

**PRE BOARD MEETING  
July 11 & 12, 2003  
KI Center  
Green Bay, Wisconsin**

Friday, July 11, 2003

President Munk called the meeting to order at 8 AM with the following members present; Dan Kluchinski, Fred Miller, Tom Gallagher, Doug Wilson, Glenn Rogers, Dan Burkhart, Steve Munk, Scott Hawbaker, George Stancil, Patrick Torres, Eddie Holland, Frank FitzSimons, Elmo Column, Mickey Cummings and Jamie Jenkins.

President Munk asked if there ere any additions to the agenda? The only addition was that of a registration report for the 2004 AM/PIC. President Munk stated that this was in the agenda right after the 2006 report.

*Fred Miller motioned to approve the agenda for the 2003 PRE BOARD Meeting. Glenn Rogers seconded the motion and the motion carried.* 1

**Invocation-Glenn Rogers**

**Minutes of Spring Board Meeting-Cummings**

*Patrick Torres motioned to approve the Spring Board Minutes as corrected. Tom Gallagher seconded the motion the motion carried.* 2

**Audit Report-Stancil**

A request for minutes was made by David Matthews & Associates for the minutes of NACAA. A letter was also received by George that conferred that there were no mistakes found in the audit. This letter also asked for bank information. This was the last step in the audit.

A discussion followed about who's responsibility it was to obtain an audit. Was it the outgoing Treasurer or the incoming Treasurer. Fred Miller stated that the Policy Book dictated that it is the responsibility of the outgoing Treasurer to obtain the audit.

Frank FitzSimons stated that at the Spring Board Meeting of 2000 Mark Beeler had advised that the Audit Report be required when there is a change in Treasurer and that this audit should be led by the new Treasurer. This had never changed in the Policy Book. Jamie Jenkins stated that it was ridiculous to ask someone new to set categories and lead an audit. Others on the Board agreed. Jamie also stated that George should work with a CPA to lead the audit. The whole process would work better if George led the audit process. Frank FitzSimons stated that a certified CPA may be needed to meet the requirements of the law.

*Glenn Rogers motioned to refer this discussion to the fiscal committee to settle the matter. Fred Miller seconded the motion and the motion carried.* 3

### **IRS Document Filing-Stancil**

George stated that the former auditor had held this process up. He stated that the new auditor, David Matthews and Associates, was working on getting this filed.

### **Financial Report-Stancil**

-2003 AM/PIC Registration Account-\$220,154  
-YV Bank-\$49,603  
-Checking Account-\$100,076  
-Total-\$466,186.77

Donor money is down \$28,000 this year.

### **Investment Fund-Stancil**

The \$15,000 that had been removed for cash flow has been replaced in the fund as dictated by the Board at the Spring Board Meeting. The fund had experienced losses in January and February. But March through June had seen gains in the fund.

### **2003 AM/PIC Update-Mahlon Peterson**

1477 people had registered for the meeting. Mahlon complimented Scott on his hard work with the 2003 AM/PIC Committee. Mahlon stated that the big picture looked very positive. He discussed the Opening Ceremony. He stated that the Talent Review had 4-H Members from 8-9 states in the North Central Region. He discussed the performance of the Wisconsin Singers on Tuesday, the Wednesday Tours and the Tailgate Party. Mahlon stated that NACAA members will experience much professional improvement and development at this AM/PIC. He also stated that communications between the NACAA Board and the host state should be improved.

### **2003 AM/PIC Registration Update - Scott Hawbaker**

Scott stated that the Agents in the Wisconsin Association were great to work with. Scott stated that if he handled registration again there were some things that he would do differently. He would use people ware with housing information and would communicate with hotels regarding this issue. Scott also stated that the May 15<sup>th</sup> deadline for registration was abused and that the \$50 late fee was not a deterrent to registering late. Scott suggested increasing this late fee. Scott further stated that members calling the hotels direct was a problem this year and could pose a tremendous problem next year. Scott also stated that NACAA should clarify which contracts were to be signed by NACAA and which ones the state could sign.

President Munk stated that this issue would be discussed by the committee that is charged with reviewing the AM/PIC.

Scott discussed the various numbers of people registered for the AM/PIC and which functions they would be attending. He also stated that there was a potential for people not registered that are attending this conference to attend various meal functions. This could cost NACAA a large sum of money. Scott suggested that this review committee should address this potential problem along with the other issues facing the AM/PIC.

Scott and President Munk then reviewed the various activities at the AM/PIC. These were the VIP Dinner, Poster Session, Exhibits, Spouses' Tea, the Opening Session, the Voting Delegate Breakfast, the General Session, State Pictures including order forms for pictures, the Administrators' Breakfast, the Delegate Session including voting on Galaxy, officers, and dues increase and the number of microphones needed. At this point President Munk asked about passing out hard copies of the budget presentation or projecting the information on to a large screen. It was decided to do both.

President Munk then discussed the resolution honoring ESP. President Munk then addressed an issue that he wanted discussed at the State President' Luncheon. He proposed that at this meeting the State Presidents be seated so that regions were mixed and ask the Presidents to discuss concerns that the regions might have that should be brought to the NACAA Board.

The meeting adjourned for lunch at 12 noon.

### **President Munk reconvened the PRE-Board Meeting at 1 PM.**

### **Jamie Jenkins gave the Thought for the Afternoon.**

President Munk then continued the discussion concerning the AM/PIC. He discussed the Scholarship Auction, Committee Breakfast, Pinnacle Award, the General Session on Thursday, the Recognition for Retiring Officers and incoming Officers and the Installation of Incoming Officers. At this point Cummings gave a review of Voting Delegates.

### **Review of Fiscal Committee Recommendations - Jamie Jenkins**

Jamie discussed AM/PIC Profit and Losses over the years and the Trend Lines that show what has happened over the years. Jamie discussed Board had reduced expenses. He will make a presentation to the voting delegates and will make a recommendation for a dues increase. The Board suggested that Jamie develop a slide about the former motion of 2001 regarding the last dues increase and a review in 2 years and that this slide be used in his presentation.

### **Options Concerning Galaxy III - Steve Munk**

Steve stated that there was a change in the monetary amount that each association would contribute to the start up fund for Galaxy. The new amount is \$4000 and not \$10,000. Steve stated that he would introduce Bob Ohlenseilen to the at the Voting Delegate Session and that Bob would answer questions and clarify the invitation to the Galaxy Conference. After this the Options concerning Galaxy would then be shared. President Munk asked if he could bring all the Options concerning Galaxy to the floor. Jamie Jenkins stated that he could not bring the Options to the floor of the Voting Delegate Session.

Glenn Rogers then shared that he had plugged the NACAA AM/PIC schedule into the Galaxy Schedule just to see if the two meetings were compatible and they were. Glenn then asked if this should be shared with NACAA members. The answer was yes.

### **Audio Visual Portion of the AM/PIC - Greg Clements of Construction Zone**

Everything looks good concerning AV at the AM/PIC. Scott Hawbaker worked directly with Greg to insure that communications were good between Greg and the Board. We need to do a better job of meeting Greg's deadlines. Scott presented some ideas concerning promotional aspects to Greg and he will present these at the Post Board Meeting in the form of a proposal.

### **JCEP Report**

Eddie and Steve gave a recap of the region meetings. Steve then discussed the election procedure of JCEP. Steve brought a question to the JCEP table regarding JCEP Elections. Steve tried to plant the seed in JCEP members minds that there was a perception that these elections were unfair to NACAA.

### **ECOP and PODC Report**

This discussion concerned the recent ECOP Survey that was administered to various members of each organization. Eddie stated that the surveys were discarded and ECOP would try to find out the information they needed in another way.

### **Proceedings and Reports to the Membership - Scott Hawbaker**

Scott stated that only 150 of these had been printed. This was done to save money. He stated that every member attending the AM/PIC would get a CD with the proceeding on it. Scott also asked that the Board give some thought to utilizing these CD's as a tool in getting information to various people.

### **Advertising in the County Agent Magazine - Scott Hawbaker**

Scott stated that only publishing 4 issues of the magazine sometimes presented problems for selling advertisements. This was especially true for advertisements concerning jobs. He discussed providing free advertisements for \$5000 donors, providing free internet links and increasing the fee for the data base. Scott stated that these options could open the door to other donors and strengthen the position of NACAA. Dan Kluchinski suggested charging more for the data base and advertisements. Sandy Macnab asked if audiences could be targeted for advertisers if the magazine.

### **County Agent Magazine Schedule - Scott Hawbaker**

Scott asked the Board to consider the schedule of dates when the magazine could be published. He also asked that the NACAA Board look at the Budget for the magazine.

*Glenn Rogers motioned that the County Agent Magazine Schedule for 2003 - 04 be budgeted at \$45,000 with 4 issues and additional forms of communications options. Patrick Torres seconded the motion.*

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In the discussion that followed these communications could be in the form of electronic newsletters, posting news on the web, etc.

*The motion carried.*

**Donor Update - Frank FitzSimons**

Frank provided a final donor update. Then he asked for some thoughts on reimbursement of AM/PIC expenses for Vice Directors. President Munk asked if it would be a good idea for the Policy Committee to review the reimbursement of these expenses.

*Frank FitzSimons motioned that the Policy Committee review and clarify the wording regarding the reimbursement of expenses at the AM/PIC of Vice Directors and Vice Chairs. Eddie Holland seconded the motion. The motion carried.* 5

The Board meeting was adjourned at 5 PM on July 11, 2003.

President Munk called the Board Meeting to order at 8 AM on July 12, 2003.

Patrick Torres gave the invocation.

**Fiscal Committee Recommendations - Jamie Jenkins**

1. The audit be performed by a CPA. This is a reaffirmation of Policy.
2. The outgoing Treasurer be responsible for completion of auditing the books for that Treasurer's term.

*Frank FitzSimons motioned to adopt the first recommendation of the Fiscal Committee. Patrick Torres seconded the motion and the motion carried.* 6

Glenn Rogers motioned to adopt the second recommendation of the Fiscal Committee. Dan Burkhart seconded the motion.

Some discussion ensued about allowing the present treasurer to present a report at the spring board meeting.

*Glenn Rogers offered an amendment to the motion, "the outgoing Treasurer be responsible for completion of the audit of the books for that Treasurer's term and that this audit be presented at the Spring Board Meeting by the new Treasurer". Dan Burkhart seconded the motion and the motion carried.* 7

**2004 Budget**

A dues increase will be recommended to the voting delegates. The budget presented to delegates will contain the dues increase. If the dues increase proposal is defeated then a negative budget. Without a dues increase NACAA will lose \$15,000. If the dues increase passes the budget will increase by \$17,000.

*Tom Gallagher motioned to accept the budget developed by the Fiscal Committee with a dues increase for 2004. Doug Wilson seconded the motion. The motion carried.* 8

### **AM/PIC Expenses in AM/PIC Policy Book - Eddie Holland**

Eddie stated that there are two philosophies regarding expenses at the AM/PIC. These were:

1. NACAA can contribute up to \$7500 beyond the cost of the sponsor money.
2. NACAA can contribute \$7500 or sponsor money plus 50/50 split with the host state.

Regarding the 4-H Talent Review the AM/PIC Handbooks states that NACAA will share expenses 50/50 with the host state up to \$7500.

*Eddie Holland motioned to amend Action 18 at the 2003 Spring Board Meeting.*

*After some discussion Eddie moved to withdraw this amendment. The motion was seconded by Frank FitzSimons. The motion carried.*

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### **AM/PIC Handbook Update - Eddie Holland**

recommendations:

7 - 3, a-2 regarding the Annual Banquet, update to state that piano and organ entertainment be 100% NACAA cost or at the discretion of the President. This statement should be taken out of sections 5 and 6 and left in section 7-3a.

R - eliminate child care, however a list of child care providers will be available.

EE - a financial report will be presented at the Winter Board Meeting.

*Dan Burkhart moved to accept the committee's recommendation. Patrick Torres seconded the motion. The motion carried.*

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Eddie Holland then asked the Board about what to do regarding shares and percentages in the AM/PIC Handbook? The consensus of the Board was that all these should be removed from the AM/PIC Handbook and be placed in the Policy Handbook. The intention is that the Policy Handbook is updated regularly.

### **2007 Update - Stan Moore, Michigan**

Stan stated that the Michigan meeting had good support from all the association members in Michigan. There was also a lot of administrative support. He stated that the HQ Hotel would be the Amway Grand in Grand Rapids. The room rate was locked in at \$119/night. He stated that this hotel was attached to the Conference Center. There are 2 other hotels within walking distance and the other hotel has free shuttle service. The airport has 12 carriers with 147 daily flights. He stated that fund raising efforts included membership, local donors, large donations, Farm Bureau and Farm Credit.

Patrick Torres asked Stan about complimentary rooms. Stan stated that all hotels have agreed to provide these rooms as well as the use of meeting rooms at no cost.

Frank FitzSimons asked about Hospitality rooms? Stan explained the agreement with the hotels regarding bringing food into the hotels and the conference center. Elmo asked Stan about parking rates. Stan stated that parking rates were being negotiated. Eddie Holland stated that Stan should make sure that hotels do not accept call in reservations. All reservations should come through

Scott. Steve Munk asked Stan about obtaining meeting rooms at the Winter Board Meeting. Jamie Jenkins asked Stan about who was responsible for signing contracts. Stan stated that he understood that Steve Munk was to sign contracts since he would be the Past President.

#### **2004 AM/PIC Update - Pat Hogue**

Pat started the update by discussing the Winter Board Meeting on December 11-13 in Orlando. He stated that the room rates would be \$139 per night. He reminded Frank that reservations needed to be made by November 20. He stated that the Florida Association would be hosting the NACAA Board to a dinner on Thursday evening.

Pat then discussed Fund Raising. The Florida Association has \$125K in hand . \$90K has been donated from agents and specialists. He also stated that there was a potential for Fort Dodge to become a national sponsor after the Orlando AM/PIC. Pat also discussed the Wednesday BBQ. The Bellamy Brothers would be the entertainment for the evening. This event was being sponsored by the Florida Cattleman's Association.

Jim Selph was the Chairman of the Committee in charge of tours. He stated that at the present time there were 50 tours in place. The Florida Association was trying to tie many of the tours to invasive species in an effort to obtain T-Star money. Also, transportation was being negotiated with Meers Transportation.

The Sons and Daughters Program was ready to go. The Spouses' Program is coming together as well. The Monday night Get Acquainted Dinner will be held at the Osceola County Extension Center.

Scott Hawbaker asked if room nights had been arranged for the Board before the AM/PIC? Pat stated yes. Jamie Jenkins asked how nonregistered participants attending the events would be controlled? Pat stated that tickets would be taken up at all events. Pat also stated that parking will not be a problem and will be free to all guests. George Stancil reminded Pat that credit applications would need to be provided to hotels.

#### **2005 AM/PIC Update - Nate Heradeen**

This AM/PIC is scheduled for July 17 - 21, 2005. Nate stated that a great Planning Committee had been formed to start work on the meeting. This Committee consisted of the following:

Fund Raising - Dan Kluchinski and Tom Gallagher	Treasurer - Stephen Hadcock
Sons and Daughters - Larry Hulle	Talent Review - Larry Hulle
Hospitality - Karen Basse	
Technology, Equipment and Computer Systems - Cornell Computer Specialists	
Registration - Joan Petzen	Annual Banquet - Lee Miller
Newsletter - Betsy Greene	1 <sup>st</sup> Timers - Dick Brozowski
Life Members - David Weaver	

Chairs are still needed for the following: Entertainment, Commercial Exhibits, VIP Dinner, Decorations.

The Headquarters Hotel will be the Adam's Mark. The Wednesday BBQ will be held at the Eerie

County Fairgrounds. Transportation will be secured shortly. New York is to evaluate the 2004 meeting and will evaluate each group separately.

### **2006 AM/PIC Update - Mike Hogan**

Mike stated that the Treasurer, Co-Chairs and Secretary had been selected for the Executive Committee. He discussed the Museum Center where various functions would be held. He stated that the Convention Center was booked for NACAA. He stated that \$65K had been raised and that the committee had a goal of raising \$325K for the AM/PIC. He stated that the hotels were providing complimentary rooms for planning.

Steve stated that the Board needs to approve the logo and that the contracts for the 2006 AM/PIC should be signed by the new Vice President.

At this point Frank Sobilik entered the room and asked to address the Board. He announced that the Colorado Association was interested in bidding for the 2009 AM/PIC.

### **Scholarship Report - Greg Solt**

Greg discussed various forms of recognition for fund raising efforts. These included: pins, buttons, prizes, jackets for state chairs. He also discussed conducting a jerky auction, Vermont Teddy Bears, etc. He stated that the goal was for the scholarship program to be endowed by 2020.

President Munk stated that the Board needed to have a detailed proposal before a motion could be voted upon. Fred Miller asked Greg about providing individual state reports to state chairs. Greg stated that he had those reports and that Vice Chairs are supposed to deliver these to the states. Elmo asked if he could go to the web site and get these state reports. Greg stated that the state chairs would receive these reports.

### **Council Reports**

#### **Professional Improvement Council - Dennis Newton**

Cooperation from the Wisconsin Association was great. These people did a great job. 45 members applied for the RISE Tour. The American Horticulture Society was going to send 4 of it's members on the RISE Tour. Dennis stated that the Council Chairs need to be able to attend the Winter Board Meeting. Attendance improves planning with the VP and coordination and communication with the President - Elect. Dennis also recommended developing an information session at the AM/PIC for those members interested in becoming vice chairs or national committee chairs.

*Glenn Rogers motioned that following people be recommended to the voting delegates as Committee Chairs:*

*Tom Benton - Ag Economics and Community Development, Paul Craig - Agronomy and Pest Management, Gene Schurman - Animal Science, Jamey Clary - Aquaculture/Sea Grant, John Church - Forestry and Natural Resources and Terry Rector - Horticulture and Turfgrass.*

*Fred Miller seconded the motion. The motion carried.*

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*Glenn Rogers motioned that the following members be recommended to the voting delegates as Vice Chairs:*

*Mark Stewart - North Central Animal Science, Charles Pistis - North Central Aquaculture/Sea Grant, Gef Flimlin - North East Aquaculture/Sea Grant, Amy Stone - North East Horticulture and Turfgrass. Patrick Torres seconded the motion. The motion carried. 12*

**Extension Development Council - Rick Gibson**

It was stated that the Public Relations and Ag Issues Committee suggested that the Chair of this committee be sent to the OYF Program and be included in the judging of the OYF Applications. Rick also stated that attendance at the Winter Board Meeting would be very helpful to the Council Chairs.

*Glenn Rogers motioned that the following members be recommended to the voting delegates as Chairs of their Committees:*

*Scott Daniel - Public Relations and Ag Issues, David Marrison - Early Career Development, Michael Heimer - Administrative Skills Development, Jeff McCutcheon - Teaching and Educational Technologies.*

*Dan Burkhart seconded the motion. The motion carried. 13*

*Glenn Rogers motioned that the following members be recommended to the voting delegates as Vice Chairs:*

*Barry Bequette - Teaching and Educational Technologies Western Region, Steve Hadcock - Teaching and Educational Technologies North East Region and Jeff Carter - Early Career Development North East Region.*

*Fred Miller seconded the motion and the motion carried. 14*

**Program Recognition Council - John Campbell**

Gave a synopsis of the committees' work on this council. John stated that he would propose new wording to appear in the County Agent Magazine regarding cash awards and the Awards Program. He also stated that a proposal would be coming soon about increasing the number of abstracts published in the proceedings.

*Glenn Rogers motioned that the following members be recommended to the voting delegates as chairs of their respective committees:*

*Betsy Greene - Scholarship and Ken Combs - 4-H and Youth.*

*Fred Miller seconded the motion. The motion carried. 15*

*Glenn Rogers motioned that the following members be recommended as Vice Chairs of their respective committees:*

*Jerry Clemons - Communications Southern, Brian Creagor - Communications North Central, Hugh Soape - Extension Programs Southern, Bob King - Extension Programs Northeast, Craig Haugaard - Extension Programs North Central ( 1 yr ), Bob Mickel - Scholarship Northeast (1 yr)*

*Eddie Holland seconded the motion. The motion carried. 16*

The NACAA Board Meeting adjourned for lunch and readjusted at 1:30.

**Electronic Communications Report - Laura Watts**

Penn State University will host the web site for nothing. Since the web site is a commercial service advertising can be done. See the attached report.

**Journal of Extension - Gao**

Was unable to attend the meeting and present a written report. See the attached report.

**Council Chairs' Request**

Asked to be able to attend the Winter Board Meeting. It was stated that last year the Council Chairs were provided room layouts during conference calls with the Vice President and the Conference Call during the Winter Bopard Meeting. The Council Chairs suggested that teamwork and communications could be improved by having the Chairs at the Winter Board Meeting. President Munk asked Glenn Rogers if teamwork could be improved by allowing the Chairs to attend the Winter Board Meeting? Glenn stated yes!

**2004 AM/PIC Registration Proposals**

Greendell Publishing proposed a \$12/registrant fee to handle registration. Castle Travel proposed a fee of \$18 for hard copy and \$15 for electronic.

Frank FitzSimons stated that we need to make sure that we are not overloading Scott Hawbaker by adding this to his other duties. Scott stated that he would not be overloaded. Mickey Cummings stated that Mahlon and other members from Wisconsin had told us that Scott had handled registration very well.

*Eddie Holland motioned to continue having Greendell Publishing to handle registration services for the NACAA AM/PIC. Dan Burkhart seconded the motion. The motion carried.*  
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**Director's Reports**

**Southern Region - Doug Wilson**

Made visits in Alabama, Arkansas and Kentucky. See attached.

**Southern Region - Fred Miller**

Made visits to Tennessee, North Carolina, South Carolina, Louisiana and Oklahoma. He discussed his planning and the events of the PILD. While at all state meetings a big discussion surrounded the Galaxy Conference. He also discussed trying to work with states in securing applications for the Pinnacle Award. He concluded by discussing his visit to the North Carolina State Meeting.

**Northeast Region - Tom Gallagher**

The topic of discussion at all the state visits in this region were budget problems. These are severe in many areas. He had visited New Hampshire, Maine and Maryland. He had also visited with the Retired New England Agents. See the attached report.

### **North Central Region - Dan Burkhart**

Once again the topic of conversation in the North Central Region is the budget woes. Minnesota and Iowa have problems. The University of Minnesota is eliminating county money. The Minnesota Association may only have 25 - 30 members next year. Beginning on July 1<sup>st</sup> Iowa will have more money being placed in their budget by counties than by the state. Mike Christian had met with Kansas, South Dakota, North Dakota.

### **Western Region - Patrick Torres**

Had visited with Wyoming, Arizona, Idaho, and Washington. See the attached report.

### **Foundation Report - Warren Sifferath**

The Foundation uses a conservative approach to investing. 2.2% is in cash. The total invested is \$571,541.

### **Executive Director's Report - Scott Hawbaker**

Scott discussed registration activities, efforts at advertising in the County Agent Magazine, working with donors and working with Wisconsin on the AM/PIC. See the attached report.

### **ECOP Report - Eddie Holland**

Eddie will mail his report to Mickey Cummings.

### **Treasurer's Report - George Stancil**

George stated that he had been developing the budget to present to Voting Delegates. He had also been working at trying to get the audit complete. He had submitted reports to the Board regarding the transactions and the accounts of NACAA. See the attached report.

### **Secretary's Report - Mickey Cummings**

Stated that he had worked at completing the Voting Delegates List, updating the State Officer's List, developing the evaluation that was to be used at the workshops at the 2003 AM/PIC. See the attached report.

### **Vice President's Report - Glenn Rogers**

Stated that he had made State Visits to plan for the 2005 AM/PIC in New York. He had also been working on Committee Assignments and this was quite an endeavor.

### **President Elect Report - Frank FitzSimons**

Discussed the PILD and the benefits of this meeting. He discussed the importance of acquainting NACAA Members with CSREES and this organizations importance to NACAA. Frank concluded by presenting his letter of support from Clemson regarding his tenure as President.

### **President's Report - Steve Munk**

President Munk discussed the efforts of the Wisconsin Educational Committee in trying to organize educational sessions at the AM/PIC. He stated that this was going to be a great program and that NACAA Members would gain much professional improvement at this AM/PIC. He also made mention of PILD and it's importance in acquainting NACAA Members with CSREES. He stated that he had been working on the Galaxy issue and the importance of the dues increase to

NACAA. He also stated that money collection should be done by Thursday morning and checks should be made payable to Barker.

*Dan Burkhart motioned to adjourn the 2003 Pre - Board Meeting. George Stancil seconded the motion. The motion carried.*

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