

2018 GAE4-HA Winter Board Meeting Minutes

Georgia Association of Extension 4-H Agents
2018 Winter Board Meeting
Friday, November 30, 2018
9:00AM

Meeting Attendees

Pam Bloch, Kasey Bozeman, Jeffrey Burke, Jennifer Cantwell, Jenna Daniel, Lauren Dye, Rebekah Greene, Allie Griner, Robbie Jones, Brittani Lee, Al Parker, Phillip Petway, Cheryl Poppell, Dinah Rowe, Jakyn Tyson, Kate Whiting, Leah Wooddall

Call to Order – Cheryl Poppell

President Cheryl Poppell called the meeting to order at 9:00 a.m.. The meeting was held via Zoom session.

August Board Meeting Minutes – Allie Griner

Minutes from the August 20, 2018 Summer Board meeting were emailed to the board on August 29, 2018 and November 29, 2018 and presented during the current meeting by Allie Griner. Brittani Lee made a motion to approve the minutes as written; Kasey Bozeman seconded the motion. Motion passed.

Financial Report – Jeffrey Burke

The financial report was emailed out to the board on November 30, 2018 and presented at the meeting by Jeffrey Burke. Balance in the SunTrust account as of 11/29/18 is \$19,447.18. Dinah Rowe made a motion to approve the financial report as presented; Pam Bloch seconded. Motion passed.

Old Business

- **Membership Update – Dinah Rowe**
 - To date, we have 31 memberships that have paid and registered.
 - Senior Directors – Please remember to make timely deposits so that members can get their receipts and have their checks cleared. Also, in order for members to print out their receipts, you will need to fill out payment details on each individual's record at the very bottom of the page on event registration. Please remember to send email blasts to your districts reminding them to renew or join GAE4-HA.
 - Student Members will pay:
 - ½ National fee – \$40.00 (from 80.00)
 - Whole State Fee – \$5.00
 - Whole District Fee – \$5.00 or \$10.00 depending on the district
 - Remember our early bird deadline is December 14th. Those individuals meeting this deadline will be entered in a drawing for free state meeting registration!
- **2021 National Meeting – Cheryl Poppell**
 - Georgia did not win the bid to host the 2021 National Annual Conference; the 2021 event will be held in Memphis, Tennessee

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New Business

- **2018 NAE4-HA Annual Conference – Cheryl Poppell**
 - 40 people at State's Night Out for Georgia
 - Association name change has been tabled
 - 2019 national meeting slated for West Virginia; 2020 will be in Idaho
- **JCEP/PILD**
 - State JCEP – December 17 for Cheryl and Sonya and the first Monday in March for the spring board meeting
 - National JCEP meeting in San Antonio; PILD in Washington DC for Cheryl and Sonya
- **Georgia 4-H Update – Arch Smith**
 - Expects there to be a decision on State Science and EE position in next few days
 - Also in the process of hiring PR coordinator; hopefully will be helping with website
 - Center positions currently or soon to be open
 - Fortson 4-H Center Director
 - Rock Eagle Center Director
 - Rock Eagle Food Service Director
 - Rock Eagle Maintenance Department Director
 - Strengthening volunteer programs
 - Calendar dates – goal is to have the full year of calendar dates to county 4-H staff by Program Preview
 - LGBT – Georgia 4-H follows UGA's policy on non-discrimination
 - Grant opportunities
 - Camp scholarships
 - Great things going on around Georgia – listening sessions; trends
 - Livestock and horse programs need for more information and training
 - Transportation issues
 - Website improvements
 - Question – Hall of Fame task force: do we have a Georgia representative nominated? Arch will be nominating someone from to Georgia for the task force
- **Policy for Seeking Positions at the National Level – Kate Whiting**
 - Currently there are administrative approvals that a candidate must have in order to seek national office, but it would be ideal for those candidates to have a background on the GAE4-HA board
 - Discussion about making it a policy; Cheryl appointed a committee to draft a policy for review by the board at the March board meeting; at least 30 days prior it needs to go to Policy and Resolution committee for technical review
 - Appointed committee is Kate Whiting as chair and Jeffrey Burke, Rebekah Greene, Robbie Jones, and Jakyn Tyson
- **2019 State Meeting Report – Cheryl Poppell on behalf of Sonya Jones**
 - Theme – People, Purpose, Passion: The GAE4-HA Way to Success
 - Price is expected to be close to the 2017 pricing since it will be at Rock Eagle again
 - Opening event planned at Farmview Market in Madison

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Committee Reports

- **Member Recognition – Jakyn Tyson**
 - No official report submitted, but nothing to update
 - Assumption is that awards will be due by the end of January
- **Public Relations & Information – Leah Woodall**
 - No official report submitted, no updates to report
 - Cheryl will talk with Leah to present gift to legislators from GAE4-HA
- **Policy & Resolution – Robbie Jones**
 - No official report submitted, but have goal to create Policies and Procedures guidebook; committee overview to post on website
- **Diversity – Phillip Petway**
 - The Diversity Committee has been in communication via email and telephone. Continue working on committee goal of development of a diversity survey to member. Idea of developing a Qualtrics survey for distribution to members.
- **Media & Newsletter – Kasey Bozeman**
 - Using new topic sections and templates, the Media Committee published the fall edition of the Peach Press on October 1, 2018. Overall, the publication seemed to be well-received by membership with many members sharing positive comments. All GAE4-HA members are welcome to submit articles/information. Board members (especially committee chairs) are encouraged to submit association-related information to be included, too.
 - Winter Edition Timeline:
 - Call for Submissions – October 13
 - Reminder – November 13
 - Deadline – December 1
 - Publication Date – December 15
 - Spring Edition Tentative Timeline:
 - Call for Submissions – January 15
 - Reminder – February 15
 - Deadline – March 15
 - Publication Date – April 8 (at GAE4-HA annual meeting)
- **Programs – Brittani Lee**
 - Work since the last meeting:
 - Working on a survey to send to membership about their thoughts on various programming
 - The chair has emailed the Programs committee to receive feedback on what we want the survey to look like and questions to ask
 - Working with Jeffrey Burke to create a Qualtrics Survey to send out to GAE4-HA membership in December asking for feedback on current programs.
 - Goal: Get the survey to membership by the December 14th
- **Research & Evaluation – Jennifer Cantwell**
 - The Research & Evaluation Committee has not formally met since the GAE4-HA State meeting in April 2018.
 - Several committee members attended the Common Measures Agent training in September at Rock Eagle. These individuals are part of a Community of Practice that will attend a pre-conference meeting at the GAE4-HA State Meeting. Implementation of the Common Measures surveys will help to inform our future work.

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- **Oceans of Fun – Al Parker**
 - Work since last meeting:
 - Corrected date: July 14 – 17, 2019
 - 2019 Survey Form has been created.
 - Sent to 2018 participants.
 - Will be included in an article in the upcoming Peach Press as recruitment for new help!
 - Progress toward goals:
 - Housing has been secured for all workers at 4-H Center. Cost will be \$25.00 per night, includes linens, and will be direct billed so no out of pocket for participants.
 - Submitted forms:
 - NE: Lauren Morris
 - NW: Chris Campbell
 - NW: Susannah Lassiter
 - SE: Leah Woodall
 - SE: Jesseca Campbell
 - Committed to next year:
 - Ashley Harman has agreed to coordinate Continental Breakfast
 - Abby Smith has agreed to set up registration in EventBrite
 - Still no takers on taking over Coordination of the event.
 - Next Steps:
 - Secure 16 workers for next summer.
 - Create OOF flyers for 4-H staff to take to local school officials.
 - Secure venues, prices.
 - Finalize schedule.
 - Have Abby Smith enter in EventBrite.
- **Life Members – Royce James**
 - Not present; no report submitted
- **Professional Development – Lauren Dye**
 - No official report submitted, but working on timeline for proposals for workshops/posters

District Reports

- **Northeast – Ali Merk**
 - Not present; no report submitted
- **Northwest – Pam Bloch**
 - 2018 Northwest District GAE4-HA Membership
 - Current Northwest Membership: 34 members currently registered
 - NW District Fundraisers
 - None since Junior/Senior DPA
 - Other Annual NW District Financial Activities
 - None
 - Current Balance: \$2,592.17
- **Southeast – Rebekah Greene**
 - No official report submitted, but 22 members entered; 11 registered
 - Rebekah and Leah are planning a blueberry professional development day for the spring

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- **Southwest – Randy West**
 - Not present; no report submitted
- **State Staff – Jenna Daniel**
 - 16 members registered

Closing

There being no further business, Rebekah Greene made a motion to adjourn the meeting. Dinah Rowe seconded and the motion carried. The meeting was adjourned.

Treasurer's Report
GAE4-HA November Board Meeting
FY18: August 20, 2018 - November 29, 2018
Ending Balance: \$19,447.18

Date	Ref No.	Payee	Memo	Payment	Deposit	Reconciliation Status	Balance	Type	Account
11/14/2018	3254	Rebecca Thomas		39.15			19,447.18	Check	NAE4-HA AM/PIC Expense:Hospitality
11/13/2018	3253	Kasey Bozeman		77.81			19,486.33	Check	NAE4-HA AM/PIC Expense:Hospitality
10/30/2018	3252	Sonya Jones	NAE4-HA	700.34			19,564.14	Check	President's Expense:NAE4HA Travel
10/25/2018	3251	Casey Mull	NAE4-HA Hospitality	198.73		Reconciled	20,264.48	Check	NAE4-HA AM/PIC Expense:Hospitality
10/25/2018	3250	Pam Bloch	Peach of a Profession	990.33		Reconciled	20,463.21	Check	Investment Expense:Peach of A Profession Scholar
10/16/2018	3249	Evans County Extension/4-H	Stephanie Myers Commitment Money	50.00		Reconciled	21,453.54	Check	NAE4-HA AM/PIC Expense:States Night Out
10/16/2018	3248	Georgia 4-H Foundation	States Night Out	2,043.88		Reconciled	21,503.54	Check	NAE4-HA AM/PIC Expense:States Night Out
10/16/2018	3247	Dorothea Graham	NAE4-HA Hospitality	186.94			23,547.42	Check	NAE4-HA AM/PIC Expense:Hospitality
10/16/2018		Suntrust Bank	Bank Reimbursement		71.90	Reconciled	23,734.36	Deposit	Treasurer Expense:Check Reorder
10/16/2018			OOF		1,643.10	Reconciled	23,662.46	Deposit	
10/16/2018			States Night Out		1,720.00	Reconciled	22,019.36	Deposit	
10/16/2018			Stephanie Myers Commitment \$		50.00	Reconciled	20,299.36	Deposit	NAE4-HA AM/PIC Income:States Night Out
10/16/2018			Congress t-shirts		40.00	Reconciled	20,249.36	Deposit	
10/01/2018	3246	Cheryl Poppell	NAE4-HA Flowers	84.00			20,209.36	Check	NAE4-HA AM/PIC Expense
10/01/2018	3245	Jenna Daniel	Commitment \$ Reimbursements	1,250.00		Reconciled	20,293.36	Check	NAE4-HA AM/PIC Expense:States Night Out
10/01/2018	3244	Kasey Bozeman	NAE4-HA Hospitality	113.01			21,543.36	Check	NAE4-HA AM/PIC Expense:Hospitality
10/01/2018	3243	Liberty County Extension/4-H	NAE4-HA Hospitality	8.00			21,656.37	Check	NAE4-HA AM/PIC Expense:Hospitality
09/11/2018			Congress t-shirts		112.00	Reconciled	21,664.37	Deposit	
09/11/2018			Congress t-shirts		1,213.00	Reconciled	21,552.37	Deposit	
08/21/2018		Suntrust Bank	Deposit Slips	63.42		Reconciled	20,339.37	Expense	Treasurer Expense:Check Reorder

Georgia 4-H Foundation
Project Activity Report
August 20, 2018 - November 29, 2018

Account	Description	Date	Reference	Balance
3365				
3365 - GAE4-HA 2007 Endowment				
			<i>Beginning Balance</i>	\$96,208.70
			<i>Adjustments to Balance</i>	\$0.00
			<i>Ending Balance</i>	\$96,208.70
			<i>Totals for 3365:</i>	\$0.00
3450				
3450 - Julius Benton Memorial Scholarship Endowment				
			<i>Beginning Balance</i>	\$56,035.07
			<i>Adjustments to Balance</i>	\$0.00
			<i>Ending Balance</i>	\$56,035.07
			<i>Totals for 3450:</i>	\$0.00
4755				
4755 - GAE4-HA Operating				
			<i>Beginning Balance</i>	\$28,401.00
			<i>Adjustments to Balance</i>	\$0.00
04-4300	Program/Registration Fees	08/22/2018	State Congress shirts (4130)	\$80.00
04-4300	Program/Registration Fees	08/27/2018	5% processing fee	(\$3.38)
04-4300	Program/Registration Fees	08/27/2018	Crystal Perry - cc	\$67.50
04-5410	Supplies - Other	09/26/2018	State Congress t-shirts (SED GAE4-HA)	\$288.00
04-5570	Program/Registration Fees	10/07/2018	GAE4-HA--Oceans of Fun	(\$1,613.10)
04-4300	Program/Registration Fees	10/18/2018	Ga Association of Ex-2056-19727	\$2,043.88
			<i>Ending Balance</i>	\$29,263.90
			<i>Totals for 4755:</i>	\$862.90