

MEAFCS Executive Board Orientation

February 5, 2013

Minutes

- I. Call to Order - Jennifer called the meeting to order at 10:26
Members Present: Jennifer, Joyce, Holly, Lisa, Carrie, Ann, Eileen, Carolyn, Terry, Gail, Diana (by phone).
- II. Approval of Agenda -MCEA added to the agenda by Eileen,
Motion by Terry, Support by Carolyn, Motion Carried.
- III. Approval of Minutes - Motion by Terry, Support by Eileen, Motion Carried.
- IV. Appointment of Committee to Review Minutes: Jennifer, Joyce, and Eileen will review the minutes.
- VI. Officer Reports: Jennifer Berkey
- President **Jennifer Berkey**
 - Pres. Elect **Diana Fair**
 - Past President **Eileen Haraminac**
 - Secretary **Gail Innis**
 - Treasurer **Holly Tired**
- VII. Regional Reports: Diana Fair
- 1 UP /North– Membership **Carolyn Penniman**
 - 2 Central – Prof Development **Lisa Treiber**
 - 3 Southwest –Public Affairs **Joyce McGarry**
 - 4 Southeast – Awards/
Historical Records **Terry Clark-Jones**

Board Orientation

1. Historical Perspective/Significance of MEAFCS **Terry Clark-Jones**

Terry shared information on the significance of MEAFCS. Membership cost has always been an issue and membership used to be an expectation of an Educator position. We need to encourage staff to join. Eileen shared a perspective on how association membership is shared at new staff orientation. She would like to see this be a more targeted information session for new staff on board. This organization is our voice.

2. Review of the Handbook **Carolyn Penniman**

Carolyn reviewed the revised handbook.

- Awards - We need to revisit the Doris Wetter's section of the handbook in regard to reimbursement. We will contact the Doris Wetter's committee for input.
- Membership - We may need to address the cost of printing the membership brochure. One idea: Add the membership brochure to the Awards booklet. Thought: Electronic only?? We'll revisit this idea.
- Historical Records - Set up a member list serve and also a list serve for life members.
- Audit committee - Still needs to meet to audit books and work on new budget. Holly will

follow up on this.

- Life Members -Life member language should change to state that life members are not eligible for individual awards.
- Chart - Showing relationships should merge the North and UP regions and also reflect the current committee structure for the regions

3. Overview of the regional assignments All
We discussed this during the handbook discussion.

4. Discussion of roles and responsibilities of officers Jennifer Berkey
We discussed this during the handbook discussion.

5. Affiliate Officer Toolkit Jennifer Berkey

Jennifer reviewed the Affiliate Officer toolkit that was distributed to officers and regions. The booklet is an added piece of information to our handbook and is used in concert with it. We can download from the NEAFCS website (if available) and copy. If it is not available, Jennifer will scan and email to all Board members.

6. Reimbursements Holly Tired

Holly distributed a reimbursement form that will be posted to our website. All reimbursement requests should be submitted on this form. Discussion was held on whether we can submit these electronically. A consensus was reached on letting reimbursements be submitted electronically. University reimbursement policies will be followed for MEAFCS.

VIII. New Business

- Discussion of goals for 2013

Eileen discussed the impact statements that are nearly done. We had attempted to increase membership last year. What is our focus for 2013?

- Increase Membership - Identify/Create Barrier Busters
- Increase communication with Institute Directors- Invite our Institute Directors to our board meetings/calls
- Increase/Promote Professional Development Opportunities; Internal and External -
- Create public value of MEAFCS membership

- Budget

Holly needs help. We worked with Holly on the budget sharing input and recommendations. Holly will complete the budget with Jennifer and send draft agenda to the board for March meeting approval. Jane Hart has offered her expertise in this and Holly will contact her.

- MCEA - Agenda items, voting delegates.
 - Agenda items: 1) How to assist with member dues 2) censoring of news articles 3) Technology issues in counties.
 - Voting Delegates - If they are not able to accommodate call-in ability for Diana, then Joyce will attend.
- Membership/Keeping in touch with members

- Last year - 43 members; 2013 we will have 40 or 41
- Correspondence- Invited by FECSM to exhibit at conference in July 2013. Gail will fill out the form and work with SE MEAFCS to man the exhibit. Eileen will check with the Food Safety group on their interest to partner. Terry will check with Greening to assess their interest as well.

IX. Old Business

- Impact Reports - Jennifer has been working on these and they are nearly complete. We need one more on Social Emotional health work.
- Calendar for the 2013 year – Set conference call schedule and membership meetings
 - Spring Membership Meeting - Diana updated us from the planning committee for HNI (Wed. May 1- Fri. May 3). We could meet on Wed. AM, Wed. Dinner meeting, or late afternoon on Wed. or Thurs. Meeting is probably going to be in Mt. Pleasant. Eileen has made the motion to meet on Wednesday from 3-5 pm; Support, Gail. Motion Carried.
 - Monthly Meetings - 1:00 - 2:30 pm; 3rd Friday of the month. Next meeting March 15, 2013. April 19, June 21, Board Retreat July 30-31. August 16, Full Membership Meeting at FEC Oct. 22-23
- Awards Update- Kudos to Terry and her team on a job well done!

Upcoming Events/Calls/Meetings

JCEP Leadership Conference • February 12-14th

FCESM July-Aug

Marriott - Memphis, TN

Public Issues Leadership Development Conference • April 21-24th

Westin - Alexandria, VA