MEAFCS Executive Board Meeting Minutes

March 15, 2013

I. Call to Order - Jennifer at 1:02 pm
   - Members excused: Holly, Diana, Gail, Ann, Terry
   - Members present: Joyce McGarry, Carrie Shrier, Carolyn Penniman, Eileen Haraminac, Jennifer Berkey, Lietta

II. Approval of Agenda - Motion: Carolyn Penniman  Support: Eileen Haraminac
    Motion Carried

III. Approval of Minutes - Motion: Carrie Shrier  Support: Carolyn Penniman
     Motion Carried

IV. Appointment of Committee to Review Minutes: Committee: Jennifer Berkey, Eileen Haraminac, Carolyn Penniman

VI. Officer Reports: Jennifer Berkey

President – Jennifer Berkey

1. Conducted the February board meeting and board orientation.
2. Forwarded the impact reports to NEAFCS.
4. Attended JCEP.
5. Reviewed minutes from JCEP for NEAFCS.
6. Compiled agenda for March board conference call.
7. Sent email to entire membership welcoming them to a new year.
8. Sent email to three institute directors notifying them of our board meetings.
9. Emailed Louise Bombyk to coordinate for our board retreat at the FCSEM conference.

President-elect - Diana Fair

1. Participated in MEAFCS Board Orientation meeting on 2.5.13 by conference call
2. Attended MCEA meeting on 2.8.13 by conference call
3. Participated in MCEA Professional Development Awards committee conference call 2.15.13
4. Reviewed applications for MCEA Professional Development Awards and made recommendations for amending the Award guidelines.
5. Arranged day and time for MEAFCS Spring meeting with HNI Professional Development committee
6. Attended SW Regional meeting 2.22 by Adobe Connect
Past President - Eileen Haraminac

1. Attended MEAFCS face to face meeting Feb 5th in Midland.
2. Compiled information from phone conversation with Diane Fair; Report to board about MCEA awards; Reviewed information from Sheila Smith regarding MCEA awards
3. Conversation with Julie Pioch to prepare MEAFCS to 2013 elections and ballot
4. Review of MEAFCS bylaws and Handbook concerning elections

Treasurer Report - Holly B. Tiret, (see attached budget and checkbook log)

1. Attended the Board Training meeting in Midland on 2-5-13
2. Met with Jane Hart on 2-8-13 who graciously helped with the 2013 Budget
3. Met with Gail Innis and Suzanne Pish for Budget/Checkbook Audit
4. Attended the Central MEAFCS Meeting in Mt Pleasant on 2-15-13
5. Sent in registration for 3 members - $300
6. Sent reminder emails to members needing to renew
7. Reimbursed Jennifer Berkey for JCEP trip - $388.66
8. Checkbook balance: $4213.84

Secretary Report - Gail Innis

1. Attended the Board Training in Midland on 2-5-13
2. Met with Holly Tiret and reviewed the MEAFCS checkbook for audit.
3. Completed February board minutes; sent to reviewers, revised, and posted on website.
4. Arranged with Carrie Shrier to fill in for secretary for March Board call.
5. Completed minutes template with officer reports/region reports and emailed to Carrie for ease of minute taking.

VII. Regional Reports: Diana Fair

UP North - Carolyn Penniman/Denise Aungst

Attended board orientation in Midland on February 5, and helped with review of MEAFCS Handbook and By-Laws.

Held regional conference call meeting on March 6, with Carolyn Penniman as Regional Director and Denise Aungst as Alternate. We have 8 members, 3 are in the UP.

Seven members were able to participate in the call. We reviewed information from January board minutes, discussed goals and our region’s Member Resources responsibility for this year.
Central - Lisa Treiber/Ann Arnold (not shared during call)

Central region meet on Feb. 14 in Mount Pleasant with 8 members in attendance. There was discussion with the accountability with required numbers when staff is out on leave for a period of time and positions are not being filled. We talk about encouraging PA’s and PI’s to read the New’s Blast as that is where the updated information is located. Linda Huyck will be retiring in April and we will be celebrating her new adventure on April 26th at our next regional meeting. We also discussed the upcoming Spring Retreat in Mount Pleasant.

SW Regional Report - Joyce McGarry

Due to bad weather our schedule face to face regional meeting on February 22 became a conference call and Adobe Connect (with the help from Jeannie Nichols). Brenda Long shared information on the importance of public value and how to create public value to those who do not participant in our programs. The focus is on outcomes and measure of community change. These public value statements would be valuable to each work team for year end reports. Joyce will share the public value

We have scheduled our next meeting to be combined with the Central region on April 26, 2013 in Montcalm County to be combined with Linda Huyck’s retirement party. Rita Klavinski will present information on “Making the most of Outlook”.

Still continuing with the progress of the PILD Conference, connecting with Mike Rogers office to make an appointment, flight reservation confirmed and there is a webinar next week. Currently unaware if she received a scholarship.

SE Regional Report- prepared by Terry Clark-Jones, shared by Carrie Shrier

The state award applications have been sent and received by National. They were due February 15th. All applicants have been notified on the state status of their applications.

I was able to contact Grand Traverse Community Foundation in regards to the Joan Rajkovich McGarry Endowment Applied Research Award $300 cash award. It was shared that they stopped providing this award a few years back (they did not give me a specific year). I am guessing that either we had no winners in that category or just didn’t requested it therefore they stopped providing it. Their board will be meeting in May and will revisit this endowment award to possibly reinstate since we have had winners in 2012 and 2013.

The next SE-MEAFCS meeting will March 22, 2013 at Macomb County MSU Extension office.
Non regional business to share with board. The Financial and Home Ownership workgroup has hired five staff in the last month and half in the following counties:

Clare County- (PI-Sharon Jeffery) – start date Feb. 18th
Macomb County- PI-Gwendolyn Miller- start date Feb. 25
(Jean Lakin is mentoring Sharon and Gwendolyn)

Mason County-EE- Michael Krauch – starts Mar. 18th
Kent County- EE- Jennifer Ortquist – Apr. 1
(Brenda Long is mentoring Jennifer and Michael)

Berrien County- PI-Khurram Imam –start date Apr. 1
There will be hopefully a sixth person for Alpena. That is where I am at today-interviewing for that position.
(I will be mentoring Khurram and the new person in Alpena.)

*Once minutes are distributed Regional Directors and Mentors are encouraged to collaborate to invite new hires to MEAFCS in their area.

VIII. New Business

- Spring Membership meeting – May 2nd 4-6 pm
  - Diana sent out a Save the Date to members. Eileen shared that this meeting has historically been a business meeting, without professional development, with the agenda sent out a few weeks in advance. Jennifer would like to see if there is interest in expanding the meeting to include professional development and/or networking time. Carolyn suggested asking Dawn to speak and/or going over public value statements and the value of MEAFCS with the membership. Jennifer indicated she could invite all the institute directors and encouraged members to share ideas of topics for discussion at the meeting.

- Elections
  - Eileen has been looking at the procedures for elections following last years tie vote. In reviewing the by-laws and discussions with Julie Pioch, the question was posed why we allow absentee ballots and expanded specifically on several areas of the by-laws regarding elections. The goal is to be in-line with standard parliamentary procedures, and have a plan in the event of this happening again. Julie did not see a need/requirement to allow for the absentee ballots in our current by-laws. Eileen will summarize her conversations and discuss with Rita and Carolyn, prior to the April call. In the event the suggestion is made to remove/change the language regarding absentee ballots, the membership would need to be notified ahead of time, and a vote would be held on the change at the spring membership meeting on May 2nd.
IX. Old Business

- **Budget** – revisit
  - Draft until approved by the membership at the May meeting.
  - Need clarification from Holly on the final membership numbers prior to the final approval of the budget in May.

- **MCEA** – items brought to Dues/News Article
  - Still some question about the allowance of dues to be paid out of revenue accounts

- **MCEA minutes**
  - Discussion regarding the declining membership and what percentage of staff can join.
  - $11,000 needs to be raised for the Hannah fund in the next 15 months. They are looking for the associations to contribute $6,000, approximately $1,000 per board. This discussion will be on the agenda for the May Membership meeting.
  - Eileen updated that technology/internet issues were shared with Dr. Lovejoy and he will be kept appraised of those issues.

- **Discussion of goals for 2013**
  - Increase membership- Brochure will be done as PDF, members can print their own as needed to market MEAFCS. Carolyn made a motion to update brochure for 2013 as a PDF. Eileen seconded. Motion carried. Eileen suggested making this our first goal, and Jennifer will be following up with an email about what we are already doing and how to begin looking at reducing barriers. This will be our April focus.
  - Communication with directors- Have begun sharing meetings and plans
  - Promoting professional development opportunities (internal/external)
  - Creating a public value of a MEAFCS membership

- **FCSEM** –
  - Potential board meeting July 30 & 31 - potential times noon to noon.
  - FCSEM Conference starts at 6:30pm on 7/30, with conference sessions on 7/31 and 8/1. Wednesday exhibits are 11am-5pm, Thursday’s are 7am-12:15pm. Gail will set up a schedule for manning the booths. Food Safety, GMI and HNI-SE have committed at this point.
  - Diana is organizing an MSUE kitchen-themed Basket- Lisa Trieber is collecting the items and making them into a basket.
Items can be brought to the May membership meeting.

- **Impact Reports**
  - In and finalized. Thanks to Joyce for helping to get those done.

- **Awards Update**
  - Diana participated in call for Eileen with MCEA in regards to awards. Initially PA’s and PI’s were encouraged to apply for awards to attend conferences, but they were not eligible due to not having Educator status. MCEA is looking at changing the eligibility status to not exclude PA/PI/PC staff. A draft recommendation is being created.

- **Update - JCEP February 12th -14th**
  - Jennifer attended, enjoyed Keynote very much (speaking on leadership and motivation, work/life balance).
  - NEAFCS is changing the website, for a cost saving measure. The NEAFCS hotel for Galaxy is the Renaissance. There will be a pre-session on baking with special needs audiences. There may or may not be state sale tables. A minimum of one item from each affiliate is being requested for the silent auction. NEAFCS does sell our information, that is available on the website.

- **PILD – April 21st – 24th**

**Next meeting: April 19th Conference Call**

**Meeting Concluded: 2:34pm**

**Upcoming Events/Calls/Meetings**

**Public Issues Leadership Development Conference** • April 21-24th
Westin - Alexandria, VA

Spring Membership Meeting – May 2nd 4-6 pm

**Galaxy IV** • September 15-20
Pittsburgh, PA