MEAFCS Minutes
September 7, 2012


I. Call to Order by President Eileen at 11:35 am.

II. Approval of Agenda – Motion by Jane Hart, Support by Carolyn Penniman to approve the agenda with the addition of Hand Book and By-Law Revisions. Also all the words “life members” to IX.c. Motion Carried.

III. Approval of Minutes – Motion by Terry Jones, Support by Jennifer Berkey to approve the minutes of the August Board retreat with the correction of one typo and a change to XI to read “Awards contacts and Region contacts on website” – not Awards contact…Motion Carried.

IV. Appointment of Committee to Review Minutes: Eileen, Lisa, and Jennifer volunteered to review the minutes.

VI. Officer Reports: Eileen Haraminac

President – Eileen Haraminac

- Participated in MCEA Professional Development Awards Committee Call
- Sent MCEA report to Julie/ Michelle
- Prepared agenda for MEAFCS Board meeting (August) and Conference call (September)
- Attended MEAFCS Board Retreat: helped with decision making related to FEC and association meeting prior to opening of FEC October 29th
- Prepared Induction of Officers ceremony; conferred with Ohio and Nebraska about their procedure for ceremony.
- Wrote invitation letter for new members- sent to Carolyn Penniman and Linda Cronk; sent reminder emails to membership about Hospitality table.
- Attended SW MEAFCS regional meeting; prepared certificate for Gretchen Hofing presented at the luncheon meeting on behalf of MEAFCS in appreciation and support to membership.
- August 2012 Coordination with Patricia from Ohio to staff the Hospitality table at NEAFCS conference – Two separate days and times will be manned by MEAFCS members. (Jane Hart, Diana Fair Shannon Lindquist- Linda Huyck)
- Sent voting delegate list to NEAFCS, forwarded email from President of NEAFCS to voting delegates for September; potential voting delegates: Eileen, Jane, Jennifer, Holly Tiret, Lisa Treiber
• Revised @20 tips for preparation to NEAFCS Conference, sent to members attending conference

Past-President- Jane Hart

• Attended retreat
• Was on MCEA call on 8-17
• Central Regional meeting on 8-31
• Contacted members about running for president-elect, treasurer and secretary
• Those running are: Diana Fair and Joyce McGarry for P-E (until both candidates are a yes, will keep secretary quiet), Holly Tiret will remain as treasurer.

President Elect- Jennifer Berkey

MEAFCS duties during this timetable include:

1. Participated in August 17th MCEA conference call.
2. Make lodging and room reservations for August board retreat.
3. Attended the August board retreat (partly). 😊
4. Scheduled and coordinated the state’s night out at Columbus. We will be bussed from the hotel to the Easton Town Center. The restaurant is Bon Vie Bistro. Our reservation is 5:30 and our bus departs 5:00 from the hotel. We will have a cake for Dawn Contreras’ Birthday.
5. Coordinated the lodging/room reservations for the August board meeting.
6. Followed up with FEC room reservation for MEAFCS board meeting after Carolyn Penniman so nicely started the process. 😊

Secretary – Gail Innis

• Attended August Board Retreat
• Prepared minutes/reports from retreat 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.
• Send out meeting notice.

Treasurer-Holly Tiret

• Attended board retreat, wrote checks (Retirees, board retreat reimbursement, corsage national awards)
• Account balance as of 8-31-12 is $4,088.72
• Funds spent in August: $605.00
VII. Regional Reports: Jennifer Berkey

South East - Terry Jones

SE region continues to prepare for the awards presentation for Fall conference in October. Forward a list of EE that are not current members of the Association to Linda Cronk. Eileen also forwarded a list of eligible PI's and PA's.

The region was able to secure more items for the hospitality table as well.

One staff change: Eva Poole no longer is with Extension.

UP North region report

Linda Cronk:
1. 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.
2. Sent out a reminder email to the board members requesting them identify potential members, new staff and retired staff that was talked about at the retreat.
3. Contacted Eileen Haraminac about the list of new hires from Jessica Nakfour and about contacting Nancy Axtell. Requested clarification on letter formats to use.
4. Emailed Holly Tiret to get a list of previous years’ membership to identify prior members to invite to rejoin.
5. The goal is to have new staff, existing staff or previous members, and retired members communicated with by September 21.
6. Held regional conference call meeting on September 4, discussed leadership transition of region. Carolyn Penniman was elected Regional Director and Denise Aungst as Alternate.

Carolyn Penniman (alternate):
1. Attended board retreat August 1 – 2, 2012 in Grand Rapids, and made recommended changes to MEAFCS Handbook and By-Laws as discussed by board. By-Laws currently do not reflect the change in regions that was voted and approved at the June 23, 2011 membership meeting, so these corrections will be done without any additional vote.

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<th>Item Description</th>
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<td>Retirees at $30/Sietz,</td>
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<td>Rudzinski, Porter, Byers, Joyce</td>
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UP North funds

- Doris Weters Scholarship Fund $150.00 for 5 Retirees at $30/Sietz, Rudzinski, Porter, Byers, Joyce
- Board Retreat
- Corsage National Award
- Board Retreat
- Reimbursement
- Reimbursement - from Board Funds
- Board Retreat
- Board Retreat
- Board Retreat
- Board Retreat
- Board Retreat
needed. Both documents will be reviewed for final approval then shared with membership via MEAFCS website.

Staff updates:
Karen Fifield is new Food Safety and SNAP Ed educator for District 4, based in Montmorency County. She has indicated an interest in joining MEAFCS in December 2012.

Wanda Repke was previously located in Grand Traverse County, now serves in Oakland and Macomb counties in the Greening Michigan Institute - Financial Education.

Tracie Abrams plans to join MEAFCS this year, is considering attending the NEAFCS conference in Ohio.
UP North members who are currently planning to attend are Beth W., Jennifer B. and Carolyn P.

Central – Lisa Treiber

On August 13th I attended the Doris Wetter’s Fellowship Committee meeting in East Lansing. The group discussed the importance of MEAFCS members applying for these monies, updating the Fellowship flyer, and updating wording on the application.

The Central Region met in Mt. Pleasant on Friday, August, 31 for their first regional meeting in a very long time! Special guest for the day was Pat Benton. After round table sharing and program updates, work was done on updating the Doris Wetter’s Fellowship flyer which will be distributed at our Annual Fall Association meeting in October. Dates were set to meet again in December.

Joyce McGarry

- Met on August 16th; lovely location, lunch and ceremony to say goodbye to Gretchen.
- Individual workteam members reported on RELAX, food safety, and marketing. Rita gave an overview of Doris Wetters and encouraged folks to apply.

VIII. NEAFCS meeting coverage and NEAFCS Hospitality Table and Exhibitors table

- Eileen will check on meetings on website to assure our coverage.
- Hospitality Table – Members are scheduled to work.
- Exhibitors table – Holly is firming up slots for table times.
- Holly will need help getting some of the giveaways to Columbus- lots of large boxes.
- Gail will prepare a grid to have attendees complete that lists name/hotel/cell phone
- Silent Auction – Lisa still needs help. She will send out an email

IX. FEC Association meeting

a. Awards Ceremony- Terry is all set.

b. Ballot and Election of Officers; Ceremony for Induction of Officers- Ballots
will go out in advance to all members so all know who is running. Candidates will submit a paragraph that will be shared with all members and candidates will be introduced at the meeting.

Eileen is working on the officer’s ceremony and has found no standard procedure. She will work on something. We will have someone check the archives. Eileen will have outgoing officers and incoming come forward to be recognized.

Eileen will send a reminder to regions to remind them about officers/representatives being in place before the fall meeting.

c. Letter to Prospective Members and Life Members – Eileen has crafted a letter to prospective members and suggests that a letter go out to all new hires and non-members. Letters would go out email. Life members would also be invited. RSVP will go to Jennifer for a breakfast count.

Educators will be responsible to let PI’s and PA’s know that as members they would have to use personal days for meetings (unless there is professional development/SNAP-Ed on the agenda).

XII By-Law/Handbook Revisions

a. Handbook – Carolyn is revising the items that the board discussed in August. She will send the revisions out to the board for their review and input.

b. By-Laws – Carolyn is working on the draft bylaws and will send final to Eileen to go out to membership for review before an October vote.

c. Student Membership – Is mentioned in our handbook and is not in our by-laws. Do we need this in our by-laws as MSU does not have a degree program in Extension. This is on hold for now.

d. Region Director – What if an alternate does not step into Director position? What is the criteria? Step II and 2-years of association membership are requirements for President Elect, Secretary or Treasurer. Step II is not a current requirement for Region Director. Add: A member must have been an association member for 2 years/Alternate – 1 year.

Up Coming Events/Calls/Meeting

Sept. 23-28, 2012 NEAFCS Annual Conference, Columbus, Ohio
October 29th-30th MSU Fall Extension Conference