MEAFCS
Board Meeting Retreat
July 2013

I. Jennifer Berkey – Called meeting to order at 12:30 pm on Tuesday, July 30, 2013.

II. Approval of Agenda: Add Galaxy to the Agenda. Motion: by Penniman, Support: by Innis to approval the agenda with the addition of Galaxy and a discussion on the August Board Call. Motion Carried.

III. Approval of Minutes: Motion: by Arnold, Support: by Tiret to approve the minutes as printed. Motion Carried.

IV. Appointment of Committee to Approve the Minutes: Jennifer, Leatta, and Diana

V. Officer Reports
President - Jennifer Berkey
1. Conducted the June board meeting.
2. Reviewed minutes from the May board meeting.
3. Compiled agenda for June meeting.
4. Reviewed minutes from the June board meeting.
5. Sent email update to the membership regarding first-timer attendance at Galaxy.
6. Emailed Louise Bombyk to coordinate for our board retreat at the FCSEM conference.

Past President - Eileen Haraminac
1. Participated in MEAFCS board emails and MCEA professional development calls
2. Called and emailed prospective candidates for elections in October
3. Reviewed bylaws and handbook in reference to elections

President Elect - Diana Fair
1. Arranged meeting for MEAFCS during HNI Spring Retreat in Mt. Pleasant
2. Attended MEAFCS Spring meeting during HNI Spring Retreat in Mt. Pleasant
3. Attended MCEA meeting June 14
4. Arranged hotel accommodations for Board retreat July 30-31 in Frankenmuth
5. In process of selecting restaurants for States Night Out during Galaxy

Secretary - Gail Innis
1. Attended the June Board Conference Call Meeting; recorded minutes, sent for review, posted May minutes to portal
2. Communicated with FCSEM Group regarding display for conference
3. Set up booth schedule for FCSEM conference; communicated with volunteer and finalized work schedule
4. Collected PR item for display at conference booth; set up booth
5. Reviewed and edited personal schedule of events for Galaxy

Treasurer - Holly Tiret
1. Account balance as of 7-29-13 is $3488.20.
2. I participated in the MEAFCS Board conference call on June 28, 2013.
3. I participated in Galaxy 4 Volunteer Sub Committee conference call on July 11, 2013.
4. I sent out an email to the MSUE all staff to recruit volunteers to Galaxy.
5. During the HNI SE summer retreat I mentioned the benefits of MEAFCS membership in the discussion lead by Suzanne Pish, Terry Clark-Jones, Carolyn Penniman and Gail Innis in regards to The Doris Wetter’s Fellowship funds.

6. The budget for summer MEAFCS retreat is $800. Anticipated team costs will be $240.84. Balance of budgeted amount will be $559.16. Discussion: Motion: by Diana to allocate $50 to each Board member in attendance to cover dinner and lunch for retreat. Support: by Arnold. Motion Carried.

7. My reports for the year were lost on my hard drive crash, and I will need to recapture copies of those from the secretary, including the 2013 budget.

VI. Regional Reports: Diana Fair

Central - Professional Development - Lisa Treiber
1. Group has not met. They are working on having a lunch for Margaret LaShore.
2. Margaret’s retirement was very special. Very well deserved!

South West Region - Joyce McGarry
1. No report. It has been difficult to get a meeting set.

UP - North Region - Membership - Carolyn Penniman; Alternate Denise Aungst
1. Meeting by conference call in September.
2. Working on revised handbook and bylaws.

South East - Terry Clark Jones
1. Monica Thompson is the new Extension Educator in our region. She will be housed in Wayne County and is funded by the CYFAR grant that CYI received this spring.

2. Next regional meeting will be Tuesday Aug. 13, 2013 and will be hosted by Eileen Haraminac at Eastern Market. In an attempt to recruit members, we have invited staff that are new or not currently a member of the association.

3. Awards – Quite a few members are attending Galaxy due to the number of awards being received.

4. Historical Files – Terry went through the files. She is looking for membership lists from 1988-95. Discussion on how to keep list current of Award winners, Membership, Life Members, etc. VP of each of the awards will keep the information and pass it on. There will be more discussion on how to capture this electronically.

VII. Business

- Elections – Eileen reported on the idea of having the membership vote through Adobe Connect or Survey Monkey. Survey Monkey votes would be prior to the meeting. Rita K. could help set up. Candidates would supply information for members to review and voting would be done through electronic survey. All votes would be tabulated with sufficient time to consider options for a tie. After a review of the handbook and bylaws by the group: Motion: by Eileen to pilot the officer election for fall conference through survey monkey for the Fall Election (in response to member comments). The current past president and president would serve as the election committee to certify votes. Members would be informed of the pilot program through a board correspondence.
Regional Directors and representatives are encouraged to think of staff in their regions that would be a good fit for officer candidates and share thoughts with Eileen.

- Portal Page – Communication has been received from ANR in regard to our MEAFCS portal page. Our options are to maintain our own page or use SharePoint. Discussion on setting up our own page. **Motion:** Terry Clark-Jones to set up our own page, not to exceed $145, **Support:** by Tiret. **Motion Carried.** In the board update we will include a request for members who have an interest and/or setting up the page. Jennifer will contact Dennis Bond, ANR Tech for advice on how to move forward and will keep the board informed.

- MCEA Representative – The rep to MCEA does not need to be an officer. It could be a designee of any board member. Generally it has been the President, Past President, and President Elect. Terry stressed the importance of continuity of attendance of our executive board members. All associations haven’t been represented as needed. There has been a vacancy in the President Elect position of MCEA. Eileen is considering taking the position of President Elect and Jennifer Weichel would remain as President this year. Eileen will request minutes of the last six MCEA meetings for our Board review. Eileen will email the current board list to all MEAFCS board members.

- Membership Brochure 2014 – Carolyn reported on thoughts behind discussion including the public value statement on our brochure. Discussion took place on rotation of region officers and roles for each region.

- Discussion of Goals for 2013 – Discussion. (See updated goals).
  1. Increase Membership
     - PA/PI Involvement (Mentors, Individual communication by members, etc.)
     - Increase retiree/Lifetime member involvement (Role on the Board, History, Advisory/consultants)
  2. Increase Communication with Institute Directors – Add: Invite Institute Directors to be members. Stress value of the association to Directors
  3. Increase and Promote Professional Development Opportunities: Internal and External
     - Provide professional development at membership meetings and/or regional meetings.
     - Promote attendance at NEAFCS Annual session – MEAFCS PD Adobe opportunities (2 in 2014)
     - Educate members on financial opportunities that are available to members only (Wetter’s, Hannah, etc.)

- John Hannah $500 – Dianna reported that the Hannah Endowment is coming due and dollars are needed to fully endow the fund. There is discussion that membership dollars could be used toward this. The current request is for each association to generate $500. Discussion centered on providing envelopes and receipts for members at Fall Conference with a presentation overview of the history of the John Hannah fund. Members could choose contributions of $10, $15, $20 or more. Gail and Holly will design an envelope and receipt and provide them for our Fall Membership meeting. Gail will include this information in the Board Retreat update for members. Jennifer will find a speaker to provide the presentation overview.

- Public Value Statements – Discussion on how to go about this. Who is the statement for???? – Membership

- **LEADERSHIP** -When joining NEAFCS – Michigan Affiliate (MEAFCS), members will increase their leadership skills which develop personal and professional growth in turn creating MSUE representatives who are experienced leaders to build stronger communities.
- **PROFESSIONAL DEVELOPMENT** - When joining NEAFCS – Michigan Affiliate (MEAFCS), members have increased opportunities for professional development, which leads to core competencies in their specialization that benefits members, colleagues, MSUE and the community with cutting edge, research-based and unbiased knowledge.

- **MENTORING AND SUPPORT** - When becoming a member of NEAFCS – Michigan Affiliate (MEAFCS), members will receive mentoring and support which leads to a deeper connection of the organizational culture which creates a validated and confident employee who exemplifies the mission of MSUE.

- States Night Out/Lunch – States Night Out at Galaxy includes ALL the association members for the whole state. Jennifer has attempted to get information but has not had a reply. Diana will email the presidents of the associations and then proceed with a reservation. She will keep us updated.

- Galaxy – An email needs to go out to members to get information on who is attending, with their lodging and contact information. Gail will send out the contact grid for name, roommate, hotel, cell phone and emergency contact numbers. Eileen will find the tip sheet to send to members. Discussion on shirts was tabled to our dinner conversation. MEAFCS Table: There is no central location for all. Discussion on giveaways: Postcards, Other – Board members will explore ideas and find items. We will encourage members to bring a bag of candy.

- Fall Extension Conference – MEAFCS will have a breakfast meeting on Tues. Oct. 22nd from 8:00 – 10:00 am. The conference is at the Kellogg Center. Minutes, Officer Reports, and Region Reports will go out to members in advance of the minute to save time and discussion.
  - Business Meeting
  - Election Results & Induction of Officers (Eileen)
  - New Staff and Guests (Jennifer)
  - Awards (Terry)
  - John Hannah Update and donations
  - Work Team Showcase with Coverage Maps/Small Tabletop Display (Holly)

- August Board Call - Is there a need for the call? There was discussion and group consensus to cancel the August call.

- Work Team Updates:
  - **HNI-Food Safety** - The team has worked on taking all food preservation into one coordinated program. They worked with ANR and have 6 presentations done on one flash drive titled MI Fresh. They are piloting it right now and tweaking and working out the bugs for a final version. The Cottage Food Law workshop is on line. They have partnered with the Product Center and are looking at a working relationship with AABI. The team is working on reviewing curriculum for adults that is being taught. The food safety component needs to be strengthened. They are looking at making changes to the food safety website.
  - **CYI-Early Childhood** - Gail updated the group on work being done on one-time workshops, curriculum, and a change in marketing as MI Stronger Family. The CYFAR grant is beginning early with one new staff (Monica Thompson). Carrie Shrier and Bonnie Lehman are also working on this with Kendra Moyses.
  - **HNI-Social Emotional Health** – Carolyn updated us on the curriculum work on RELAX work, Building Strong Adolescents (BSA), ABCs & Be SAFE, etc. The SE group tweaked the logic model. The team has added Shannon Lindquist part time and others had small increases in time.
  - **HNI-Disease Prevention Management** - The group is meeting tomorrow. Most members are trained in the MDPP (National Diabetes Prevention Program). They
received a grant from BC/BS to assist with purchasing incentives. This is an exciting partnership. Dining with Diabetes has had the curriculum piece of the workshop video-taped. They are working on having the food demos video-taped. The PATH program has two trained educators that can teach other leaders. The program has some struggles. The team has 3 new people.

- **GMI – Financial and Home Ownership Education** – 12.25 FTE and still building. They have 17 staff. New folks have been doing well; many are experienced. Participants include those going through foreclosure or post-foreclosure. Fact sheets are being worked on. All staff members have to keep certifications up and this includes a week-long training and exam to stay HUD certified. The retreat is next week. They work on “staying in the lane” – FOCUS! They have on-line education programs available. The team is working on a Post-Foreclosure education curriculum. They also have two MOA’s with MSU Staff to work on evaluation with a goal of writing and publishing an article.

- **HNI – Nutrition and Physical Activity (NPA)** – The plan of work is turned in. There is a lot of competition for audiences. There will be more information to come to the SNAP Plan of Work. There is a 28% reduction; the budget that was submitted reflects the reduction. SNAP Ed University is coming up in August. New forms will be rolled out. Shannon is a new co-chair with Joyce and Jennifer. Some new grants are being explored. The youth sub-set has worked on some new materials. They have worked on a supplemental list of children’s books. Adult curriculum is being worked on; ERIB is outdated.

- **MIPRS Work Team** – Jennifer reported on the committee recommendations on MIPRS and that the information has been moved on to Dr. Coon

Meeting Adjourned at 12:00 pm - July 31, 2013