Kentucky Extension Association of Family & Consumer Sciences

Winter Board Meeting Minutes

November 16, 2023 – KEAFCS, Lexington

***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.*

The business of the Winter 2023 KEAFCS Board Meeting was conducted in person at the KEAFCS Annual Meeting at The Campbell Hotel in Lexington, KY. Attendance included Christy Stearns, Leslie Workman, Amanda Dame, Katie Alexander, Ruth Chowning, Cabrina Buckman, Elizabeth Coots, Kendyl Redding, Crystal Osborne, Mindy McCulley, Alethea Bruzek, Debbie Shepherd, Shannon Smith, Lynnette Allen, Jane Proctor, Lora Pullin, Joan Bowling, Joni Phelps, Anna Morgan, Vicki Boggs, Kelsee Dewees, and Jennifer Bridge. In the absence of President Natalie Taul, Vice President for Public Affairs Amanda Dame presided over the meeting. The meeting was called to order by Amanda Dame at 12:59pm ET. Alethea Bruzek provided the Thought for the Day.

A review of Parliamentary Procedure was given by Past President, Leslie Workman. The meeting followed Robert’s Rules of Order. Participants were instructed to write motions on motion cards. Lora Pullin and Joni Phelps were appointed to review the minutes.

Secretary Cabrina Buckman stated that the sign-in sheet will serve as roll call. Cabrina provided minutes from the KEAFCS Fall Board Meeting. The Fall Board Meeting minutes were approved by the committee of Vicki Boggs and Anna Morgan.

Treasurer Ruth Chowning presented the financial report. A motion to approve the financial report as presented was made by Mindy McCulley and seconded by Lynnette Allen. Motion carried.

**Officer Reports**

*President Report* – Natalie Taul was not able to attend the meeting, but she will submit a report.

*President Elect/VP for Professional Development Report* – Christy Stearns reported that State’s Night Out at the NEAFCS Annual Meeting was successful. The KEAFCS Annual Meeting is underway.

*VP for Awards and Recognition Report* – Katie Alexander provided a report. There were 100 total award entries received and 37 individuals submitted awards. Approximately $1700 will be given in award money. Awards will be due around February 15, 2024, to the new Vice President for Awards and Recognition. Katie’s full report can be found in Teams.

*VP for Member Resources Report* – Jennifer Bridge will install the new KEAFCS members.

*VP for Public Affairs Report* – Amanda Dame reported that the deadline for Impact Statements is December 22, 2023. Amanda’s full report can be found in Teams.

**Chairperson Reports**

*Nominating* – Committee chairman, Crystal Osborne, reported that candidates have been found for each needed position, which includes VP for Awards and Recognition – Debbie Messenger; VP for Member Resources – Latoya Drake; Treasurer – Ruth Chowning; and VP for Professional Development/President Elect – Katie Alexander.

*Retirement and Life Members* – The retirees have been invited to attend the KEAFCS Awards Brunch.

*Plate It Up Kentucky Proud* – Mindy McCulley requested notification to Heather Norman Burgdolf and her if anyone is doing any new activity in this area.

*Newsletter and Website* – Kendyl Redding reported that the committee plans to send a winter newsletter soon. They will meet in January to start working on the website.

*Constitution, History, and Policies* – Amanda Dame reviewed the proposed changes. Policies are voted on by the board and bylaws are voted on by the membership at the KEAFCS annual business meeting. The board reviewed the proposed policy changes:

* ***Officers and Committees:***
1. ~~The President shall appoint a Newsletter and Website chair who may serve multiple terms.~~ A Newsletter and Website committee member is appointed annually (by January 15) by the President for a 3-year term. Three members need to represent 3 Extension regions – east, central, west. The members rotate in the following manner: year 1 – member; year 2 – chair elect; year 3 – chair.
* ***KEAFCS Annual Meeting – Location:***

The Annual Meeting will ~~rotate between~~ be held in Lexington ~~and Louisville~~ during odd years and will rotate throughout the state on even years. The President Elect, in conjunction with the Executive Board will determine the even year meeting location at least one year prior to the meeting date. ~~The Executive Board may select an alternate location. The year after an alternate location meeting site, the original rotation schedule returns.~~

* ***KEAFCS Annual Meeting – Invited Guests:***

Area Extension Directors should be moved from “3. other guests” to “2. recommended guests” to be invited by the KEAFCS President.

A motion was made to accept the recommended policy changes by Debbie Shepherd and seconded by Joni Phelps. The motion was approved.

The proposed bylaw changes will be reviewed by the membership at the KEAFCS annual business meeting. Ruth Chowning will report the changes to the membership:

* **Associate Member.** Any Extension employee ~~holding a professional appointment~~ with less than a bachelor's degree and working in ~~the~~ any capacity with Family and Consumer Sciences ~~/Home Economics program, but~~ who does not meet criteria for active membership as stated in Section A may upon payment of the specified annual dues (half of Active Member dues) become an associate member of the Association. An associate member is entitled to the rights and privileges of members but may not vote, hold office, ~~serve on committee, or receive awards and fellowships.~~ Associate members can serve on a committee. They may receive awards and fellowships if partnering with an Active member.
* **Student Member:** Student Members are undergraduate or graduate students who are enrolled in a university, college, or other educational setting, studying family consumer sciences or related fields with an interest in Extension Education as a future career, and not currently employed by Extension. Student members may seek membership in KEAFCS by paying the designated dues amount to the state treasurer in the state of the school they are attending and one-half national dues to National treasurer. Membership may be obtained by submitting a student status statement verifying their student status. A Student member is entitled to the rights and privileges of membership but may not vote, hold office, or serve as a committee chair. They may serve on committees and receive awards, fellowships, and grants as a team member with Active and Life members but not as an individual.
* **Retirement and Fringe Benefits:** additional point – Work with treasurer to update life membership and secure KY affiliate. Provides a form for life members to get from treasurer.
* **Newsletter/Website:**
	+ ~~Work with state officers, standing committee chairs, and area newsletter chair to coordinate the posting/publication of the KEAFCS Newsletter.~~ At the direction of the newsletter and website chair, committee will work with state officers, standing committee chairs, and area newsletter chairs to coordinate the development, publication, distribution, and posting of a quarterly KEAFCS Newsletter.
	+ ~~In coordination with the President elect, post annual meeting registration information.~~ Chair will coordinate with state officers and standing committee chairs to post relevant information to the KEAFCS website, including but not limited to annual meeting registration information, dues and membership renewal information, and other related documents needing to be shared with members as determined by the Executive Board.

*Emerging Issues in FCS* – Elizabeth Coots provided an update on the mentor program that she is working on for agents in their second year of employment, after the initial mentor program. Another issue is making sure agents have financial support and letting agents know that they have financial support for associations and professional development.

*Pride of Kentucky Endowment* - Mindy McCulley reported that the endowment account balance is $193,086.44.

*Past Presidents* – Vicki Wynn will be with the Past Presidents tomorrow at the KEAFCS Annual Meeting. Jennifer Bridge reported that they are still working on adapting the NEAFCS Leadership Ladder for Kentucky.

**Unfinished Business**

*Proposed By-Laws Update* – These were reviewed earlier. They will be voted on during the KEAFCS Annual Business Meeting.

*Non-Profit Status Update* – Ruth Chowning provided an update. The accountant she is working with talked to the IRS. The nonprofit status was revoked in 2016 and in 2020. Ruth will continue to work with Mr. Mills, CPA. She will use the budget committee to help. She would like copies of the budget within the last 10 years.

*2024 Budget* – Ruth Chowning presented the proposed 2024 budget to the board. This will be voted on by the membership at the business meeting.

*National Officer Candidate Funding* – Christy Stearns reported that the silent auction proceeds from last year were saved for future expenses related to Jennifer Bridge serving as the NEAFCS President Elect.

**New Business**

*Silent Auction Funds* – Lynnette Allen made a motion to use the silent auction proceeds to fund the future expenses related to Jennifer Bridge serving as the NEAFCS President Elect. Mindy McCulley seconded, and the motion carried.

*KEAFCS Dues* – Ruth Chowning reported that the NEAFCS dues were raised $10. She asked that everyone send in the requested paperwork, along with the dues.

*Regional and Area Structural Updates* – Amanda Dame reported that Natalie Taul recommended that we consider updating our areas to align with the administrative regional and area structure. This will be further discussed at the next board meeting.

**Adjourn**

Ruth Chowning made the motion to adjourn, seconded by Alethea Bruzek. Vice President for Public Affairs, Amanda Dame adjourned the meeting at 1:51pm ET.

Respectfully submitted by Cabrina Buckman, Secretary