



NEAFCS Regional Business Meetings

Tuesday, September 25, 2018

11:15 AM – 1:15 PM

Marriott Rivercenter, San Antonio, TX

Educational Awards Fund Meeting NEAFCS Annual Business Meeting

Wednesday, September 26, 2018

2:15 PM - 4:15 PM

Marriott Rivercenter, San Antonio, TX



**Building Capacity Through People,
Programs and Partnerships**

Agenda

Education Awards Fund

Call to Order.....	Lora Lee Frazier Howard
Parliamentary Procedure.....	Sheryl Womble
Credentials Report.....	Julie Cascio
Adoption of Meeting Rules.....	Jovita Lewis
Adoption of Agenda.....	Jovita Lewis
Appointment of Committee to Approve Minutes.....	Lora Lee Frazier Howard
2017 Awards Fund Meeting Minutes.....	Jovita Lewis
Financial & Audit Reports.....	Joan Koonce
Vice President for Awards & Recognition Report.....	Susan Routh
<u>New Business</u>	
2019 Educational Awards Fund Budget.....	Joan Koonce
Announcements	
Adjournment	

Annual Business Meeting

Call to Order.....	Lora Lee Frazier Howard
Parliamentary Procedure.....	Sheryl Womble
Credentials Report.....	Julie Cascio
Adoption of Meeting Rules.....	Jovita Lewis
Adoption of Agenda.....	Jovita Lewis
Appointment of Committee to Approve Minutes.....	Lora Lee Frazier Howard
2017 Annual Business Meeting Minutes.....	Jovita Lewis
Financial & Audit Reports.....	Joan Koonce

Reports of Elected Officers

President.....	Lora Lee Frazier Howard
President-Elect.....	Karen Munden
Secretary.....	Jovita Lewis
Treasurer.....	Joan Koonce
Vice President for Member Resources	Edda Cotto-Rivera
Vice President for Professional Development.....	Karen DeZarn
Vice President for Public Affairs.....	Julie Garden-Robinson
Southern Region Director.....	Dianne Gertson
Eastern Region Director.....	Diane Whitten
Western Region Director.....	Julie Cascio
Central Region Director.....	Ellen Bjelland
Immediate Past-President.....	Theresa Mayhew
Historian Report.....	Carol Schlitt
Journal of Extension	Luann Boyer
Executive Director.....	Danielle Jessup

Standing Committees

Reports Bylaws.....	Jovita Lewis
Finance.....	Joan Koonce
Investments.....	Joan Koonce

Special Committee Reports

2017-2020 Strategic Plan.....	Karen Munden
JCEP Leadership Conference.....	Diane Whitten
JCEP PILD Conference.....	Julie Garden-Robinson
National Office Evaluation.....	Theresa Mayhew
Endowment Committee.....	Judy Hetterman
Annual Session Hub City Committee	Theresa Mayhew
National Nominating Committee.....	Theresa Mayhew

New Business

Presentation of Candidates.....	Theresa Mayhew
Election of Officers.....	Theresa Mayhew
Adoption of 2019 Operating Budget.....	Joan Koonce
Presentation of 2018-19 Executive Board.....	Theresa Mayhew
Announcements	
Adjournment	

2018 NEAFCS Credentials Report

Central Region

	Active Members as of 08/01/18	# of Delegates Allowed
Illinois	25	2
Indiana	74	3
Iowa	21	2
Kansas	68	3
Michigan	50	2
Minnesota	17	2
Missouri	32	2
Nebraska	34	2
North Dakota	28	2
Ohio	52	2
South Dakota	11	2
Wisconsin	36	2

Southern Region

	Active Members as of 08/01/18	# of Delegates Allowed
Alabama	39	2
Arkansas	72	3
Florida	67	3
Georgia	86	3
Kentucky	110	4
Louisiana	39	2
Mississippi	64	3
North Carolina	75	3
Oklahoma	66	3
Puerto Rico	LIFE	2
South Carolina	LIFE	2
Tennessee	118	5
Texas	191	8
Virginia	34	2

Eastern Region

	Active Members as of 08/01/18	# of Delegates Allowed
Connecticut	1	2
Delaware	7	2
Dist. of Columbia	0	0
Maine	3	2
Maryland	17	2
Massachusetts	3	2
New Hampshire	Life Only	2
New Jersey	15	2
New York	13	2
Pennsylvania	35	2
Rhode Island	0	0
Vermont	LIFE	2
West Virginia	19	2

Western Region

	Active Members as of 08/01/18	# of Delegates Allowed
Alaska	4	2
Arizona	19	2
California	12	2
Colorado	19	2
Hawaii	5	2
Idaho	21	2
Montana	32	2
Nevada	7	2
New Mexico	25	2
Oregon	29	2
Utah	32	2
Washington	12	2
Wyoming	5	2

The total number of delegates listed above does not include the 13 delegates allocated to the Board of Director positions.

Strategic Plan 2017 - 2020

Mission Statement

The National Extension Association of Family and Consumer Sciences (NEAFCS) provides personal and professional development opportunities for its membership and recognizes Extension professionals who impact the quality of life for individuals, families and communities.

Vision

NEAFCS is the professional organization for Extension Family and Consumer Sciences that:

- Provides innovative professional growth and leadership development opportunities
- Recognizes and promotes excellence and scholarship in programming
- Provides opportunities for sharing educational resources, networking and building partnerships
- Promotes the profession and the mission and goals of the Land Grant University Extension System

Values

NEAFCS members are dedicated to the beliefs that education is basic across the lifespan; that our clients have the ability to make their own plans and arrive at their own decisions; that diversity enhances our work with cultures that are respected and celebrated; that innovative solutions will enable us to better serve our evolving communities; and that carrying out our work in a professional and ethical manner is vital in our role as Extension Educators.

Organizational Management

Goal 1: Ensure an organizational structure and governance that meets the needs of Extension Family and Consumer Sciences members and supports the mission, vision and values of the Association

Strategies:

- Adhere to the bylaws, policies and procedures of the organization.
- Consider the development of committees, partnerships and causes as they relate to strategic direction.
- Assure balanced affiliate representation through an examination of regions and affiliate relationships.
- Seek innovative and appropriate management and information tools to support Association priorities.
- Review tools including the website and social media for their use in helping NEAFCS obtain its goals.
- Provide oversight and structure to the management company so their work supports the

vision and mission of NEAFCS through policies and procedures put in place.

Goal 2: Implement financial policies that ensure our continued viability and that reflect best practices for nonprofit organizations

Strategies:

- Assure accountability, transparency, integrity, and ethical practices in all financial transactions and philosophies.
- Work toward a level of reserves equivalent to three years of operating expenses.
- Develop investment strategies and vehicles to support our vision and mission.
- Obtain a fully funded Endowment that will continuously support targeted projects consistent with our vision, mission and strategic direction.

Awards & Recognition

Goal 1: Recognize and promote excellence, diversity and scholarship in NEAFCS programming

Strategies:

- Guide members in understanding awards opportunities and procedures.
- Evaluate awards and recognition programs in order to address current program trends and emerging technology.

Goal 2: Maintain adequate financial resources to continue funding quality awards and recognition

Strategies:

- Recruit and expand sponsorships for awards and recognition.
- Continue relationships with and recognition of current award sponsors.

Member Resources

Goal 1: Create an awareness of diversity issues impacting NEAFCS members

Strategies:

- Involve diverse members in all facets of the Association.
- Provide opportunities for members to present successful programming related to diversity.

Goal 2: Provide opportunity for communications, marketing resources and networking partnerships for Association members and the Family and Consumer Sciences profession

Strategy:

- Promote the relevance and impact of our profession and programs to internal audiences.

Goal 3: Support association publications that showcase academic excellence

Strategy:

- Provide an opportunity for members to share scholarly work through peer reviewed publications.

Goal 4: Build and support membership, leadership, mentoring and life member opportunities

Strategies:

- Encourage members to join national committees, attend Annual Session, and participate fully in Association offerings.
- Market opportunities for involvement, promote mentoring opportunities, and engage retirees.

Professional Development

Goal 1: Offer professional development opportunities that enhance the scholarship and research qualities and skills of members' diverse Extension work in family and consumer sciences.

Strategies:

- Through Annual Session and a selection of additional professional development opportunities, members will learn current and cutting-edge research and practice to impact families and communities. Members will also discover new ideas, tools, techniques and colleagues to enhance their work.
- Through professional development committee work, members will enhance and/or gain leadership skills.
- By writing and proposals for presentations, webinars and other scholarly works, members will increase their scholarship capabilities.

Goal 2: Utilize technology and media to enhance the NEAFCS profession

Strategy:

- Through targeted training and professional development members will develop and enhance skills and competencies in using technology and social and professional media.

Public Affairs

Goal 1: Increase knowledge of public issues and the relationship between the Extension system and the legislative process

Strategies:

- Encourage members to participate on public affairs committees, educational activities and in workshops.
- Support impact reporting at the local, state and national levels.

Goal 2: Build unity, pride and visibility of NEAFCS membership.

Strategies:

- Provide resources, ideas, and links related to marketing NEAFCS to members and the Extension system.
- Oversee selection of marketing materials that showcase the professionalism and wide-ranging scope inherent in our association.

Goal 3: Promote relevance and impact of our profession and programs to both internal and external audiences

Strategies:

- Communicate the value of Family and Consumer Sciences to families and communities.
- Enhance the Family and Consumer Sciences image/brand and work of Extension professionals.
- Build new partnerships with external organizations that share a common mission and vision with FCS educators.

Annual and Awards Business Meeting Rules

1. All persons shall register and have a nametag before being admitted to the meeting.
2. All voting delegates will be seated in the front rows during business meetings and shall have an official voting delegate card. Only voting delegates may make motions and vote, but all NEAFCS members may speak to questions.
3. Main motions and amendments shall be written, signed and sent by an Arrangements Task Force Subcommittee member to the secretary immediately.
4. Those speaking from the floor, should state their name and state, and must be recognized by the chair. Debate shall be limited to two minutes for each speaker and ten minutes for each question. No members shall speak more than once on the same question without the consent of the voting body granted by two-thirds vote without debate.
5. All oral reports shall be limited to three minutes. Three printed copies shall be presented to the secretary.
6. A committee shall be appointed by the president at the opening of the business meeting to approve the minutes of the annual business meeting.
7. These rules shall be adopted by a two-thirds vote of seated delegates. Rules may be amended after their adoption by a two-thirds vote.
8. All delegates must be seated with their delegation prior to the credentials report. Latecomers will not be seated.
9. Voting delegates leaving the floor must turn in their voting card to the designated person and have it reissued before returning to the floor.

Candidates for National Office

NEAFCS 2018 Slate of National Office Candidates

Theresa Mayhew, Immediate Past President & National Nominating Committee Chair


The NEAFCS National Nominating Committee is pleased to present the following slate of officers for your consideration. The committee worked hard to contact these candidates and provide the encouragement and information needed to secure their applications. We believe you will find them all highly qualified.

The Eastern and Western Region Director candidates will give their three-minute speeches and be elected by voting delegates during their respective Regional Meetings and Awards Luncheons on Tuesday, September 25 which take place from 11:15 am to 1:15 pm. All other candidates will give their speeches during Opening Session on Monday, September 24 (1:30 – 4:30 pm). They will be elected by voting delegates during the NEAFCS Annual Business Meeting on Wednesday, September 26 from 2:15-4:15 pm.

Prior to this meeting, candidate statements and a website link to credentials were published in the NEAFCS Network for review by Voting Delegates and NEAFCS members. The candidates' original application packets were also available for viewing at this Annual Session and their position statements were included in the Annual Business Meeting packet. As per NEAFCS Policies and Procedures, there is no campaigning for office.

If you are a voting delegate for your Affiliate, it is your responsibility to read through these position statements. Encourage others in your affiliate to do the same, and decide as an Affiliate which candidate you support for office. Candidate applications will be available for review at the Candidate Display during the Exhibits at Annual Session.

The position statements follow:

President-Elect	
<div>Roxie Price Georgia</div> <div></div>	<p>Why would you like to be a candidate for this office? I want to serve this association in the way it has served me for the past 14 years. NEAFCS has provided me with wonderful resources including, but not limited to, awesome mentors, research based ideas for programming, recognition for a job well done, opportunities for professional development that have allowed me to grow as a leader, and a heart full of friends and memories that will last me a lifetime.</p> <p>If you were elected, what would be your top priority/goal for your term? Through my years in NEAFCS, I have developed a passion for this association and whole heartedly believe when we give all we have back to our greatest assets, which are our members, they will want to give back to the association in a way that will carry us into the future. My main goal is to use the knowledge and talents of our member's to uphold the integrity of NEAFCS, while searching for ways to incorporate intentional mentoring in all facets of our association to support growth and strength.</p>

Secretary

Jessica Trussell
Missouri



Why would you like to be a candidate for this office?

I would like to be a candidate for the position of Secretary because I would like to gain a greater understanding of the organization and increase my leadership skills while simultaneously giving back to our organization. When most people think of a secretary role, they think of taking minutes and sending them out. This is true, it is a responsibility of the secretary, but there are other duties as well. Some of those include working with board members for reports and newsletter articles, chairing the By-Laws Committee, working on registration with National Office, and managing organizational business, such as motions. These duties and responsibilities allow the person in the secretary position to gain a unique, overarching perspective and understanding of NEAFCS and the prominent role it plays in support of Extension faculty and staff across the country. I look forward to gaining experiences in the next two years to help me grow as a leader and to consider future endeavors within the national organization and our profession.

If you were elected, what would be your top priority/goal for your term?

The goal for my two-year term would be to work closely with the NEAFCS Board Members and the National Office staff to ensure that all of the duties and additional responsibilities of the position are completed in a timely manner while maintaining accurate and complete records.

Vice President Professional Development

Jayne McBurney
North Carolina



Why would you like to be a candidate for this office?

Striving for continuous professional development and growth has been my goal since becoming a professional in the field of home economics in 1985. Perhaps the 4-H motto, "Making the Best Better" is so ingrained in me that I cannot avoid the desire to improve upon the best.

Serving in a leadership role in our national organization is a way for me to help others achieve their best. A well-organized Executive Committee serves as the foundation for an organization that runs smoothly, intentionally, and with purpose. The Vice President for Professional Development assures that opportunities for members are available to learn and grow professionally, learn from others to avoid 're-creating the wheel', and bring value to attendance at the National Meeting.

I have attended five national meetings, participating fully in pre-conferences, concurrent sessions, and in-depth sessions. I have presented a concurrent session and been in the Showcase of Excellence twice and served on the Exhibits Committee for two years. I have a sense of what these opportunities offer our membership and look to strengthen the quality and value of these opportunities for the next two years. With upcoming meetings in Hershey, PA and a 'yet to be determined' location in 2020, creating interesting and unique opportunities will be necessary to encourage members to attend and invest in themselves.

I have served my State Association of NEAFCS well since joining in 2007. I now look forward to serving at the National level.

If you were elected, what would be your top priority/goal for your term?

Efficiency and meaningful communication will be my priority as a leader.

	<p>Planning a national meeting and professional development opportunities will take many people and keeping to a schedule. I am a well-organized individual, who multi-tasks, and communicates well, efficiency is a must for planning and reaching goals.</p> <p>Relevant and dynamic programs are needed in Extension to encourage participation in the communities we serve. I will work to find those existing programs across the nation in order that our membership can learn about them. FCS professionals can also benefit from topics beyond program content which provide the opportunity to hone personal skills, leadership, and marketing, all important aspects to our complete professional development.</p> <p>With a meeting in Hershey, PA in 2019, and an unannounced location for 2020, I will work to prepare a professional development program that is of high quality for our members. I am especially excited to add my vision to the 2020 meeting!</p>
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Vice President Member Resources

Lorrie Coop
Texas



Why would you like to be a candidate for this office?

I feel it's time to step forward and give back to an organization that has given me so much. Throughout my Extension career, being a member of NEAFCS has provided me with outstanding professional development opportunities. I have participated in numerous Annual Sessions, met and collaborated with colleagues across the nation while serving on various committees, and gained valuable experience and resources to help me better meet the needs of the families I serve as a Family and Community Health agent in Texas. I have served in numerous leadership roles within the Member Resources Diversity Sub-committee and believe whole-heartedly that our members are this organization's greatest asset. Developing, engaging, and retaining our membership, from First Timers to Life Members, is the key to our success. As Vice President for Member Resources I would further promote the resources we have available to us, while encouraging members at all levels to actively participate in all of the professional development opportunities NEAFCS has to offer.

If you were elected, what would be your top priority/goal for your term?

My top priority would be to really look at the responses from the member survey we recently completed and utilize the feedback provided by our membership to further enhance and increase member benefits. By working strategically with the board and our committees, we have the ability and responsibility to provide our members with professional development opportunities and resources that are relevant and useful to them in their program efforts, while strengthening our organization as a whole.

Vice President Member Resources

Cindy Davies
New Mexico



Why would you like to be a candidate for this office?

NEAFCS has been a huge blessing to my life professionally and personally. I am passionate about what NEAFCS has to offer FCS staff around the country and I'd like to help members learn more of what NEAFCS can do for them.

In 2011 the Annual Session was held in Albuquerque and being the only NEAFCS member who actually lived in Albuquerque I was very involved in the New Mexico chapter hosting the annual session.

From 2012-2014 I served as the Western Region director. It was my privilege to serve on the national board and, I learned a lot and was able to contribute much. I would like another opportunity to serve on the NEAFCS national board and feel VP of Member Resources is a job I'd like to do.

I am familiar with all the committees of Member Resources and have served on most of those committees nationally. This past annual session (2017) I was the chair of the first time member and life time member event committee. I have been the VP of Member Resources with the New Mexico state affiliate.

I have chaired the National Committee for Exhibits and New Member/Life Member which are both committees of Member Resources.

If you were elected, what would be your top priority/goal for your term?

Work with the national board in getting the word out to all members of NEAFCS. Share the benefits membership holds for our future, current and life members.

Eastern Region Director

Sharon McDonald
Pennsylvania



Why would you like to be a candidate for this office?

I have been a member of NEAFCS and my Pennsylvania affiliate since I joined Extension in 2000. The organization has afforded me the opportunity to travel, meet new people, receive awards (both monetary and achievement) and most importantly learn from some of the best educators in the country. One of the characteristics of this organization that I have found most compelling is the networking among fellow Extension professionals. The comradery and respect for one another and a willingness to share information and knowledge, is something not always seen among professionals. At this point in my career, I feel the position of Eastern Regional Director will provide me the chance to give back to an organization that has been such an important part of my success as an Extension educator.

If you were elected, what would be your top priority/goal for your term?

One of my concerns over the years has been the structure of the annual meeting from a time perspective. I feel for many the time spent away from home and office is a deterring factor to attendance. Additionally, with tighter budgets the cost of a week-long event can be another limiting factor. I would like to see the organization examine a new model for the annual conference considering these factors and I would work toward moving such a concept forward.

While many states in the east of seen limited numbers of new hires, Pennsylvania has been fortunate in hiring a number of new, young educators in the past few years. I think it is important for longer-term educators to mentor

	these individuals in understanding the organization and providing them a leadership path to become involved at both the state and local level to continue the good work of NEAFCS.
Western Region Director	
	<i>This candidate has withdrawn her application. An update will be sent to all delegates once a new candidate has been nominated.</i>

2017 Annual Session Educational Awards Fund Meeting Minutes

**National Extension Association of Family and Consumer Sciences
2017 Education Awards Fund Annual Business Meeting
Thursday, October 19, 2017
Omaha, NE**

President Terri Mayhew called the 2017 Education Awards Fund Annual Business Meeting of the National Extension Association of Family and Consumer Sciences to order at 9:00 am.

Parliamentary Procedures

Certified Professional Parliamentarian Sandy Olson explained the parliamentary procedures to use during the business meeting.

Credentials Report

Becky Travnichек, Central Region Director, reported that the following were declared as seated members and are the official voting delegates for the meeting: As of August 1, 2017, NEAFCS had 46 NEAFCS affiliates with 1,752 active members and with 117 potential voting delegates plus 13 board members. Of those, there are 130 total official possible voting delegates. At the call to order, a majority of the official possible delegates (including board members) were seated for the meeting.

Becky Travnichек moved for the adoption of the credentials report. As the motion came from committee, no second was needed. Motion carried.

Terri Mayhew, President, declared that the seated members were the official voting delegates for the meeting.

Adoption of Meeting Rules

Jovita Lewis, Secretary, noted that the Annual Awards Fund Business Meeting Rules were in the voting delegate packet on page 8.

Jovita Lewis moved for adoption of the Education Awards Fund meeting rules as printed. As the motion came from the committee, it did not require a second. As there were no objections to the rules, motion carried.

Adoption of Agenda

Jovita Lewis moved, on behalf of the rules committee, for the adoption of the Education Awards Fund meeting agenda as printed. As the motion came from the committee, no second was needed. Motion carried.

Appointment of Committee to Approve Minutes of the Education Awards Fund Meeting

President Mayhew appointed the following reviewers of the minutes: Mary Liz Wright, (IL), Sally Garrett (TX), and Barbara Woods (IA).

2016 Awards Fund Meeting Minutes

Jovita Lewis, Secretary, announced that the minutes of the 2016 Awards Fund Meeting, were reviewed by Teresa Hunsaker (UT), Marnie Spencer (ID), and Dana Wright, (WV) and submitted by Secretary Jovita Lewis. Copies were made available to all voting delegates and have been posted on the NEAFCS website.

Jovita Lewis, Secretary, moved to accept the 2016 Awards Fund minutes as posted on the website.

Financial & Audit Reports

Nancy Stehulak, Treasurer, presented the 2017 Awards Financial Report. As there were no questions or concerns from membership, the financial report will be filed for audit. Audit statements are posted on the NEAFCS website.

Awards and Recognition Committee Report

Dianne Gertson, Vice President for Awards and Recognition, presented the committee report as published in the Annual Session Business Meeting Packet on pages 54-55. There were 498 award applications submitted in the online system. Of those, 410 awards advanced to the national awards judging. There were 142 regional winners, 68 national winners, 36 DSA winners and 26 CE winners and 46 members who served as judges.

2018 Education Awards Fund Budget

Nancy Stehulak, Treasurer, presented the 2018 Education Awards Fund Budget. Nancy recommended drawing on the endowment to support the awards funds and planning for more awards.

Nancy Stehulak, Treasurer, moved by the direction of the Finance Committee, for the adoption of the 2018 budget. No second was needed as recommendation came from the committee. Motion carried.

Announcements

There were no announcements.

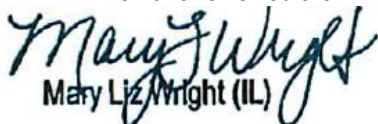
Adjournment

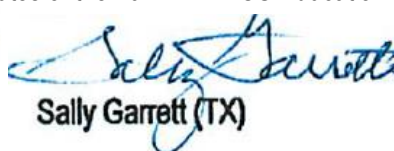
President Terri Mayhew adjourned the 2017 Education Awards Fund Annual Business Meeting at 9:18 am.

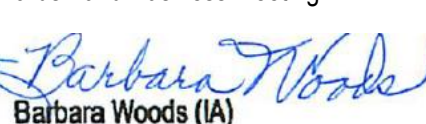
Respectfully Submitted,

Jovita Lewis
Secretary

We have reviewed the minutes of the 2017 NEAFCS Education Awards Fund Business Meeting.


Mary Liz Wright (IL)


Sally Garrett (TX)


Barbara Woods (IA)



National Extension Association of Family & Consumer Sciences

National Extension Association of Family and Consumer Sciences
2017 Annual Business Meeting
Thursday, October 19, 2017
Omaha, Nebraska

President Terri Mayhew called the 2017 Annual Business Meeting of the National Extension Association of Family and Consumer Sciences to order at 9:33 am.

Parliamentary Procedures

Certified Professional Parliamentarian Sandy Olson explained the parliamentary procedures to be used during the business meeting.

Becky Travnichuk, Central Region Director, reported that the following were declared as seated members and is the official voting delegates for the meeting: As of August 1, 2017, NEAFCS had 46 NEAFCS affiliates with 1,752 active members and with 117 potential voting delegates plus 13 board members. Of those, there are 130 total official possible voting delegates. At the call to order, a majority of the official possible delegates (including board members) were seated for the meeting.

Credentials Report

Becky Travnichuk, Central Region Director, reported that as of August 1, 2017, NEAFCS had 46 NEAFCS affiliates with 1,752 active members and with 117 potential voting delegates plus 13 board members. Officially, there were a total of 130 possible voting delegates. At the call to order, a majority of the official possible delegates (including 13 board members) were seated members and declared the official voting delegates for the meeting.

Becky Travnichuk moved for the adoption of the credentials report. As the motion came from committee, no second was needed. Motion carried.

Terri Mayhew, President, declared that the seated members were the official voting delegates for the meeting.

Adoption of Meeting Rules

Jovita Lewis, Secretary, noted that the Annual and Awards Business Meeting Rules were in the voting delegate packet on page 8.

Jovita Lewis moved for adoption of the Annual and Awards Business Meeting Rules as printed. As the motion came from the committee, it did not require a second. There were no objections to the rules, motion carried.

Adoption of Agenda

Jovita Lewis moved, on behalf of the rules committee, for the adoption of the Business Meeting Agenda as printed on pages 1 and 2. As the motion came from the committee, no second was needed. Motion carried.

Appointment of Committee to Approve Minutes of the Annual Session Business Meeting

President Mayhew appointed the following reviewers of the 2017 minutes: Lisa McCoy, (MD), Mary Blackburn (CA), and Donna Krug (KS).

2016 Annual Business Meeting minutes review

Jovita Lewis, Secretary, announced that the minutes of the 2016 Annual Business Meeting were reviewed by Virginia Brown (MD), Julie Garden-Robinson (ND), and Christine Kendle (OH) and were submitted by former Secretary Julie Cascio. The 2016 minutes were made available to all voting delegates and were posted on the NEAFCS web site.

Jovita Lewis moved to accept the 2016 Annual Business Meeting minutes as posted on the website. No second was needed. Motion carried.

Financial and Audit Report

Nancy Stehulak, Treasurer, presented the 2017 financial and audit report as found on page 48 - 49 of the business meeting packet. Nancy provided an overview of the organization's endowment, reserve, and banking accounts as well as audit findings showing the previous Management Company's overpayment for its services. The 2015 audit review and the 2016 audit report have been approved by the NEAFCS Executive Board and are available on the NEAFCS website.

Jayne McBurney (NC) inquired of the Treasurer what would happen if the funds were not returned to NEAFCS. Nancy responded that the Executive Board was made aware, hired an attorney, issued a demand letter, and will go forth.

Reports of Elected Officers

President Mayhew noted that written reports from Board members were available in the Annual Session Business Meeting Packet and on the NEAFCS web site. Reports are also archived in the document library of NEAFCS.org.

Dianne Gertson presented the Vice-President Awards and Recognition report during the Education Awards Fund meeting. This report is found on pages 54-55 of the Annual Session Business Meeting Packet.

The remaining board members gave brief highlights of their work:

President – Theresa Mayhew

Report found on pages 45-46 of the Annual Session Business Meeting Packet.

President-Elect – Lora Lee Frazier Howard

Report found on page 47 of the Annual Session Business Meeting Packet.

Secretary – Jovita Lewis

Report found on pages 47- 48 of the Annual Session Business Meeting Packet.

Treasurer – Nancy Stehulak

Report found on pages 48-50 of the Annual Session Business Meeting Packet.

Vice-President Member Resources – Edda Cotto-Rivera

Report found on page 50 of the Annual Session Business Meeting Packet.

Vice-President Professional Development – Karen DeZarn

Report found on page 51 of the Annual Session Business Meeting Packet.

Vice-President Public Affairs – Glenda Hyde

Report found on pages 52-54 of the Annual Session Business Meeting Packet.

Southern Region Director – Karen Munden

Report found on pages 55-56 of the Annual Session Business Meeting Packet.

Eastern Region Director – Diane Whitten

Report found on pages 56-57 of the Annual Session Business Meeting Packet.

Western Region Director – Julie Cascio

Report found on pages 57-58 of the Annual Session Business Meeting Packet.

Central Region Director – Rebecca Travnichak

Report found on pages 58-59 of the Annual Session Business Meeting Packet.

Immediate Past President – Debby Mathews

Report found on pages 59-61 of the Annual Session Business Meeting Packet.

Additional Board Reports:

Historian's Report – Carol Schlitt

Carol Schlitt reflected on the 1978 Annual Session (AS) held in Omaha and hosted by Iowa and Nebraska. Two members were present in the Annual Business Meeting who attended the 1978 AS. Carol expressed interest in the book titled, The Ag Agent and the Home Demonstration Agent. Carol requested to be contacted by any retiree cleaning out his/her office as she is particularly looking for NEAFCS materials from the 70s and 80s. Report found on page 61 of the Annual Session Business Meeting Packet.

Journal of Extension Representative – Luann Boyer

Luann Boyer gave brief highlights of her work as Journal of Extension representative. The report, contained in the Annual Session Business Meeting Packet on pages 61-62, included development of a new strategic plan, special innovation issue/special topic issues of Journal of Extension (JOE), as well as the recruitment of authors, reviewers, and job seekers.

Executive Director – Danielle Jessup

Danielle Jessup provided an overview of the national office report contained in the Annual Session Business Meeting Packet on pages 63-65. The report outlined work with the NEAFCS Executive

Board, management company services, financial services, annual session services, communication services, and membership services. This year, there are 2,936 members including 1,752 active members, 1,168 life members, 2 affiliate members, 4 student members, and 10 partner members.

Standing Committee Reports:

Bylaws – Jovita Lewis

Jovita Lewis reported there was no bylaw changes proposed this year.

Finance – Nancy Stehulak

Nancy Stehulak presented an overview of financial changes made in NEAFCS during the past year including the fully funded endowment fund with TD Ameritrade. Nancy reported providing monthly financial statements to the endowment chair.

Investments – Nancy Stehulak

Nancy Stehulak reported that the Investment committee created an investment guidance policy and provided an overview of the new NEAFCS bank accounts due to the change of Management Company, audit reports, and the manner in which finances are reviewed.

Special Committee Reports

2017-2020 Strategic Plan – Lora Lee Frazier Howard

Lora Lee Frazier Howard highlighted the strategic plan printed on pages 4-7 in the 2017 Annual Session Business Meeting Packet and emphasized that each Vice President follow the NEAFCS strategic plan closely.

JCEP Leadership Conference - Lora Lee Frazier Howard

Lora Lee Frazier Howard announced the upcoming JCEP Leadership Conference on February 14 - 15, 2018 in Orlando, Florida. This conference is a great opportunity to network with Extension professionals from across the United States.

JCEP PILD Conference – Glenda Hyde

Glenda Hyde announced PILD will be held April 8 -11, 2018 in Crystal City, Virginia. NEAFCS members were encouraged to apply for the First Timer PILD scholarship, which has increased to \$300.00 due to the endowment fund. NEAFCS members were also encouraged to receive support from Extension Administration prior to attending, and to consider submitting a proposal to present at the PILD conference.

Annual Session Hub City Update - Debby Mathews

Debby Mathews announced that the Annual Session hub city model will be used in 2019. With assistance from Helms-Briscoe, the selected site for Annual Session 2019, slated for September 30 - October 4, is Hershey, Pennsylvania.

Endowment Committee - Judith Hetterman

Judith Hetterman, Endowment Committee Chair, announced that the Endowment Committee had reached its goal of \$300,000.

National Nominating Committee - Debby Mathews

Debby Mathews applauded the National Nominating Committee for their hard work. The committee members elected at Regional Meetings are as follows:

Western Region – Marilyn Alberson (UT) and Phyllis Lewis (WY)

Eastern Region – David Roberts (WV) and Linda Law-Saunders (NY)

Southern Region – Apriell Burgess (AL) and Tanya Davis (TX)

Central Region – Peg Ehlers (IN) and Christine Kniep (WI)

Presentation of Candidates and Election of Officers - Debby Mathews

Debby Mathews presented candidates for vacant offices. Along with the National Nominating Committee, three additional tellers, Amy Peterson, Carol Chandler, and Kathy Olson were appointed for the election. Debby Mathews thanked Partners in Association Management and the Nebraska Affiliate for their assistance with the candidate displays.

Debby Mathews stated that according to Article VII Section 4 of our By-laws, nominations may be made from the floor, provided nominees meet the qualifications required for that office. Credentials and letters of support are to be submitted to the National Nominating Committee Chair, prior to the Pre-Annual Session Board Meeting. None were received at that point.

Debby Mathews presented the candidates for National Office:

President-Elect

Karen Munden (VA) was presented as candidate for President-Elect. There being no further nominations, Karen Munden was elected by acclamation.

Treasurer

Pat Brinkman (OH) and Joan Koonce (GA) were presented as candidates for Treasurer. There being no further nominations, ballots were dispensed for voting. Joan Koonce was elected Treasurer.

Vice-President Awards and Recognition

Susan Routh (OK) was presented as candidate for Vice-President Awards and Recognition. There being no further nominations, Susan Routh was elected by acclamation.

Vice-President Public Affairs

Julie Garden Robinson (ND) was presented as candidate for Vice-President Public Affairs. There being no further nominations, Julie Garden-Robinson was elected by acclamation.

Regional Directors

Ellen Bjelland (ND) Central Region and Dianne Gertson (TX) Southern Region were previously elected at Regional Meetings.

New Business**2018 Budget - Nancy Stehulak**

Nancy Stehulak, Treasurer, presented the proposed 2018 budget on behalf of the Finance Committee.

Comment from the floor: Erika Tobey (MH) inquired about the possibility of reducing the amount of dues to encourage new and younger members to join. Nancy Stehulak explained that currently there are no financial policies related to dues reduction but a future goal of the Finance Committee is to take into consideration a reduction in membership dues.

Nancy Stehulak, by direction of the finance committee member, moved that the proposed 2018 budget be adopted. As this came from committee, it did not require a second. Motion carried.

Debby Mathews, Nominating Committee Chair, presented the 2017– 2018 NEAFCS Executive Board as follows:

President: Lora Lee Frazier Howard (KY)
President Elect: Karen Munden (VA)
Vice-President Member Resources: Edda Cotto-Rivera (GA)
Vice-President Professional Development: Karen DeZarn (TX)
Vice-President Public Affairs: Julie Garden-Robinson (ND)
Vice-President Awards and Recognition: Susan Routh (OK)
Secretary: Jovita Lewis (AL)
Treasurer: Joan Koonce (GA)
Central Regional Director: Ellen Bjelland (ND)
Eastern Regional Director: Diane Whitten (NY)
Southern Regional Director: Dianne Gertson (TX)
Western Regional Director: Julie Cascio (AK)
Past President: Theresa Mayhew (NY)

Announcements

Dianne Gertson reminded award winners to be seated by 6:15 pm in their reserved seats in the convention center North Ballroom. Members were also reminded to pick up silent auction merchandise.

Terri Mayhew announced donations in the amount of \$1,285 had been received for Food Bank of the Heartland and expressed thanks to the membership.

President Terri Mayhew declared the 2017 NEAFCS Business Meeting adjourned at 11:15 a.m.

Respectfully Submitted,

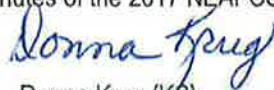


Jovita Lewis
Secretary

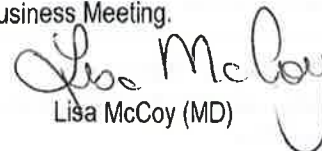
We have reviewed the minutes of the 2017 NEAFCS Business Meeting.



Mary Blackburn (CA)



Donna Krug (KS)



Lisa McCoy (MD)

National Extension Association of Family & Consumer Sciences Awards Fund
Statement of Financial Position
July 31, 2018

ASSETS

Current Assets

SunTrust Bank - Operating	\$ 121,566.61
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Total Current Assets	121,566.61
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Other Assets

Investments

Awards Insured Deposit Account (Ameritrade)	3,374.36
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Awards Insured Stock Account (Ameritrade)	321,787.58
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Total Investments	325,161.94
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TOTAL ASSETS	\$ 446,728.55
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LIABILITIES AND NET ASSETS

Current Liabilities

Awards Payable	9,442.00
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Total Current Liabilities	9,442.00
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Net Assets

Perm Restricted Endowment	132,250.00
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Temporarily Restricted - Diversity Fund	159.00
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Temporarily Restricted - Leadership Training	400.00
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Temporarily Restricted - Marketing	250.00
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Temporarily Restricted - Past President Fund	982.00
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Temporarily Restricted - Endowment	55,154.12
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Temporarily Restricted - Awards	(9,442.00)
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Board Designated	111,000.00
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Net Assets	114,422.95
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Change in Net Assets	32,110.48
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Total Net Assets	437,286.55
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TOTAL LIABILITIES AND NET ASSETS	\$ 446,728.55
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National Extension Association of Family & Consumer Sciences Awards Fund
Consolidated Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Revenue					
Active/Affiliate Member	\$ -	\$ 25,642.50	-	\$ 25,500.00	142.50
Life Member	-	675.00	-	540.00	135.00
Student Member	-	15.00	-	30.00	(15.00)
Partner Member	-	150.00	300.00	135.00	15.00
General Donations	-	2,900.00	-	-	2,900.00
Dean Don Felker Award	300.00	300.00	-	-	300.00
Clean Homes and Safety	-	1,150.00	-	1,000.00	150.00
Extension Educator Award	-	300.00	-	-	300.00
Silent Auction	-	-	-	3,500.00	(3,500.00)
Dividend/Interest	758.09	3,885.16	1,717.48	-	3,885.16
Gain(Loss) on Sale of Investments	4,741.37	(1,548.99)	20,612.64	-	(1,548.99)
Total Revenue	5,799.46	33,468.67	22,630.12	30,705.00	2,336.17
Expenses					
Scholarship/Grant/Fellow/Award	-	-	154,000.00	22,825.00	22,825.00
Postage/Shipping	-	-	-	250.00	250.00
Supplies	-	209.84	-	800.00	590.16
Plaques/Certificates	424.84	424.84	-	2,500.00	2,075.16
Display/Board Supplies	-	-	-	500.00	500.00
Investment Fees	239.93	723.51	392.12	-	(723.51)
Bank and Credit Card Fees	-	-	25.03	200.00	200.00
Total Expenses	664.77	1,358.19	154,417.15	27,075.00	25,716.81
Change in Net Assets	\$ 5,134.69	\$ 32,110.48	\$ (131,787.03)	\$ 3,630.00	\$ 28,052.98

2019 Awards Fund Proposed Budget

	2017 Budget	2017 FINAL	2018 Budget	2019 Budget	
Revenues					
Member Dues - Active Affiliates	\$26,250.00	\$26,220.00	\$25,500.00	\$25,500.00	1,700 members x \$15 from each
Member Dues - Life Members	\$675.00	\$1,125.00	\$540.00	\$540.00	12 members x \$45 from each
Member Dues - Partner Members	\$120.00	\$135.00	\$135.00	\$135.00	9 members x \$15 from each
Member Dues - Student Members	\$15.00	\$30.00	\$30.00	\$30.00	4 members x \$7.50 from each
Awards - Family Health Wellness	\$0.00	\$0.00	\$0.00	\$0.00	
Awards - Dean Don Felker Award	\$300.00	\$300.00	\$0.00	\$0.00	
Awards - Environment Education Award	\$0.00	\$0.00	\$0.00	\$0.00	
Awards - Community Partnership Award	\$0.00	\$300.00	\$0.00	\$0.00	
Awards - Clean Homes & Safety	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	
Awards - Extension Educator Award	\$0.00	\$300.00	\$0.00	\$0.00	
Awards - Extension Master Volunteer	\$300.00	\$0.00	\$0.00	\$0.00	
Awards - Communication Awards	\$0.00	\$0.00	\$0.00	\$0.00	
Silent Auction	\$4,500.00	\$3,722.50	\$3,500.00	\$3,500.00	
	\$33,160.00	\$33,132.50	\$30,705.00	\$29,705.00	
Expenses					
Scholarship/Grant/Fellow/Award	\$13,000.00	\$12,125.00	\$22,825.00	\$23,525.00	includes new awards for 2019
Postage/Shipping	\$500.00	\$317.05	\$250.00	\$300.00	
Printing/Copying	\$1,000.00	\$0.00	\$800.00	\$850.00	awards program and poster printing
Plaques/Certificates	\$3,600.00	\$3,780.21	\$2,500.00	\$2,830.00	award winners and board awards
Supplies	\$200.00	\$0.00	\$500.00	\$500.00	
Audit/Review and 990 Filing	\$0.00	\$0.00	\$0.00	\$1,500.00	Audit Review and 990 Filing
Bank/Credit Card Fees	\$200.00	\$0.03	\$200.00	\$200.00	
	\$18,500.00	\$16,222.29	\$27,075.00	\$29,705.00	
Income Over (Under) Expense	\$14,660.00	\$16,910.21	\$3,630.00	\$0.00	

NEAFCS Financial Goals

Financial spending shall reflect the mission of the Association and the goals of the strategic plan. The Association's funds shall be used to promote and provide service and information to the entire membership, not for the benefit of one individual or specific group of individuals within the membership.

Goal 1: To maintain a level of reserves equivalent to at least three years of operating expenses.

Goal 2: To continue building the Endowment to support targeted projects consistent with the Association's mission, goal and strategic plan.

Goal 3: To support current strategic plan goals and management functions through member dues and excess reserve funds.

Goal 4: To explore NEW sources of funding for NEAFCS programming:

- Sponsorships
- Write proposals for grant-funded projects
- Publish and sell FCS textbooks, publications, etc.
- Annual giving campaign

Goal 5: To provide affordable professional development opportunities

- Annual Session will be a separate, self-sustaining activity
- Dollars will be available to support regional professional development opportunities

Goal 6: To promote the profession.

- Attract, retain and develop diverse membership in NEAFCS
- Image enhancement efforts
- Provide Annual Session training in image enhancement and marketing
- Public affairs pre-conference, grants and grant opportunities
- Education of public decision makers of our role as a source of information and programming that strengthens individuals, families and communities
- Remain active in Joint Council of Extension Professionals (JCEP)

Goal 7: To provide leadership development training.

- Public Issues Leadership Development Conference scholarships
- Regional workshops

Goal 8: To facilitate professional networking and communications.

- Website, List services and discussion groups
- eNEAFCS / *Communique*, *Journal of NEAFCS*
- JCEP
- Galaxy Conferences

Goal 9: To fund management functions of the organization.

- National office / 800 phone number / credit cards
- Support national board and committee work
- Use cost effective travel and operations procedures

Goal 10: To recognize members through awards and recognition.

- Grants, fellowships, monetary awards and academic excellence
- Develop outside sources of monies to fund awards and recognition
- Awards and fellowships include 14% management fee
- Any 'named awards' without ongoing funding is open for renaming if endowment or new sponsor is found.

Adopted October 2004, Reviewed and Revised August 2008

National Extension Association of Family & Consumer Sciences
Statement of Financial Position
July 31, 2018

ASSETS

Current Assets

Suntrust Bank - Operating	\$ 662,842.30
Paypal	549.12
Accounts Receivable - From Management Company	30,280.00
Prepaid Annual Session	<u>23,700.00</u>

Total Current Assets	<u>717,371.42</u>
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Investments

Insured Deposit Account (Ameritrade)	10,975.55
Operating Equities (Ameritrade)	<u>1,091,892.71</u>

Total Investments	<u>1,102,868.26</u>
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TOTAL ASSETS

TOTAL ASSETS	<u><u>\$ 1,820,239.68</u></u>
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National Extension Association of Family & Consumer Sciences
Statement of Financial Position
July 31, 2018

LIABILITIES AND NET ASSETS

Current Liabilities

Deferred Dues	\$ 200.00
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Total Current Liabilities	200.00
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Net Assets

Net Assets	1,535,398.81
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Change in Net Assets	284,640.87
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Total Net Assets	1,820,039.68
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TOTAL LIABILITIES AND NET ASSETS	\$ 1,820,239.68
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National Extension Association of Family & Consumer Sciences
Consolidated Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Revenue					
Membership Services	\$ 1,600.00	\$ 183,945.00	\$ 182,150.00	\$ 175,400.00	\$ 8,545.00
Annual Session	111,650.00	300,165.00	139,702.56	372,265.00	(72,100.00)
Exhibit/Sponsorship	6,150.00	20,325.00	13,525.00	23,900.00	(3,575.00)
Awards/Recognition	-	-	154,000.00	-	-
Total Revenue	119,400.00	504,435.00	489,377.56	571,565.00	(67,130.00)
Expenses					
Membership Services	-	27,260.00	3,607.71	28,515.00	1,255.00
Annual Session	2,855.08	22,439.00	26,181.79	239,900.00	217,461.00
Exhibit/Sponsorship	-	325.00	-	14,210.00	13,885.00
Public Affairs	-	12,018.75	7,896.37	10,860.00	(1,158.75)
Awards & Recognition	-	-	-	-	-
Training/Professional Development	-	13,912.13	3,815.51	13,600.00	(312.13)
Board/Committee	2,287.67	23,443.14	12,628.29	68,700.00	45,256.86
General & Administration	18,533.21	127,821.40	108,737.34	199,120.00	71,298.60
Total Expenses	23,675.96	227,219.42	162,867.01	574,905.00	347,685.58
Net Operating Income	95,724.04	277,215.58	326,510.55	(3,340.00)	280,555.58
Non-Operating Income (Expense)					
Miscellaneous Income	-	300.00	-	-	300.00
Interest and Dividend Income	2,576.34	12,388.61	8,664.96	1,893.00	10,495.61
Unrealized Investment Gain (Loss)	16,079.28	(5,263.32)	46,303.62	25,527.24	(30,790.56)
Total Non-Operating Income (Expenses)	18,655.62	7,425.29	54,968.58	27,420.24	(19,994.95)
Change in Net Assets	\$ 114,379.66	\$ 284,640.87	\$ 381,479.13	\$ 24,080.24	\$ 260,560.63

SUPPLEMENTAL INFORMATION

National Extension Association of Family & Consumer Sciences
Membership Services
Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (UnFavorable) Variance
Revenue					
Membership Active/Affiliate Members	\$ 1,000.00	\$ 174,420.00	\$ 173,400.00	\$ 170,000.00	\$ 4,420.00
Membership Life Members	600.00	5,300.00	7,500.00	3,600.00	1,700.00
Membership Partners Dues	-	1,000.00	800.00	900.00	100.00
Membership Student Dues	-	225.00	350.00	200.00	25.00
Membership List Rental	-	500.00	-	600.00	(100.00)
Membership Marketing	-	-	-	100.00	(100.00)
Membership Endowment Contribution	-	2,500.00	100.00	-	2,500.00
Total Revenue	1,600.00	183,945.00	182,150.00	175,400.00	8,545.00
Expenses					
Membership Service - Membership fee to Awards	-	26,482.50	-	26,205.00	(277.50)
Membership Service - Postage/Shipping	-	-	-	300.00	300.00
Membership Service - Bank/Credit Card Fees	-	-	628.19	-	-
Membership Service - Graphic Design	-	227.50	422.50	260.00	32.50
Membership Service - Printing/Copying	-	-	-	200.00	200.00
Membership Service - Supplies	-	-	-	200.00	200.00
Membership Service - Historian/Archival	-	-	-	100.00	100.00
Membership Service - Representative to JOE	-	550.00	500.00	1,250.00	700.00
Membership Service - Additional Member Benefits	-	-	2,057.02	-	-
Total Expenses	-	27,260.00	3,607.71	28,515.00	1,255.00
Increase(Decrease) in Net Assets	\$ 1,600.00	\$ 156,685.00	\$ 178,542.29	\$ 146,885.00	\$ 9,800.00

National Extension Association of Family & Consumer Sciences

Annual Session

Statements of Activity - Budget and Actual

For the One Month and Year to Date Ended

July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Revenue					
Member Registration	\$ 91,730.00	\$ 243,240.00	\$ 111,829.46	\$ 255,000.00	\$ (11,760.00)
Non-Member Registration	8,550.00	18,550.00	4,225.00	13,125.00	5,425.00
Spouse/Guest Daily Registration	4,075.00	9,150.00	3,575.00	8,125.00	1,025.00
Student Registration	250.00	250.00	-	2,000.00	(1,750.00)
FCS Program Leaders	1,410.00	3,150.00	3,450.00	12,000.00	(8,850.00)
Registration In Depth Session	3,835.00	20,015.00	8,775.00	12,500.00	7,515.00
Registration Pre-Conference Workshops	1,800.00	5,810.00	7,740.00	12,750.00	(6,940.00)
Annual Session - Awards & Recognition	-	-	-	21,725.00	(21,725.00)
Annual Session Hotel Commission	-	-	108.10	35,040.00	(35,040.00)
Total Revenue	111,650.00	300,165.00	139,702.56	372,265.00	(72,100.00)
Expenses					
Annual Session Bank/Credit Card Processing	-	293.08	3,843.18	-	(293.08)
Annual Session Conference Bags	306.09	306.09	-	7,000.00	6,693.91
Annual Session Photography/Photo Processing	-	-	-	1,500.00	1,500.00
Annual Session Speaker Fees/Travel	-	-	2,500.00	10,000.00	10,000.00
Annual Session In-Depth Session	2,539.00	2,639.00	-	12,500.00	9,861.00
Annual Session Honoraria Parliamentarian	-	-	-	600.00	600.00
Annual Session Postage/Shipping	-	-	-	3,000.00	3,000.00
Annual Session Printing/Copying	-	145.77	-	8,000.00	7,854.23
Annual Session Graphic Design	-	447.50	360.00	1,200.00	752.50
Annual Session Supplies	-	-	12.90	3,000.00	3,000.00
Annual Session Busing/Transportation	-	-	2,950.00	-	-
Annual Session Board/Committee Food and Beverage	-	-	-	2,000.00	2,000.00
Annual Session Food & Beverage	-	-	-	102,000.00	102,000.00
Annual Session Welcome Event	-	7,656.00	6,750.00	31,250.00	23,594.00
Annual Session Leadership Event	-	2,075.00	-	-	(2,075.00)
Annual Session Life Member Meeting Non Food Related	-	-	-	350.00	350.00
Annual Session First Timers Event Non Food Related	-	-	-	200.00	200.00
Annual Session Audio Visual	-	-	-	25,000.00	25,000.00
Annual Session Convention Center Rental	-	-	1,500.00	-	-
Annual Session Call for Proposal System	-	3,380.00	4,970.88	5,000.00	1,620.00
Annual Session Live Streaming/On-demand Conf.	9.99	4,059.99	-	20,000.00	15,940.01
Annual Session Host Affiliate Rebate	-	-	-	6,200.00	6,200.00
Annual Session Insurance	-	1,105.97	1,074.93	1,100.00	(5.97)
Annual Session Site Survey Travel	-	330.60	1,806.80	-	(330.60)
Total Expenses	2,855.08	22,439.00	26,181.79	239,900.00	217,461.00
Increase(Decrease) in Net Assets	\$ 108,794.92	\$ 277,726.00	\$ 113,520.77	\$ 132,365.00	\$ 145,361.00

National Extension Association of Family & Consumer Sciences

Exhibit/Sponsorship

Statements of Activity - Budget and Actual

For the One Month and Year to Date Ended

July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Revenue					
Exhibit Sales - Commercial	\$ 1,000.00	\$ 12,000.00	\$ 8,500.00	\$ 12,500.00	\$ (500.00)
Exhibit AS Sponsorship	5,000.00	8,000.00	4,500.00	11,000.00	(3,000.00)
Exhibit Sales Table/Ad Sales	-	75.00	75.00	-	75.00
Exhibit Forum	150.00	250.00	450.00	400.00	(150.00)
Total Revenue	6,150.00	20,325.00	13,525.00	23,900.00	(3,575.00)
Expenses					
Exhibit Decorating Services	-	-	-	13,500.00	13,500.00
Exhibit Exhibitor Gifts/Refreshments	-	-	-	250.00	250.00
Exhibit Postage/Shipping	-	-	-	100.00	100.00
Exhibit Printing/Copying	-	-	-	100.00	100.00
Exhibit Graphic Design Fee	-	325.00	-	260.00	(65.00)
Total Expenses	-	325.00	-	14,210.00	13,885.00
Increase(Decrease) in Net Assets	\$ 6,150.00	\$ 20,000.00	\$ 13,525.00	\$ 9,690.00	\$ 10,310.00

National Extension Association of Family & Consumer Sciences
Public Affairs
Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Expenses					
Scholarships	\$ -	\$ 5,400.00	\$ 3,600.00	\$ 6,000.00	\$ 600.00
Supplies	-	-	22.44	100.00	100.00
Postage	-	-	-	60.00	60.00
Printing/Copying	-	-	54.00	300.00	300.00
Travel	-	4,798.75	3,034.93	3,200.00	(1,598.75)
Reg/Fees Other Training	-	1,820.00	1,185.00	1,200.00	(620.00)
Total Expenses	-	12,018.75	7,896.37	10,860.00	(1,158.75)
Increase(Decrease) in Net Assets	\$ -	\$ (12,018.75)	\$ (7,896.37)	\$ (10,860.00)	\$ (1,158.75)

National Extension Association of Family & Consumer Sciences
Awards & Recognition
Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Revenue					
Awards/Recognition	\$ -	\$ -	\$ 154,000.00	\$ -	\$ -
Total Revenue	-	-	154,000.00	-	-
Expenses					
Awards & Recognition Supplies & Plaques	-	-	-	-	-
Total Expenses	-	-	-	-	-
Increase(Decrease) in Net Assets	\$ -	\$ -	\$ 154,000.00	\$ -	\$ -

National Extension Association of Family & Consumer Sciences
Training and Professional Development
Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Expenses					
Postage/Shipping	\$ -	\$ 22.01	\$ 46.05	\$ 50.00	\$ 27.99
Printing/Copying	-	155.58	-	100.00	(55.58)
Scholarship	-	8,050.00	-	8,750.00	700.00
Supplies	-	-	-	100.00	100.00
Travel	-	4,304.54	2,869.46	3,000.00	(1,304.54)
Registration/Other Training	-	1,380.00	900.00	1,600.00	220.00
Total Expenses	-	13,912.13	3,815.51	13,600.00	(312.13)
Increase(Decrease) in Net Assets	\$ -	\$ (13,912.13)	\$ (3,815.51)	\$ (13,600.00)	\$ (312.13)

National Extension Association of Family & Consumer Sciences
Board Committee
Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (Unfavorable) Variance
Expenses					
Board/Committee Delegate Packet Printing	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
Board/Committee Postage	-	-	88.38	600.00	600.00
Board/Committee Printing	-	-	-	100.00	100.00
Board/Committee Supplies	-	86.65	125.94	1,000.00	913.35
Board/Committee Travel	2,287.67	22,811.46	9,944.19	65,000.00	42,188.54
Board/Committee Registration/Other Training Fee	-	210.38	-	500.00	289.62
Board/Committee Meeting Expense	-	-	-	350.00	350.00
Board/Committee Regional Director Expense	-	-	-	750.00	750.00
Board/Committee Accommodations	-	-	1,858.97	-	-
Board/Committee Food and Beverage	-	-	169.38	-	-
Board/Committee Board Meeting Expense	-	334.65	253.43	-	(334.65)
Board/Committee Insurance	-	-	188.00	-	-
			-		
Total Expenses	<u>2,287.67</u>	<u>23,443.14</u>	<u>12,628.29</u>	<u>68,700.00</u>	<u>45,256.86</u>
Increase(Decrease) in Net Assets	<u>\$ (2,287.67)</u>	<u>\$ (23,443.14)</u>	<u>\$ (12,628.29)</u>	<u>\$ (68,700.00)</u>	<u>\$ 45,256.86</u>

National Extension Association of Family & Consumer Sciences
General and Administrative
Statements of Activity - Budget and Actual
For the One Month and Year to Date Ended
July 31, 2018

	One Month 7/31/2018 Actual	Year to Date 7/31/2018 Actual	Year to Date 7/31/2017 Actual	Annual Budget	Favorable (UnFavorable) Variance
Expenses					
General & Admin. Management Fee	\$ 13,916.66	\$ 96,083.30	\$ 93,050.00	\$ 159,000.00	\$ 62,916.70
General & Admin. Audit	-	10,271.83	7,659.80	12,500.00	2,228.17
General & Admin. Postage/Shipping	-	187.18	736.99	300.00	112.82
General & Admin. Printing/Copying	-	190.60	147.19	100.00	(90.60)
General & Admin. Storage Facility	5.00	36.00	13.20	150.00	114.00
General & Admin. Supplies	-	146.84	766.87	500.00	353.16
General & Admin. Insurance	-	2,203.00	564.00	2,300.00	97.00
General & Admin. Staff Travel	-	3,201.26	-	4,500.00	1,298.74
General & Admin. Web Technology	878.90	5,346.24	4,378.45	5,500.00	153.76
General & Admin. Telephone	75.00	525.00	225.00	900.00	375.00
General & Admin. Corporate Filing Fee	-	70.00	-	100.00	30.00
General & Admin. Investment Fees	813.78	1,636.88	-	-	(1,636.88)
General & Admin. Bank/Credit Card Fees	2,843.87	7,923.27	1,195.84	13,270.00	5,346.73
Total Expenses	18,533.21	127,821.40	108,737.34	199,120.00	71,298.60
Increase(Decrease) in Net Assets	\$ (18,533.21)	\$ (127,821.40)	\$ (108,737.34)	\$ (199,120.00)	\$ 71,298.60

2019 Operating Fund Proposed Budget

	2017 Budget	2017 Final	2018 Budget	2019 Budget	
Revenues					
Member Dues - Active Affiliates	\$148,750.00	\$174,380.00	\$170,000.00	\$170,000.00	1,700 affiliate members
Member Dues - Life Members	\$3,825.00	\$7,800.00	\$3,600.00	\$3,600.00	12 life members
Member Dues - Partner Members	\$680.00	\$900.00	\$900.00	\$1,000.00	10 partner members
Member Dues - Student Members	\$85.00	\$400.00	\$200.00	\$100.00	2 student members
Membership - Mailing List Rental	\$600.00	\$300.00	\$600.00	\$600.00	2 rental purchases
Membership - Marketing Items	\$500.00	\$823.00	\$100.00	\$300.00	Merchandise Items
Membership - Marketing Items/Anniversary Pins	\$0.00	\$0.00	\$0.00	\$0.00	Anniversary Pin
Membership – Annual Session Net Proceeds	0	0	27,300	28,000	2018 AS Carryover
Membership – Additional Revenue from NEAFCS	0	0	32,025	\$43,604	4% Transfer from Investment
Annual Session - Member Registrations	\$288,125.00	\$189,736.55	\$255,000.00	\$255,000.00	600 @ \$425
Annual Session - Non-Member Registrations	\$21,000.00	\$18,400.00	\$13,125.00	\$13,125.00	25 @ \$525
Annual Session - Student Registrations	\$0.00	\$0.00	\$2,000.00	\$1,250.00	5 @ \$250
Annual Session - Spouse/Guest, Event Ticket Registrations	\$10,500.00	\$12,460.00	\$8,125.00	\$8,125.00	25 @ \$325
Annual Session - FCS Program Leaders Meeting Registrations	\$0.00	\$9,750.00	\$12,000.00	\$10,500.00	70 @ \$150
Annual Session - In-Depth Workshop Registrations	\$12,500.00	\$11,945.00	\$12,500.00	\$11,000.00	Based on average of 250 participants
Annual Session - Pre-Conference Workshop Registrations	\$8,500.00	\$12,365.00	\$12,750.00	\$11,900.00	140 participants @ \$85
Annual Session - Scholarship Transferred from Awards	\$11,000.00	\$9,775.00	\$21,725.00	\$23,525.00	All 2019 Scholarships
Annual Session - Hotel Commissions	\$27,218.00	\$39,389.80	\$35,040.00	\$0.00	Not receiving in 2019
Annual Session - Rebate	\$4,980.00	\$4,635.00	\$0.00	\$6,500.00	AS Hotel Rebate
Annual Session - Exhibit Sales	\$15,000.00	\$16,300.00	\$12,500.00	\$15,000.00	20 @ \$500, 5 @ \$1,000
Annual Session - Sponsorships	\$5,000.00	\$6,500.00	\$11,000.00	\$6,500.00	
Annual Session - Exhibit Forums	\$0.00	\$700.00	\$400.00	\$400.00	4 @ \$100
Annual Session - Advertising / Bag Inserts	\$500.00	\$0.00	\$0.00	\$0.00	
	\$558,763.00	\$516,559.35	\$571,565.00	\$610,029.00	

Expenses					
Membership - Graphic Design	\$0.00	\$0.00	\$260.00	\$260.00	
Membership - Postage/Shipping	\$300.00	\$0.00	\$300.00	\$300.00	
Membership - Printing/Copying	\$200.00	\$439.66	\$200.00	\$250.00	
Membership - Supplies	\$200.00	\$0.00	\$200.00	\$200.00	
Membership - JNEAFCS	\$0.00	\$0.00	\$0.00	\$2,500.00	Editor and design work
Membership - Historian/Archival Expense	\$100.00	\$0.00	\$100.00	\$100.00	
Membership - Additional Member Benefits	\$10,000.00	\$2,057.02	\$0.00	\$28,000.00	2018 AS Net Proceeds
Membership - Representative to JOE	\$1,000.00	\$1,000.00	\$1,250.00	\$1,250.00	
Membership - Dues Transfer to Awards	\$0.00	\$27,510.00	\$26,205.00	\$26,220.00	\$15 x 1,700, \$45 x 12, \$15 x 10, \$7.50 x 4
Membership - Marketing Items	\$0.00	\$0.00	\$0.00	\$300.00	Merchandise Purchases
Training/Professional Development - Postage/Shipping	\$100.00	\$46.05	\$50.00	\$50.00	
Training/Professional Development - Printing/Copying	\$100.00	\$0.00	\$100.00	\$100.00	
Training/Professional Development - Scholarships	\$0.00	\$0.00	\$8,750.00	\$8,750.00	\$350 x 25 for JCEP Leadership
Training/Professional Development - Supplies	\$100.00	\$0.00	\$100.00	\$100.00	
Training/Professional Development - Travel Reimbursement	\$2,500.00	\$2,869.46	\$3,000.00	\$4,000.00	JCEP travel for board & approved representatives
Training/Professional Development - Registration/Other Training Fees	\$1,600.00	\$900.00	\$1,600.00	\$1,400.00	JCEP registration for board & approved representatives
Public Affairs - Scholarship/Awards/Grants	\$4,000.00	\$3,600.00	\$6,000.00	\$6,000.00	\$300 x 20 PILD scholarships
Public Affairs - Postage/Shipping	\$60.00	\$0.00	\$60.00	\$60.00	
Public Affairs - Printing/Copying	\$300.00	\$110.80	\$300.00	\$300.00	
Public Affairs - Supplies	\$0.00	\$112.44	\$100.00	\$120.00	
Public Affairs - Travel Reimbursement	\$3,000.00	\$3,034.93	\$3,200.00	\$4,500.00	PILD travel for board & approved representatives
Public Affairs - Registration/Other Training Fees	\$1,200.00	\$1,185.00	\$1,200.00	\$1,820.00	PILD registration for board & approved representatives
Board/Committee - Postage/Shipping	\$600.00	\$129.03	\$600.00	\$400.00	
Board/Committee - Printing/Copying	\$50.00	\$0.00	\$100.00	\$100.00	
Board/Committee - Supplies	\$1,500.00	\$271.57	\$1,000.00	\$1,000.00	

Board/Committee - Travel Reimbursement	\$49,000.00	\$37,385.92	\$65,000.00	\$55,000.00	Annual Session travel, meal reimbursement, site visit
Board/Committee - Registration/Other Training Fees	\$0.00	\$0.00	\$500.00	\$500.00	AAFCS print, shipping, etc. Winter board meeting room rental expense RD's Business Meeting Expense, Arrangements Subcommittee Expense
Board/Committee - Meeting Expense	\$2,000.00	\$300.79	\$350.00	\$700.00	
Board/Committee - Regional Director Expense	\$0.00	\$0.00	\$750.00	\$750.00	
Board/Committee - Delegate Packet Printing	\$400.00	\$348.04	\$400.00	\$400.00	
General & Admin - Management Fees	\$148,272.00	\$171,656.00	\$159,000.00	\$171,175.00	
General & Admin - Telephone	\$0.00	\$600.00	\$900.00	\$900.00	Audit Review and 990 Filing PayPal, MemberClicks, Email Marketing System, Go-To-Webinar
General & Admin - Audit/Accounting Fees	\$13,000.00	\$14,583.58	\$12,500.00	\$8,000.00	
General & Admin - Web/Technology Fees	\$5,000.00	\$7,385.29	\$5,500.00	\$6,934.00	
General & Admin - Postage/Shipping	\$250.00	\$956.62	\$300.00	\$350.00	
General & Admin - Printing/Copying	\$100.00	\$519.08	\$100.00	\$350.00	
General & Admin - Supplies	\$500.00	\$848.34	\$500.00	\$500.00	General Liability, Bond, Director & Officer Insurance
General & Admin - Insurance	\$3,500.00	\$752.00	\$2,300.00	\$2,300.00	
General & Admin - Staff Travel	\$0.00	\$6,533.24	\$4,500.00	\$5,000.00	
General & Admin - Corporate Filing Fees	\$0.00	\$78.75	\$100.00	\$70.00	
General & Admin - Storage	\$0.00	\$30.60	\$150.00	\$150.00	
General & Admin - Bank/Credit Card Fees	\$1,100.00	\$10,475.51	\$13,270.00	\$13,270.00	Neck Wallets, Bags, New Member Pins, etc.
Annual Session - Conference Promo Items	\$7,000.00	\$7,288.09	\$7,000.00	\$5,700.00	
Annual Session - Graphic Design Fees	\$0.00	\$1,367.50	\$1,200.00	\$1,500.00	
Annual Session - Photography	\$1,500.00	\$1,824.69	\$1,500.00	\$1,500.00	
Annual Session - Speaker Fees	\$10,000.00	\$5,975.79	\$10,000.00	\$6,000.00	
Annual Session - Honoraria Parliamentarian	\$600.00	\$600.00	\$600.00	\$600.00	
Annual Session - Postage/Shipping	\$3,000.00	\$1,122.16	\$3,000.00	\$1,500.00	
Annual Session - Printing/Copying	\$8,000.00	\$4,779.69	\$8,000.00	\$6,000.00	
Annual Session - Supplies	\$1,700.00	\$1,058.05	\$3,000.00	\$1,500.00	

Annual Session - In-Depth Workshop	\$0.00	\$5,770.69	\$12,500.00	\$8,500.00	Allocated to in-depth cost and welcome event Expenses for working meals, etc.
Annual Session - Busing/Transportation	\$20,000.00	\$9,905.00	\$0.00	\$0.00	
Annual Session - Board/Committee Food and Beverage	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	
Annual Session - Food and Beverage	\$142,316.00	\$91,992.09	\$102,000.00	\$100,000.00	
Annual Session - Facility Rental	\$8,788.00	\$8,254.40	\$0.00	\$0.00	
Annual Session - Call for Proposal System	\$6,000.00	\$4,970.88	\$5,000.00	\$5,000.00	\$15,000 Approx. Live Streaming, \$4,000 App New expense for hub city model
Annual Session - Live Streaming/App	\$25,000.00	\$8,823.16	\$20,000.00	\$20,000.00	
Annual Session - Welcome Event	\$0.00	\$13,800.70	\$31,250.00	\$40,000.00	
Annual Session - Leadership Event	\$0.00	\$0.00	\$0.00	\$8,500.00	New expense for hub city model
Annual Session - Life Member Meeting Non Food Related	\$0.00	\$0.00	\$350.00	\$350.00	Gifts and décor
Annual Session - First Timers Event Non Food Related	\$0.00	\$0.00	\$200.00	\$200.00	Marketing items
Annual Session - Audio Visual	\$32,000.00	\$33,323.90	\$25,000.00	\$33,000.00	N/A for hub city model Expo Cancellation Insurance
Annual Session - Host Affiliate Rebate	\$6,000.00	\$0.00	\$6,200.00	\$0.00	
Annual Session - Insurance	\$2,200.00	\$1,074.93	\$1,100.00	\$1,125.00	Cost of gifts
Exhibit Expense - Decorating Services	\$20,000.00	\$10,501.13	\$13,500.00	\$10,000.00	
Exhibit Expense - Gifts/Refreshments	\$800.00	\$156.57	\$250.00	\$250.00	
Exhibit Expense - Postage/Shipping	\$0.00	\$0.00	\$100.00	\$100.00	
Exhibit Expense - Printing/Copying	\$0.00	\$0.00	\$100.00	\$100.00	
Exhibit Expense -Graphic Design Fee	\$0.00	\$0.00	\$260.00	\$350.00	
	\$546,936.00	\$508,309.14	\$574,905.00	\$608,204.00	
Income Over (Under) Expense	\$11,827.00	\$8,250.21	-\$3,340.00	\$1,825.00	

Endowment Contribution Summary

Year of Donation	Total Endowment Donation
2004	\$10,996
2005	\$41,350
2006	\$16,300
2007	\$17,799
2008	\$16,069
2009	\$15,008
2010	\$4,880
2011	\$4,045
2012	\$3,085
2013	\$1,704
2014	\$3,835
2015	\$3,831
2016	\$250
2017	\$695
2018	\$5,000
Total Endowment To Date	\$144,847

NEAFCS Board Annual Reports

President

Lora Lee Frazier Howard



Thank you for allowing me to serve as your NEAFCS president. It has been a pleasure to represent this great association and to meet and work with each of you. It has been a privilege to represent you at PILD, JCEP or (ELC) and the JCEP Board.

Your board has represented you well and worked hard to provide you additional member benefits. We have provided scholarships for JCEP, increased scholarships for PILD, provided scholarships for Annual Session registration, provided registration for award winners and provided a stipend for concurrent session presenters.

This year we will have an Annual Session app and be broadcasting Opening Ceremonies, Live.

We have been very fortunate to have our Management Company. Our team members are Danielle Jessup, Executive Director; Elizabeth Lane, Conference Planner; and Will Ferguson; Program Manager. They have worked with your board tirelessly to provide you with up to date needed information. When you see them, thank them for what they do for us.

There has never been a time than now that FCS has been needed more by families. There has never been a time than now that this Association has been needed more by its members. We can and do make a difference!

NEAFCS Board

- Led Post Board (NE), Winter Board (FL) and Mid-year board meetings
- Led November, December, January-April and June-August monthly board of directors' Go To Meeting calls
- Held bi-weekly President's Council conference calls throughout the year
- Participated in monthly Annual Session 2018 conference calls
- Reviewed monthly board meeting minutes
- Reviewed monthly financial reports and audit reports
- Reviewed and approved voucher transmittals on a weekly basis
- Prepared President's Message and other articles for NEAFCS Network
- Promoted the monthly NEAFCS Network e-News Hidden Icon contest
- Attended the AAFCS Conference & Expo in Atlanta, GA and represented NEAFCS at the FCS Alliance Meeting
- Selected member item for Annual Session
- Communicated with the board, members, marketers and potential exhibitors/vendors through email and telephone calls.

JCEP (Joint Council of Extension Professionals)

- Participated in monthly board calls throughout the year as well as those for the 2018 Leadership Conference
- Worked with fellow Leadership Conference committee members to select concurrent sessions; served as a concurrent session moderator; helped with registration
- Served on Marketing Committee and served as co-chair of Policy Committee
- Attended the Winter Board Meeting in Orlando, Florida
- Attended the Summer Board Meeting in Fort Worth, Texas
- Facilitated NEAFCS Meeting with Karen Munden, Julie Cascio and Diane Whitten

PILD (Public Issues Leadership Development) Conferences

- Attended PILD meeting
- Facilitated NEAFCS Meeting with Julie Garden Robinson and hosted the NEAFCS Dinner.

I believe in the impact an association of FCS professionals can make on a community, family or individual, changing lives and creating better communities to live. There has never been a time that FCS has been needed more by families.

President-Elect Karen Munden

It has been my true pleasure to serve as President-Elect during the past year. In this position I have learned more about NEAFCS policies and procedures and the operations of the Association. I met new lifelong friends from Baby-Boomers, Generation X, Millennials, to Generation Z and found that we all have a common goal; which is to provide our communities with tools to improve their lives. I have also enjoyed using the Annual Session App, which keeps individuals updated on current events pertaining to the 2018 Annual Session and help build excitement for the conference.



Listed below are tasks I completed during my tenure as President-Elect:

- Worked with the NEAFCS Executive Director to review and update the Board Policies and Procedures for Board approval.
- Implemented the JCEP scholarship process to determine a system for efficiency.
- Worked with the NEAFCS Executive Director to develop a JCEP scholarship process.
- Participated in the JCEP Leadership Conference in Orlando, FL.
- Assisted with the NEAFCS Association meeting during the JCEP Leadership Conference.
- Participated in JCEP monthly Executive Board calls.

- Working on the 2019 JCEP Leadership Conference. Elected Co-Chair of the JCEP Public Issue Leadership Development Conference.
- Participated on Presidents Council calls and assisted with pertinent decisions for the betterment of the Association.
- Participated in NEAFCS monthly Executive Board calls.
- Participated in the 2018 Annual Session Arrangement's Committee conference calls.
- Participated in the 2019 Annual Session Arrangement's Committee conference calls.
- Participated in the 2019 Annual Session site visit.
- Reviewed site materials for the 2020 Annual Session and assisted in the approval of the 2020 Annual Session location.
- Wrote "*In The Know*" articles for NEAFCS Network newsletter to highlight National Committees' Strategic Plans for 2018:
 - January - Highlighted all the committees and special recognition given to the work being conducted by the Public Affairs Committee
 - February - recognized Awards and Recognition Committee
 - March - recognized Member Resources Committee
 - April – recognized Professional Development Committee
- Assisted in highlighting JCEP scholarship recipients' Leadership Conference Reflection paragraphs in the March NEAFCS Network newsletter.
- Reminded VPs about working with committees on the 2019 Strategic Plans.

**Secretary
Jovita Lewis**



It has been an honor to serve in the office of NEAFCS Secretary. Through this position, I have gained knowledge, received mentoring, increased skills, and networked with FCS professionals across the nation. A special thanks to Danielle Jessup, Executive Director, Partners in Association Management, for her support and guidance as well as all the NEAFCS members who have assisted with reviewing and editing documents. To be a part of the NEAFCS governing body that has moved steadily to become a premiere FCS professional organization that benefits its members has been an awesome experience.

NEAFCS Executive Board

- Participated in Post-Conference Board Meeting (Omaha, NE), Winter Board Meeting (Tallahassee, FL) as well as the Mid-Year and Monthly Board Meetings via GoTo Meeting.
- Prepared minutes of board meetings.
- Submitted prepared minutes to the NEAFCS President and Executive Director and one additional reviewer monthly.
- E-mailed edited minutes to Executive Board members for approval.
- Submitted approved minutes to the Executive Director for posting on the NEAFCS website.

- Updated running motions list from board meetings and sent to Executive Director for posting on the NEAFCS website.

NEAFCS Network

- Prepared reminder e-mail with article template regarding suggested articles for NEAFCS Network.
- Edited articles and prepared layout for NEAFCS Network, October 2017 - August 2018.
- Wrote article on Winter Board Meeting Highlights, Mid-Year Board Meeting Highlights, and Proposed Bylaw changes.

NEAFCS Registration Subcommittee

- Prepared Registration Action Plan.
- Recruited volunteers to serve on the Registration Subcommittee.
- Conducted two GoTo Meetings with Registration Subcommittee members and took meeting notes.
- Worked with Executive Director and registration subcommittee members to determine schedule and number of volunteers needed for registration desk.
- Submitted registration desk description and sign-up grid to Arrangements Committee to use in SignUp Genius for volunteers for the registration desk.
- Conducted Registration Subcommittee Meeting during 2018 Annual Session and recognized the efforts of volunteers.

NEAFCS Bylaws Subcommittee

- Conducted one GoTo Meetings with Bylaws Subcommittee members.
- Worked with Subcommittee members to explore the pros and cons of proposed bylaw changes to present proposed revisions to the NEAFCS membership.
- Provided an e-mail update to the Bylaws Subcommittee members.

Treasurer Joan Koonce

NEAFCS has had another great year financially with many exciting new member benefits.



New Member Benefits

Last year, the Investment Committee approved a transfer of funds from the Endowment Investment Account. The Endowment Committee approved the use of these funds to cover the following new member benefits.

- Adding 20 additional JCEP Leadership Conference scholarships at \$350 each in 2019
- Providing a Leadership Development Conference – date TBD
- Providing a stipend for candidates not elected to the Board to be used towards the required additional hotel night

The Finance Committee approved the following new member benefits to give back to Annual Session attendees from the net profits of the 2017 Annual Session.

- Free Annual Session registration given to the App winner
- One (1) free Annual Session registration provided to each president or designee of active affiliates
- Speaker reimbursement for presentations at Annual Session
- Five (5) first timer scholarships to attend the 2018 Annual Session

Last year, the Investment Committee approved a transfer of funds from the Reserve Investment Account to give back to NEAFCS members in 2018. This transfer helped to cover a lot of items in the 2018 budget including but not limited to:

- Provided 25 scholarships to attend the JCEP Leadership Conference
- Increased the PILD scholarship amount to cover the full registration fee
- First Timer Meeting and Life Member Meeting budget increase
- Board Member meal reimbursement during required travel

As treasurer, I serve as a member of the Endowment Committee and as the chair of the Investment and Finance Committees. All these committees have worked hard for the members over the past year. Below is a summary of work done by each of the committees I chair.

Investment Committee

During the year, the investment committee met several times. The committee discussed the year-to-date returns (YTD) earned on the essentials portfolio in the reserve and endowment accounts, any needed changes to the investments and/or the investment policy statement, account distributions, and the creation of financial policies. The committee agreed that the YTD returns for both accounts are okay and changes should not be made to the accounts at this time. The asset allocations in the investment policy statement were changed to match the actual investments in the portfolios. Using the most recent YTD return for each account and the information in the investment policy statement which states, "The objective is to earn a five-year average return that meets or exceeds a total return of 4 percent (for spending) plus an additional 1-2% to manage inflation", the committee approved a 4 percent distribution from each account for 2019. The dollar value of each distribution will be \$12,856 (endowment account) and \$43,604 (reserve account). The committee is working on a draft of financial policies.

Finance Committee

During the year, the finance committee met several times. The committee discussed how the 2017 Annual Session net profits should be used to benefit members and approved the benefits listed above under New Member Benefits. Also, the committee met to discuss the proposed 2019 operating and awards budgets. The committee approved both budgets.

Investment and Bank Accounts

NEAFCS has two investment accounts, reserve and endowment. Both the Reserve and Endowment Account are invested with TD Ameritrade. Our Investment Committee worked very hard over the past few years to create an Investment Policy Statement (IPS) to guide the work of the committee, our financial planner at TD Ameritrade, and the treasurer. The IPS guides how NEAFCS' money should be invested and distributed regardless of investment committee changes. Last year, after the IPS was created and approved, the committee approved investing the money in the Reserve Account in an Essentials Portfolio which is a

diversified portfolio of Exchange Traded Stock and Bond Funds (ETFs) rather than individual stocks and CDs that the money was invested in before. This year, the committee approved investing the money in the Endowment Account in an Essentials Portfolio. NEAFCS has both an Operations and Awards Checking Account at SunTrust. These accounts are used for operating expenses of NEAFCS and the Awards Fund. I review these accounts monthly.

NEAFCS Executive Board

- I attended the Post-Board meeting in October in Omaha, Nebraska.
- I participated in the monthly President's Council conference calls.
- I attended the Winter Board meeting in January in Tallahassee, Florida.
- I attended the Mid-Year Board meeting in May via video conference.
- I wrote articles for the November, January, February and May issues of NEAFCS Network.

General Treasurer Responsibilities

- I sent thank you and dues reminder emails to affiliate treasurers.
- I answered questions from affiliate treasurers via email and phone.
- I sent a reminder email to the endowment committee chair for the committee to send out thank you letters to 2017 donors if they had not done so already.
- I communicated via phone and email with our financial planner at TD Ameritrade when necessary.
- I completed the paperwork to change signatures on the reserve and endowment investment accounts, submitted it to our financial planner at TD Ameritrade, and got the signatures changed to the appropriate officers.
- I reviewed and approved weekly invoices for payment.
- I reviewed the monthly SunTrust bank accounts and TD Ameritrade investment accounts and provided the investment account statements to the management company to use when creating financial statements.
- I reviewed and approved monthly financial statements from the management company.
- I wrote and sent a letter signed by the president, past president, and myself to our financial planner at TD Ameritrade to request the approved distribution of \$9,442 from the endowment account and \$32,025 from reserve account. The checks were deposited in the NEAFCS Awards and NEAFCS SunTrust accounts, respectively.
- I communicated via phone and email with the management company when needed to discuss financial statements, 2019 budget, and other financial documents and issues.
- I served as a member of the Endowment Committee and participated in meetings.
- I chaired both the Investment Committee and Finance Committee meetings.
- I worked with the management company to create applications for the first-timer and affiliate registration scholarships.
- I answered questions from the CPA conducting the 2017 audit review.
- I reviewed and approved the audit review report.
- I reviewed and provided suggestions for the Request for Proposals (RFP) prepared by the management company to send to accountants interested in providing auditing services to NEAFCS.

- I reviewed and approved the audit review engagement letter from Carroll and Company, our new accounting firm.
- I reviewed, approved, and signed the Form 990s, Tax Return of Organization Exempt from Income Tax, for NEAFCS and the Awards Fund.

Other Assignments

- I reviewed JCEP Creative Excellence Award applications.
- I reviewed First-Timer Scholarship applications.

Vice President Member Resources **Edda Cotto-Rivera**



- Participated in monthly NEAFCS Board meetings
- Attended Winter Board Meeting in Tallahassee, Florida and online Mid-Year 3-Day meeting
- Reviewed/updated web page content with Executive Director and web page manager
- Worked with Executive office to update membership brochure
- Submitted articles for NEAFCS Network and coordinated articles from other committee members
- Supported the work of sub-committees and coordinated responses from the executive office when needed
 - Exhibit Subcommittee
 - Diversity Subcommittee
 - Membership, Leadership, Mentoring & Life Members
 - Journal Editorial
- Responded to email and phone communications from members, executive office and sub-committee chairs
- Requested the participation of committee members on judging assignments
- Work with the e-journal sub-committee members to streamline processes to ensure a timely publication
- Working with the Membership, Mentoring, and Life Member to coordinate the first timers and life members events at the 2018 Annual session I San Antonio, Texas
- Working with the Membership, Mentoring, and Life Member to coordinate duties related to the NEAFCS membership plan
- Working with committee members to prepare concurrent session presentations at the annual session
- Contacted affiliates to encourage the recruitment of new members among the 2018 awards winner
- Assisted with the judging of the JCEP creative award submissions
- Participated on the NEAFCS 85th Anniversary Committee
- Working with NEAFCS President and VP of Professional Development to present the First Timers Webinar in September 2018

I would like to express my gratitude to NEAFCS for allowing me to serve as VP for Member Resources along with the other board members and our executive office. It has been an honor to represent an organization that thrives to serve its members by providing opportunities to grow both professionally and personally.

Vice President Professional Development
Karen DeZarn



The focus of this position is to work as a team with other board members and subcommittees to provide high quality, high value professional development opportunities for the membership. The opportunities include the NEAFCS Annual Session for the current year and the future years and webinars which are offered throughout the year.

The following actions have been taken to achieve these outcomes throughout the year:

- Chaired monthly conference calls for the 2017-18 Annual Session Planning Committee to facilitate the completion of tasks.
- Attended post-board meeting in person in Omaha, NE and winter board meeting in Tallahassee, FL. Participated in mid-year board meeting online sharing updates and to contribute to work needing to be accomplished.
- Participated in all monthly board conference calls to assist in completing board goals.
- Worked collaboratively with the national office to facilitate tasks and achieve action plan goals.
- Consulted with other board members as needed in to conduct business and achieve outcomes of the association.
- Communicated with Program and Webinar sub-committee chairs periodically to assure that action plans were being followed and goals achieved.
- Worked with the management company and the Program committee chair on proposal submission process and recruiting reviewers for annual session proposals.
- Reviewed award applications.
- Provided oversight for review of annual session proposals and showcase of excellence presentations to be held in San Antonio, TX
- Reviewed and monitored communications to annual session presenters.
- Communicated with current and future annual session liaisons as needed.
- Attended site visit and 2019 Annual Session Planning Committee meeting held in Hershey PA., and served on 2020 planning committee for NV.
- Reviewed, wrote and submitted articles for NEAFCS Network newsletter.
- Responded to communications from members to provide information requested.

It has been my pleasure to serve as VP for Professional Development these past two years, to work with and to get to know the other dedicated board members. Thanks for working with me and for allowing me to give back to the best professional association ever.

Vice President Public Affairs
Julie Garden-Robinson



- Worked with members of three subcommittees to finalize action plans; communicated with subcommittee members to address action plan items.
 - Advocacy subcommittee: Continued review and finalized Extension Living Well Month content; promoted Dining In Day.
 - Education subcommittee: Organized content editors for NEAFCS IMPACT 2018 and recruited two new content editors.
 - Marketing and Communications Committee: Promoted merchandise; chose new merchandise.
- Participated in Winter Board Meeting in Tallahassee, FL.
 - Reviewed the NEAFCS web page.
- Managed 2018 PILD 1st Timer's Scholarship program. Worked with Management Company to collect submissions and follow-up reflections/photos in an online portal. Selected awardees in time for Early Bird Registration; 18 of the 20 available scholarships were awarded. Collected PILD Reflection paragraphs and organized the submissions for publication in the NEAFCS Network.
- Found content editors, fact-checked and edited nine NEAFCS IMPACT subject areas. There were 268 submissions (16 more than last year) from 38 states (one less from last year).
- Served on PILD Planning Committee
 - Participated in monthly conference calls, reviewed presentation/poster submissions, helped develop agenda and discussion activity for NEAFCS meeting, and answered questions of attendees.
 - Attended PILD, fulfilled roles (introduced speaker and served as room monitor, helped usher 4-H Youth attendees-state PILD attendees joint meeting)
 - With President Lora, hosted the NEAFCS meeting at PILD (38 attendees) and supported other subcommittee activities.
 - Circulated NEAFCS IMPACT 2018 statements to NEAFCS attendees at PILD conference.
 - Participated in post-PILD review session.
- Participated in monthly Board conference calls and submitted monthly reports. Reviewed minutes and financials.
- Worked with management team to replenish items for the merchandise booth at annual conference.
- Found volunteer leaders for the merchandise sales booth.
- Reviewed/updated web page content with Executive Director and web page manager.

Vice President Awards & Recognition

Susan Routh



Awards

- Attended post-conference Board meeting in Omaha, Nebraska.
- Worked closely with Dianne Gertson to receive files and information from previous years.
- Collaborated with Dianne Gertson to secure funding increase for American Cleaning Institute's 2018 award.
- Recruited Sub-committee chairs and members-at-large to serve on the Awards Committee. Met with Awards Committee to discuss aligning Award Manual deadlines with Policy and Procedures.
- Reviewed and edited 2018 Awards Manual, Awards-at-a-Glance, and Judging Sheets.
- Retired one award (Social Networking Award) for 2018; continued edit of six new awards initiated by the Dianne Gertson and committee. Created judging sheets and included in Awards-at-a-Glance document.
- Worked closely with Partners and Association Management to finalize Awards Manual, Awards-at-a-Glance, and Judging Sheets to meet the deadline of December 1st when the awards system went "Live."
- Collaborated with Sub-committee chairs to review Plans of Action for Awards Subcommittees. Submitted to President-elect by deadline.
- Began work on the 2019 changes to the Awards Manual.
- Along with Awards sub-committee members, submitted six articles for NEAFCS Network.
- Worked with Regional Directors to recruit 66 members to serve as Awards Judges. Organized awards and sent to judges.
- Collected 614 award applications which were submitted online by members.
- State Vice Presidents for Awards and Recognition completed forms to advance 488 State Winners to National and Regional judging. Thirty-nine states out of 45 active states submitted the state winners form to advance state award submissions to the regional/national level.
- Initiated new scholarship program for National winners; worked closely with National office to develop online RSVP form.
- Added a new award program, Innovations in Youth Development Programming, for 2019. Combined Educational Technology to Internet Educational Technology award.
- In collaboration with National office, prepared list of national and regional winners which was sent to affiliate awards VPs and affiliate Presidents.
- Made notes monthly about updates/changes/corrections that will need to be made to awards on-line information.
- Worked with Awards training committee members to create and present a concurrent session on *Nailed It!* (Training session for awards submission process).

- Worked with all three committee chairs and members to ensure the action plans were complete. As a result we have a wonderful awards ceremony, an excellent silent auction and a very enlightening national awards training.
- Working with National office to develop a display online after Annual Session with National Winners highlighted.

Correspondence/Other

- Participated in monthly NEAFCS board meetings and National Office training video.
- Sent email correspondence/announcements to affiliate presidents and Vice Presidents for Awards and Recognition about application process and deadline reminders.
- Corresponded with subcommittee chairs via email and phone conferences.
- Responded to email messages regarding awards process.
- Made travel arrangements to attend Winter Board Meeting and submitted reimbursement requests.
- Attended the face-to-face winter board meeting in January 2018.
- Corresponded with award sponsors.
- Sent thank you notes to award judges.
- Developed 2019 Awards Program Budget and submitted to Treasurer.
- Served on Finance Committee.

	Central	Eastern	Southern	Western	Total
Awards Submitted	84	20	443	67	614
Awards Advanced	80	18	335	55	488
Regional Winners	47	11	86	36	180
National Winners	21	6	53	8	88
DSA Winners	10	2	18	7	37
CE Winners	6	1	17	4	28

Southern Region Director Dianne Gertson

It has been my pleasure serving as the Southern Region Director this past year. I am so very proud of the Southern Region! When I asked for volunteers for various assignments, Southern Region Affiliate members were quick to offer their expertise and assistance, thus making my job easy. A huge THANK YOU to the Southern Region Presidents and members.



NEAFCS Executive Board

- Assisted Julie Cascio with Southern Region Presidents' photos for Parade of Presidents Slide Show
- Reviewed Post Board meeting minutes
- Reviewed Winter Board minutes for the third day of the meeting
- Reviewed Mid-Year Board minutes for the third day of the meeting

- True Colors presentation to Executive Board during Winter Board meeting
- Submitted Meet the Board article for February NEAFCS Network
- Submitted Southern Region Highlights for June NEAFCS Network
- Submitted Southern Region Highlights for August NEAFCS Network
- Participated in Board meetings including Winter and Mid-Year meetings
- Participated in 2018 Annual Session planning meetings
- Encouraged Affiliate members to attend JCEP and PILD
- Assisted in judging JCEP Creative Excellence Award
- Reviewed NEAFCS Annual Session concurrent session proposals and served as judge for NEAFCS Awards

Southern Region

- Monthly communication with Affiliate Presidents to share important NEAFCS updates and deadlines
- Encouraged Southern Region members to apply for National Awards
- Encouraged State Affiliates to submit their Voting and Alternate Delegates to be processed through the 2018 Credential Reports.
- Reminded State Affiliates to update officer list when new officers are elected, copies sent to National Office and Southern Region Director
- Encouraged Affiliate members to register early for Annual Session and to make hotel reservations
- Shared information about Affiliate President scholarships and First Timers Scholarships
- Monthly communication included Annual Session highlights and information
- Encourage participation in App gamification
- More than 50 Southern Region members volunteered to assist with the National Awards judging process
- Encouraged Southern Region Affiliates to submit data for NEAFCS Impact Statements
- Several Southern Region members received JCEP Scholarships and PILD first-timers scholarships
- Encouraged concurrent session proposals
- Encouraged State Affiliate leaders to run for National Office
- Shared information about NEAFCS logo wear, award winner corsages, Oklahoma bracelet sales and State Sales Tables
- Challenged Southern Region to have more than 500 members attend Annual Session in San Antonio
- Facilitated 2018 Southern Region Business Meeting

Eastern Region Director Diane Whitten

Over the past two years it's been my pleasure to be the director of the NEAFCS Eastern Region, and liaison to our national Board of Directors. I've learned so much about our professional organization, and, although I will



step down as director at the conclusion of our annual session in San Antonio, I will leave with a new perspective and respect for what we offer to our members. With our next Annual Session being in the Eastern Region, I encourage YOU to get involved in YOUR association by helping to make the 2019 AS a great one; join the planning committee.

Some of my responsibilities and roles as Eastern Region Director over the past year include:

National Activities

- Participation in monthly BOD conference calls to address pressing issues, ongoing NEAFCS business matters, and the future of NEAFCS.
- Attendance at the Joint Council of Extension Professionals (JCEP) meeting in Orlando, FL; plus planning the NEAFCS meeting at JCEP along with the Western Region Director
- Participation in the Winter Board Meeting in Tallahassee, Florida
- Participation in 2019 Annual Session Planning committee, including Co-Chair of Preconference committee

Eastern Region Activities

- Encouraging members to attend JCEP and PILD
- Spoking with Affiliate members about being the next Eastern Region Director
- Asking members to join the 2019 AS planning committee
- Recruiting judges for national awards.
- Reminding Affiliate presidents to submit updated Affiliate Office forms.
- Assisting national V.P.s to communicate with ED officers
- Encouraging members to apply for awards and scholarships
- Planning the Eastern Region annual meeting in San Antonio
- Writing articles for the NEAFC Network

Western Region Director Julie Cascio

Over the past two years I have enjoyed being the director of the NEAFCS Western Region, and liaison to the national Board. This opportunity on the board has engaged me in connecting with colleagues in the western state affiliates.



Some of my responsibilities and roles as Western Region Director over the past year include:

National Activities

- Participated in monthly Board conference calls to address pressing issues, ongoing NEAFCS business matters, and the future of NEAFCS.
- Attended at the Joint Council of Extension Professionals (JCEP) meeting in Orlando, FL; planning the NEAFCS meeting at JCEP along with the Eastern Region Director

- Participated in the Winter Board Meeting, Tallahassee, Florida
- Organizing Arrangements committee responsibilities

Western Region Activities

- Encourage Affiliate members to attend JCEP, PILD, and Annual Session
- Encourage Affiliate members to be involved in NEAFCS committees, run for Board offices and National committee chairs
- Recruit judges for national awards, AS presentations, JNEAFCS
- Assist with finding 2020 Annual Session location in Western Region
- Remind Affiliate presidents to submit updated Affiliate Office forms.
- Inform Affiliate presidents to apply for awards and scholarships
- Plan the Western Region annual meeting in San Antonio
- Wrote articles for the NEAFCS Network

Central Region Director Ellen Bjelland



Board Activities:

- Participated in the Annual Session and post-session Board Meeting in Omaha, Nebraska
- Submitted article for “Meet the Board” for the December issue of NEAFCS Network
- Participated in monthly board calls
- Participated in Winter Board Meeting in Tallahassee, Florida
- Served as reviewer for Winter Board minutes
- Served as judge for NEAFCS awards
- Recruited 15 judges from Central Region for awards
- Submitted article for NEAFCS Network highlighting the Michigan affiliate in February
- Submitted two names from the Central Region for the By-laws Committee
- Reviewed minutes from the May Board Meeting (Tuesday)
- Registered for conferences and made travel arrangements

Central Region Activities:

- Worked with the Central Region Business Meeting Recorder and Reviewers to complete final draft of the minutes
- Reminded affiliates regarding the national dues deadline of December 31
- Informed State Affiliates about the updated national award application process and the site was open to take submissions as of December 1
- Communicated with Affiliate Presidents regarding deadlines for Impact Statements, JCEP and PILD registration, and national awards
- Reminded affiliates about 2018 Annual Session app
- Reminded affiliates to submit updated Affiliate Officer/Committee rosters following officer/committee changes

- Reminded state presidents to submit their pictures to the senior regional directors for use during Annual Session opening
- Sent out notices for Tennessee corsages, state sales tables, OEAFCS bracelets, Texas t-shirts, and NEAFCS merchandise to state affiliates
- Responded to Annual Session Planner about needs for Central Region Meeting
- Asked affiliates to submit names of voting delegates to me in advance of the Central Region Meeting
- Requested volunteers to assist with meeting duties for the Central Region Meeting
- Requested names for the 2019 Nominating Committee from affiliate presidents
- Worked with the VP-Awards to prepare for the awards presentations during the Central Region Meeting
- Prepared the agenda for the Central Region Awards Luncheon during the 2018 Annual Session

Immediate Past President Theresa Mayhew



It has been a great honor and privilege to serve these past three years in the Presidential rotation. I have learned so much about our organization, the Cooperative Extension Service, USDA, the FCS profession and our amazing members. To say it's been the highlight of my Extension career is an understatement. I have thoroughly enjoyed serving this vitally important professional development organization in this capacity and for all that it stands for. I would also like to acknowledge Partners in Association Management – in particular, Danielle Jessup, Will Ferguson, Elizabeth Lane and Bennet Napier -- for their incredible leadership, vision, energy, professionalism and enthusiasm. Thanks, again, for affording me the opportunity to serve you as Eastern Region Director, Vice President Public Affairs, President-Elect, President and Immediate Past President. The friendships, insights, knowledge and comradery gained are memories and gifts that will stay with me always.

NEAFCS Board

- Participated in monthly board meeting calls as well as the January face-to-face board meeting Tallahassee and the three-day Mid-Year Board e-meeting in May; served as Parliamentarian during those board meetings
- Participated in monthly Annual Session 2018 calls
- Participated in bi-weekly and as needed President Council calls
- Reviewed and approved invoices on a weekly basis
- Secured Past Presidents to judge New Professional award submissions
- Wrote articles for February, March and August NEAFCS Network e-news
- Held monthly January through March and then bi-weekly nominating committee calls to recruit officer candidates for President-Elect, Secretary, VP Member Resources and VP

Professional Development as well as Eastern and Western Regional Directors; handled related correspondence (emails and phone calls) promptly with both committee members, potential candidates and candidates; worked with National Office to prepare Officer Candidate Exhibit Display; website page and ballots for the Association Business and Regional Business meetings

- Coordinated introduction of candidates during Opening Session and facilitated election of officers during the Association Business and Regional Meetings in San Antonio
- Participated in Annual Session 2019 planning calls; took part in the June 2018 site visit to Hershey; taking the lead on the Hershey sales tables for San Antonio and coordinating in-depth sessions for Hershey.
- Worked with our conference planner and hub city exploratory committee to select the Snowbird Resort, just outside Salt Lake City, UT as our Annual Session 2020 site. Work is underway to look at sites for Annual Session 2021 which will be hosted by the Michigan Affiliate
- Agreed to serve on the NEAFCS 85th Anniversary Committee
- Handled emails and phone calls in a timely manner

Joint Council of Extension Professionals (JCEP)

- Participated in monthly JCEP Board meeting calls and handled any related correspondence (email or phone calls); proofed January and May meeting minutes
- Attended the Winter Board meeting held in Orlando just prior to the Leadership Conference, February 12 & 13 as well as the Summer Board meeting in Fort Worth, TX in mid-May.
- Served as co-chair of the elections committee and as a member of the awards committee
- Chaired the Public Issues Leadership Development Conference which took place April 8-11 in Crystal City, VA. The “Cultivating a Climate of Civil Dialogue” themed event attracted over 290 Extension professionals from across the country and Puerto Rico. Led monthly PILD conference calls from November through February with bi-weekly calls starting in March. Took part in the February 22 4-H Leadership Conference webinar to promote joint Hill visit planning and prepared/facilitated the March 8 PILD First Timers Webinar. Over 300 4-H Leadership Conference attendees and their chaperones joined us late Tuesday afternoon for Hill visit strategy planning sessions -- the first time this has ever taken place during the conference.
- I was one of 25 Extension professionals that took part in the first ever post-PILD conference workshop which also dealt with civil dialogue in the public arena topics; promptly handled email correspondence and related phone calls

Historian

Carol Schlitt

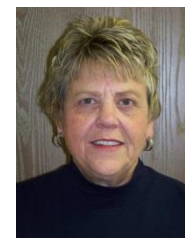


Since the 2017 Annual Session, I have done the following:

- Gathered in both paper form and electronic format all of the minutes from the 2017-2018 Board and 2017 Regional meetings.
- In the process of bundling the 2012 minutes and other significant NEAFCS historical data to be sent to Cornell where NEAFCS has permanent housing of all historical items.
- Have communicated with several retired members who are cleaning their houses and have old NEAFCS annual session materials, some of which we could use in our historical files.
- Researched the 1939 Home Demonstration Agents National Association (NDANA) Annual Meeting which was held in Texas. NDANA (as we were called in 1939) held a pre-convention meeting in Corpus Christi, Texas, June 17, 1939 at the Nueces Hotel. It was reported that about 125 agents were in attendance. Later that same week the annual business meeting and breakfast was held in San Antonio, Texas at the Gunter Hotel in conjunction with the American Home Economics Association. Most of the reports that came in from the AHEA convention were that not many home demonstration agents were present and most of those present did not attend the HDANA annual business meeting breakfast that was held June 22nd in San Antonio. Miss Florence Carvin of Independence, Missouri, the president, was leaving for a trip abroad and it was necessary to elect a new president. Miss Clara Brian, Bloomington, IL, was elected president but did not know about it until she received all the material from Miss Carvin, saying she had been elected president. Not having been to the convention and not having met the officers, it took some time for Miss Brian to adjust to being president. But she must have adjusted well as she served as president from 1939-1942.

Journal of Extension Representative

Luann Boyer



2018 has seen a major project for Extension Journal Inc. (EJI) completed the first special topic issue. This special ***Journal of Extension Innovation Issue*** which was funded by eXtension Foundation ***is*** “hot off the press” - or in modern terminology published “hot on-line”. This issue features technology, assessment, delivery, and evaluation representing a variety of Extension programming. Please check it out and give your feedback so the Board will know the best direction for future special issues.

EJI Board Representatives are identifying partners who have mutual interests such as Extension entities, professional associations, and national foundations to assist in funding special issues in addition to regular issues of *The Journal*. The Board has received several ideas for future topics.

We are almost complete with an update of the EJI Strategic Plan to reflect current issues regarding the products of EJI, the Journal of Extension and National Job Bank. The Strategic Plan Goals are 1) rebranding products, 2) determining impact of Journal of Extension (JOE), 3) increase marketing of JOE and National Job Bank, 4) implement a sustainability plan for EJI, JOE and the National Job Bank, and 5) develop and implement an engagement strategy. I have been chair of the sustainability subcommittee which considered ways to diversify funding for EJI, increase awareness and use of National Job Bank, and reduce the cost to both EJI and board representatives participating in face-to-face board meetings.

JOE Editor Debbie Allen continues to provide editorial assistance to those submitting manuscripts so when the peer review process can be completed more timely. Debbie has also updated more information on the website to help authors. I have heard many comments from NEAFCS members about how helpful she has been in providing this professional development.

EJI encourages all Extension Systems to use the National Job Bank. Those who regularly use it report they get applicants who meet the job criteria rather than a wide range of individuals without the qualifications needed. While there is a small fee for employers posting a job, there is no fee for Job Seekers. We also remind those who have positions which are hired by a county or other entity to use National Job Bank.

My term as the NEAFCS representative will conclude at the end of 2018. This has been an amazing professional development experience. The Board has committees for members to select from and a variety of skill sets are needed, it is not just for those who are communication specialists. I served on marketing and finance and am currently the Board treasurer. Please contact me with any questions or concerns you have about *The Journal of Extension* or National Job Bank: luann.boyer@colostate.edu or 970-768-0322.

NEAFCS Executive Director/National Office Danielle Jessup and Staff



NEAFCS Executive Board

- Prepared board information packets/flash drives.
- Assisted in the preparation and disseminated minutes and an attendance record from prior meeting(s) to all meeting attendees.
- Assisted President in preparing and disseminating meeting agenda and financial reports to all meeting attendees.
- Set up and hosted monthly board conference calls.
- Prepared and disseminated meeting notices and RSVP's.
- Collected and assisted with Committee reports.
- Reviewed and posted approved meeting minutes to website.
- Attended meetings (in person or via conference call).
- Negotiated firm contracts with hotels and monitored agreements throughout meeting.
- Conducted all meeting-planning functions with the hotel, including menu planning and other special arrangements such as audiovisual rental.
- Updated Policies and Procedures as directed by Board.

- Prepared updated Articles of Incorporation and registered NEAFCS as a Non-For-Profit Corporation in the State of Florida.

Corporate Office/Services

- Serve as the National Office official mailing address.
- Serve as the hub for member inquiries, providing assistance via phone and email.
- Service NEAFCS email addresses.
- Maintained the association's insurance policies.
- Maintained the association's website and additional technology platforms including membership database.

Annual Session

- Conducted site selection by identifying potential properties and soliciting proposals for 2020 Annual Session.
- Negotiated firm contracts with hotels approved by the Board.
- Monitored contractual agreements throughout the conference.
- Coordinated/hosted all Annual Session Planning Committee conference calls.
- Developed all conference materials and packets.
- Oversaw typesetting, printing and mailing of all conference materials.
- Compiled Instructor information for CEU approval.
- Solicited sponsorships, advertisers and exhibitors.
- Handled all correspondence and follow-up with presenters, exhibitors, sponsors and attendees.
- Worked with Vice President of Awards & Recognition and committee members to administer the Annual Awards Program including application, judging, display, silent auction and ceremony coordination and ordering of awards and award certificates.
- Notified national award winners and non-winners, in cooperation with the Vice President of Awards & Recognition.
- Maintained accurate records about award scholarships, annual session registration, banquet RSVP and concurrent or showcase information for award winners.
- Conducted all meeting planning functions with the hotel, audio-visual persons/firms, and/or entertainment, including negotiations, menu determination, room assignments, amenities, and other special arrangements.
- Processed all registrations and related fees/payments as received.
- Processed all sponsorship and exhibitor invoices and payments.
- Tracked and monitor all conference expenses and revenues, providing monthly reports to Annual Session Liaisons, Vice President of Professional Development and AS planning committee.

Financial Services

- Collected, record and deposit to checking account all cash and checks as received by mail or at events.
- 2019 budgeted compilation.
- Monitored all requests for payment comparing them to budget.
- Maintained and balanced NEAFCS bank and investment accounts.

- Prepared financial reports, coded by chart of accounts.
- Provided financial statements to Board Members in advance of Board Meetings or as requested.
- Provided financial information and additional documentation requested for the 2017 Audit Review.
- Sent the following reports to the Treasurer on at least a monthly basis: Statement of Financial Position, Statement of Activities, General Ledger.
- Managed monthly reconciliation of credit card deposits to database and accounting software.
- Worked with the auditor to file annual reports and the 990 Federal Tax Report as prepared by accountant.
- Assisted Board with issuance of new bank documents and online cash manager access.

Communication

- Produced monthly e-newsletters.
- Issued e-mail blasts for Annual Session and webinars.
- Maintained the Job Postings section to the web site.
- Maintained social media accounts.

Membership Services

- Maintained and update membership marketing materials.
- Responded to telephone and mail inquiries within 24 hours.
- Responded to email requests in a timely fashion.
- Maintained the membership database.
- Worked with the board and committees to create new member benefits based on funds provided from investment accounts and net proceeds. Assisted in the preparation and management of these benefits.
- Coordinated annual dues renewal process.
- Maintained accurate membership lists and committee list serves.
- Verified membership for awards eligibility; and notify national award winners, in cooperation with the Vice President of Awards and Recognition; and maintained records about award scholarships, annual session registration, and concurrent or showcase information for award winners.
- Assisted with the coordination of the webinars as well as updating the proposal form.
- Updated and managed online awards forms.

Membership Type	July 2017	July 2018
Active	1,746	1,743
Associate	2	1
Student	4	4
Life	1,166	1,167
Partners	9	10
TOTAL MEMBERS	2,927	2,925

Bylaws Amendments

The proposed changes have been reviewed by the Bylaws committee and the NEAFCS National Board to present to membership.

Current Bylaws:

ARTICLE I -- Name and Objectives, Section 2.

The articles of incorporation are registered in Greensburg, Pennsylvania.

Proposed Change:

ARTICLE I -- Name and Objectives, Section 2.

The articles of incorporation are registered in the State of Florida.

Rationale:

This is a technical change to the state in which the Articles of Incorporation are registered. This change was officially completed and accepted by the State of Florida in December of 2017.

Current Bylaws:

ARTICLE IX — Meetings, Section 10

Voting delegates are unable to attend the Annual Business Meeting may vote for the election of officers by paper or electronic absentee ballot, according to the policies established by the Association.

Proposed Change:

ARTICLE IX — Meetings, Section 10

Delete Section 10

Rationale:

It is recommended that this section be deleted from the Bylaws as it conflicts with Article VII, Section 4, which allows floor nominations. Robert's Rules of Order Newly Revised warns against the use of more than one method of voting for the same election--for example, nominations from the floor--so that everyone is on the same page and has equal opportunity to make their selection. This recommendation came from last year's Parliamentarian who suggested we remove the electronic voting from our governing documents, so that we do not have conflicting information.

2018 NEAFCS Regional Business Meeting

Tuesday, September 25, 2018 ~ 11:15 AM – 1:15 PM

Attire: Business Casual ~ Plated Lunch Provided

Presiding Regional Directors

Ellen Bjelland (ND) – Central
Diane Whitten (NY) – Eastern
Dianne Gertson (TX) – Southern
Julie Cascio (AK) – Western

Welcome/Call to Order

Appointment of Recorder, Minutes Reviewers, and Parliamentarian

Approval of Agenda

Roll Call of States

Regional Awards Presentations

Approval of 2017 Regional Business Meeting Minutes

Recognition of Current National Nominating Committee Members

Welcome from NEAFCS Leadership

Lora Lee Frazier Howard, President & Karen M, President-Elect

Endowment Committee Presentation

2019 Annual Session Invitation

New Business

Election of 2019 National Nominating Committee Members

Candidate Speeches/Regional Director Elections

(Eastern and Western Regions only)

Regional Director Report

Adjourn

Room Locations:

Central Region – Salon E
Eastern Region – Conference Room 1&2
Southern Region – Salon H&I
Western Region – Salon G