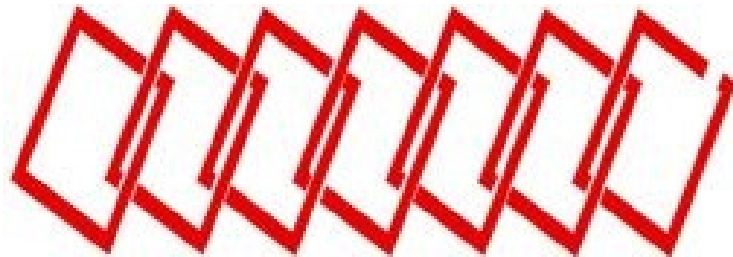


Welcome to the



North Carolina
Federation of Cooperative
Extension Associations

Fall Board Meeting

October 16, 2012

If you have not already done so, please use the Audio Setup Wizard to test your microphone and speakers.

Reminders

- This session is being Recorded.
- Use the “Stepped Away” button if you are temporarily away from your computer.
- Raise your hand when you have question or comment.
- Turn off your microphone/audio button when not talking.
- Use chat window for questions/comments.

Agenda

- ◆ 1:30 pm Sign On/Check In Eleanor Summers, Moderator
Mitzi Downing, Moderator
(Start Recording)
- ◆ 1:40 pm Call to Order Eleanor Summers, President
Introductions
- ◆ 1:45 pm Administrative Update Sheri Schwab
Associate Director NCCES, and
Director of County Operations
- ◆ Determine Quorum (1 representative/association)
- ◆ Approval of Agenda Donna Holland, Secretary

- ◆ Approval of June 7, 2012 Board Minutes
Donna Holland, Secretary
(NCCESA)

- ◆ Treasurer's Report Linda Gore, Treasurer
(NCAE4-HA)

- Checking (9.19.12):	\$ 2,306.62
- Shares (9.19.12):	\$ 31.94
- Money Market Share (9.19.12):	<u>\$ 6,077.32</u>
	\$ 8,415.88

◆ Unfinished Business Eleanor Summers, President

- Review of 2012 Goals

1. Assessment of Extension Federation in accomplishing mission and vision.
2. Communicate Extension Federation organization and procedures to board of directors.
3. Encourage membership in all associations to apply for Leadership and Service Recognition Award.
4. Request all Associations to forward issues/concerns to Extension Federation through Associations.
5. Integrate Epsilon Sigma Phi into Constitution & bylaws.

- Bylaws Revisions, Policies & Procedures

NCFCEA

NCFCEA

The North Carolina Federation of Cooperative Extension Associations is a coalition of the NC Association of County Agricultural Agents; the NC Association of Extension 4-H Agents; the NC Extension Association of Family & Consumer Sciences; the NC Association of Extension Specialist; the **NC Cooperative Extension Administrative Professionals Association**; and the NC Association of Extension Program Assistants, Associates & Technicians; and the **NC Xi Chapter, Epsilon Sigma Phi**.

An umbrella organization of Cooperative Extension professional associations , the Federation was formed in 1974 to foster professional development, to build consensus among member organizations, and to dialogue with Extension Administration

Constitution and Bylaws

ARTICLE III: MEMBERSHIP

Section 1: Membership in Federation shall consist of North Carolina Association of County Agricultural Agents (NCACAA), North Carolina Extension Association of Family and Consumer Sciences (NCEAFCS), North Carolina Association of Extension 4-H Agents (NCAE4-HA), North Carolina Association of Cooperative Extension Specialists (NCACES), **North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA)** and North Carolina Association of Extension Program Assistants, Associates and Technicians (NCAEPAAT) **and the North Carolina Xi Chapter, Epsilon Sigma Phi.**

Constitution and Bylaws

ARTICLE V: ELECTIONS

Section 1: Offices of the Executive Committee: Past-President, President, President-Elect, Secretary, Treasurer, Webmaster, () shall rotate according the schedule outlined in Appendix B (at the end of the constitution and bylaws). Member associations will rotate up the list one level annually. The association holding the Past-President position will rotate to the bottom of the list. This shall be the established rotation for future year. This list will be synchronously updated upon acceptance of member associations. One representative from each member association must be included on the Executive Committee. **In order to accommodate new association membership, officer or member-at-large positions will be created at the discretion of the Board of Directors.**

ARTICLE V: ELECTIONS

Section 5: Member associations shall be responsible for filling any vacancies that occur on the Executive Committee and/or Board of Directors in the rotation slot they currently hold.

Section 6: No officer may hold two positions concurrently in NCFCEA.

Constitution and Bylaws

ARTICLE VI: MEETINGS

Section 1: The Federation shall hold meetings as deemed necessary by the President. In order to conduct official business, at least one person from each member association must be present.

Section 2: Proceedings, rules, parliamentary proceedings shall, except as herein provided, be conducted according to Roberts Rules of Order, latest edition.

Constitution and Bylaws

ARTICLE IX: ADOPTION AND AMENDMENTS

Section 1: Ratification of this constitution and by-laws must be accomplished by a vote of two-thirds of the members present at the meetings of the individual associations, provided the membership of each association is notified in writing of the ratification vote at least thirty days in advance. Said notice shall include a copy of the proposed constitution and by-laws.

Section 2: **This constitution and by-laws may be amended by a two-thirds vote of the delegates present at any annual (currently the forum) or special meeting of the federation, provided the total membership is notified of the proposed changes at least thirty days prior to the meeting.**

Section 3: Amendments to this constitution and bylaws shall take effect immediately unless superseded in this document.

- Epsilon Sigma Phi, Xi Chapter Integration

Appendix B - Rotation Schedule						
Office	2012	2013	2014	2015	2016	2017
President	NCEAFCS	NCACES	NCCEAPA	NCAE4-HA	NCACAA	NCAEPAAT
President-Elect	NCACES	NCCEAPA	NCAE4-HA	NCACAA	NCAEPAAT	ESP
Secretary	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	ESP	NCEAFCS
Treasurer	NCAE4-HA	NCACAA	NCAEPAAT	ESP	NCEAFCS	NCACES
Webmaster	NCACAA	NCAEPAAT	ESP	NCEAFCS	NCACES	NCCEAPA
		ESP	NCEAFCS	NCACES	NCCEAPA	NCAE4-HA
Past President	NCAEPAAT	NCEAFCS	NCACES	NCCEAPA	NCAE4-HA	NCACAA

Officer Rotation Schedule

Appendix B – Rotation Schedule						
Office	2011	2012	2013	2014	2015	2016
Past President	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA
President	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA
President-Elect	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT
Secretary	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS
Treasurer	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES
Webmaster	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA

◆ New Business

- Annual Association Dues (payable March 30)
- Projected Budget for 2012
- Duties and Responsibilities of Board of Directors
- Federation Forum

Agenda

Registration of Attendees

Leadership & Service Recognition Award

Issues and Concerns from Associations

NC Federation of Cooperative Extension Associations Treasurer's Report 9/17/12

NC State Employees Credit Union Account Balances as of:

Accounts

Checking 09/17/12	\$2,306.62
Shares 09/17/12	\$ 33.94
Money Market 09/17/12	\$6,077.32
	\$8,415.88
Ending Balance	\$8,415.88

Projected Income 2013

Source

Soybean Association Gift	\$1,000.00
Association Membership Dues 7 x \$50	\$ 350.00
Estimated Checking Account Interest Earned 12 months	\$ 2.00
	\$1,352.00
Total Projected Income for 2013	\$1,352.00

Projected Expenditures 2013

Item

Forum Meals	\$ 1,115.00
Forum Refreshments	\$ 160.00
Table Décor	\$ 20.00
Leadership and Service Recognition Award Gift Card/Plaque	\$ 101.00
Professional Development Training	
Speaker Honorarium	\$ 21.00
Engraving President's Gavel	\$ 20.00
Miscellaneous Expenses (Board Meetings)	\$ 75.00
Maintenance Fee SECU Accounts	\$ 12.00
	\$1,524.00
Total Projected Expenditures for 2013	\$1,524.00
	(\$172.00)

Federation Forum Expenses

2011

	\$1352.00
Catered lunch (72)	\$ 749.39
Refreshments	145.75
Speaker gift card	21.00
Speaker travel	143.00
Award gift card	51.00
Award recognition	35.00
Gavel engraving	5.35
	\$1150.49

2012

	\$1352.00
Catered lunch (90)	\$1115.21
Refreshments	160.00
Speaker gift card	21.00
Speaker Travel	
Award gift card	51.00
Award recognition	50.00
Gavel engraving	20.00
	\$1417.21

7 Associations x 10= 70, 6 Officers, 14 Association P & P-E, 7 Administration, 5 DEDs, 2 Guests = 104 potential attendees
 104 x 11.50=\$1196.00 x 7.75% tax (\$92.69) = \$1288.69
 Checking balance: \$2306.62 -

NC Federation of Cooperative Extension Associations

Treasurer's Report

9/19/12

NC State Employees Credit Union Account Balances as of:

Accounts

Checking 09/19/12	\$2,306.62
Shares 09/19/12	\$31.94
Money Market 09/19/12	\$6,077.32
	\$7,348.21
Ending Balance	\$7,348.21

Projected Income 2013

Source

Soybean Association Gift	\$1,000.00
Association Membership Dues 7 x \$50	\$350.00
Estimated Checking Account Interest Earned 12 months	\$2.00
	\$1,352.00
Total Projected Income for 2012	\$1,352.00

Projected Expenditures 2013

Source

2013 Forum Expenses – December	\$950.00
Maintenance Fee SECU Accounts	\$12.00
Leadership and Service Recognition Award Gift Card/Plaque	\$100.00
Engraving	\$20.00
Miscellaneous Expenses (Board Meetings)	\$75.00
Professional Development Training	\$195.00
	\$1,352.00
Total Projected Expenditures for 2012	\$1,352.00

- ◆ Association Reports

(3 minute highlights; send full typed copy to Secretary, Donna Holland)

NCCEAPA	Teresa Story/Elizabeth Wilson
NCEAFCS	Yvonne Mullen/Christine Smith
NCAE4-HA	Cathy Brown/April Bowman
NCAEPAAT	Jo Simpson/Stephanie Minton
NCACES	Samantha Rich/Mitzi Downing
NCACAA	Nancy Keith/Cyndi Lauderdale
ESP/Xi	Spring William-Byrd/Crystal Smith

- ◆ Review/Announcements

Federation Officers 2013

- President Mitzi Stumpf-Downing, Campus NCACES
- President-Elect Cheryl Mitchell, McDowell NCCEAPA
- Secretary Meg Wyatt, Franklin NCAE4-HA
- Treasurer Mary Hollingsworth, Hoke NCACAA
- Webmaster Teresa Byrd, Johnston NCAEPAAT
- New Office ESP
- Past President Eleanor Summers, Burke NCEAFCS

Officers will be installed December 14, 2012 for 2013 Year.

Please ask new officers to be present at Federation Forum
Transfer files and share your responsibilities & experience.

North Carolina Federation of Cooperative Extension Associations

Our Mission

The NC Federation of Cooperative Extension Association unifies NC Cooperative and promotes professional development and communicates concerns and needs of its members.

Our Vision

The Federation is committed to and supports the mission of NC Cooperative Extension.

The Federation is the premier organization representing the professional needs of Extension workers to Extension Administration Council, the College of Agriculture and Life Sciences, the Land Grant University System, the University of NC System and state and county governments.

We are committed to and provide a mechanism for dialogue and communication for the Extension organization.

We encourage and support cooperation and communication between Extension associations promotion mutual respect and an appreciation for the diversity of Extension professionals.

The Federation is committed to and supportive of professional development for all Extension workers.

We are a full partner promoting the NC Cooperative Extension System among the people of North Carolina.



North Carolina
Federation of Cooperative
Extension Associations

ADJOURN

Thank you for your service and participating in
this board meeting.

(End Recording)