GAE4-HA dues paying members who were Active members but do not currently qualify for Active or Life membership; GAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as Active members. Affiliate members will not be allowed to hold office, vote, be lead author on awards, and receive GAE4-HA support to attend national meetings as a Georgia delegate or receive other benefits of GAE4-HA membership.

The Association shall conduct an annual enrollment of members. The membership year shall be January 1 thru December 31. However, persons may be admitted to membership at any time during the membership

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year. Only active and life members in good standing of the Association shall be eligible to vote or hold elected or appointed positions therein.

A new employee may attend the first state meeting held after employment without joining the Association. A new employee may attend the national meeting upon payment of state and national dues for the current year.

Membership in the Association shall be available (in accordance to the latest version of Non-Discrimination Statement used by the USDA) without regard to race, color, national origin, age disability and where applicable, sex, marital status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Commented [R1]: I am working on getting the most current language from NIFA to make sure we are up to date.

Section 2. Dues: Each member of the Association shall pay annual dues to the Association as established by the Board of Directors. Members who reach retirement status may be allowed lifetime membership in the Association upon payment of a one-time fee equal to three times the current amount of national dues, plus current GAE4-HA dues. GAE4-HA membership and dues are not transferable from one individual to another and are non-refundable. Dates for the collection of dues shall be determined by the Board of Directors. The fiscal year shall coincide with the term of the officers, with the transition of the board occurring immediately following the annual state meeting.

Districts may levy dues to further the purpose of this Association at the district level, if so desired by the membership of the district.

Section 3. Rights of Members: The right of a member to vote and all rights, title, and interest in or to the Association shall cease on the termination of membership. No member shall be entitled to share in the distribution of the Associations assets upon dissolution of the Association.

Section 4. Annual Meeting: The Annual Meeting of the members of the Association shall be held within the State of Georgia at a time and place determined by the Board of Directors for the purpose of electing Officers and for the transaction of such other business as may properly come before the meeting.

Section 5. Notice of Annual Meeting: Notice of the time, place, and purpose or purposes of the Annual Meeting shall be served, either personally or by mail (postal or electronic), not less than 10 days before the meeting upon each person who appears upon the books of the Association as a member. If mailed, such notice shall be directed to the member at his address as it appears on the books of the Association, unless he shall have filed with the Membership Chair of the Association a written request that notices intended for him be mailed to some other address, in which case it shall be mailed to the address designated in such request.

Section 6. Conduct and Order of Business: The rules contained in Roberts Rules of Order, newly revised latest edition, shall govern all meetings of the members in all cases to which they are applicable.

Section 7. Special Meeting: Special meeting of the members, other than those regulated by statute, may be held and may be called at any time by the President or Secretary on receipt of a written request of one-third of the members of the Association. Only the business stated in the notice may be conducted at special meetings.

Section 8. Notice of Special Meetings: Notice of a special meeting stating the time, place, and purpose or purposes shall be served either personally or by mail (postal or electronic) upon each person who

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appears upon the books of the Association as a member, not less than 5 days, nor more than 60 days before such meeting and, if mailed (postal or electronic), such notice shall be directed to each member at the address as it appears on the books or records of the Association, unless a member shall have filed with the Membership Chair of the Association a written request that notices shall be mailed to some other address, in which case it shall be mailed to the address designated in such request.

Section 9. Quorum: At any meeting (Annual or Special) of members of the Association, a Quorum shall be a simple majority of the members present at that meeting, and the act of a majority of the members present at any meeting at which there is a quorum shall be the act of the full membership except as may be otherwise specifically provided in by statute or by these by-laws.

Section 10. Committees:

A. Standing Committees (Open Member Participation):

1. Diversity
2. Life Member
3. Media
4. Member Recognition
5. Oceans of Fun
6. Policy and Resolutions
7. Professional Development
8. Programs
9. Public Relations and Information
10. Research and Evaluation

B. Board Committees:

1. Annual Meeting
2. Finance
3. Membership
4. Nominating

D. Appointments: Each district with members shall appoint a representative to each of the Standing Committees with open membership. The President, with consideration of the nomination from the standing committee, shall appoint the Chairs of the Standing Committees, as well as the Nominating Committee members. The Chairs of the Standing Committees shall attend designated meetings of the Board of Directors.

The President-Elect shall work with Committee Chairs and District Directors to select Chair-Elects for the Standing Committees with open member participation. The Vice-President serves as the Membership Committee Chair. The President shall appoint the members and Chair of the Finance Committee. The Nominating Committee is appointed by the President to nominate preferably at least two candidates for the office of Vice-President. During years ending in even numbers, the nominating committee will nominate preferably at least two individuals for the office of Secretary. During years ending in odd numbers, the nominating committee will nominate preferably at least two individuals for the office of Treasurer. The Immediate Past President serves as the Chair of the Nominating Committee.

The President shall appoint the members and Chairs of the Board Standing Committees. If an ad hoc committee is deemed necessary by the board, the President shall appoint the members and chair.

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E. Committee Rules and Procedures: A simple majority of the members of any committee may fix its rules or procedures. All action by any committee shall be reported to the Board of Directors for approval. All approved action of any committee shall be reported to the membership.

Section 11. Official Publications: The Peach Press shall be the official publication for the Association. The Journal of Extension (published by Extension Journal Inc., Madison, Wisconsin) and the Journal of Positive Youth Development (published by the University Library System, University of Pittsburgh) shall be official sanctioned referred periodical publications of the Association. The Association reserves the right to affiliate and partner with other juried journals.

Article III Directors

Section 1. Election: The business and property of the Association shall be managed and controlled by a Board of Directors. The Board shall consist of the Officers of the Association and Senior District Directors nominated and elected as hereinafter provided. The appointed Chairs of the ten (10) Standing Committees with open membership will also serve as voting members of the Board of Directors. Standing Committee Chairs will be appointed for a one-year term, with two exceptions. The Oceans of Fun Committee Chair and Member Recognition Chair will serve a two year term ending in an odd numbered year. Any reference to a vote, either by percentage of total, is based on the number of voting Directors. The Board of Directors shall be members of the Association.

Section 2. Resignation: Any Officer may resign at any time by giving written notice of such resignation to the Board of Directors.

Section 3. Vacancies: The Executive Committee may fill any vacancy in the Board of Directors occurring during the year for the unexpired portion of the term except the Senior District Directors. In the event a Senior District Director resigns, the Junior District Director moves to the Senior District Director position for the remainder of the unexpired term and will then remain as Senior District Director for the following year. In the event an elected or appointed member of the Board of Directors is no longer employed by Extension, that position on the Board shall be vacant immediately and will be filled by an appointment by the Executive Committee for the remainder of the membership year. If there is a two (2) year or more term involved, a new election will be held at the next Annual Conference following the vacancy, to complete that term. If a member of the President rotation (Vice-President, President-Elect, or President) resigns their post, the Vice-President and President-Elect would move up to the immediate vacant position ahead of them and a called election will be held for the vacant Vice-President position. If the Immediate Past President resigns from their position, the President shall nominate to the board, for appointment, a past GAE4-HA President to fulfill that term.

Section 4. Regular Meetings: Regular meetings of the Board of Directors shall be called a minimum of three (3) times during the year. The Executive Committee shall meet upon the call of the President.

Section 5. Special Meetings: Special meetings of the Board of Directors may be called by the President and must be called by the President on the written request of a majority of the members of the Board.

Section 6. Conduct and Order of Business: The rules contained in Roberts Rules of Order, newly revised latest edition, shall govern all meetings of the Board of Directors in all cases to which they are applicable.

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Section 7. Notice of Meetings: Notice of all special meetings of Directors, except as otherwise provided, shall be given by mail at least five days or by email at least three days before the meeting.

Section 8. Chair: At all meetings of the Board of Directors, the President, President-Elect, Vice President, or, in the absence of all the aforementioned, a Chair chosen by the Directors present, shall preside.

Section 9. Quorum: At all meetings of the Board of Directors, eleven (11) Directors shall be sufficient to constitute a quorum for the transaction of business and the act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by statute or by these by-laws.

Section 10. Contracts and Services: (Reserved for Future Revisions)

Section 11. Powers: All the corporate powers, except such as are otherwise provided for in these by-laws and in the laws of the State of Georgia, shall be vested in the Board of Directors. The Board of Directors may, by general resolution, delegate to Districts and Committees of their own number, or to Officers of the Association, such powers as they see fit. The Board of Directors may recommend to the membership any proposed amendment to the by-laws of the Association, recommend to the members any action requiring their approval, change the membership of any committee at any time, fill vacancies there in and discharge any committee either with or without cause at any time.

Section 12. Executive Committee: The Board of Directors Executive Committee shall be composed of the President, President-Elect, Immediate Past President, Vice President, Secretary and Treasurer. The President shall serve as Chair of the Executive Committee. The Executive Committee shall possess and exercise all other powers of the Board of Directors during the intervals between meetings.

Section 13. Removal: Any Officer may be removed from office by the affirmative vote of two-thirds of all Directors at any annual, regular or special meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct detrimental to the interests of the Association, for lack of sympathy with its objects, or for refusal to render reasonable assistance in carrying out its purposes. Any Officer proposed to be removed shall be entitled to at least five (5) days' notice, in writing by mail, of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board of Directors at such meeting.

Article IV Officers

Section 1. Number: The Officers of the Association shall be the President, President-Elect, Vice President, Secretary, Treasurer and Immediate Past President with powers and duties not inconsistent with these by-laws, as may be appointed and determined by the Board of Directors. No member may be elected to more than one office concurrently.

A. Major Duties and Responsibilities

1. President - Serves as Chair of the Executive Committee
2. President Elect - Serves as the Chair of the Annual Meeting Committee
3. Vice President - Serves as Chair of the Membership Committee
4. Secretary - Takes minutes of all meetings (including meetings by conference telephone call, video conference, or internet conference) and shall provide a copy of said minutes to each Board Member within ten (10) days of such meeting.

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5. Treasurer - Maintains all financial records of the Association and shall be responsible for disbursement of funds as approved by the Board of Directors
6. Immediate Past President - Chair of Nominating Committee

Section 2. Election, Term of Office and Qualifications: The Officers of the Association shall be elected by a majority vote of those members present at the Annual Meeting of members of the Association as necessary. The term of office shall be one (1) year with the exception of the Treasurer and Secretary who should be elected to serve a 2 year term. The normal succession of President will be as follows: Vice President, President-Elect, President and Past President. The election of the Secretary and Treasurer occurring in alternate years.

Section 3. Districts: The Georgia Association of Extension 4-H Agents shall be divided into districts equal to the division of counties into districts or other units by the Georgia Cooperative Extension. Each District shall elect a director and other such officers as they deem necessary.

Section 4. Salaries: Officers, Directors and Committee Members shall serve without salary from the Association.

Section 5. Bond: Each Officer or individual acting on behalf of the Association may be required to give bond for the faithful performance of their duties, in such sum and with such securities as the Board of Directors may require. Any such bond shall be at the expense of the Association.

Article V Agents and Representatives

The Board of Directors may appoint individuals and representatives of the Association with powers to perform acts or duties on behalf of the Association as the Board of Directors may see fit, so far as may be consistent with these by-laws, to the extent authorized by law.

Article VI Contracts

The Board of Directors, except as in these by-laws otherwise provided, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to a specific instance; and, unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or to any amount.

Article VII Fiscal Year

The fiscal year of the Association shall be from September 1 - August 31.

Article VIII Prohibition Against Sharing In Association Earnings

No member, Director, officer, or employee of, or member of a committee or person connected with the Association, or any other private individual shall receive at any time, any of the net earnings or pecuniary

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profit from the operations of the Association, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Association in effecting any of its purposes as shall be fixed by the Board of Directors, and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Association. All members of the Association shall be deemed to have expressly consented and agreed that, upon such dissolution or winding up of the affairs of the Association, whether voluntary or involuntary, the assets of the Association, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction.

Article IX Investments

The Association shall have the rights to retain all or any part of any securities or property acquired by it in whatever manner and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a Director is or may be permitted by law to make or and similar restriction, provided, however, that no action shall be taken by or on behalf of the Association, if such action is a prohibited transaction or would result in the denial or revocation of the tax exemption under Section 503 or Section 507 of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

Article X Voting

Voting of the Association can be accomplished by a variety of means. Current acceptable methods of voting are: (1) Annual Meetings (2) Postal Mail (3) Internet Mail and (4) Website.

Article XI Amendments

The Board of Directors is authorized to make and to alter or to amend the by-laws of this Association by a two-thirds (2/3) majority vote of the voting directors to update committee names, paragraphs, etc. Any item that will change directives of the bylaws require vote by the general membership. All changes to the by-laws of the Association should be brought before the Policy & Resolutions committee for study and research before change or adoption. Ratification of the attached bylaws may be accomplished by a vote of two-thirds of the members present at an annual meeting and returned absentee ballots (from members not in attendance and/or life members), provided the membership is notified in writing at least 20 days in advance of the vote.

Article XII Exempt Activities

Notwithstanding any other provisions of these by-laws, no member, director, officer, employee, or representative of this Association shall take any action or carry on any activity by or on behalf of the Association not permitted to be taken or carried on by an organization exempt under Section 501 8 (6) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended, or by an organization contributions to which are deductible under Section 170 8 (2) of such Code and Regulations as they now exist or as they may be amended.

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Diversity

Philip Petway

The Diversity Committee has been in communication via email. Topics discussed was how decorations for the upcoming state meeting would now be handled by Trish West. Chair emailed the members identified from present paid membership dues, and what would be agenda items discussed at April state meeting.

Media & Newsletter

Robin Turi

MISSION/PURPOSE: To share the news of professional development among the members of GAE4-HA

- Peach Press Winter 2018 was released February 2, 2018
- Multiple reminders were issued for submissions
- Submissions for Spring 2018 article Deadline of April 2th for submissions
- Included in next issue
- GAE4-HA Meeting information
- NAE4-HA Meeting information
- Article submissions and photos
- Members should submit articles and photos prior to deadlines
- Thank you to everyone who submitted articles and photos for the winter edition

Tasks:

- Creating a Dropbox for article and photo submissions
- Phone conference with members of Media Committee pre-GAE4HA Conference for organizing conference content coverage

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
 - Melinda Miller
 - Kerri Hobbs
 - Laura Goss
 - Marcus Eason

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- 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 is in the process of determining workshop topics for presentation at the State Meeting in Athens and at Curricula Day.

We continue to assist other members with evaluation efforts as needed. We are in the process of soliciting individuals to assist with revising evaluations for new lessons (Inherited Plant Traits and Georgia Barrier Islands) as well as finalizing others (CCPRI Middle School and Youth Foods & Nutrition Certification).

We received the Challenge Cohort Grant to implement training on Common Measures. Training on Common Measures will occur at upcoming Program Preview and at an in-person training in the Fall. PDCs will select experienced agents to participate in the two-day training. Common Measures surveys will also be implemented at state-wide events with state staff and agent assistance.

Oceans of Fun

Al Parker

Budgets are now coming from Mike Martin. Every association is given a pot of money. No more than 4 people per district will be reimbursed by the district. Al is recommending that we give flexibility to the chair to ask people from other districts fill the gaps if one district can not attend.

Notify the people by the state meeting that they are definitely going to Oceans of Fun.

Work since last meeting:

- Communications with GAEL to organize the events associated with the conference

Membership Update:

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- 13 committee members registered

Current Information:

- Recruitment of delegates (UGA Extension/Georgia 4-H employees and volunteers to work at the event)

Life Members

Royce James

- Continuous efforts to update Life Members contact info
 - Included list of Life Members for publication in the newsletter
- Sent Life Membership information to new Extension retirees
- Reached out to Life Members for information for the "Where Are They Now..." section of the Peach Press

Professional Development

Chesley Davis


I have sent out the call for presentation proposals and they are due by March 16. I have reached out to the VP of PSO Units to invite the PSOs to come and discuss possible collaborations with 4-H Agents. As of right now there are only eight presentations and two poster proposals. All submitters will be notified no later than March 30 if their submission was accepted

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District Reports

Northeast

Randi Gray

	Northeast	District Report
Meeting:	2018 Spring GAE4-HA Board Meeting	Date: 03/06/2018
Location:	Rock Eagle	
Work since last meeting: Collected \$3065 IN DUES Made two baskets for GAE4-HA auction from NE District Volunteered to Judge Awards Volunteered to Judge Presentations		
Membership Update: 33 Members 3 New Members 1 New Program Assistant		
Current Information: Placed preliminary order for 83 pizzas for NE DPA this weekend		
Financial Report: \$5814.79 Balance as of January activity report		

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Northwest

Abbie Salmon

2018 GAE4-HA Northwest District Report 03/05/2018
Acting Senior Director: Abbie Salmon
Acting Junior Director: Pam Bloch

- **Membership:** 42 current members
- **Balance: \$841.33** since last inquiry; Does not include DPA Pizza Fundraiser
- **Professional Development Day:** Directors are looking to reschedule for spring 2018.

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Southeast

Jared Crapps

Meeting: Spring Board Meeting **Date:** March 6, 2018

Location: Rock Eagle 4-H Center

Work since last meeting:

Provided pizza for Southeast Jr./Sr. DPA; Provided Photo Booth as a fundraiser at Southeast Jr./Sr. DPA; Conducted a Professional Development Zoom session; Rescheduled Professional Development day schedule in February due to unexpected conflicts;

Membership Update:

2018 Membership Drive: 31 Regular Members and 7 Partner Members

Current Information:

Professional Development Day - "Lunch and Learn" - scheduled for March 28th; Soliciting items for 2 Southeast District silent auction items; Southeast District had 15 members submit/lead author applications for 44 State/National Awards (does not include additional authors)

Financial Report:

\$750.00 to 3 members to attend National Conference; \$670.27 profit from SE Jr./Sr. DPA pizza order fundraiser; \$50 profit from GAE4-HA Photo Booth Fundraiser at SE Jr./Sr. DPA; \$185.00 profit from Membership Dues; Ending Balance as of 02.28.18 is \$2276.28

Submitted by: Jared Crapps **Date:** 3/6/18

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Southwest

Cindy Wynn

Southwest District

Balance \$3,716.97

We currently have 31 regular members and 2 partner members registered for GAE4-HA for 2018.

16 members from Southwest submitted a total of 31 award applications.

State Staff

Heather Shultz

Work since last meeting:

Jenna Daniel, Jeffrey Burke and Heather Shultz hosted a State Staff GAE4HA Award session for all State Staff GAE4HA members to attend. During the session, the State Staff discussed the various award options and discussed potential applications. From this very successful program 24 NAE4HA and GAE4HA applications were submitted.

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

Membership Update:

23 members

Financial Report:

Ending Balance, 3/5/18: \$380.80

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- Robbie Jones moved to close the business meeting
- Seconded by Jared Crapps
- Motion passed
- Meeting adjourned