MEAFCS Meeting  
Fall Extension Conference  
Lansing Center  
10-29-12

I. Call to Order - The meeting was called to order at 9:00 am by President, Eileen Haraminac

II. Approval of Agenda - Motion by Venema, Support by Lakin to approve the agenda with the move of the ‘Presentation of Candidates to office’ to follow the officer reports. Motion carried.

III. Approval of May Membership Meeting - Motion by LaShore, Support by Penniman to approve the May membership meeting minutes as presented. **Motion Carried**.

IV. Appointment of Committee to Review Minutes - Jeannie Nichols, Jennifer Berkey, and Eileen Haraminac volunteered to review the minutes of the October membership meeting.

V. Officer Reports

1. **President – Eileen Haraminac**

   August
   
   - Prepared Board retreat agenda
   - Attended Board retreat in Grand Rapids

   September
   
   - Attended the NEAFCS conference; Leadership event, Food Safety Training to Produce and Sell Cottage Foods; Affiliate Officers / Governance Meetings for Presidents; Using Journal of Extension (JOE) to Maximize Extension
   - Assisted at Silent Auction
   - Wrote Thank you note to Marie Ruemenapp for her donations to the silent auction
   - Assisted in the planning of the FEC membership meeting
   - Prepared agenda for FEC membership meeting
   - Sent recap letter of year to membership
   - Thank you to the board for your support and assistance to our affiliate.

2. **Past-President- Jane Hart**

   - Attended the Board retreat August 1 and 2 in Grand Rapids, and all scheduled conference calls.
• Took part in the MCEA call on August 17.

• Contacted colleagues throughout the summer and fall about running for an office on the MEAFCS Board. Continued to pester people until a ballot was secured.

• Attended the Central Region MEAFCS meeting on August 31 in Mt. Pleasant. Began, after that meeting, to update the Doris Wetters Fellowship brochure for publication during the Fall membership meeting in October. Printed said brochures after reviews were conducted.

• Attended the NEAFCS Conference in Columbus, Ohio from September 24 to 28.

• Sent out ballots and introductory paragraphs of candidates on October 11th.

• Kept track of absentee ballots and prepared on-site ballots for membership meeting.

• Attended the MEAFCS Fall Membership meeting today.

3. **President Elect- Jennifer Berkey**

• Assisted with the new member and lifetime member invitation to attend our MEAFCS membership meeting.

• Coordinated with Megghan Honke on the details of our membership meeting at FEC.

• Attended NEAFCS. Participated in the membership meetings as well as the delegate meetings. Attended many professional development sessions as well as the President meeting.

• Many thanks to the board as well as Eileen for all her hard work this year. It has been a great year.

4. **Secretary – Gail Innis**

• Attended the Board retreat August 1 and 2 in Grand Rapids, and all scheduled conference calls.

• Prepared minutes/reports from retreat and Sept. conference call and forwarded to committee for approval

• Prepared year’s hard copy notebook of all agendas, minutes, and reports

• Reviewed all 2012 minutes for motions, etc.

• Attended NEAFCS

• Compiled information for Oct. 2012 General Membership Meeting

• Sent out reminder notice to officers for October officer reports

5. **Treasurer-Holly Tiret**

• Account balance as of 8-28-12 is $3114.47. A copy of an Excel spreadsheet with 2012 Budget and checkbook register and 2012 Budget and checkbook register will be sent to the secretary for board review.
• Currently we have 44 members

VI. Presentation of Candidates to office - Jane Hart presented the slate of officers for 2012-2013. Members completed the ballots and volunteers assisted in counting the votes

VII. Regional Reports

• **UP North - Linda Cronk/Carolyn Penniman**

  1. Carolyn attended board retreat August 1 – 2, 2012 in Grand Rapids, and made recommended changes to MEAFCS Handbook and By-Laws as discussed by board.
  2. Held regional conference call meeting on September 4, discussed leadership transition of region. Carolyn Penniman was elected Regional Director and Denise Aungst as Alternate.
  3. Reviewed information from board minutes about new staff, non-member existing staff and recently retired staff who can be contacted to become members or lifetime members.
  4. Sent out a reminder email to the board members requesting them to identify potential members, new staff and retired staff.
  5. Requested list of new hires from Jessica Nakfour/ Nancy Axtell in HR.
  6. Requested list of previous years’ membership from Holly Tirt to identify prior members to invite to rejoin.
  7. Linda sent communication to new and existing staff to invite to MEAFCS.
  8. Carolyn invited Life members to attend Fall membership meeting, and contacted other retired members and encouraged them to become life members.
  9. Carolyn attended “Life Membership – Keeping the Connection” session and also the affiliate Member Resources VP session at NEAFCS annual session in Columbus.

Staff updates:

Tracie Abrams has rejoined MEAFCS this year.
Wanda Repke was previously located in Grand Traverse County, now serves in Oakland and Macomb counties in the Greening Michigan Institute - Financial Education.

Karen Fifield is new Food Safety and SNAP Ed educator for District 4, based in Montmorency County.

Kristina Brooks is the new SNAP-Ed P.I. for Crawford/Otsego counties.

• **South East- Terry Jones**

Since the Spring 2012 membership meeting, southeast region met in July 27 in Tuscola County. Michele Gorden-Releford and Imelda Galdamez were our guest. As part of our responsibilities for awards we created a timeline for the awards process and currently working on a awards handbook to be used by the regions who will have the awards responsibility. The region was represented at the MEAFCS board retreat and attended the National awards meeting at NEAFCS National Conference in Columbus.
We have been business preparing for the awards recognition at this meeting and for the recognition of the National winners at the FEC awards luncheon today.

The region will start advertising for the 2013 awards application process at this meeting. Our next SE MEAFCS meeting will be December 7th in Genesee County.

- **Central – Lisa Treiber**

  The Central Region was well represented at the NEAFCS National Conference in September with 5 of its members in attendance. They last met in August to work on the revision of the Doris Wetter’s Fellowship flyer. Work was completed and it will be ready to distribute at the membership meeting in October. The group will meet again December 7th.

- **Southwest - Joyce McGarry**

  I attended the NEAFCS National Conference in September.

  I attended the Public Affairs Governance meeting at the National Conference in Columbus, Ohio. The Vice President of Public Affairs, Debby Mathews talked about the importance of attending the Public Issues Leadership Development Conference (PILD). This conference gives us a chance to share our programming innovations and successes with our elected officials in Washington D.C. There are scholarships available to help cover the costs of travel and registration. Additional information and application instructions will soon be on the NEAFCS website. Public Affairs are also the venue for the NEAFCS Impact Reports highlighting programs and impacts from Affiliates around the country. Our 2012 report included educational efforts from Food Safety, Human Development, Improving Health and Physical Activity, I Know My Numbers, Housing and Foreclosure education, Family Resource Management, Chronic Disease and Prevention Management.

VIII. Introductions - All members and guests in attendance introduced themselves.

  Guests present included: Karen Fifield, Traci Abram, Shari Spoelman, Sarah Johnson, Michelle Gordon-Releford.

IX. Steve Lovejoy - Associate Director -

  Dr. Lovejoy shared comments on current status of MSUE. He recognized MEAFCS as a “leader” that uses “targeted curriculum”. In addition he mentioned contributions by Terry Jones and Jean Lakin in their efforts with mortgage and bankruptcy education. He also discussed the events management systems strengths and weaknesses.

X. Review and Approval of Updated Bylaws

  Motion by Penniman; Support by Venema to change the bylaws as presented.

  *Article III, Section 1a.*
• added “bachelor’s” (previous language said “with a degree”)

• “provost appointed staff” was replaced with “Step II status or higher in the MSUE Career Path”

Article V, Section 2a.

• “provost appointed staff” was replaced with “Step II status or higher in the MSUE Career Path”

• Added eligibility to serve as Regional Director - the candidate must have been an Association member for a minimum of two years

The previous Bylaws only provided eligibility for alternate Regional Director, with the assumption that they would automatically move into the Regional Director position. The Board felt it was important to encourage new leadership, especially when unforeseen events prevent the usual progression of leadership.

Note: The Article V, Section 3 change to four regions, and the Article IX, Section 2 Regional Committee assignments were already approved by the membership at our June 2011 meeting. They are included in this 2012 document revision.

Motion defeated.

Motion by Penniman; Support by Klavinski to change the bylaws as discussed. Motion carried.

See attached: FINAL CHANGES TO BYLAWS

XI. NEAFCS Awards -

Terry Jones presented awards for the State and NEAFCS. Awards were presented as follows:

**2012 NEAFCS/MEAFCS award winners**

**Distinguished Service Award:** Carolyn Penniman

Carolyn has developed a variety of programs in multiple counties for twelve years. Families across northern Michigan have gained parenting and anger management knowledge and skills as a result.

**Food Safety Award:** Team members-Jeannie Nichols, Beth Waitrovich, Jan Seitz, Chris Venema, Pay Joyce, Joyce McGarry, Janet Rathke, Lisa Treiber, Eileen Haraminac

MSUE educators developed a webinar and provided statewide workshops to teach food safety principles when preparing and selling foods under the new Michigan Cottage Law.

**2012 NEAFCS Central /MEAFCS award winner**
Communication Awards-Internet Education Technology - 3\textsuperscript{rd} place: Terry Jones, Kathe Hale, Wanda Repke, Jean Lakin, Connie Borg, Erica Tobe, Dr. Lisa Cook

Mimoneyhealth.org was developed to provide research-based, financial education on the basics of organization, budgeting, credit, saving, and home ownership to help families get on a path to financial health and success.

2012 MEAFCS award winners

Florence Hall Award: Suzanne Pish

FRIENDS camp is a week long day camp for limited income children in rural Michigan, the goal of camp is to increase their knowledge and awareness of overall health and 4-H.

Program Excellence Through Research Award/Joan Rajkovich McGarry Applied Research Award: Kathe Hale, Terry Jones, Jean Lakin, Connie Borg, Wanda Repke, Dr. Lisa Cook, Erica Tobe

A web-based survey instrument was developed to gauge financial stress. This survey has been operational since June 2009 to collect data on the financial situation of households in Michigan.

Human Development/Family Relationships Award: Holly Tiret, Tracie Abrams, Gail Innis, Terry Jones, Jean Lakin, Carolyn Penniman, Dr. Dawn Contreras, Su Porter, Cheryl Peters

RELAX: Alternatives to Anger helps adults understand their feelings of anger cope with anger triggers, empathize with others, and learn communication and problem-solving skills leading to positive behavior changes.

Community Partnership Award: Eileen Haraminac

MSUE, in conjunction with MSU multi-disciplinary team, partnered with 5\textsuperscript{th} graders and P.E. teachers to develop and implement intervention program for Cardio Vascular Disease risk factor prevention.

Innovative New Programming Award: Diana Al Sayed Hassan

XII. Doris Wetter Scholarship Presentation -

Rita Klavinski gave a presentation for the Doris Wetter’s committee on the award background and priorities. Rita encouraged all to take advantage of the award for professional development.

XIII. Election Results and Induction Ceremony

There was a tie for the office of President Elect. The two candidates spoke and expressed their desire to fill the office. A re-vote was taken. Officers for the 2012-2013
year are: President; Jennifer Berkey, President Elect; Diana Fair, Past President; Eileen Haraminac, Treasurer; Holly Tiret, and Secretary; Gail Innis. All officers were inducted by President Eileen.

XIV. Outgoing President Presentation -

Jennifer Berkey presented Eileen with accolades and small gifts to recognize her year of service and commitment to MEAFCS.
BYLAWS OF THE

MICHIGAN EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

ARTICLE I Name

The name of this organization shall be Michigan Extension Association of Family and Consumer Sciences. (Will be here after referred to as MEAFCS.)

ARTICLE II Object

1. To encourage professional improvement.
2. To provide opportunity for recognition of leadership and service.
3. To exchange ideas and methods.
4. To promote a positive image of Extension Educators within Michigan Extension and the community.
5. To demonstrate leadership and cooperation in MEAFCS.
6. To function as a representative body for matters of concern to both Extension administration and members.
7. To demonstrate leadership and cooperation in state and national groups.

ARTICLE III Members

Section 1 Classes of membership

a.) Active members

Any staff member with a minimum of a bachelor's degree in Family Consumer Sciences or a related field, working in any capacity with Family Consumer Sciences programming shall be eligible for membership and may become an active member of the MEAFCS upon the payment of dues. MEAFCS members are automatically members of the National Extension Association of Family and Consumer Science (NEAFCS). All active members may serve on committees, as Regional Directors and Alternates. Only staff with Step II status or higher in the MSUE Career Path are eligible to be president-elect. All active members are eligible for awards and professional development.

b.) Retirees

Any former MEAFCS member who has retired and was a member of MEAFCS at the time of retirement, may upon payment of a specified annual due, become a retiree member of the association. May be appointed and serve on committees and serve as advocates for the profession and strengthen the linkage between current and former members. They would not hold office, vote, make motions, debate, or receive awards and fellowships.
Membership will not be denied on the grounds of race, color, national origin, gender, religion, disability, age, political beliefs, sexual orientation, marital status, or family status.

Section 2 Membership of Good Standing and Resignations

a.) Members shall be in good standing upon payment of dues.

b.) The number of awards available to each state in some categories are based on the membership turned in to state by January 15 and National by February 1 deadline.

c.) Active members who cease employment with Michigan State University Extension for reasons other than retirement forfeit their membership.

ARTICLE IV Dues

Section 1. Dues shall be determined annually by membership at annual meeting and shall be sufficient to maintain membership for association members in the following associations:

a). Michigan Extension Association of Family and Consumer Science

b.) National Extension Association of Family and Consumer Science

Section 2. Membership year shall be January 1 to December 31. Dues for the upcoming year must be paid by January 15.

ARTICLE V Officers and Directors

Section 1. Officers and Regional Directors of the association shall be:

President

President Elect

Secretary

Treasurer

Immediate Past President

There will be one Regional Director and One Alternate Regional Director elected from each region.

Section 2. Qualifications and Duties:

a.) Qualifications

1.) To be eligible to serve as president-elect, the candidate must have
achieved Step II status in the MSUE Career Path, been a member of the Association for a minimum of three years, and served as an officer or Regional Director.

2.) To be eligible to serve as Secretary or Treasurer, the candidate must have been a member of the Association for a minimum of two years.

3.) To be eligible to serve as Regional Director, the candidate must have been an Association member for a minimum of two years.

4.) To be eligible to serve as alternate Regional Director, the member must have been an Association member for a minimum of one year.

b.) Duties

1.) The president shall:

a.) Preside at all regular and special meetings.

b.) Appoint standing and special committees and make special assignments as needed.

c.) Represent the Association and act as first voting delegate at NEAFCS.

d.) Represent the Association or appoint authorized delegates as representatives to state and national meetings.

e.) Other duties as specified in Association Handbook.

2.) The President-elect shall:

a.) Act in all capacities in the absence of the President.

b.) Succeed to the office of President the year following election.

c.) Other duties as specified in the Association Handbook.

3.) The Secretary shall:

a.) Keep complete, accurate records of all meetings of the Association.

b.) File correspondence as directed by President.
c.) Other duties as specified in the Association Handbook.

4.) The Treasurer shall:
   a.) Receive dues and render an account of funds collected and paid out.
   b.) Send a statement to each person who is eligible for membership in the Association.
   c.) Send required dues to NEAFCS for each paid member of the Michigan Association on or before the date designated by the Association.
   d.) Other duties as specified in the Association Handbook.

5.) The Regional Director shall:
   a.) Make arrangements and preside at regional meetings when such meetings are needed.
   b.) Represent Extension Educators of their region, at meetings of the Association.
   c.) Chair Regional Committee.
   d.) Act as liaison between Association Board and Extension Educators in region, informing them of important business and action taken at Association Board meetings.
   e.) Serve as member of the Nominating Committee.
   f.) Other duties as specified by the Association Handbook.

6.) The Alternate Regional Director shall:
   a.) Act in absence of Regional Director.
   b.) Serve as Secretary for Regional Association Meetings.
   c.) Other duties as specified by the Association.

Section 3
The officers shall be elected at the annual fall membership meeting. Regional Directors and Alternate Directors shall be elected by the members in their own region, on alternate years. Those in the even numbered regions will be elected in the even numbered calendar years; those in the odd numbered regions elect in the odd calendar years.

Region I UP-North
Region II Central
Region III Southeast
Regional IV Southwest

Section 4 Term of Office
1.) President-elect automatically becomes President the following year.
2.) The following officers are elected yearly; President-elect, Secretary, and Treasurer.
3.) The Secretary and Treasurer are eligible for re-election for one year.

Section 5 A majority vote of eligible ballots cast (absentee and members present) at any regular membership meeting of the Association shall constitute an election. Majority does not mean more than half of the members present, but of the votes cast.)

Section 6 Absentee ballots shall be made available to any association member who will not be at the annual fall meeting or any membership meeting where an election shall take place. 4

Section 7 Officers, Regional and Alternate Directors shall assume duties of their office immediately following the Fall Annual Meeting.

Section 8 Vacancies
If a vacancy should occur in the office of Secretary or Treasurer, the President shall appoint an eligible member to fill the unexpired term. If a vacancy should occur in the office of President-elect, the President shall appoint an eligible member until election could be held at a membership meeting. If a vacancy should occur in the office of Regional Director, the Alternate-Director in the region would fill the un-expired term and an Alternate Director would be
ARTICLE VI Membership Meetings

Section 1 Two membership meetings of the Association shall be held each year.

a.) To coincide with major state events whenever possible.

b.) Annual Meeting will be held in the fall.

Section 2 Special meetings may be called at the order of the President or by any officer at the request of a member.

a.) Business may be transacted at special membership meetings if written/verbal notice has been given to the membership within 10 days.

Section 3 Business may be conducted by reaching consensus of members present. (See “A New Look at Parliamentary Procedures” NCR Bulletin 48). Any member edition of “Robert’s Rule of Order.”

Section 4 A quorum of 20% of Membership must be present to transact business.

ARTICLE VII Board of Directors

Section 1 Shall be made up of officers of the Association, the directors from each of the regions and the Immediate Past-President who acts as Parliamentarian, Non-voting Board members shall include the representatives to MAFCS, State members serving as NEAFCS officers, and committee chairs.

ARTICLE VIII Executive Committee

Section 1 Shall be made up of the President, President-elect, Secretary, Treasurer and Immediate Past-President.

Section 2 Shall be responsible for Association business that requires immediate attention between Board meetings. Executive committees can conference at the request of the President with simple majority. (1 over 1/2)

Section 3 Shall serve as MEAFCS representatives to Michigan Council of Extension Associations with three (3) voting delegates.

ARTICLE IX Committees

Section 1 Standing Committees are Nominating, Budget and Audit. Duties and
membership of standing committees are listed in the Association Handbook.

Section 2 Regional Committee Assignments:
- Public Affairs 5
- Awards and Recognition/Historical Records
- Professional Development
- Member Resources/Public Relations

The Regional Committee assignments are rotated among regions. (Refer to MEAFCS Handbook.)

**ARTICLE X** Amendments

Section 1 The by-laws may be amended by a vote of two-third of the members present at a membership meeting and/or by absentee ballots.

**ARTICLE XI** Revision of By-laws

Section 1 By-laws shall be reviewed every two years by a Board-appointed committee working with the MEAFCS Members Resources Region.

Section 2 The MEAFCS Handbook shall be updated at the same time.

Section 3 Titles in by-laws may be editorially changed by simple majority.

**ARTICLE XII** Dissolution

In the event the Association shall terminate or dissolve by actions of members of the Association or for any other reason, the property and assets of the Association shall be disposed of by members present and voting at the meeting dissolving or terminating this Association, by transfer to the National Extension Association of Family and Consumer Science. In the event that no action is taken by the members, the property and assets of the Association shall be transferred to a non-profit charitable organization by the Circuit Judge of Ingham County, Michigan. In no event shall any of the property or assets of the Association be distributed to any members of the Association.

Adopted 1932