NEAFCS Board Meeting – Michigan Affiliate
January 16, 2009

Called To Order: The meeting was called to order at 10:00 A.M.


Approval of Agenda: Motion to approve the agenda made by Jane Hart/seconded by Kris Swartzendruber. Motion carried.

Approval of August, 2008 Board Meeting Minutes: Deferred until next Board meeting.

Committee to review minutes: Jane Hart, Lisa Treiber and Shannon Lindquist will review the minutes to this meeting.

Board Orientation: Refer to the Handbook on the MEAFCS Portal site and all Board members to review. Cindy Warren will contact Cindy Straus to have the officer names updated and to get the officers hot linked. Board assignments are set until October, 2009.

Officer’s Reports:

President: Shannon Lindquist

- Attended MCEA board meeting at Fall Conference
- Completed NEAFCS affiliate annual report. Board members will receive a copy at the January board meeting.
- Participated in conference call to discuss the budget for this year with past-President Lisa Treiber, president-elect Jinnifer Gibbs and treasurer Laurie Blanchard. This budget will be presented to the board on January 16th.
- Attended Central Region MEAFCS meeting in December, 2008.
- Gave President-elect notebook to Jinnifer Gibbs . . . and probably should have kept it for reference!
• Registered, booked a flight and arranged lodging for JCEP meeting to be held February 18 – 20th in San Diego, CA.
* Developed a time-line for incoming President that will be helpful to keep business flowing next year. (subject to approval by board members).
* Worked with Jinnifer Gibbs, President-elect to set-up January meeting.
* Arranged to have Jinnifer Gibbs attend new hire luncheon on campus February 17th representing MEAFCS as I will be traveling to San Diego that day.

President-elect: Jinnifer Gibbs
* I sought a summary of position responsibilities from Shannon Lindquist.
* 10-28-08: Provided fund raising ideas to Shannon for the NEAFCS 75th Anniversary “States Challenge” for the Endowment.
* 10-30-08: I offered names and email addresses of potential MEAFCS members to Laurie Blanchard.
* 11-04-08: Per her request, I offered Brenda Long some suggestions on how to handle a MEAFCS travel expense reimbursement issue for a member from last year.
* 11-14-08: I helped Shannon devise a 2009 MEAFCS Board member meeting schedule (including the summer membership meeting). I confirmed meeting locations.
* 12-03-08: Attended the MEAFCS Central Region meeting in Blanchard, MI.
* 12-05-08: Participated on the Board Budget meeting conference call.
* 12-12-08: Participated on the MCEA conference call.
* 12-12-08: I spoke with our internal office bookkeeper regarding the Kett Center Room Rental Contract that requires Tax Exempt verification. I was instructed not to sign that section of the room rental contract based upon her conversation with the MSU Controller’s Office.
* 12-12-08: I mailed the Kett Center Room Rental Contract for the Board Retreat on August 14, 2009.

Secretary: Cindy Warren
* Compiled the minutes for the October 15, 2008 MEAFCS Fall Membership meeting held in Detroit, MI. Made corrections, as needed, and contacted Cindy Straus for assistance in posting the minutes on the MEAFCS portal site.
* Was nominated and voted in to serve as Secretary until October, 2009.
* Attended the SW Regional MEAFCS meeting in December, 2008.
**Treasurer: Laurie Blanchard**

* Current checking account balance = $5,411.80 (Outstanding check to Joan Vinette for $1,000 not yet cashed).
* Since taking office, I have been primarily working on processing membership dues. I sent a variety of email correspondence inviting members to renew or potential members to join.
* Check was sent to NEAFCS on Dec. 12/22/08 for $3,850.00 (55 members at $70 each). Deposit was made Dec. 26 in Oxford (closest shared MSUFCU branch to me).
* As of today, January 16th we have 63 paid members and 3 joining for the free first year. Attached is the current membership list. It was discussed that those selecting the “free first year” be encouraged to actually become paid members so that they may enjoy the benefits of membership. Shannon will send a clarifying email to that these individuals realize that they cannot apply for awards and that they will not be able to count this year as a member for Professional Development.
* Shannon will also send an email to all Regional Directors with names of those in each region who have not joined, to date to encourage membership.
* The Membership Chair is to send a letter of welcome to all new members.
* The budget proposal that the Budget committee developed is attached for the Board’s review.
* **Motion** to approve the budget made by Beth Waitrovich/seconded by Sharon Jeffery. Motion passed.

**Past President: Lisa Treiber**

* October 16, 2008 attended MCEA meeting as part of Fall Conference.
* October 2008 – submitted Affiliate list to NEAFCS
* December 3, 2008 – participated in MCEA conference call regarding changes to the PDS (Performance Development System) guide around performance improvement and communication regarding loss of position funding and lay-offs if they should occur. (Bylaws need to be changed on employee notification when a lay-off or position change is to occur).
* Shared with President and membership information regarding Doris Wetter’s card shower for her 80th birthday.
* Lisa handed out to each region a CD containing Living Well program information.
Regional Reports – Jinnifer Gibbs

North Region/Awards:
* The North Region MEAFCS membership met on January 8, 2009.
* Diane Rollinger, North Region MEAFCS Director and Linda Cronk, Alternate.
* New members include:
  - Shari Spoelman – Wexford County CED
  - Dr. Cheryl Peters – Presque Isle County CED
  - Deb Dyer – Wexford County PA
  - Sue Warren – Missaukee County PA
  - Melissa Piehl – Crawford County PA
  - Emily Proctor – Emmet County Tribal CYFC EE
  - Free 1st year: Denise Aungst – Antrim County EE
  - Rebecca Fleis – Otsego County PA
* One north region member, Cynthia Corey, will be leaving MSU Extension February 1st, due to health reasons.
* The north region is responsible for AWARDS. The awards application submission deadline is March 2, 2009. This data has been updated on the NEAFCS website. An email from Marsha Lockard, NEAFCS Vice President for awards and Recognition sent out an email to affiliates concerning the awards process. The NEAFCS website contains helpful information.
* The online application form for awards will be available starting February 1st. It will remain active until April 1st. The 2009 awards manual, 2009 awards-at-a-glance, 2009 judging sheets for affiliate use, plus a link to 2008 national award winner’s application forms and packets of materials.
  - For communication awards, the radio award category now includes podcasts
  - For the newsletter category this includes online newsletters
  - Transparencies have been removed from the educational technology award
  - Afterschool and paraprofessional awards have been discontinued
  - Living Well awards are now listed in the awards manual
  - $20 fee for returning award materials
  - Award entry form has a 30 word program description this year, which will be read during the awards banquet.
* A promotional awards flyer will be sent to Shannon to forward to the membership to encourage award applications. The theme of this promotional flyer is “Submit NINE in 09”; each MEAFCS region is encouraged to submit nine award applications. An awards review committee was selected. All national awards must be postmarked by April 1st.
* Updates were made about CYFC programming in Better Kid Care, PRIDE, SNAP-Ed, BFI, the Healthy Toddler Nutrition Study, and the Nation Children’s Study being done in Grand Traverse County.
* Area of Expertise updates were also given.
* In the north region, four Extension Educators have completed their ServSafe
* Certification. ServSafe trainings are being offered.

* Emily Proctor is the new CYFC Tribal Educator. She is located in Emmet County and will be working with five different tribes from Manistee to Sault Ste. Marie. Currently she is conducting a needs assessment.

* One article from Carolyn Penniman was submitted to Lisa Treiber for consideration for the quarterly media packet. One more article is needed from the north region to fulfill our two article commitment (August 25, 2008 board meeting).

* The north region is still waiting to be assigned a campus linker. We have not had a north region linker since Keerti Patel left MSU Extension.

* Next meeting April 29, 2009.

South East Region/Member Resources:

* The meeting (Nov. 18, 2008) came to order by Kris Swartzendruber, SE-MEAFCS Regional Director.

* The minutes and agenda were approved as submitted.

* Discussion on recruitment of new MEAFCS members.
  - Potential new members can receive a complementary membership for the first year (without any member benefits).
  - Membership fees are due on Dec. 15th to Laurie Blanchard. Cost: $115
  - It was asked if members could use internal funds to pay dues. If it is a trust fund, no, if it is allocated in the county budget, yes.

* NEAFCS/MEAFCS awards nominees and applications for 2009 - Kris encourages members to apply for awards in 2009. Typically, the awards applications are due early Feb. To learn more go to: www.msue.msu.edu/meafcs. At the National site there is a tip sheet to give you ideas on how to produce a great application. Some of the national awards have a monetary award as well. We discussed the importance of applying for awards for Professional development purposes. Eileen Haraminac will be applying for the diversity award. Yeah! Go Eileen!

* Kris and Eileen updated the fall membership meeting held at Extension Conference on October 15, 2008. Highlights:
  
  New officers were elected. They were: President – Shannon Lindquist  
  President-elect – Jinnifer Gibbs  
  Past president – Lisa Treiber  
  Secretary – Cindy Warren  
  Treasurer – Laurie Blanchard

* The board is encouraging members to sell and/or purchase “Friends of MEAFCS” cookbook to help raise money for the Doris Wetter’s Travel Fellowship Funds. These funds are awarded twice a year to support professional development of MEAFCS members.
* The board would also like to encourage members to consider joining a National committee. It is an easy, fun way to support and learn more about your organization. For more information, go to the National website or contact Linda Huyck who currently is a member of a National committee.

* Discussion on quarterly news packets. Some members thought and feel that this is something that the AoE should be doing. It was also brought up that we all have access to eXtension and that is also a good resource for researched-based Ka information. Eileen shared that the board feels that since many EEs are writing news releases that it would be a nice way to share them with the rest of us. Chris will bring this discussion with the board.

* SE SNAP-Ed will be hosting a training at Tollgate on Dec. 9th called “Communication for Impact”. Dr. Ruth Borger from ANR Communication will be the speaker. If you are interested in attending, contact Lois Thieleke.

* ServSafe training was held on Nov. 5-7 in Jackson County. Twenty-two EEs attended; all passed. Those who attended publically thanked the experienced EEs (Joan Miller and Chris Venema) for their support and guidance especially with the online exam. There was a discussion around the many different languages that the EE are encountering. This concern has been shared with state ServSafe coordinator, state office and state health dept.

* Regional Reports:
  - Cathy Newkirk shared that Lois has taken over the training responsibilities for the regional SNAP-Ed staff. Cathy has been assigned other regional responsibilities. Nutrition I, II, III is now online. New staff may complete the course sooner and cheaper. There will still be some face-to-face trainings. Saginaw has hired a new EE to manage SNAP-Ed and Wayne still has an opening for an EE-MNN and ServSafe. She also reported that many SE counties are developing partnerships with MNN through the local ISD primarily.
  - Kathe Hale distributed a report of the work she has been doing on submitting RFP and their status. The region will be resubmitting the HUD grant for 2009. Kathe will be in contact with the counties who are directly related to that grant to meet in Dec. Received $10,000 from Wells Fargo for foreclosure prevention work in Macomb, Wayne and Washtenaw Counties.
  - Eileen Haraminac reported on EFNEP. 2009 will be the 40th anniversary of EFNEP. We have 10 counties that have EFNEP funding. Currently, working on updating mission, vision and plan of action of the program.
  - Gail Innis gave an update on BKC. The grant has been extended for six more months through March 09. No word on RFP for the New Year. Shared stricter stipulation on how providers can earn CEUs. Video library lending has been limited to 6 per person per year. CEUs 10 hours must be face-to-face. Also they must have email to receive their CEUs. The numbers are up statewide and MSUE plans to go for all of the money.
- Christine Rivette is a new EE with the responsibility of MNN and ServSafe. She will provide training and supplies to classrooms on food and fitness. The Choices conference will be March 11-12, 2009 at the Kellogg Center.

* Future meeting dates/content:
  - March 24, 2009 in Wayne County (Gleaners)
  - June 4, 2009 in Washtenaw County (Ann Arbor Children’s Center)
  - September 22, 2009 in Livingston County (tour Meijers)
  - December 14, 2009 in Sanilac County

South West Region/Historical Records:
* October – Reminders sent re: meeting and asking for professional development ideas gleaned from Galaxy and Fall Conference.
* December 5 – SW meeting at National Inn in Marshall. Don Lehman and Dawn Contreras gave updates, shared ideas gleaned from conferences, FNP report. Historical records on the way to campus museum. SW FCS plan updates and handmade gift exchange.
* January – Sent emails to SW membership asking the birthday cards for Doris Wetters. Scheduled meeting dates for 2009 and sent out “save-the-dates”, made the flyer and began agenda for the next meeting. Reviewed minutes from the October membership meeting.
* Staffing changes: Marilyn Thelen is interim CED in Clinton, taking over for Dave Ivan who is new Central Regional Director. SNAP-Ed Pas hired include Rebeckah Majewski in VanBuren and Jennifer McKay in Eaton.

Central Region/Professional Development:
* The quarterly meeting was held in Blanchard and was well attended. Items of particular importance include the following:
  - Dave announced Linda Huyck as the new CED in Montcalm Co.
  - New Hire: Extension Educator in Newaygo Co. Rebecca Rosher
  - Bay County has posted a 100% EE position.
  - Dave Ivan accepted Regional Director position.
  - Sharon Jeffery will be contacted about continuing her position for the next year or until they move. Ann Arnold will be the Alternate Director assuming the Director position next. Lisa Treiber agreed to be the next alternate if the switch happens sooner than next year.
  - Next meeting will be held at Winding Brook Conference Center in Shephard on March 20, 2009.
U.P. Region/Public Affairs:
* The U.P. Region met in September 2008 and will meet again in May 2009.
* Staff changes: Lisa Myers (not a member), is now an Associate Program Leader for the Michigan Nutrition Network. Her position as SNAP-Ed Extension Educator 90% and 10% general FCS will be filled soon. The second interview is now scheduled. We also have new Program Associates in Alger, Gogebic and Mackinac.
* We have concerns about the MEAFCS board meetings:
   Expenses: It is between $600 to $1,000 in travel expenses to come to a board meeting. Cost of attending a meeting is prohibitive. We have to have some support from the Association. Are we, as association members, expected to pay for 2 nights lodging out of pocket plus meals and gas? How can we justify this to our county commissioners if we even have the travel dollars in our budget? (Most of us do not). Location of the meetings are also a factor. For us to attend a meeting it means an extra two days out of the office for travel. That means for each board meeting, unless we are also attending another meeting, training, etc., we are taking 3 days out of our schedule. Also, having the meetings on Fridays, means we are taking time out of our weekends with our families since we will be driving until 10:00 P.M. or later depending on our location. This does not sit well with our families. It’s hard enough to be gone for work inservices downstate and other meetings but when the association takes you downstate and then doesn’t seem to care that you will be traveling well into the evening to get home on a Friday night, it doesn’t sit well with us or our families.
We also thought we were going to have a meeting via telecommunication in March. Joanne and I are deeply concerned that next fall, we will not have a representative from the U.P. for MEAFCS.

Standing Committees:

Audit Committee: No report.
Nominating Committee: Per Lisa Trieber, begin thinking about upcoming fall vacancies.
NEAFCS Update: (Linda Huyck)
* There is a need to balance the budget. Changes are being made. Awards are no longer sponsored, therefore this is a loss of financial backing. The national association plans to cut back on cash awards and decrease the number of grants and scholarships. No paid meals when traveling now. Looking at fund raising opportunities.
* Linda is on the PILD Planning Committee.
* Everyone is encouraged to consider running for a national office position.
Old Business:

* NEAFCS 75th Anniversary –
  - Laurie has one check that will be sent back to the donor for them to send to the national office.
  - Each MEAFCS member is being asked to donate $7.50 to the endowment fund. A form can be found on the national website.
  - States are asked to update their state’s history. Shannon will email Jane Hart (Historical Records).

* Quarterly Media Packets –
  - As agreed on during the October 2008 Membership Meeting, each region is to submit two articles for peer review per year. Articles are to be sent to Lisa Treiber (or the current Past-president). Articles will then be posted on the MEAFCS portal page for use throughout the state. Discussion followed. No changes were made. Lisa Treiber will send out email reminders and Shannon will remind members at regional meetings.

New Business:

* John Hannah Award representative - The Awards Committee will be responsible for this.
* Sharon Jeffery will continue in the position of Professional Development Funds Distribution Committee representative.
* Presentation of awards
  - The fall Membership meetings do not appear to be the best time to present NEAFCS and other awards.
  - This situation was discussed and it was decided that the state awards could be better presented at the Summer Membership Meetings. National awards would still be presented at the Fall Membership meeting

* Goals for 2008/2009 will be reviewed and discussed during the February, 2009 board conference call.
* Travel Receipts
  - The timeliness of receipts being submitted for reimbursement was discussed.
  - **Motion**: All reimbursable receipts must be submitted to the Treasurer no more than 60 days from the date of the end of the event. Motion made by Laurie Blanchard/seconded by Beth Waitrovich. Motion carried.

* Meeting Logistics
  - The issues of travel to MEAFCS meetings were discussed (see U.P. Regional Report).
  - The membership agrees that it is not realistic to expect the U.P. representatives to travel to Membership or Board meetings (unless they are also traveling for other reasons) due to the cost and hours of travel involved.
- Representation throughout the state is critical to the quality of the MEAFCS organization and its’ goals in Michigan.
- For the above reasons, every effort will be made to alter the logistics of many of the year’s meetings. The next two board meetings (and the schedule can be expanded) will be conference calls.
- The next board meeting conference call is scheduled for February 26, 2009 at 10:00 – 11:30 A.M.. Shannon will contact members with the specifics.

  * Storage of old treasurer files
    - Laurie has asked about the need to maintain old treasurer’s reports.
    - It was decided that all financial reports prior to 2004 will be destroyed.
    - A separate record of MEAFCS membership will be maintained for historical purposes.

  * SevSafe – Those who have been trained continue to wait for the availability of the campus registration piece and program fliers. There are no additional funds to provide training kits if someone had not yet been trained.

  * Membership meeting inservice – Monica Smith from Kent County will present “Lunch n’ Learn”, a training to inform those working in Social Services about the SNAP-Ed program.

  * Campus liaison/North Region
    - This region does not have a campus liaison. They report that they have contacted Cheri Booth regarding this situation.
    - Shannon will draft a letter to Cheri requesting resolution of this issue.
    - Also to be addressed is the attendance of a MEAFCS representative at state staff meetings.

  * New Board time line – Shannon will be completing this.

  * Kettunen Center Contract
    - Jinnifer had made the initial arrangements for the Kettunen Center for the board retreat.
    - A contract was required and she worked out the mechanics of this.

  * Question of whether or not funds can be transferred from one conference on the budget to cover an alternative conference if the first one could not be attended? Response: No, this is not possible.

  * Cheri Booth would like to inform the MEAFCS group that the reorganization is going very well. The coordinators are working hard to put together information which will be shared soon. The position of Food, Nutrition, Health and Well-being coordinator has not been filled, but this will, hopefully, occur soon.

Agenda items for next meeting?
  * The goals will be reviewed.
  * Send any other items to be added to the agenda to Shannon.

Next Meeting Date:
  * Conference call on February 26, 2009 beginning at 10:00 A.M. Details to
follow.

Meeting adjourned at 3:30 P.M.