State Board Meeting
October 1, 1999
Raleigh, NC - Wake County Cooperative Extension Center

President Rett Davis called the meeting to order. Those present were: Marjorie Rayburn, Lenny Rogers, Nancy Keith, Johnny Hensley, Alan Durden, Lisa Wimpfheimer, Cyndi Lauderdale, Roger Cobb, Freddie O'Neal, Kathy Dugan, Billy Dunham, Rett Davis, Dalton Dockery, and James Cochran.

Minutes

Copies of the minutes from the June 22, 1999 board meeting were shared by Marjorie Rayburn. All board meeting minutes are sent by e-mail to board members and are posted on the NCACAA web site. Lisa Wimpfheimer moved that the minutes be approved. The motion was seconded by Freddie O'Neal. The motion carried.

Treasurer's Report

Nancy Keith gave the treasurer's report. In the checking account the previous balance was $ 6,543.53 as of June 15, 1999.. Income included money from the sale of caps by Membership Services ($ 574.75), contribution from the NC Soybean Association ($150), a membership refund ($25), annual meeting excess from the state meeting hosted by the Northern Piedmont District ($3473.83), NACAA scholarship contributions, and a transfer from the Charlotte '88 Trust Fund to cover Professional Improvement Activities - awards and support to attend the national meeting ($9,618.78) for total income of $13,962.36.

Expenses included bank service charges ($50.75 and $0.60), caps ($343.44), Federation dues ($150), NACAA Scholarship Committee contribution, awards program expenses including plaques ($2718.78), and support for voting delegates, officers, and DSA and AA recipients to attend the national meeting ($900, $2000, $2500, and $1500) for total expenses of $10,283.57. This leaves a present checkbook balance of $10,222.32.

Nancy has mailed the checks in support of those who attended the national meeting.

A discussion about the checking account service charges followed. Johnny Hensley indicated that before the account was an interest-bearing account and now it is not. Lisa suggested that NCACAA look into what other banks charge to see if we could get an account without a service charge.

As a matter of clarification, Nancy pointed out that the soybean association sends all the Extension associations (AG, FCS, 4-H, etc) $150 that is sent to the Federation to pay the association's Federation dues. A motion was made to approve the treasurer's report. It was seconded by Johnny Hensley and passed.

In order to be reimbursed for attending the national meeting, we do not need to submit receipts, we just need to confirm that we were there. Johnny Hensley cautioned against "double-dipping" - submitting expenses to Extension which were reimbursed by NCACAA.

Rett asked everyone to introduce themselves. He added that he would be interested in attending district meetings and would try to make time to come if invited. He wants to meet agents in other parts of the state.

Old Business

Fund raising for the state meeting was discussed - keeping James on as a fund raiser since he was so successful. There was an excess of funds from the 1999 State Meeting. It will be important for James to work with the new individual who has fund raising responsibilities (Johnny Hensley) since James has made contacts and established relationships with the sponsors. James was able to get many new sponsors including Tractor Supply to replace others who were no longer sponsors such as Murphy Farms. Johnny indicated that it is common to get some new sponsors and have some old ones drop out. The individual who has been in charge of getting sponsorships usually passes on their information to the next person with those responsibilities so they can carry on. Johnny indicated it was important to send letters of "Thank you" to sponsors, even sending another letter now. All those things help to continue good relationships.

There was good attendance at the 1999 state meeting - 201 registered. It was an excellent meeting. The extra funds helped.

Marjorie echoed Johnny's comments about how important the letters of thanks were to sponsors and that James had made it easy to do for members to do by having everything set up (with sample letters and stamped, addressed envelopes), but there were people who still didn't use the opportunity to send a Thank You letter.

The agents planning the state meeting in Fayetteville will have a similar challenge as those who planned the Burlington state meeting did.

Rett reviewed his progress on committee assignments. All but two positions are now filled. Many committee chairs have agreed to serve another year. Marjorie handed out information sheets to get names of district officers.

There are sometimes questions from state committee chairs on "what they do." Sometimes committees are inactive because they don't know what they are supposed to do. Johnny mentioned that it is valuable to have served on a committee before you become a chair - then you know what is going on. Otherwise you need help from former committee chairs to know what to do. Billy Dunham pointed out that the duties of the committees are spelled out in policy which is in the annual meeting report. It doesn't specify deadlines, but it does tell you what your duties are. Sometimes the description of duties does not give a clear picture of exactly what you are supposed to do.

Johnny indicated that state committees used to meet at the state meeting - there was time set aside for that. Now they meet outside the state meeting and make a report at the state meeting. Now some committees don't meet at all during the year. There is also limited free time during annual conference to meet.

This year, Wednesday will be fun night, Wednesday afternoon is the showcase of excellence. The Governor has his Ag Summit this year at the McKimmon Center right after Annual Conference.

The committee chairs who are responsible for awards need to get their information to Nancy to get plaques made.

According to changes voted on at the national meeting, January 1st is the due date for dues. The number of members on March 15th is the number that determines the number of voting delegates from each state and the awards from National for DSA and AA.

The Horn of Plenty was held in Asheville in August at the Taylor Ranch. Rett served as the association's greeter. Rett indicated that it was the best Horn of Plenty he had been involved with. The Taylor Ranch

was an outstanding location. They had a pond and outdoor picnic area with shelters. It was a converted cattle ranch right near the top of a mountain with a scenic view. He provides entertainment (trail rides, rodeos) to host conventions and meetings for $25 per person ($19 per person for 1000 people). The West was commended for hosting the Horn of Plenty. It was good PR for Extension and an opportunity for Extension to have contact with local government, even though a lot of work was involved.

Next year the Horn of Plenty will be in Durham.

Johnny mentioned that being able to cook food on site was a plus. They had chicken, roast beef, fish, and corn cooked on site with barbecue and shrimp brought in.. They had to monitor and document temperature. Food Science indicated the situation was a train wreck ready to happen - serving food to a crowd this large. Now administration is involved.

New Business

The NACAA National Meeting was discussed. Those attending had a great time and said it was an impressive meeting. The Nebraska agents did a good job. The poster session was good. Mark Lancaster won $500.00 for his poster. North Carolina was well represented.

Kathy asked how the Early Career Development program went. A comment was made that George Upton did a very good job explaining Extension Careers and staying with the system to new agents and "told it like it was." The mentoring session was sparsely attended, but "Tricks of the Trade" had over 45. the change in room location may have reduced the number at the earlier session.

In Nebraska, 4-H was very important. Other programs may be less important, but 4-H was funded. Marjorie indicated she would have liked to see more opportunities of interest to male spouses of female agents.

It was helpful to have 2 photographers taking pictures of the participants from each state. North Carolina had a large group.

Johnny encouraged anyone who has not been to a national meeting to take advantage of the opportunity. It helps get agents involved in the association and gives them good professional improvement opportunities. Johnny described a tour he went on - a taste of specialties - including a sod farm, llama ranch, a winery, and a pumpkin farm agri-tourism enterprise.

Cyndi asked about the outcome of the voting at the meeting. NACAA delegates voted not to participate in Galaxy II in 2003. The Southern Region voted against Galaxy almost as a block. The information on the Galaxy Conference indicated that if they did not pay their bills, each association would be responsible for payment. They also voted to hold the 2003 NACAA meeting in Green Bay, Wisconsin which beat out Springfield, Missouri. The Administrative Assistant position was continued for 3 more years and the salary was put in the budget. Rett handed out some of the information on bylaws changes which were passed. Regarding dues (members and life members), the amount is now not specified (it used to be specified at $25.00), but will be decided on by the voting delegates - therefore the voting delegates have to set the dues each year (or decide not to change them). Billy elaborated on some other bylaw changes which were passed. Specific dates for membership dues and date for membership numbers used to determine voting delegates were dropped. A provision was also added to allow for the replacement of a regional director or vice director who was unable to complete his/her term of office if more than 6 months of the term remained.

Further discussion was carried on about the Galaxy Conference. The National Ag Agents Association has programs for retired agents, spouses and children. They have a good record of sponsorship (John Deere has been a sponsor for 40 years) and we don't want that interrupted. The NACAA registration fee for the national meeting has also been kept at a reasonable level - lower than that of other associations or Galaxy.

Rett shared the NACAA budget with the board members. The budget included the executive assistant position as a line item. This position will not have the primary responsibility for fund- raising.

Sheila Jordan was appointed by Rett to the State Extension Awards Committee (Brickhouse, Blalock, George Hyatt scholarship awards, etc.) The committee was scheduled to meet in early September. Mitch Smith was not interested in serving on it again. Sheila had served on other committees similar to this one in the past.

Rett mentioned that questions arise from time to time about what is "policy." An example is who is qualified to be a member of NCACAA. Sometimes specialists have wanted to be members or FFA instructors have wanted to join. We may need an association policy book with an index, separate from the Annual Meeting Report. Johnny pointed out that membership requirements are specified and are spelled out in the Constitution and By- laws. NCACAA membership was redefined at the state meeting in Salisbury. Sometimes things are hard to find in the annual report. We also need to check to make sure everything is "in there," including all the changes that have been made.

Billy as past president will chair the association policy committee. Sometimes policies are hard to find. Policies change. Johnny indicated that they need to be consistent with the constitution and by-laws. Kathy indicated that there may be a need to simplify the policies. Any changes that were voted on need to be incorporated into the annual report. That is the responsibility of the appropriate committee and the person putting the annual book together.

The need for a parliamentarian was discussed. There are often differences of opinion on what is correct parliamentary procedure. At the last state meeting there was a question about when a tabled motion could be brought back up for discussion and action. The parliamentarian position could be a 1 to 2 year appointment and would be at the meeting. It would end confusion and help keep the presiding officer on track.

James indicated that the parliamentarian should not be a current officer such as Secretary or President. Those individuals already had enough to do at the meeting. The parliamentarian doesn't need to be caught up in the substance of the meeting, but be aware of process and procedures. Johnny indicated that the parliamentarian should have served as President and should have studied or been familiar with Parliamentary procedure. They should be familiar with Roberts Rules of Order and be able to look something up if they are not certain about it.

Suggestions were made. Nancy suggested Jack Loudermilk.

Parliamentarian should be a presidential appointment. They should be committed to be at the state meeting. Kathy wondered if they should be from outside the organization. James suggested the coach of the winning FFA team serve as parliamentarian. They wouldn't have to be NCACAA members. That might work if they were nearby the state meeting location, but we don't want to have to pay money to get a parliamentarian. Billy suggested this individual be made an officer. Johnny suggested that for this year it should be an ad hoc presidential appointment, since to recognize a parliamentarian as an officer, it would take a change in the constitution and bylaws. Billy suggested that this person should have the rights and responsibilities of an officer and should come to board meetings.

James suggested that our members need to be trained in parliamentary procedure to make things flow better. Perhaps the parliamentarian could do a training session - simple directions.

Freddie suggested the individual not come from outside the organization. Rett should make the appointment for this year, by getting recommendations from the districts. Then consider a parliamentarian as a permanent officer - that recommendation should be made to the constitution and bylaws committee. Billy suggested Danny Shaw as parliamentarian. Billy made a motion for Rett to appoint a parliamentarian for the 2000 State Meeting and refer the recommendation for a permanent officer position to the constitution and bylaws committee. Lenny seconded it. The motion passed. Others suggestions for the parliamentarian were Ken Bateman and John Dorner. We need to e-mail Rett with other suggestions for parliamentarian.

Rett indicated that he would also like to see a shorter meeting. Committee reports take a lot of time, especially when many people read their reports. Johnny Hensley suggested that the committee planning the state meeting ask for committee reports ahead of time so they can be included in the member packets. The Vice President is charged with contacting every committee to get their reports.

Improving relations with NCDA were discussed. Richard Wright is now in charge of the soils lab. He is a former extension agent (Guilford County). He came to the state meeting. He would like to address the group about the soils lab and concerns and would like to get to know us better. He would be glad to serve as a speaker, conduct a workshop, etc. Johnny indicated that he is a life member of our association, even though he doesn't fit the typical profile of a life member. This may be an opportunity to improve relationships with NCDA.

Relationships with NCDA regional agronomists were discussed. The relationship between extension agents and regional agronomists varies with areas of responsibility and the individual agronomists. It will be a continuing challenge to address some of these issues.

Rett shared information from Everett Davis on the Trust Fund. investments. Everett provided copies of recent statements. There has not been much change since the report given at the state meeting in June.

Billy indicated it was possible to ask for and receive all the committee reports in advance of the state meeting. He had gotten all but tow reports that way.

A question was asked about the number of annual reports that need to be printed. 300 were printed last year. Each member gets one as well as administrators, etc.

There was a discussion about James Cochran serving as fund raiser since he did such a great job getting funds for the state meeting in Burlington and now is experienced. In the description of officer responsibilities, the Vice President is listed as responsible for raising money for the state meeting and printing the annual report. James indicated that there should be more coordination and consistency in fund raising for the state meeting. Sponsors are confused about where to send the money when the they have to send it to a difference address each year.

Johnny indicated that it used to be a board responsibility - shared - with each district targeting contacts in their district..

James suggests that a general letter go out to potential sponsors and then if they don't respond, let a person in that district make contact. James suggests that it is important to build a closer relationship with sponsors. James will edit the sponsor list and then work closely with Johnny as new vice president. That

relationship should continue in future years. James will try to have the sponsor list in shape by annual conference.

NCACAA's response to Floyd was discussed. What should be our response? We received reports about various counties and Extension personnel affected by the flood. Billy Dunham went to Lenoir county to help. They are now operating out of the Cunningham Center. Edgecombe county was the worst hit. James Pearce is okay. Pitt County had no flooding, but lost part of their roof. Hyde County had to move to the second floor. Cyndi indicated that the North Central district had started a fund to help Joe Dickens or anyone else who needs it. Eric Spaulding is in charge of the fund for Joe. Nancy asked what kind of money is needed. Is there anyone else besides Joe in our organization who needs help? Can we make a contribution to directly meet the needs of someone, instead of going through a fund?

Rett indicated that districts have been challenged to raise funds to help in the Floyd relief effort. County directors are being asked to raise funds from their staffs to come up with a district donation. That money will go to county offices affected.

What can we do as an association? Johnny mentioned that we have the Board Savings that we can use to do whatever is needed. There are 3 funds administered by the Ag Foundation - one to help flood victims, one to help farmers, and one to help extension employees. Receiving contributed money may be a tax burden to individuals. It was important to go through the Ag Foundation. They will be screening requests and have a committee to work on it. It would be better to make a contribution to this fund with the screening process already set up than to have our own fund and have to do our own screening. The Board Savings can be used at the discretion of the board.

Cyndi moved that the excess funds from the annual meeting be sent to the benevolence fund to help Extension employees affected by Floyd - $ 3473.83. It was seconded. Rett suggested that we match that amount with money from Board Savings. Freddie stressed that the funds need to go to someone who really needs it. The Ag Foundation screening committee should be making their decisions based on information on who needs help and what other help they are eligible for. Marjorie moved to amend Cyndi's motion to contribute a total of $7000 to the Ag Foundation Benevolence Fund to help Extension employees who have been impacted by Floyd. The money will come from the excess funds from the Annual Meeting with the balance from Board Savings (discretionary funds). This was to be done within 30 days. This was seconded by James. The amendment to the motion passed. The motion as amended was passed.

District Reports:

Cyndi indicated that the North Central District was supposed to meet in Edgecombe County. Instead of trying to set up another meeting they plan to meet at 5:00 pm, November 16th at Annual Conference. Eric Spaulding was coordinating a fund to help Joe Dickens. Cyndi also reminded us about getting a committee together to look at hosting a national meeting in 2008. Billy Little's mother passed away.

The Northwest District will meet October 19th in Guilford County.

The Northeast District will meet October 29th, 10:00 am in Camden County according to Freddie O'Neal. The county most affected in the district was (Billy Griffin) Bertie County.

Lenny Rogers reported that the Southwest District will meet October 12th in Iredell County - Mooresville.

Alan Durden reported that the West will meet October 7th - Waynesville. They will begin to look for sites for the 2001 State Meeting - hosted by the Western District.

Lisa Wimpfheimer reported that the Southeast District will meet October 15th in Carteret County.

In the South Central District the steering committee for the State Meeting will meet (tentatively) October 27th in Kinston to continue with plans for the State Meeting in 2000. They will have their regular district meeting after that date.

An Exploratory Committee to look into North Carolina hosting the National Meeting in 2008 was formed. Lisa Wimpfheimer will chair the committee. Others serving on the committee include Cyndi Lauderdale, Dalton Dockery, James Cochran, Marjorie Rayburn, Nancy Keith, Lenny Rogers. Others suggested for the committee were Sam Groce, Ross Young, Ken Vaughn, Ed Nolley, Everett Davis, and Billy Dunham. The committee will need to make a report by the next State Annual Meeting. Billy moved that the board reimburse the committee members for travel expenses for these meetings within per diem allowances. Dalton Dockery seconded the motion. It passed.

Marjorie reported on the NCACAA records that were stored in the Wake County Office Building. The items in the files included official seals, scholarship donations, membership lists, incorporation papers, tax id number, letters indicating that we were tax exempt, old checks, minutes up to 1978. There are minutes since 1978 in a briefcase. She indicated it was convenient to have copies of minutes from recent years handy to check on any actions that were taken. A suggestion was made to make copies of these minutes and other NCACAA correspondence so that one copy could also be kept on permanent file in the Wake County storage area. Treasurers reports probably haven't been filed, either. Annual reports which are filed may or may not contain treasurer's reports. Marjorie will take care of making necessary copies of minutes and other correspondence to put in the file.

Freddie asked how we could address the farm situation - with low yield and low prices. Farmers need grants - they are beyond the point where low interest loans alone will help. There is no money in the state budget. As an association, do we need to address concerns to (federal) politicians? All commodities are affected. We need funds to help. Rett indicated that he would write the letter with feedback from Freddie and Billy. Freddie moved and Billy seconded that we send a letter of support for farmers to Dan Glickman, Secretary of Agriculture and encourage help for farmers.

James asked about a breakfast for members at Annual Conference as a follow up to the State Meeting to present a report from the national meeting and have another opportunity to get together. With everything else going on, that may be hard to do. We need to look for possible meeting opportunities for next year when we are at Annual conference this year.

Suggestions were made about when to schedule the NCACAA Board meeting at Annual Conference. A suggestion was made to look at scheduling it sometime during part of the Showcase of Excellence on Wednesday afternoon.

We need to let everyone know that Fred Miller was elected to the NACAA Board of Directors as Southern Region vice-director at the National Meeting. At the Southern region directors meeting Roger Hyatt was recognized for contributing $500.00 to the scholarship fund.

The February Board meeting will be held on February 11th since February 3, 4, and 5 are the dates of the Southern Region meeting.

Meeting was adjourned.

Respectfully submitted by Marjorie Rayburn, NCACAA Secretary