
Kentucky Extension Association of Family & Consumer Sciences Fall Board Meeting Minutes September 22, 2020 ~ Zoom Online

NEAFCS CREED

As an Extension educator my prime concern is people. I believe it is my responsibility to give the best of my ability and develop myself to be an effective educator. I accept the opportunity to empower individuals, families, and communities to meet their needs and goals through a learning partnership. May I always be willing to accept the challenges of the changing times.

All business of the Fall 2020 KEAFCS Board meeting was conducted via the online meeting platform Zoom. The meeting was called to order by President Melissa Goodman at 9:01am. Our Thought for the Day was given by Karli Giles. A review of Parliamentary Procedure was done by President Melissa Goodman in place of Past President, Judi O'Bryan. Meeting will follow Robert's Rule's of Order. Participants were instructed to write motions and seconds in the chat box and vote by unmuting and responding "I". A copy of the chat box conversations can be found on file with these minutes. Sherri Broadrick, Kendyl Redding, and Andrea Slone were appointed as reviewers for today's minutes.

A copy of the sign in sheet for attendance is on file with the minutes. Names and titles of those present were retrieved from the chat box. Both a formal list and a copy of the chat box thread can be found on file with these minutes.

Secretary Natalie Taul presented the minutes from the Spring 2020 Board Meeting. They were approved as presented per a motion from Jennifer Bridge, seconded by Ruth Chowning. Motion carried. Everyone was asked to respond in the chat box with their name and county/board position for roll call. Natalie also reported that sympathy cards were sent to Donna Fryman on behalf of the KEAFCS membership with the passing of her husband.

Treasurer's report – Janey Cline gave the financial report. On August 31st, the balance was \$81,656.22. Since that time dues have gone through in addition to various other expenses. The current balance, as of today, stands at \$90,445.22. A copy of the financial report can be found on file with the minutes. Mary Hixon requested the amount of funds used for registrations by officers attending PILD and other Association Meetings. It was reported that there was \$1600 originally in that line item, a specific amount was not given at the time of the meeting, but it was around \$500. Sheila Fawbush made a motion to approve the financial report as presented, seconded by Sally Mineer. Motion Carried.

University of Kentucky FCS Extension update was given by Dr. Jennifer Hunter. Due to recent FCS update meetings there are no significant updates to report.

- Agents, specialists, and state staff have had positive response to monthly updates and are hopeful that they will continue in a modified format in the future. FCS Admin are

considering having 1 update meeting a month to allow specialists to highlight a curriculum or any updates that may pertain to their area.

- There was no new information on the second round of budget cuts to come from administration. Extension took an 11.25% cut in the first round, and Dr. Hunter informed the board that FCS Extension is fortunate to have plenty of non-recurring funds to continue program support across the state.
- State staff and specialists are planning virtual programming through Spring of 2021 and the FCS agent training in February will be all virtual. This will continue until we are able to resume “normal” operations. It was suggested by a few that virtual programs continue from the state on a modified schedule when we are able to return to “normal”.
- Judi O’Bryan inquired about a virtual version of Cook Together Eat Together. If you already have a plan in place you may continue with it, however, if food is provided it must be provided whole, not divided up into parts.
- Melissa Goodman inquired about what successes will look like this year. We have been assured that successes will look different and that will be okay, but what should we be aiming for to be considered successful? Dr. Hunter will talk with Ken Jones and get clarification on this.
- Jennifer Bridge asked about the status of the FCS curriculum addition back into the college/school. In short, it is still being worked on, it is very much a “tangled web” at this time. However, pre-COVID Sally and Dr. Hunter were working with the Dean and others to make this happen. Progress continues to be made.

Officer Reports

President’s report – A written report is on file with the minutes. Melissa will serve on the committee for assistant director for ANR. She attended the virtual NEAFCS meeting and will sit on the president’s affiliate meeting this week. If any board member is a national committee member, Melissa has posted the schedule for affiliate meetings on the KEAFCS Teams page.

President Elect report – Mindy McCulley reported that she and committee have been working to plan the 2020 KEAFCS meeting on a 100% virtual platform for November 16 – 20, 2020. The theme of the meeting will be KEAFCS 2020 Focus on Teamwork.

- Wednesday of that week will be reserved for an FCS in-service, all other days will focus on award winner program highlights. Some areas will have responsibilities but not all.
- On Tuesday there will be a session titled “Educational First Responders” Where agents/areas/districts will highlight their county COVID response and its lasting impact to Dr. Stephenson and Dean Cox. People should submit ideas to Mindy prior to get on the agenda to speak.
- Investment reps from TIAA and Fidelity will be available, days have not yet been confirmed.

- Awards ceremony will take place virtually on Friday. Areas/Districts are encouraged to gather, socially distanced, and watch the ceremony together. The retiree program will immediately follow the awards.
- Registration is set at \$50 and all registered will receive a memento box in the mail. Mindy made a motion to accept the proposed agenda for the KEAFCS Annual Meeting 2020 with a \$50 registration fee with no early bird discount or additional fee for non-members and no fee for retirees or non-member administrators. Seconded by Jennifer Bridge. Motion carried.
- Officer training meetings will be done virtually the first week of December following the KEAFCS meeting.

VP for Awards & Recognition report– Lora Davidson reported that there were 64 national entries this year. We had 11 Southern Region Winners, 7 National Winners, 3 Distinguished Service Winners, and 2 Continued Excellence Awards. A final due date for 2021 awards has not been announced. A written report is filed with the minutes.

VP for Member Resources report – Anna McCoy reported we currently have 5 new members and that includes a few specialists. The deadline for dues is October 1st to Janey Cline. Please encourage everyone in your area to pay dues on time. The 2020 honorary KEAFCS member will be Dr. Stephenson. Anna also informed everyone of an upcoming webinar via NEAFCS on October 9th regarding live video demonstrations. Janey will send out a spreadsheet of those who have paid dues thus far. A written report is filed with the minutes.

VP for Public Affairs report – Alethea Price gave updates. She attended the NEAFCS annual business meeting as a voting delegate and is on the marketing and public relations committee at the national level. She will be meeting with this committee this week and will file a written update to the KEAFCS one drive at that time.

Chairman Reports

Nominating Committee – Lora Lee Howard gave an update. The committee is looking for nominations for Secretary, President-Elect, and VP Public Affairs. Encourage candidates to send an application to Lora Lee. Thank you to Elizabeth Coots and Latoya Drake for serving on this committee. One application has been received for President-elect. No applications for the other positions have been received at this time.

Retirement & Life Members – Shelia Fawbush reported that due to COVID-19 the retirees were not able to meet in June. Sheila gathered stories and updates from everyone and mailed them to retirees in a booklet. There are 93 retirees listed on the KEAFCS retiree list. We have lost touch with 2 of those, Sue Ellen Cunningham and Deborah Parrish. We are currently seeking contact information for these individuals. 2 retirees will be honored this year, Judy Hetterman and Christy Ramey.

Plate It Up KY Proud –Mindy McCulley gave a brief report. The committee has met a couple of times. The class that typically modifies and tests recipes no longer exists, so agents have been

stepping up to continue this portion of the grant. August and September have seen virtual programming with PIUKY Proud.

Newsletter & Website – Kayla Watts reported that she is working on the Fall Newsletter. If you have not sent an update, send to Kayla by October 15. Area updates are typical. If areas/districts/individuals have successful COVID response programs, please share. Any officer wishing to put an update in the newsletter do the same and please send a professional picture. Any updates to the website should be sent to Kathy Byrnes.

Constitution, History & Bylaws – Mary Hixson reported that there are no updates at this time.

Pride of KY Endowment – Sally Mineer reported as of August 31st the balance stood at \$91,622.11. She will work with Lora Davidson and the Janey Cline to withdraw funds for awards this year.

Special Committee for Promotion – Jennifer Bridge reported there are no emerging issues at this time. One issue to keep an eye on is recruiting qualified candidates for FCS jobs/positions in the future. With 25 vacancies across the state, the pool of qualified candidates is small, however hiring is currently on a freeze, so this is not something that can be addressed immediately. There was also concern and some discussion of counties who are choosing to hire ANR and 4-H over FCS positions. Jennifer encouraged everyone to read the UK NOW emails from campus as it has lots of useful information.

Marketing Committee – No oral report. A written report is on file with the minutes.

Past Presidents – Mary Hixson. Past presidents met during the KEAFCS meeting. A report from the Spring Board meeting is on file. Mary will get with Mindy to schedule the 2020 Past Presidents meeting virtually.

Unfinished Business

Friend of Extension Nomination – Judi O'Bryan reminded everyone that the Friend of Extension nominations are due to her by October 1st. The areas nominating this year are Lake Cumberland and Northern KY.

New Business

County Judges Breakfast – Melissa Goodman reported that JCEP has not met on the state level this year; therefore there are currently no updates on this event. She will contact JCEP leadership for more information.

NEAFCS Updates – Melissa reported that 47 members registered for the national meeting. Some things to note:

- There was a bylaws change. Everyone is encouraged to look at the annual business meeting packet. The main change of the bylaws is that life members are now allowed to hold office positions in NEAFCS. Melissa suggested that Mindy (2021 President) look through the

business meeting packet ahead of time and solicit any feedback from membership before voting.

- It was discussed whether KEAFCS should make this same or a similar update to our bylaws. After much discussion it was decided to not change the KEAFCS by laws to reflect the same change as NEAFCS with the belief that opening officer positions to life members weakens the association and does not push it forward. Melissa will check with NEAFCS to see if a KY affiliate life member can still hold a national office even though they may not hold a state office.
- Discussion was had regarding recruiting and retaining leaders/officers from KEAFCS membership. Some states are doing affiliate hosted webinars once a month for microlearning for membership focused on sustainability on being able to mentor officers for positions. Jennifer Bridge highlighted that the ESP leads program would be great for this as it is a general leadership program in Extension, she also suggested a mentorship program and Amanda Hardy echoed that a mentorship program is being looked into at the National level. It was ultimately decided to add a brief survey with the State Meeting evaluation asking members to share if and how they might like to get involved with the association and what may be holding them back from doing so, suggested by Natalie Taul and echoed by Nellie Buchanan. Ultimately it was decided that is how we would approach this issue initially and go from there. Committee chairs will also hold affiliate meetings for those interested in learning more about their position on the board.

Financial Items – Janey Cline and Melissa Goodman discussed several topics related to financial items.

- Due to important IRS documents not being filled out yearly, KEAFCS has lost its status as a non-profit organization. Current bylaws are also lacking a conflict of interest statement that is needed. After discussion Jennifer Bridge made a motion to hire an accountant to ensure all needed paperwork is completed and procedures are followed to have KEAFCS non-profit status reinstated. Motion was seconded by Judi O’Bryan. Motion carried.
- Melissa Goodman asked for volunteers to assist with the bylaws/policy changes needed regarding the above issues. Sheila Fawbush and Judi O’Bryan volunteered to help Mary Hixon in reviewing and updating policies/bylaws.
- Further discussion brought about the idea of an officer toolkit that would be posted on the website for officers to utilize when in that position. This toolkit would contain all necessary items to be handled by that officer within the year(s) they are serving.
- Association Credit Card: After some discussion of a need to secure an association credit card to use when reserving meeting locations, and various other transactions, Mary Hixon made a motion to give permission to current Treasurer, Janey Cline, to discuss association business as related to a credit card to a professional. Motion was seconded by Mindy McCulley. Motion carried.

Appoint Audit Committee – Judi O’Bryan made a motion to appoint an audit committee for this year. Ruth Chowning seconded the motion. Motion carried. Tiffany Bolinger, Jill Harris, and Amanda Hardy were appointed to the audit committee.

- The finance committee should reword policy changes needed in association to yearly audits and send to Mary Hixon.
- Treasurer, Janey Cline reported that we currently have 2 CDs that will mature on October 8th, 2020 and December 26th, 2020. The money is not currently needed, and Mary Hixon

suggested the finance committee look into transferring CD's to the endowment fund to grow our money. Jennifer Bridge made a motion to roll over current CD's pending recommendation from finance committee for future investment. Debbie Shepherd seconded. Motion carried.

- A second motion was made by Jennifer Bridge that the finance committee responsibilities be modified and changed to handle financial matters of the association including forming a budget, investments, financial growth, and futuring. In addition to current positions, a past president and financial specialist will be included. Mindy McCulley seconded motion. Motion carried. The current president will appoint the past president and financial specialist to the finance committee. This is separate from the audit committee

Other

- Mary Hixon - Code of conduct and removal of an officer policy needed specific to the association. Judi O'Bryan and Sheila Fawbush will assist Mary Hixon in developing and reviewing these policies along with adding a conflict of interest clause to the bylaws as stated in the financial items portion of the minutes.

A motion to adjourn was made by Jennifer Bridge and seconded by Judi O'Bryan. Motion carried.

Respectfully submitted – Natalie Taul, Secretary

Dates to Remember

October 1, 2020 KEAFCS Dues due Janey Cline

October 1, 2020 Deadline for Friends of Extension Award to Judi O'Bryan

October 1, 2020 KEAFCS Officer Nomination due Lora Lee Howard

November 18, 2020 FCS In-service, via ZOOM

November 16-17/ 19-20, 2020 KEAFCS meeting, via ZOOM

December 3, 2020 Dine in for Healthy Families

December 15, 2020 Area Officer Forms and Area POW to Melissa Goodman

December 31, 2020 NEAFCS Committee Application Due

February 8-9, 2021 JCEP Leadership Conference – Virtual Conference

April 11-14, 2021 PILD Conference, Crystal City, Arlington, VA

November 2-5, 2021 NEAFCS 2021 Annual Session, Amway Grand, Grand Rapids, MI

February 9-10, 2022 JCEP Leadership Conference in Kansas City, MO

April 3-6, 2022 PILD Conference, Crystal City, Arlington, VA

September 12-15, 2022 NEAFCS 2022 Annual Session, Raleigh, North Carolina