MEAFCS Board Retreat
August 1-2, 2012
Minutes

Location
MSUE Kent County
775 Ball Ave NE
Grand Rapids, MI 49503

I. Call to Order.- Eileen Haraminac at 1:10 pm

Members present: Eileen, Terry, Holly, Lisa, Jennifer, Carolyn, Jane, Ann, Holly

II. Approval of agenda with additions. Motion-Terry, Support- Jane, Motion carried.

Additions to Agenda:
- Add NEAFCS National Conference to NEAFCS Exhibitor Request/Information (Hospitality Table)
- Fall Conference
- Association Recognition

III. Approval of Minutes – Motion-Holly, Support- Terry to approve with correction of typo under bullet #4. Motion carried.

IV. Appointment of Committee to Review Minutes: Jane/Lisa/Eileen

V. Officer Reports: Eileen Haraminac

- President Eileen Haraminac (see report attached)
- Pres. Elect Jennifer Berkey (see report attached)
- Past President Jane Hart (see report attached)
- Secretary Gail Innis (see report attached)
- Treasurer Holly Tiret (see report attached)

- Paid for exhibit table (1/2 SE Health and ½ Food safety)

VI. Regional Reports: Jennifer Berkey

1. UP North- Membership - Carolyn Penniman
   Talked with Linda Cronk to check on membership efforts. Linda will help coordinate a mailing this fall. They are reviewing the handbook and bylaws. (Carolyn will email report). We may need letters for new staff- bachelor’s
degree, new staff – master’s degree), former members, and for new retirees. Maybe add SNAP-ED update to agenda.

2. Central – Professional Development  
Lisa Treiber  
Have not met as a region. Working on setting a meeting before National. Done one email regarding the Doris Wetter’s scholarship. MEAFCS has budgeted money to donate to Doris Wetter’s scholarship to honor recent retirees. 5 Retirees @$30 each. Gail will take the check to the Doris Wetter’s committee on Aug. 13th. The group has some concerns that all scholarship recipients are NEAFCS members.

3. Southwest – Public affairs  
Joyce McGarry  
No report received. Eileen will contact to see how best they can be represented.

4. Southeast – Awards  
Terry Clark- Jones  
Terry will email. SE met last week. We are responsible for awards and Terry put together a process timeline. Terry will also work on an awards handbook/protocol. Awards will be given at Fall Conference.

VII. NEAFCS National Conference
- Exhibitor request/information – Holly has reserved an exhibiter table. Terry will get candy for the display. Lisa will check with Genesee County to borrow a tablecloth with updated logo. Terry will check with her region on the MSUE banners. Holly will check with ANR to donate ink pens to give away to advertise MSU News.
- Car Pooling – 20+ members have confirmed plans to attend. Eileen will send out an email to see who is attending; if rooms are needed; State’s night out information for reservation, car-pooling, when people are leaving, hotels where members are staying and cell phone numbers. All members need to fill out travel authorization (controller’s office website).
- Hospitality Table – We will get a date and have to assign members. Emails have been sent out. Gail will email Shannon to coordinate give a-ways. Gail will resend the MEAFCS letter to all staff to encourage donated items.
- Silent Auction – Lisa will email out a schedule to assist with silent auction. Wednesday afternoon and Thursday am. Also a little help needed on Tuesday PM.
- Meetings – Teri will go to Awards; we will look at other regions to see who can attend each meeting (Program area). Lisa will attend Professional Development.

VIII. Communication improvements with administration – Eileen highlighted minutes of MCEA meetings. Review notes, attached.

IX. Association Recognition – Gretchen Hofing will be leaving MSUE for a new
position in North Carolina. Do we want to recognize her? Gretchen has been a valuable member of our association. YES. Eileen will present her with a framed certificate at the SW meeting. Our association needs to recognize staff; new, retiring, award winners, leaving employment, etc. (Newsletter? Region updates?, Facebook Page?) We need to be more diligent about recognizing member successes, family events, retirements, and those who are moving on to new challenges. We need consistency. A card will be sent to Laura Anderson – ‘thinking of you’ – FMLA.

X. Fall Conference – MEAFCS Membership meeting before Fall Conference? We will try for registration at 8:30 am. Meeting from 9:00 am – 11:30 am on Monday before the conference begins at noon. We will check into a spot at the Radisson or Lansing Center through Megan Honke.

XI. Awards & Region Contact Information – We need to update names and hot links to emails. Send all awards/copies to Terry Clark Jones.

XII. Review of MEAFCS Handbook and Bylaws – Both were reviewed and discussed. Carolyn will make the recommended changes and we will send on to the full membership for a vote at our meeting at Fall Conference.

XIII. Other –
- Discussion on Portal Changes – We need to archive the minutes and bring items up to date. Gail will do a running summary of all motions.
- Committee assignment dates are wrong.
- MEAFCS Portal Page – What is the plan?
- Handbook and Bylaws – copies need to go to all members (Membership committee responsible for this).
- Doris Wetter’s Awards – Gail will attend the committee meeting (Lisa to try as well) and get an update. Where is the plaque?

Up Coming Events/Calls/Meeting

Sept. 23-28, 2012 NEAFCS Annual Conference, Columbus, Ohio
MEAFCS Membership Meeting October FEC Breakfast meeting