

## State Board Meeting

October 5, 2001

Wake County CES, Raleigh, NC

**Attending:** Marjorie Rayburn, Walter Earle, Johnny Hensley, Nancy Keith, Norman Harrell, Craig Adkins, Terry Garwood, James Cochran, Cyndi Lauderdale, JB Coltrain, Taylor Williams, Phil Ricks, Karen Spivey, Nancy Anderson, Daniel Smith, Stanley Holloway, and Frank Winslow.

President Johnny Hensley called the meeting to order.

### Minutes

Cyndi Lauderdale shared the minutes from last board and state meeting which were sent out over E-mail and on the NCACAA website. Hearing no corrections Marjorie Rayburn moved we accept the minutes. Phil Ricks seconded the motion. The motion was approved. Cyndi mentioned that she needs a copy of the 1998-99 Annual Report for the files and while on maternity leave Marjorie Rayburn will take minutes. She also needs the committee assignments from Southeast and South central districts.

### Treasurer's Report

Nancy Keith gave the treasurer report. Outstanding checks for the 2004 Committee meeting expenses, state meeting photos, state meeting expenses, award checks, etc. totaling \$3,133.41. We had a checkbook balance of \$1,979.00. Income of \$17,376.54 included \$16,500.00 transfer from Trust Fund Account. Expenses included National treasurer campaign and hospitality, awards, national meeting officers and delegates, photos, state meeting support, NCCESA support, marketing tools, postage, printing, memorials, lost check and service charges. Total expenses were \$15,567.62. The checkbook balance is \$3,787.92; bank statement balance is \$6,921.33.

Motion to accept the treasurer's report was made by Walter Earle, seconded by Phil Ricks. Motion passed.

Nancy Keith informed us that First Union is now charging a service charge each time the checkbook balance falls below \$1,000. Marjorie Rayburn made the motion for Nancy Keith to research different financial institutions and do what was in the best interest of NCACAA. Terry Garwood seconded the motion. Motion passed.

### Trust Fund

Johnny Hensley reported that the funds are continuing to go down in value. Walter Earle approved the report. Phil Ricks seconded, motion passed.

### Financial Report

Alan Harper reported that Gayle Smith, CPA will have everything straight by November and will meet with Nancy Keith and Johnny Hensley at that time. There are still holes in the records but Ms. Smith feels the IRS will be sympathetic. Alan mentioned that Ms. Smith suggests guidelines for the Treasurer to follow including keeping bank statements, starting balances, etc. She also wants us to start using an accounting system. Nancy Keith has been doing a great job as Treasurer. Walter Earle asked how much we owe Ms. Smith and would it not be wise to ask the IRS how much information they need as to save Ms. Smith time

and NCACAA money. Alan stated that we have to go back to the start of the problem, 1988, to get the current years straighten out. We need to do a better job of getting all accounts itemized. Rick Wolfe needs to send year-end reports to the Treasurer. Need all bank, tax, and year end statements, 990's, etc. The CPA will then give us a completed 990, market of all accounts on one page. All this should be done by November.

Phil Ricks made the motion that Alan Harper, Ms. Smith, Johnny Hensley and Nancy Keith meet to their satisfaction and report the action to the next board meeting. Craig Adkins seconded the motion. Questions included penalties and cost of CPA. We hope there will be no penalties and Alan is guessing that Ms. Gayle will charge around \$2,500. Terry Garwood called question. Voted on question and motion, both were approved.

Phil Ricks made the motion that the above committee bring back standards of how to financially proceed in the future at the next board meeting. Marjorie Rayburn seconded motion. Motion was approved.

### **Federation Report**

JB Coltrain handed out the EMAPS working paper. These questions and concerns were gathered from agents. Requests can continued to be forward until the end of the week. James Cochran has a working paper on Salary Equity.

Walter Earle motioned that JB represent us to the Federation with this report. Phil Ricks seconded the motion Motion was approved.

### **2001 State Meeting Final Report - Stanley Holloway**

The board approved a \$27,143 budget. Expenses were \$27,124.19. An income was \$26,581.96 with a shortfall of \$542.23, which Nancy Keith has reimbursed the West district for.

### **National Meeting Report and Bid Process - James Cochran and Marjorie Rayburn**

Dues were increased by \$15. South Carolina will not bid against us in 2008. They are looking into 2006. James and Marjorie have sent the information on the bid process to the all members of the Executive board.

### **Administrative Report - Dr. Crickenburger**

The budget is passed but Extension does not have all the details or rules yet. There is a 5% cut in the 16 programs that have been created in the last 10 years. (Five positions at Vernon James, two Christmas tree positions, Neuse River Team, Poultry, etc.) This equals about \$6.5 million. There is also a 2.8% budget cut. They hope to use last year's lapped salaries to cover this. Not sure what will happen if we cannot use this money.

Annual Conference was cancelled due to the budget. It was done to help conserve travel money so the agents could use it in the counties. Walter Earle suggested a new letter to go out to employees with this positive reason verse the doom and gloom of the previous email.

Dr. Crickenburger suggests Ag. Agents look into more grant funding opportunities. The College of Ag. And Life Sciences brings in the most grant funds but on the county level 4-H and FCS bring in more. It was discussed that although "grants" may not be coming to Ag. Agents we get funding and sponsorship in other ways, which should be counted. Many agents would like to see classes/conferences offered on grant writing.

At this time Extension employees 500 agents.

Phil Ricks mentioned at a meeting that NRCS was the only one mentioned to be working with the phosphorus soil testing. Extension was not mentioned. Both Dr. Hodges and Osmond were at the meeting.

Phil Ricks suggested Dr. Ort to meet with all employees whether a meeting or tel-conference since it has been over two years since we have seen him as an organization.

### **2002 State Meeting**

The Summit on the Summit committee has approached the North central district on becoming the Summit on the Mount (Rocky Mount). They wanted to hold their meeting two days prior to our State meeting. North Central declined this idea since Ag. Agents don't need to be out of the office for four days. The Summit committee then told Walter that the Federation was going to sponsor this event for \$50,000. North Central district thought it might work to NCACAA advantage if we could work the Summit into our meeting. After much discussion on the what, how and asking the same sponsors for both meetings James Cochran made the motion that Walter Earle, James Pearce and Art Bradley form a committee (since they are in charge of professional improvement) to negotiate with the Summit committee and in February report to the board for an approval or disapproval of the idea. Phil Ricks seconded the motion. Marjorie mentioned we need to remember the impact on our funding and spouse and youth activities during these times. Walter answered that he felt this way we would only lost one \$500 sponsor, which is going to donation \$50,000 to the Summit and have more control of the funding raising. Johnny Hensley suggested we add 4 more people to this committee. Phil Ricks amended the motion and was seconded by Terry Garwood. Both the amendment and motion passed. The additional members were appointed by Johnny Hensley and included Marjorie Rayburn, Phil Ricks, JB Coltrain and himself.

### **Horn of Plenty - Fayetteville**

(Held during National Ag Agent Meeting)

Nancy Anderson reported that it was very successful and well done. It was held in the Fayetteville Coliseum. The decorations and food were great.

### **Awards and Recognition Committee - Eric Spaulding**

The previous donor is not continuing contribution to support AA (that was handled through the Ag Foundation and provided \$800 for 3 awards - \$367 each). That money will not be available in the future. Johnny suggested we look at Co-op Ext. Foundation for future funding. Eric asked about the committee's role in developing funding options. NCACAA needs to look at funding.

Johnny indicated that we need to submit nominees (for AA, DSA, and young agent scholarship) to Dr. Ort for approval before the committee votes on them - to knock out any disciplinary problems, etc. That needs to be taken care of before names are forwarded to National. Motion made by Phil Ricks. Second, Craig Adkins. Motion passed unanimously.

Eric reminded us of deadlines. Award nominations are due to district July 15 and to National by January 1. (Eric needs to mail them to national by late December.)

The forms are changing. National now wants only the cover sheet. Phil Ricks said we needed guidance on what is accepted - what counts as part of the application in answering the questions (how many pages) and what is supplementary material. AA is 2 pages; DSA is 5 pages (of supplementary material) -

that won't change. We still need to clarify and define the application format and how many pages can be used for what. Craig Adkins indicated we need to clarify which forms to use - old or new - they have different numbers of pages. Eric said to throw all the old forms away.

District chairs have changed - should all be on the web. We need to keep district chairs informed.

John Dorner is posting the information on award winners - names and year on the web. (Just names are posted, not \$\$ amount received.)

### **Life Member Discussion**

Johnny Hensley led a discussion of life member dues, changes, and address corrections. We need to provide the life members committee with money for postage, communication, etc. Life members are important assets to NCACAA - we need to keep addresses current. Karen noted that they had already updated life member info in her district. Nancy indicated that if an agent gets a County Agent magazine she could get current addresses from national. (There is a difference in life member and retired member - when it comes to handling benevolence, etc. Only life members are invited to the state meeting.) Nancy will make a copy of life members to send to each district so they can update addresses, etc.

Each district should ID agents who retired this year and send to Nancy - she has SW, W, SE.

At the national meeting, life member dues were doubled. For any life members whose dues are sent in this year, they still get in for \$25 instead of \$50.

### **National/Regional Vacancies**

Johnny Hensley indicated that there were vacancies coming up for regional and national council chairs and vice-chairs. He encouraged agents to apply.

### **2002 Budget**

2001 expenses were higher than previous years. There are concerns the board is too liberal in spending: increase in DSA to \$1000, need to add funding to cover AA for \$1000, increase in communication and other awards

Terry Garwood indicated that our awards program was one of the positive things about being an Ag agent - it is important to give money to agents - we don't need to take away money from rewarding agents. James Cochran indicated that it doesn't make sense to have one award at \$500 (DSA) and another (AA) at \$1000.

Eric Spaulding indicated that the awards are for recognition, the money was to attend the national meeting - you don't get the award if you don't attend. Johnny Hensley indicated that we should consider the cost of going to a meeting in the amount of the award (NM vs. GA)

Phil Ricks said we needed a twelve-month budget for 2001 vs. 2002 to get information on costs (where they increased, etc.). Last year we spent \$3,800 more. Marjorie suggested that we might go to our sponsors and see if they would help sponsor an award.

Karen Spivey indicated we might need to cut what we give to other associations. James Cochran said we need to let them know ahead of time whether or not we can contribute to them.

Johnny Hensley said that the secretary's association has to request in writing, do we have a commitment for future years? Cyndi Lauderdale looked into the 6/20/2000 board minutes. This is what was approved. "Billy Dunham moved that we give the Secretaries Association \$2,000. Johnny Hensley amended the motion to \$2,000 would be contributed to the Secretaries Association if approved by the Board at their October meeting upon request by the Secretaries Association by September 15th. The answer to Johnny's question is No; we do not have a commitment for future years.

Nancy Keith shared what we gave associations and other expenses last year: Paraprofessionals, technicians, etc.- \$500; Secretaries - \$2000; \$3600 - national treasurer campaign; \$3000 - SC district to help with state meeting expenses; annual report - \$874; Board meetings - \$1233.

Johnny Hensley mentioned that in 1999 \$9,618.78 was paid for awards, plaques, national meeting expenses etc. from the trust fund (Charlotte '88). This year \$16,000 was spent, and \$2000 from board savings went to Secretaries Assoc. Johnny indicated that we needed to think about this issue. (The purpose of the award money is to support an agent going to a national meeting). Phil Ricks suggested we might want to set a base amount and then some additional depending on where the meeting is. We need districts to provide input. Frank Winslow (AA winner) said he appreciated the \$\$ to go to Albuquerque.

### **Coming Events**

- Federation Board meeting (Association paid expenses in the past).
- Federation forum was covered last year. District VD go - 1st week in December in Lee County. Nancy Keith pays registration. It was commented that the Federation has \$3000+ so maybe they should pay.
- The President attends Foundation meetings.
- Southern Region workshop - usually in Feb. Walter should go. Who else?
- PILD - Apr 28-May 1 - Walter should go.

### **District Reports:**

SW - Craig Adkins- met yesterday in Burke Co, toured a small-diversified farm, beekeeper. Gave Reagan Ammons a surprise retirement party.

NW - Terry Garwood- met on the 11th. Had business meeting and historical tour.

SC - nothing to report.

SE - Phil Ricks - met Oct. 12 in New Hanover County - discussed CCA training and visited a facility where they are raising flounder.

NC - Karen McAdams (VD) - working on state meeting. Met on Sept. 18 in Oxford and toured the Southern livestock arena and auction. Next meeting will be in Rocky Mount.

NE - Marjorie - met in Sept. visited Storey Brook Farm in Hertford County. They are beginning to plan for 2003 state meeting at the beach; they have a committee set up.

W - Stanley Holloway - Will hold meeting next month.

### **Meeting Photographer**

Johnny discussed the photographer at the state meeting. Eric had asked about how many pictures to order and how long the photographer should be at the annual meeting and banquet. Herman Langsford

was the photographer - we thought the university provided him. We did provide him a room this year because he stayed (meeting in Asheville). University policy? - when services are requested, the association is responsible for providing room and meals if overnight stay is required. A suggestion was made that a member takes pictures.

**Next meeting date - Feb 22, 10:00am (if no face-to-face annual conference.)**

**April meeting - 26th at 10:00am**

**Meeting adjourned.**

Respectfully Submitted,

Cyndi Lauderdale, Secretary