

## **2008 Final Report**



**National Association of County Agricultural Agents  
Annual Meeting and Professional Improvement Conference**

**July 13-17, 2008  
Greensboro North Carolina**

**Hosted by the  
North Carolina Association of County Agricultural Agents**

## Table Of Contents

Executive Summary .....	4
Organizational Chart .....	8
Facilities .....	9
Commercial Exhibits .....	14
Decorations .....	19
Signs .....	22
Door Prizes .....	23
AV Spreadsheet .....	24
Meals (Spreadsheet) .....	25
Annual Banquet .....	33
Barbecue .....	37
4-H Talent .....	39
First timers/friends .....	41
States Night .....	42
Publicity .....	43
Reception .....	45
Registration .....	47
Computer Room .....	49
Hospitality .....	50
Environmental .....	53
Transportation .....	55
Spouses .....	62
Sons & Daughters .....	64
Life Members .....	68
Tours .....	73
Fundraising .....	76

Finance (Budget) .....	78
Prayer Service .....	84
Pre-Conference Golf .....	86



**National Association of County Agricultural Agents**  
Annual Meeting and Professional Improvement Conference  
July 13 – 17, 2008 Greensboro, North Carolina

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**2008 NACAA AM/PIC Final Report**  
**Annual Meeting Co-Chairs**  
**Karen Neill**  
**Mark Tucker**

The North Carolina Association of Agricultural Agents would like to thank NACAA for allowing us to host the 2008 NACAA AM/PIC July 13-17, 2008 in Greensboro. We are proud of the job that our agents and volunteers did to plan, coordinate and carryout the conference. We are pleased with the high attendance (1507 registrants plus over 200 volunteers).

We had five goals that we wanted to accomplish by conducting this conference:

- To provide professional improvement opportunities to members as they strive to improve the effectiveness of their respective programs, to encourage high standards of professional performance, provide stimuli and incentives and help members develop new methods, new approaches, and new projects
- Showcase our State's Agriculture and Extension programs.
- Improve our State Association
- Develop relationship with industry supporters
- Personal and professional growth for our Association members

We feel that we accomplished these goals and were able to provide a great professional growth experience to NACAA membership and particularly to our NC members.

We had an extensive organizational plan to accomplish our objectives. The Executive Committee consisting of the conference co-chairs and eight conference executive vice-chairs met regularly for four years. In year three, we decided to bring on the chair for the spouses, sons and daughters, life members and registration committees due to their importance and the impact they can make on the conference. Thirty four subcommittees are divided up according to function under the eight executive vice-chairs (see attached diagram).

The theme for the 2008 conference was: "*North Carolina - A Place to Grow*". We wanted to highlight the many wonderful natural resources of our state and to emphasis the extraordinary opportunities for personal and professional development at the AM/PIC. We believe that we were able to show you North Carolina from "the mountains to the sea" and that the tours gave a great view of the diversity of our agriculture and of our Extension programs across the state.

Support for our Association's efforts to host the AM/PIC has been strong. NC Cooperative Extension Administration provided professional development funds for agent travel expenses in conjunction with the planning for the 2008 AM/PIC and NC A&T State University served as the site for our "Got To Be NC" meal on Monday night sponsored by our Commodity Associations.

Obtaining this type of support from Extension Administration is key for any state planning on hosting the AM/PIC.

Financial support from throughout the agricultural industry and related industries was exceptional. The relationships built or strengthened throughout this effort will hopefully pay dividends in future years as well. We tried very hard to thank and recognize our supporters and to develop the relationship with those supporters so that future joint efforts might be possible. We feel very pleased with the results of these efforts.

Keeping with the environmental emphasis established in Michigan, we worked with the Convention Center and other meal locations to be as environmentally friendly as possible. Our members were very receptive and will soon come to expect this type of effort from our organization.

NCACAA initiated the “States Night In” meal at this conference this year. The meal was sponsored by the Southern Region States. It was a huge success with actual attendance higher than anticipated.

There were lots of positive comments about the conference. We believe that our General and Opening Sessions and speakers (General Shelton, Ralph Otto and James Johnson) were as good as any conference that we have attended. The 4-H Talent Review was well received as was the Taste of the Carolinas Meal (delicious), the tours were exceptional and Barney was a hit at the BBQ. The banquet was well done and emphasized the award recipients. The educational luncheon seminars were well attended and the sponsors seemed to be well pleased. The trade show enjoyed 60 exhibits and documented 5350 contacts! The spouses had a great time on the tours and in the workshops and had a wonderful luncheon speaker (Bill Mangum). The life members seemed most appreciative of their activities and several of our NC Life members helped to make their program enjoyable. Every kid that we talked with, including our own, thought that the sons and daughters program was outstanding. They had choices of activities each day, everything was really well organized and the daily newsletter for the kids was great.

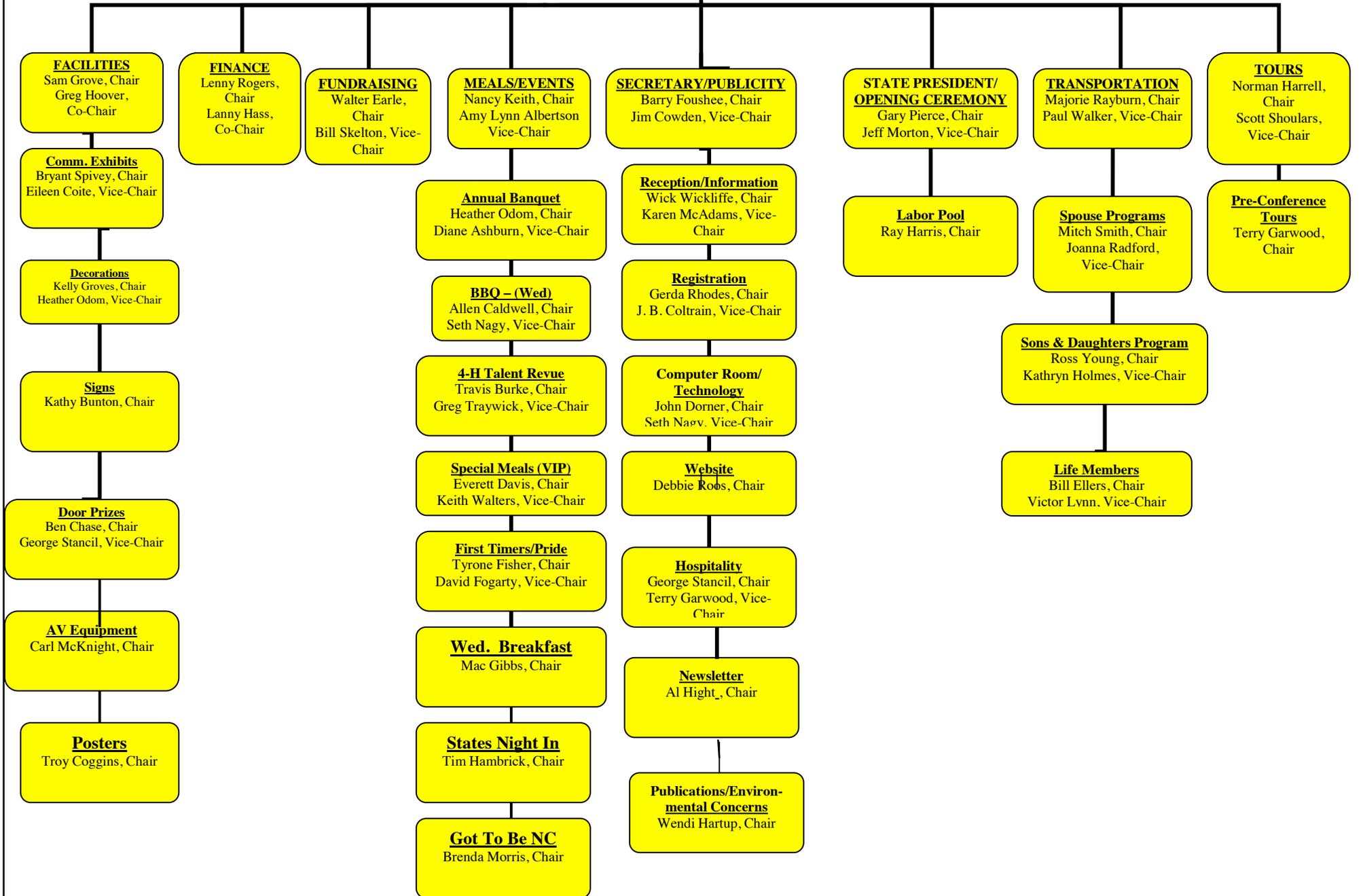
As co-chairs, we would offer the following advice to future host states:

- Develop support from Extension Administration and County (for major committee chairs) before bidding and for financial support
- Develop support from all Association members , but don't expect everyone involved the first couple of years)
- Do not under estimate the time commitment, especially in the last 6 months to one year.
- Work closely with National President
- Become familiar with Policy Handbook on AMPIC
- Look at the process as a win-win for NACAA and your state (not us versus them)
- Communications is paramount (between NACAA and State, State and Extension Administration, State and Industry, within State Association)
- Develop a timeline, set deadlines
- Facilities Chair needs to be a good negotiator and problem solver and very organized
- Fundraising Chair should be a “believer in the cause”. Must work and develop relationships.

- Learn as much from prior several years meetings as possible i.e. shadow at AMPIC, National Board meetings, teleconference calls for prior years planning and settle up (get on President's / Fiscal Committee Chair's email list for meetings).
- Plan / budget for helping to cover agent's expenses with meeting preparation (Possible source – Extension Administration)
- Get written contracts for as much as possible and keep good records (emails, etc) for changes to contracts, agreements with no contract, etc.
- Make the process enjoyable, recognize effort and accomplishments
- Enjoy the process, the friendships, new working relationships, and pride in serving as host and don't let the burden of such a monumental task get you down.



**Karen Neill, Co-Chair Mark Tucker, Co-Chair**



# Facilities Committee

**Sam Groce, Co-Chair**

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This being the last year of state's conducting the bidding process for a facility or facilities to host the NACAA AM/PIC, due to the NACAA Board contracting with Helms-Briscoe as meeting planners, much of the preliminary facility comparison and bidding process will not be as important as it has been in the past. However, the local state should still have input into the type of facility or facilities, location and timing of meeting.

The Joseph S. Koury Convention Center and the Sheraton Four Seasons Hotel in Greensboro, NC was selected primarily because the North Carolina Association could host all the events that go into a NACAA AM/PIC in one facility. The city of Greensboro was selected as the host city due to its central location within the state and also the infrastructure was there to host the meeting.

Early contacts were made with the Greensboro Convention and Visitor's Bureau. They proved to be a valuable ally through the entire process from bidding for the meeting through the actual hosting of the 2008 NACAA AM/PIC. Not only did they provide expertise on hosting and planning the meeting, but provided monetary support for the local association. They provided travel for their associates to other AM/PIC's to bid and advertise the meeting, gifts for delegates and NACAA members and guests, but their donations also made the free airport shuttle service possible.

When negotiating the contract, not only focus on room rates, meeting space rental, etc., but include in the contract any detail that you can think of. Get these details in the contract as soon as possible. An example from North Carolina was when we first started negotiating with the Koury Center, their shuttle service from the airport, train station and bus terminal was free. Before we got the contract officially signed due to insurance premiums they started charging \$15.00 per round trip. From the time the contract was signed and the meeting was actually held the price increased to \$20.00. Don't overlook anything that might be considered small details such as pool and health club privileges, parking, internet access, etc.

Working with the Koury Convention Center and Sheraton Four Season's Hotel was a pleasure. We were lucky in that the Director of Sales was a former 4-H member and was familiar with the role of Cooperative Extension and knew what an Extension Agent is and what their job is. Unlike most other businesses in the hospitality industry the turnover rate at the Koury Center is extremely low. Therefore, throughout the planning process and implementation phase of the meeting we were dealing with the same management team and associates. It is important that there is a representative from the local association that works very closely with the facilities management that can form a relationship and know who to turn to and request help to get the job done.

Another major responsibility of the facilities chair is to make sure that all meetings in the program have space. This job is a tough, time consuming task. E-mails and reminders need to be sent out early and often to National and State Committee Chairs to get their space and equipment needs. This information will be hard to get! Chairs will be extremely slow to respond and often will not fully disclose all the information needed. Personal phone calls will need to be made in some instances to finally get the information needed to plan for space needs. To estimate the space needed to conduct the meeting so that the facility can be holding space, use an estimate of the last 3 NACAA AM/PIC's as a reference. Planners must also realize that even the majority of the meeting is the same from year to year, there are some minor program changes each year. Staying in touch with Scott Hawbaker, Executive Director NACAA and the National President is needed in making sure that all meeting space needs are met. Meeting space designation will occur up to the time that the final program will go to print in June.

At the Koury Convention Center we were assigned a Convention Services Manager who proved to be a valuable asset in the planning and coordination of the meeting. Not being a professional meeting planner there were aspects of the meeting that a novice would easily overlook. However, with the assistance of the Convention Services Manager most of those small details were taken care of ahead of time.

When planning a meeting with the scope and magnitude of the National Association of County Agricultural Agents Annual Meeting and Professional Improvement Conference there is tremendous amount of time, energy and effort to be put into the planning and organizing of the meeting space and coordinating equipment for those rooms.

In North Carolina we divided the responsibilities into 2 segments. The facilities chair was the primary contact with the Koury Center and the Facilities Co-Chair worked with the NACAA subcommittees that reported under the facilities committee. This arrangement worked great in that one person was not trying to coordinate all facilities activities. Both co-chairs had full plates during the meeting, but kept each other abreast of what was happening with each other to serve as backup to one another.

# Facilities Committee

**Greg Hoover, Co-Chair**

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For the 2008 NACAA AM/PIC the NCACAA Facilities Committee was composed of a chair, co-chair, sub-committee chairs and numerous individuals serving on the committees during the planning stages and those assisting the committees only during the week of the event. The Facilities Chair, Sam Groce, served as the lead liaison with the Koury Hotel and Convention Center. The co-chair coordinated with the sub-committees and handled other facility related issues. This arrangement worked well.

Facility sub-committees were:

Commercial Exhibits	Chair - Bryant Spivey
Decorations	Chair - Kelly Groves
AV Equipment	Chair - Carl McKnight
Signs	Chair - Kathy Bunton
Door Prizes	Chair - Ben Chase
Poster Session	Chair - Troy Coggins

The Computer Lab Committee, chaired by John Dorner, was under the Secretary/Publicity Committee. This committee probably should have been a facilities sub-committee due to the relatedness and working relationship with the AV Equipment Committee.

Each subcommittee was asked to submit a separate post-meeting report. This report will focus on just a few of the side issues or odds and ends that the facilities co-chair dealt with.

1. Refrigeration/Freezer space: Like most hotel/convention centers, the Koury Center only allows guest to bring in food and beverages in the hotel side of the center in guest rooms and hospitality suites. With the number of youth, spouse, and professional improvement tours and youth, spouse and retired agent hospitality suites, the amount of ice, coolers, snacks, drinks and fresh fruit is significant. The Koury Center did not provide refrigerated or freezer space. A contact was made with the North Carolina Department of Agriculture and Consumer Services (NCDA) about the use of the refrigerated semi-trailer. NCDA agreed to let us use a semi-trailer free of charge. The other bonus with the trailer was that it had a 4-H and Extension display on both sides. Therefore, the trailer was functional and served to promote 4-H, Extension and NCDA. We received prior permission from the Koury Center to park the trailer on site. We had many discussions on where to locate the trailer. One option was the Koury Center loading dock. The Koury Center didn't want the trailer parked for a whole week at their

dock and no matter where you locate the trailer it would be more convenient for some and less for others. We chose to park the trailer in an open area of the parking lot that was accessible to the tour buses. Tour buses came by the trailer and drinks and snacks were loaded before picking up passengers. This arrangement worked very well. Our only cost for the refrigerated semi-trailer was diesel fuel. We had the trailer for 8 days and put in 50 gallons of fuel. An agent with a pickup truck fuel tank handled the fuel for us. In our discussions with NCDA it was determined that by having a partition in the trailer it could be used as both a freezer and a refrigerator. The partition was hinged and by adjusting the amount of opening between the two sections it worked. The amount of freezer space we needed for ice was minimal. The hospitality committee packed tour coolers in the refrigerated section of the trailer in advance, left them in the cool and had ice nearby. The semi-trailer location was not convenient for the decorations committee or for stocking hospitality suites. In addition an enclosed trailer was parked adjacent to the refrigerated semi-trailer. The enclosed trailer was not used a great deal due to the large amount of space the refrigerated semi-trailer provided.

2. Shipping and Receiving: The Koury Center requested a list and schedule of items that would be coming and leaving the facility. We did not receive much advanced notice on this request. A list was compiled as best we could. To my knowledge no one ever looked at the list or cared about the list once it was completed.

Koury Center policies state that all items entering the convention center were to come through the loading dock. The Koury Center staff was most accommodating and helpful. The number and amount of items coming into the facility was significant. I do not believe any of us truly understood the volume to expect. Having plenty of hand trucks and carts is important. County agents provided several and the Koury Center let us use theirs free. Be sure to ask prior to the event if carts are available and if there is a charge.

The Koury Center charges a significant fee for items shipped or received by their staff. The shipping address and shipping and receiving charges of the facility needs to be communicated to all vendors and the NACAA national committee well in advance of the event.

3. Radio Communication: NACAA contracted with the Koury Center in-house AV company to rent 25, 2-way radios for the week. The Michigan agents recommended using radios to us. Many thought using cell phones would be sufficient. However, we are very glad we got the radios. By having open communication problems and issues were handled quickly. The Koury Center staff and the AV company monitored our radios and this proved to work extremely well. The first day or two many North Carolina agents were reluctant to use the radios but soon changed their minds and used them extensively. The radios were kept in the event office overnight to charge and redistributed each day. Some agents used the earpieces with the radios while others chose not to.

4. Posters & Commercial Exhibits: The facilities co-chair assisted with the layout of the commercial exhibits and the poster session working with the committee chairs and the Koury Center's contracted exhibition services provider. One of our goals was to locate the poster session and commercial exhibits near each other such that both would have greater participation from attendees. We were very pleased with the results and the

commercial vendors had the best trade show in many, many years. Our commercial exhibits chair did a wonderful job and exceeded our expectations on the number of booths. We increased the number of booth from our initial plan and then had to cut off exhibitor numbers because of space. The number of poster stands needed includes the poster contest, posters from the Search for Excellence winners and a few for NACAA committees and others.

5. NACAA memorabilia booth: Do plan for Wendell and the NACAA memorabilia booth. Keep in mind that commercial exhibits come down earlier than the NACAA booth. Wendell usually requests five, eight-foot long tables.

6. Security: Security may be needed in the commercial exhibits area, primarily at night. Contact local law enforcement and hire off duty officers or contract with a company that offers security. It is another added expense that the host state pays.

7. NACAA Plaques: NACAA board members, committee chairs, and/or executive director will arrive with and/or ship many boxes of plaques and expect a place to store them and prepare them for distribution. We did not plan for this and a room request was never submitted.

8. Computer lab and AV equipment: For the past two years, the Teaching and Education Technology committee offered training on Sunday and Thursday afternoons. It has been a hands on training using laptop computers. Because this was held during an “off” time we had enough laptops to set up a 20 station teaching lab using the same laptops that were used during the week for other sessions. This lab was in addition to the computer lab that agents use to check email, etc. Even though the Koury Center had wireless Internet throughout the complex we chose to purchase a hardwire connection for the computer lab and for one day of teaching lab. A secure location is needed to store the AV equipment that we borrowed from county agents. Our initial location was secure but not conveniently located to the majority of meeting rooms and we adjusted accordingly. Keep in mind that for very large meeting spaces with over 100 people, normal 2500 lumen LCD projectors may not be sufficient nor are six-foot wide tripod projection screens. On a few occasions we rented drop down house screens. The cost to rent a 5000+ lumen LCD project from the in-house AV company was more than we were willing to pay. It would be wise to line up at least one 5000+ lumen LCD projected ahead of time.

9. Decorations: Do not underestimate the amount of space needed for the decorations committee.

10. Storage: You can't have too much. We thought we had plenty, more than we needed. As it turned out we used it all.

Respectively submitted,

Greg Hoover  
2008 NACAA AM/PIC Facilities Co-Chair

# Commercial Exhibits Committee

**Bryant Spivey, Chair**

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The Commercial Exhibits were a vital part of the planning process, professional improvement and overall success of the 2008 NACAA AM/PIC in Greensboro, NC. The Greensboro trade show was one of the largest in recent history at NACAA conferences with 60 total exhibits representing national donors, North Carolina donors, regular paid exhibitors, educational exhibits and others. In addition, participation of those registered for the conference at the commercial exhibits was very strong. Through a drawing for four \$250 gas cards, it was verified that 535 registrants visited the exhibit area and made at least 10 contacts each with exhibitors. However, it is estimated that the number of visitors and contacts was much higher than this number indicates. The exhibit area was busy and well attended during most of the hours listed in the program.

The following is a complete list of the exhibits by category of sponsorship or payment.

## **National Donors (10)**

NASCO International  
National Outstanding Young Farmer Program (John Deere)  
Journal of Extension  
United Soybean Board  
Qualisoy  
Propane Education and Research Council  
Bayer Advanced (2)  
Specialty Fertilizer Products  
Dow Agrosciences

## **North Carolina Donors (22)**

Syngenta Crop Protection  
Bartlett Tree Experts  
NC Cooperative Extension Foundation  
NCDA Agritourism  
Fort Dodge Animal Health  
NC Nursery & Landscape Association  
Agrotain International  
Novartis Animal Health  
Got to be NC Agriculture  
NCSU College of Agriculture and Life Sciences  
NC Pork Council  
Ag Carolina Financial  
Carolina Farm Credit  
Pennington Seed  
Davey Tree Expert Company  
Contech Stormwater Solutions

Pfizer Animal Health  
Jacto, Inc.  
Sunbelt Ag Expo  
NC Soybean Producers Association  
NC SARE NCSU (SARE)  
Intervet

**Commercial Exhibitors at \$500 (18)**

Southern Container Corp. of Wilson  
Agri-Supply  
Trisler Seeds  
Synagro  
Brushy Mountain Bee Farm, Inc.  
Dairy Farmers of America  
Seeds of Change  
Organic Valley/CROPP Coop  
International Silo Association  
D'vine Foods  
Pasture Management Systems  
Katahdin Hair Sheep International  
Monty's Plant Food  
Turning Technologies  
Absorbent Technologies  
Stalite-Perma Till  
Fibrowatt, LLC  
Hendrix and Dail, Inc.

**Educational Exhibitors at \$100 (7)**

National Weather Service  
USDA-APHIS  
USDA-NASS  
National Plant Diagnostic Network  
Grazing Lands Conservation Initiative  
eXtension  
Progressive Ag Safety Day

**Other Complimentary Exhibits (3)**

Oregon 2009 AM/PIC  
Center For Environmental Farming Systems  
SC Association of County Agricultural Agents – Bid Committee

**Final Budget Report**

**Income**

Regular Commercial Exhibitors	9000.00
Educational Exhibitors	700.00
Fees from NACAA for Booths*	
(\$47 Set-up + \$6.23 Security) *10 booths	532.30
Total Income	10232.30

**Expenditures**

Hollins Exposition Services (\$47 X 60)	2820.00
Show Pros Security Services	373.92
SVM Gas Cards	1041.95
Total Expense	4235.87

**Total Profit** 5996.43

**Recommendations for Successful Commercial Exhibits**

1. **Start with the proper goals and objectives in mind.** The commercial exhibits offer a tremendous opportunity for NACAA, its members and especially the host state to build relationships and networks with the exhibitors. This should be the primary goal for the Commercial Exhibits and all other goals should be secondary. The relationships that are cultivated through this process will be far more valuable than any funds that may be generated from the trade show.

2. **Establish a committee of Extension Agents to assist with the exhibits.** In NC, we had a committee of 8 Extension Agents representing varied aspects of agriculture including agronomy, livestock, consumer horticulture and commercial horticulture. This committee is very important for establishing a list of potential exhibitors and for making personal contacts.

3. **Set challenging but realistic goals for the exhibits.** It is extremely difficult to surmise how many exhibitors will ultimately be present at the AM/PIC. The final number depends upon national and state sponsorship as well as direct sales of spaces and educational exhibits. Setting fees that are both realistic and economical can be a big help for achieving the established goals. In NC, we sold commercial exhibits for \$500 and educational exhibits for \$100. In retrospect, I think this was an appropriate level of contribution. \$100 covered the basic costs of the booth including pipe, drape, table, chairs, set-up and security. \$500 will obviously cover the basic booth cost plus some additional expense that may be incurred from having exhibitors at the conference. While there may be some small level of profit from the exhibits, this should be given little consideration by the planning committee or the national board. Any profit will likely be minimal.

It is important to remember that the cost to exhibitors for their participation is likely much greater than the exhibit fee. Their ultimate costs include travel expenses, hotel rooms, additional services (electricity, shipping, handling) and other items. Unless the exhibitors happen to be local, the cost of their participation in the commercial exhibits is likely to be at least \$1500 and may exceed \$2000 not including personnel costs. Exhibitors must believe that they receive adequate compensation for their investment of time and energy. This compensation comes through time spent with NACAA members.

4. **Communicate in a personal way with potential exhibitors and confirmed exhibitors.** In NC, our committee chose to make direct contacts of potential exhibitors by telephone and email. We elected to forego a mass mailing to a list of contacts that was provided from previous years. We developed a list of NC companies and products

that we wanted to highlight and assigned committee members to make personal contacts with these exhibitors. It is important for the commercial exhibits committee and the fundraising committee to work together on these efforts. Meeting sponsors will want exhibit space and potential exhibitors may actually desire a greater sponsorship role. A member of the Commercial Exhibits committee made a personal contact for each potential exhibitor (local companies, previous lists, ideas presented from state association members) and each NC donor to inquire about their exhibit needs.

Once the exhibitors were confirmed (completed application and payment received), additional contacts were made through email to remind exhibitors to register for the conference, to complete information requests by the exhibition company, to assign booth numbers and layout, and to provide details about the conference and booth set-up. This personal communication is critical!

**5. Select a well traveled open area for the exhibits.** It is much preferred for the exhibits to be located in an open travel-through area as opposed to an enclosed room. As participants move back and forth through the exhibit area it creates interest in what the exhibitors have to offer. The commercial exhibits committee should make every effort to select an area for the exhibits that is not too large. It is good for the exhibits to be close together. This improves traffic, interaction between exhibitors and participants and interest in the exhibits. The area needs to look full and not empty.

It is a good idea to co-locate the exhibits and the posters. If participants come to the poster session they will probably visit exhibitors and the opposite is also true. Every effort should be made to encourage traffic through the exhibit area. Locating other events near the exhibits or resources that participants need, may improve traffic. Examples may include the computer room, meetings, workshops, etc.

**6. Contract with an exposition company to manage booth set-up, shipping, handling and other services.** A good company can provide invaluable assistance for set-up and services for exhibitors. Many exhibitors will request additional services like electrical, Internet, carpet, shipping and other items that will improve their exhibit and the trade show in general. Make sure that these items are available to the exhibitors. Provide a list of exhibitors with contact information to the exposition company at least 30 days in advance of the show and also provide the contact information to the exhibitors.

**7. Set appropriate hours for the exhibits to be open.** The commercial exhibits committee should work with the President of NACAA to set appropriate hours for the exhibit area to be open. Consideration should be given to avoid early morning hours for exhibits and to avoid opening exhibits during hours when all of the members are attending other major functions.

**8. Encourage participants to visit the commercial exhibit area.** In NC, we held a drawing where four winners received a gas card valued at \$250. While this was costly the Commercial Exhibits committee believes that it was worthwhile and the exhibitor response was positive. Each adult at the conference was provided with an entry card in the registration package. To enter the drawing, each person was required to obtain 10 exhibitor signatures and drop the card in the exhibit area. Other prizes could be used, but

it is important to consider potential shipping costs and usability/desirability of the prize by most participants.

**9. Treat exhibitors as participants in the conference or even better.** Each exhibitor should be provided with a registration package including their nametag, a program and other pertinent details about the conference. Exhibitors should be included in other meeting functions when the exhibits are closed. Their **full** participation (evening meals, 4-H Talent Revue, speakers) during the three-day trade show should be offered as part of their exhibitor fee. This opportunity to communicate with members will allow exhibitors to feel like they are a valued part of the conference. It may increase the overall cost slightly, but the benefits are much greater than the cost. Have a well-stocked hospitality room that is available during the exhibit hours for sponsors and exhibitors. If the exhibits are busy, it is also nice to personally deliver drinks and snacks to the exhibitors. These items are highly important and will result in greater exhibit participation in the future!

**10. Be prepared to assist exhibitors with booth set-up and take down.** Several exhibitors may choose to drive to the AM/PIC. If they drive they will probably choose to deliver their own exhibit materials, displays and other items. The hotel/convention center may not allow these items to be transported through the main lobby and may require exhibitors to use a loading dock. Navigating from a loading dock, through freight elevators and back passages can be challenging. Agents or volunteers are essential to facilitate this process. During set-up and take down heavy-duty pushcarts are needed and 4 to 5 people may be needed to assist.

Submitted by:  
Bryant Spivey, Commercial Exhibits Chair  
2008 NACAA Annual Meeting  
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# Decorations Committee

**Kelly Groves, Chair**

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**Committee Members:** Heather Lifsey, Linda Blue, Wendi Hartup, Diane Turner  
Amy Thomas

**A+ Volunteers:**

Dan Smith

Amanda Stone

We met several times prior to the meeting to plan and make decisions. These meetings gave us direction and helped us get to know each other better. Many of the final decorations decisions were actually made in the week prior to the meeting. Some of our plans and ideas fell through at the last minute, so we had to find alternatives. It was an ongoing process that evolved as we went. We tried, or at least I did, to not worry and let things work out, which they did.

We worked closely with the meals chair and the meeting chair to be sure we knew which events needed decorations and exactly how many were needed. Having most of our events at the same place was really nice and made things easier. We did plan to use the same materials as much as possible both to save money and to make things easier on ourselves. We often moved decorations from one room to the next rather than making new ones. Some events did require special decorations which we provided, but for those that didn't we used what we already had made.

We were fortunate to be able to borrow plant materials from two local nurseries to decorate the stage and lobby area. We borrowed shade loving plants because they would tolerate being moved inside better than sun loving plants. We also borrowed some large containers to add color. We were able to go to the garden center and pick what we wanted from what they had.

We solicited donations from and received plants from a wholesale nursery. We had planned to use these plants as table decorations for color pots/baskets. When the plants arrived, some of them had been damaged in shipping and were not useable. We were able to salvage some of them, but we did have to go to local garden centers to purchase flowering plants to add to the baskets along with the donated ones. I think they turned out well, but it was an issue we had to solve the day before the meeting started. We had Master Gardeners volunteer to "pot" up the baskets for us. We used the baskets for the dinner meals at the hotel, lunches, breakfasts and in other locations. They were easy to move around and lasted well.

The University Research Farm planned to grow cut flowers for us, but they had several problems and we were not able to use very much of what they grew. Luckily there was a wholesale florist nearby and they were open on Saturday, so we were able to go and purchase cut flowers. We were limited to what they had in the cooler, but they had enough variety that things turned out fine. We had 80 tables to decorate with flowers so we needed a lot of flowers. We roughly planned to have one bunch per vase. We counted flowers, fillers, and greenery as bunches. I think we bought about 85 bunches of assorted cut materials. We stopped by Lowe's on the way back and bought some large

buckets to put the flowers in. We also purchased the baskets, and the remainder of our hurricane vases at the florist while we were there which saved us a lot of travel. For the two dinners not at the hotel, the largest issue was planning something that could travel well. We had great volunteers help us and pitch in at the last minute. We used canning jars for vases and tied ribbons and bandanas around the necks. The jars traveled in the boxes they came in very well. The jars were filled and arrangements were made on site prior to dinner. Loose flowers in vases are much simpler than oases and don't take as long to make. We loaded the arrangements back into a few vehicles and transported them back to the hotel and stored them in our work room and used them during the next days events. We were fortunate to have the cut flowers for the second away dinner sold to us in bouquet bundles. We simply cut the rubber bands, trimmed stems and put the bouquet into the jars. That process was very easy, and the flowers were beautiful. The flowers came from one of our own Agent's farms which was an extra nice touch. For the banquet, we wanted to do something a bit different than the usual flower arrangements. We used candles as centerpieces. We did have to check with the hotel and make sure it was permissible. We found out that they did have guidelines and required the candle holder to be taller than the candle. We used large hurricane vases that we purchased from a variety of stores. For the weeks preceding the meeting two of us went to several stores on a regular basis to purchase hurricane vases. We borrowed some from another agent as well. We used plain white candles from the dollar store and colored marbles in the base for color. I would recommend a test of candles to make sure you get the kinds that don't drip. Cleaning up the vases after was really difficult in the ones that the candles had dripped. We snipped the flower heads off of the stems of all of the flowers we had left from the week to use to place around the candles. We simply snipped them into boxes and placed them just before dinner so they did not wilt. My committee was great. They all worked very hard and were not afraid to take some initiative to get things done. Because we recycled arrangements and reused some, it made things run very smoothly. We did not have to be in the work room all day every day, and never had really late nights or early mornings. We were also lucky that we had tremendous volunteer help. At times we almost had too many people helping, but it was really nice to see everyone pitch in and help get things done quickly.

**Tips:**

- Learn to delegate to your committee! It was really nice to say "ok, we need \_\_\_" and not worry about it again. Make sure you know what needs to be done and then let them do it!
- Plan simple decorations, or simple to make decorations.
- Plan to reuse whatever you can. It will make things much easier on you. It was really easy to rearrange flowers in vases and make "new" arrangements. Most everything we had was used at least twice. We just moved 22 whatever decoration looked good to that room and 12 to that one as needed.
- We were fortunate that the hotel staff was very well organized and extremely helpful. In most cases the breakfast meals were set up the evening before so we were able to deliver decorations the evening before the event. Using the same things and just moving them around, made the job very easy.

- Make sure you have a room to work in that is just for you. You'll end up with more stuff than you thought and you'll need space to store things and room for finished decorations.
- Make sure you have cooler space for cut flowers if you intend to use them. Also, keep your workroom very cool so your flowers last.

These are the events we decorated and a rough estimate of how many “decorations” were needed:

Day	Event	Number Needed
Saturday	Registration area	6
Sunday	Stage/Opening Session	
	First Timers Reception	15
	Dinner	120
Monday	Voting Delegates Breakfast	30
	Stage/General Session (same)	
	PRIDE Luncheon	8
	First Time Attendee Luncheon	15
	Dinner	80
Tuesday	Administrator's Breakfast	6
	Achievement Award Breakfast	10
	Live Members Breakfast	15
	State Presidents and VP Lunch	15
	Spouses Lunch	25
	Communication Awards Lunch	10
	Dinner	120
Wednesday	BBQ Dinner	150
Thursday	Natl Committee Members Breakfast	12
	FCFI Prayer Breakfast	8
	DSA & AA Reception	20
	Annual Banquet	83
All week	Hospitality rooms: Life Members/Spouses & NC	

# Signage Committee

**Kathy Bunton, Chair**

**704-878-3154**

[kathy\\_bunton@ncsu.edu](mailto:kathy_bunton@ncsu.edu)

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**Committee Members:** Tiffanee Conrad-Acuna, Allison Brown, James Parsons

The signage committee for the 2008 NACAA AM/PIC was a sub-committee of the facilities committee. Unlike most other committees, 95% of the work of this committee was completed before the meeting actually took place. The major task of the committee was to make sure chairs of all other committees assessed their signage needs and relayed this to us in a timely manner so that we could secure the appropriate signs.

During the meeting, there were several prominent areas that all attendees needed to be made aware of. They consisted of the computer lab, the commercial exhibits/ poster sessions, hospitality rooms, and registration. Directional signs for these rooms were a necessity.

Special groups such as youth, spouses, and life members had designated rooms and activities that were recognized with signage. Most member related activities made use of the hotel's electronic signs beside the doors unless otherwise requested by the appropriate committee chairs or persons in charge. Signage for tours for all groups is an important detail. Signs for buses as well as numerical signs that aid in the logistics of loading buses, especially for professional tours.

The 08 fund raising committee went above and beyond to make sure that all major financial contributors and sponsors received recognition. Signage was displayed at various times and places denoting sponsorship of meals, breaks, educational luncheons, and other events throughout the week.

When evaluating the effectiveness of the signage committee, I feel like my committee did a great job. Every sign request was met and we came in slightly under budget. As chair, I had to accept that it was impossible to anticipate every sign needed and that every thing didn't need a sign. There were times when signs were not enough and agents needed to direct attendees to events. What could have been a negative was actually a positive because it gave North Carolina agents the opportunity to interface with the attendees.

The only thing I would have done differently would have been to try harder to work with the hotel to have a large banner for the stage. It wasn't a necessity, but would have been a nice added touch.

## **Door Prize Committee**

**Ben Chase, Chair**

**336-375-5876**

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Youth Activity Door Prizes Provided (Ross Young handed out)

10 Wal-Mart (\$10) Youth (\$100)

3 Wal-Mart (\$20) Youth (\$60)

Donated Door Prizes were also available for Spouse/Retired Agent Activities (Did not record these items)

2 Wal-Mart (\$20) Luncheon Return Incentive (\$40)

(Gerda Rhodes handed out) Donated by NCACAA

The following Door Prizes were handed out as early bird door prizes prior the general sessions on Monday and Thursday Mornings and at the conclusion of each session.

5 Gift Cards Wal-Mart (\$20) = (\$100)

2 Gift Cards Wal-Mart (\$25) = (\$50)

5 Gift Cards Sears (\$25) = (\$125)

5 Gift Cards Tractor Supply (\$25) = (\$125)

4 Gift Cards Best Buy (\$50) = (\$200)

Cherokee Indian Reservation Hand Made Basket

2 Large Gift Baskets (Nuts)

Other Donated Items

Numerous Gander Mountain Gifts Cards

Hand Made/Painted Wall Clock

Bird Feeder

NASCAR Collectible Truck

Hats

Umbrellas

Numerous Cook Books

Numerous Shirts

Numerous T shirts

Washer & Dryer along with a North Carolina RedNeck Bucket

Respectfully Submitted

Ben Chase

# AV Committee

**Carl McKnight, Chair**

**336-242-2082**

[carol\\_mcknight@ncsu.edu](mailto:carol_mcknight@ncsu.edu)

AV use for meeting rooms. This does not include the computer lab. The most equipment needed at one time was 22 Laptops and LCD Projectors. This was on Tuesday when there were 9 setups in

luncheons and 13 setups for the afternoon. Carts to haul equipment with is necessary.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Laptops</u>	<u>LCD Projectors</u>	<u>Screens</u>	<u>Extras</u>
Sunday	13- Jul	AM	2	2	2	
		PM	20	1	1	
Monday	14- Jul	AM	9	9	9	
		Lunch	5	5	5	
		PM	3	3	3	
Tuesday	15- Jul	AM	6	5	5	Slide Projector
		Lunch	9	8	9	
		PM	13	13	8	4 Sets of Speakers
Wednesday	16- Jul	Tours	0	0	0	
Thursday	17- Jul	AM	5	5	2	CD Player, Camera
		Lunch	5	5	4	
		Afternoon	20	1	1	
		Evening	2	2	1	1 Set of Speakers

Need at least 25 power cords

## **Meals/Events Committee**

**Amy Lynn Albertson, Co-Chair**    **Nancy Keith, Co-Chair**

**336-242-2091**

**336-679-2061**

[amy\\_albertson@ncsu.edu](mailto:amy_albertson@ncsu.edu)

[nancy\\_keith@ncsu.edu](mailto:nancy_keith@ncsu.edu)

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Attached is a spreadsheet with the details of each meal that took place at the National Meeting. The Monday night dinner “Got to be NC” and Tuesday dinner “States Night In” were two meals not usually provided at the conference. North Carolina and the Southern Region funded those two meals. All of the box lunches had extra meals, even though they were supposed to be ticketed lunches that people registered for. However this worked out for us because we had enough extra to feed all of our volunteers and our tradeshow vendors.

The AA breakfast has not required registration in the past, you might suggest that for your meeting. The State President/Vice President doesn’t have registration either. If you have further questions please contact, Amy-Lynn Albertson or Nancy Keith.



Event Requiring Meal	a	Date	Starting Time	Contact Person	Telephone	E-mail	Sponsor	Menu Item	#	budgeted \$ / meal	Room
<b>SATURDAY JULY 12</b>											
4H Talent Review-Orientation		7/12/2008	6:00PM	Travis Burke		travis_burke@ncsu.edu					
<b>SUNDAY JULY 13</b>											
4H Talent Review Rehearsal		7/13/2008	7:45AM	Travis Burke		travis_burke@ncsu.edu					Guilford ABC
Past Natl. Officers Luncheon		7/13/2008	11:45AM	Chuck Otte	785-238-4161	cotte@ksu.edu	NACAA	LH-34	24	\$25.00	Imperial A
Natl. Committee Chairs & Vice Chairs Luncheon		7/13/2008	12:00 Noon	Phil Pratt	520-836-5221	oklahoma	NACAA	buffet 1 lunch	115	\$25.00	Grandover
HOSPITALITY BREAK		7/13/2008	3:00-3:30	Nancy/AmyLynn				sweet tea/ water	400		Prefunction 3
First Timers Reception		7/13/2008	3:00PM	Tyrone Fisher				fruit	100		Blue Ashe
Sons and Daughters Reception		7/13/2008	3:00PM	Ross Young				Ice Cream?			Cedar and Oak
Taste of Carolina (Welcome) Dinner		7/13/2008	4:30PM	Diane Turner		diane_turner@ncsu.edu	North Carolina	chicken/beef buffet	1200	\$32.00	Guilford DEFG
Ice Cream Social		7/13/2008	8:30PM	Nancy/AmyLynn			Michigan/VA		1400		Guilford DEFG

MONDAY JULY 14										
Voting Delegate Breakfast	7/14/2008	6:30AM	Leon Church	806-373-7946	l-church@tamu.edu	NACAA	B2 plate	160	\$19.00	Imperial BC
Coffee Break	7/14/2008	10:00AM	Nancy/AmyLynn				Coffee/Water	800		Prefunction 3
Pride Luncheon	7/14/2008	11:45 AM	Larry L. Moorehead,	931-759-7163	lmooreh1@utk.edu	Soybean Council	plate lunch L-14	38	\$25.00	Imperial E
First Timers Luncheon	7/14/2008	11:45 AM	Larry L. Moorehead,	931-759-7163	lmooreh1@utk.edu	Natt. Rural Elec. Coop. Assoc. Nasco	plate lunch LH26	100	\$25.00	Imperial GH
Search for Exc- Crop Production	7/15/2008	11:45 AM	Bradley Brummond	701-284-6248	<a href="mailto:bradley.brummond@ndsu.edu">bradley.brummond@ndsu.edu</a>	DuPont	box lunch L-11	55	\$19.00	Augusta
Search for Exc- Farm and Ranch Financial Mgmt.	7/14/2008	11:45 AM	Bradley Brummond	701-284-6248	<a href="mailto:bradley.brummond@ndsu.edu">bradley.brummond@ndsu.edu</a>	Monsanto	box lunch L-10	55	\$20.00	Grandover East
Search for Exc- Landscape Hort.	7/14/2008	11:45 AM	Bradley Brummond	701-284-6248	<a href="mailto:bradley.brummond@ndsu.edu">bradley.brummond@ndsu.edu</a>	TruGreen Chemlawn	box lunch L-10	55	\$20.00	Grandover West
Search for Exc- 4-H & Youth	7/14/2008	11:45 AM	Sherry Beaty	870-845-7517	<a href="mailto:seudy@uaex.edu">seudy@uaex.edu</a>	Robert Fowler	box lunch L-10	30	\$20.00	Imperial F
Educational Tech Lunch (SARE)	7/14/2008	11:45 AM	Debbie Roos /Everett Davis	Expanding Markets for Local Farm Products	<a href="mailto:debbie_roos@ncsu.edu">debbie_roos@ncsu.edu</a> ; <a href="mailto:everett_davis@ncsu.edu">everett_davis@ncsu.edu</a>	SARE	box lunch L-10	120	\$20.00	Victoria BC
Educational Tech Lunch	7/14/2008	11:45 AM	Everett Davis	Invasive Species		Davey Tree	box lunch L-10	70	\$20.00	Imperial AB
Educational Tech Lunch	7/14/2008	11:45 AM	Everett Davis	Producing High Quality Crops		Syngenta	box lunch L-10	95	\$20.00	Blue Ashe

Educational Tech Lunch	7/14/2008	11:45 AM	Everett Davis	Anthelmintic Resistance in Cattle		Fort Dodge	box lunch L-10	90	\$20.00	Imperial C
HOSPITALITY BREAK	7/14/2008	2:30 PM	Nancy/AmyLynn				Water/Tea	400		Prefunction 3
Got to Be NC Dinner	7/14/2008	4:30-7:00PM	Brenda Morris		brenda_morris@ncsu.edu	North Carolina	buffet off site	1375	\$18.00	A&T Alumni Center
Ice Cream Social	7/14/2008	9:00 PM	Nancy/AmyLynn			Kansas	Ice cream	1500		Guilford DEFG
<b>TUESDAY JULY 15</b>										
Life Members Breakfast	7/15/2008	6:30AM	Hal Tatum	706-923-0068	tatumsp@bellsouth.net		B2 plate BACON	141	\$22.00	Imperial D
Acheivement Award Breakfast	7/15/2008	6:30 AM	Todd Lorenz	660-882-5661	LorenzT@missouri.edu	American Income Life Insurance?	B2 plate BACON	125	\$19.00	Imperial BC
Poster Session Breakfast	7/15/2008	6:30 AM	Charles Phillips	706-868-3413	charlesp@uga.edu	Propane Education and Research Council	B2 plate BACON	100	\$19.00	Imperial FG
Administration Breakfast	7/14/2008	6:30AM	Chuck Otte	785-238-4161			B2 plate BACON	30	\$19.00	Blue Ashe
HOSPITALITY BREAK	7/14/2008	8:00 AM	Nancy/AmyLynn				Coffee/Water	800		Prefunction 3
Spouses Luncheon	7/15/2008	11:30 AM	Mitch/Joanna			North Carolina?	LH 20 plate lunch	191	\$25.00	Guilford FG
Communication Awards Lunch	7/15/2008	11:45 AM	Larry Williams	850-689-5850	lwilliams@co.okaloosa.fl.us	Bayer Advanced	plate lunch LH 20	125	\$25.00	Imperial EF

Search for Exc- Remote Sensing and Production Agriculture	7/14/2008	11:45 AM	Bradley Brummond	701-284-6248	bradley.brummond@ndsu.edu	Utah State University	box lunch L-10	45	\$20.00	Imperial B
Search for Exc- Young, Beginning and Small Farmer	7/15/2008	11:45 AM	Bradley Brummond	701-284-6248	<u>bradley.brummond@ndsu.edu</u>	The Farm Credit System Foundation	box lunch L-11	45	\$19.00	Imperial GH
Search for Exc- Livestock	7/15/2008	11:45 AM	Bradley Brummond	701-284-6248	<u>bradley.brummond@ndsu.edu</u>	funding pending	box lunch L-11	55	\$19.00	Imperial A
President and VP Lunch	7/15/2008	11:45 AM	Fred Miller		fred_miller@ncsu.edu	NACAA	plate lunch LH20	75	\$25.00	Imperial C
Educational Tech Lunch (SARE)	7/15/2008	11:45 AM	Debbie Roos/Everett Davis	Grafting heirloom tomatoes	debbie_roos@ncsu.edu; everett_davis@ncsu.edu	SARE	box lunch L-11	85	\$19.00	Victoria BC
Educational Tech Lunch	7/15/2008	11:45 AM	Everett Davis	Solutions to problems with Pesticide Application	Walter Earle	Jacto	box lunch L-11	85	\$19.00	Blue Ashe
Educational Tech Lunch	7/15/2008	11:45 AM	Everett Davis	Financing Rural America	Walter Earle	Farm Credit		85	\$19.00	Grandover West
Educational Tech Lunch	7/15/2008	11:45 AM	Everett Davis	Youth Resources Galore	Walter Earle	Pork Council	box lunch L-11	50	\$19.00	Grandover East
HOSPITALITY BREAK	7/15/2008	2:30PM	Nancy/AmyLynn				Tea/Water	400		Prefunction 3
States Night In Dinner	7/15/2008	6:00PM	Tim Hambrick		tim_hambrick@ncsu.edu	Southern Region	Seafood Buffet, Cash Bar	1200	\$42.00	Guilford Ballroom
<b>WEDNESDAY JULY 16</b>										
AMPIC Tours Breakfast	7/16/2007	6:00AM	Mac Gibbs	OFF-SITE			Bag Breakfast	1300	\$6.00	

BBQ Dinner	7/16/2007	5:00PM	Alan Caldwell	OFF-SITE			BBQ	1375		Dixie Classic Fair Grounds
<b>THURSDAY JULY 17</b>										
Natl. Committee Members Breakfast	7/17/2008	7:00 AM	Phil Pratt	520-836-5221	gibsonrd@ag.arizona.edu	NACAA	B2 plate sausage	100	\$19.00	Imperial DC
Prayer Breakfast	7/17/2008	7:00AM	Paul Walker				B2 plate sausage	40	\$19.00	Imperial A
HOSPITALITY BREAK	7/17/2008	8:00-8:30AM	Nancy/AmyLynn				Coffee/water	800		Prefunction 3
Super Seminar	7/17/2008	10:45-2:30 (11:45)	Debbie	NC Choices/ New American Farmer		SARE	Box lunch L-12	90	\$19.00	Victoria A
Super Seminar	7/17/2008	10:45-2:30 (11:45)	Tyrone Fisher	Disaster Education		EDEN	Box lunch L-12	50	\$19.00	Victoria BC
Super Seminar	7/17/2008	10:45-2:30 (11:45)		Urban Water Quality Issues		Water Stewardship	Box lunch L-12	70	\$19.00	Grandover East
SFE SARE	7/17/2008	11:45-1:30	Bradley Brummond		bradley.brummond.ndsu.edu	SARE	lunch plate	60	\$25.00	Grandover West
Educational Tech Lunch	7/17/2008	10:45-12:15 (11:45)	Everett Davis	Alternative Litter Management	everett_davis@ncsu.edu	Fibrowatt	Box lunch L-12	65	\$19.00	Imperial D
Educational Tech Lunch	7/17/2008	10:45-12:15 (11:45)		Improving Nitrogen Efficiency		Agrotain	Box lunch L-12	90	\$19.00	Imperial C

DSA/AA Reception	7/17/2008	<b>5:30PM</b>	Heather Odom		heather_odom@ncsu.edu		cash bar / punch	250		Guilford DE
Banquet	7/17/2008	<b>6:00PM</b>	Heather Odom		heather_odom@ncsu.edu		Dinner Plate D-8/ Cash Bar	850	\$47.00	Guilford ABC
President's Reception	7/17/2008	<b>8:30PM</b>	Fred Miller		fred_miller@ncsu.edu		punch	300		Guilford DE

# **DSA Banquet Committee**

**Heather Lifsey, Chair**

**252-534-2711**

[heather\\_odem@ncsu.edu](mailto:heather_odem@ncsu.edu)

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The banquet chair coordinates the banquet with the NACAA President-Elect and the NACAA Recognition and Awards Chair. Plan on keeping the Wednesday and Thursday of the national meeting open to work on final details.

In 2008 we had 856 people registered (this includes the head table). We placed a box at the registration table and asked people to return their banquet tickets if they were not going to attend. The prize was \$50 and we left the box up until 4:00 p.m. on Monday, as our deadline to give a final number to the hotel was 5:00 p.m. that day. We had 52 tickets returned but sold 48 so it evened out.

We had 33 people at the head table. The President-Elect decides who sits at the head table and he will provide a seating chart. We placed name cards at each head table seat. Initially 83 round tables that seated 10 people were set up but the hotel added two more tables (they had run short numerous tables at the last meal and did not want to run short again). Numerous tickets were turned in on Wednesday and Thursday but we still did not have many empty seats.

The head table was two tiered with a tabletop podium in the middle of the upper tier. There was also a lower tier for award winners to walk across. A table for DSA plaques needs to be on the lower tier.

We had the following number of reserved tables:

DSA – 12 (Each table was numbered and coordinated with the numbered tables in the staging room.)

AA – 6

Hall of Fame – 1

Past National Officers – 2

Regional Vice Directors – 1

Council Chairs – 2

Special Assignment – 1

President's family – 1

President-Elect's family – 1

The number of people at these tables changed daily, even on the day of the banquet. When planning tables build in empty seats so if a parent calls you the day of the banquet and wants their child to sit with them you can make that happen. Also, the last two years Past National Officers have had more people with them at the banquet than were registered so there was a shortage of seating. Plan on at least one more table for this group. The Recognition and Awards committee needs a reserved table because they are working until the banquet starts and have trouble finding seating.

We started setting up around 1:00 p.m. Thursday and finished by 2:30. We chose beige tablecloths and burgundy napkins. On the tables we used a hurricane with a candle surrounded by colored beads. Be sure to check with the banquet facility on their candle policy beforehand – the Koury Center had to approve our centerpiece before we could set up. The hurricane was on top of a square mirror and at 4:30 p.m. we spread cut flower heads onto the mirrors. Each place received a program and a NACAA wine glass. The wine glasses were washed by the hotel and their staff placed them on the tables. We ran short on wine glasses (almost an entire box of glasses was damaged) and used hotel glasses at the tables reserved for North Carolina. Seven tables in the back were reserved for North Carolina so not only would the workers have somewhere to sit but also in case we ran short on seats North Carolina could give up theirs. The NC delegation waited until just before the banquet began to sit down.

The stage was decorated with large pots of plants that had been used throughout the week. These plants were placed in the corners of the stage and in front of the steps to the platform. We had a large rectangular pot in the middle of the stage. The photographer will make the spot where DSA recipients stand to be photographed during the banquet.

Each table had two bottles of wine and one bottle of sparkling cider. The wine was donated from North Carolina wineries. The cider was purchased. We were charged a corkage fee for each bottle. The President-Elect selected the meal. Nationals pay for the meal and therefore sets the budget. We went over our initial budget because the hotel increased their meal costs so our meal selection had to be voted on by the national board. A cash bar was also provided.

The 2008 banquet was different from previous banquets in that only the DSA and AA recipients, in addition to the head table, were paraded in. During past banquets the Past National Officers, Council Chairs (Extension Development Council, Professional Improvement Council and Program Recognition Council), Regional Vice Directors, Special Assignment and Hall of Fame winners were paraded in. In Greensboro these groups were pre-seated at assigned tables by members of the Recognition and Awards Committee. Scott Hawbaker, NACAA Executive Director, provided a list of each group with the names of who had registered for the banquet in addition to any spouses registered. The Council Chairs were given the option by the President-Elect to sit together at designated tables or to sit wherever they wanted. Most chose to sit where they wanted.

Each of the aforementioned groups gathered in a Reception/Staging room starting at 5:30 p.m. There was punch and a cash bar available in the room. In the past the room was setup with rows of 10 chairs, one row for each reserved table. This year the President's reception after the banquet was in the same room as the Reception/Staging room. The hotel did not want to set up 300 chairs for the reception only to tear down and setup tables for the President's reception two hours later. We compromised and had 16 tables with 10 chairs, seven smaller tables that seated six and numerous cocktail tables with no chairs. The Head Table seating took 4 of these ten-seater tables with the DSA recipients at the other 12. These are the only two groups that sit in a particular order. These tables had name cards taped to the table so people knew which chair was theirs. The Recognition and Awards Chair will provide the DSA order upon request. Past National Officers and Hall of Fame recipients were seated at the smaller tables.

The DSA recipients and spouses and the Head Table received corsages and boutonnieres. We made 60 corsages and 80 boutonnieres with red and yellow roses and other accent flowers, baby's breath and greenery. We also made 10 wrist corsages as some women do not want a pin in their dress, are wearing light material that can't support a pin or have on a strapless dress. The wrist corsages were quite popular. These were made Thursday morning. Nationals pays for the DSA corsages and boutonnieres while the host state pays for the head table and any other corsages/boutonnieres. Four people were at the flower table to pin on corsages/boutonnieres.

At 6:20 the Past National Officers, Council Chairs (Extension Development Council, Professional Improvement Council and Program Recognition Council), Regional Vice Directors, Special Assignment and Hall of Fame winners were pre-seated (in this order). Families of the NACAA President and President-Elect had reserved tables but pre-seated themselves. At 6:30 there was a change in music (the Training Montage from Rocky – chosen by the banquet chair and President-Elect) and a pre-recorded announcement welcoming people to the DSA banquet. The President-Elect welcomed people then recognized Council and Committee Chairs, Regional Vice Directors and Special Assignment Personnel. Then, as he talked about the AAs they entered the ballroom and walked in front of the stage to their seats.

The Head Table was split into two lines and they flanked the center aisle. The DSA recipients entered from the rear, by region and escorted by a member of the Recognition and Awards committee, through this line and then took their seats.

A pianist played from 5:30 until just before 6:30. The piano was reserved through the hotel. However, the doors were not opened until almost 6:00 so she played for some time with no audience. The AV company, Construction Zone, showed a video on the big screen with a countdown to the start of the banquet. A CD with the Rocky music and pre-recorded welcome (in MP3 format) was provided to Construction Zone in addition to a copy of the script so they would know when the music changes were needed. Once the banquet began they played easy listening music.

Recommendations for future banquet chairs:

1. Make a large sign for the Awards Reception/Staging room. Have volunteers police the doors to welcome people but also to make sure those entering are supposed to be there. We had several people come in just to take advantage of the bar. Give your greeters a list of what groups are supposed to be there.
2. Make sure the people pinning corsages and boutonnieres know who is supposed to receive one. We pinned several people who should not have been given a flower.
3. Make sure any volunteers (unpaid, unregistered know they are on their own for dinner the night of the banquet. With the cost of the meal and limited seating it is not prudent to pay for their dinner.
4. When meeting with the hotel initially, try to lock in a price, tax and server fee. Our cost went up over \$10 from the time we initially met with the hotel to four years later when it was time for the banquet. Make sure you are charged by the plate, not by the seat.
5. Don't forget to request the tabletop podium for the head table.

6. Try to avoid having the Reception/Staging room in the same room as the President's reception.
7. The tables worked great for the Reception/Staging room. I would recommend sticking with this instead of the rows of chairs, but provide enough seating for everyone. We decorated with arrangements used earlier in the week.
8. Have several volunteers taking up tickets. We had five or six and several people were surprised they did not have to wait in a line to enter the banquet.
9. Have agents working the floor to help people find seats, but also to ensure they are not sitting at reserved tables.
10. Have extra everything – table signs, decorations, boutonnieres and corsages. You will need them.
11. I would suggest not recognizing the Council/Committee chairs, Regional Vice Directors and Special Assignments. Even though they are not paraded in and only stood for applause, it still took some time. These groups are recognized earlier in the week and I would suggest introducing the Past National Officers earlier in the week as well, especially since they are introduced individually. As one person I talked to said, "If this is the short version of introductions and clapping, what is the long version?" Having these groups stand for applause, then bringing in the AAs and DSAs to applause, then introducing the head table and Past National Officers tends to get long.
12. Several positive comments were made about having the DSAs come through the Head Table lines. I recommend continuing this.
13. It was not an issue this year but in the past people have been allowed to take the table centerpieces. In Ohio they made an announcement asking people not to take them but we did not do that in North Carolina. Of course, Ohio had orchids and we just had hurricanes. Keep this in mind, as you may have to ask people to leave the arrangements.
14. Find out who is running for Vice President and have name cards made with all the candidates names and their spouse. The winner will sit at the head table.
15. Have packets with the script, DSA and Head table order and a map of the banquet layout showing reserved tables for all members of the Recognition and Awards committee.
16. Help out at national banquets before your banquet. I learned a great deal by working the banquets in Michigan and Ohio.

## **Wednesday BBQ Committee**

**Allen Caldwell, Co-Chair    Seth Nagy, Co-Chair**

**828-757-1290**

**828-757-1291**

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### **Our goals for this event were:**

- Be a fitting end to a long day of tours
- Have the event in an air conditioned location
- Have enough sitting capacity for the entire group
- Serve a high quality BBQ meal
- Serve crowds fast and well
- Have quality entertainment
- Have opportunity for networking with fellow attendees
- Be near to the HQ hotel and have good access and parking for those driving on their own
- To have a "Green Event" by using and composting all materials possible. This includes plates, cups napkins, utensils, and table scraps.

Committee planned and coordinated meal for all tour participants, including managing the flow of people to feed the crowd efficiently. BBQ committee needed to coordinate with Transportation Chair for bus arrival and departure schedule. Coordinated with the Decoration Committee to plan for setup and tear down of banners and table arrangements.

Planning for the Wednesday evening event began fairly early on in the process for the 2008 AM/PIC to secure an area that could provide space for an indoor meal necessary for the size of our group and stay within budget. We knew that the facilities at Dixie Classic Fairgrounds were unique and would work well as a location for post tour activities. As with any meal, the quality of the food is key for the participant's experience. We were able to work with a wonderful catering company, ARAMARK, which produced a great meal that met our budget needs. The caterer has an excellent working relationship with Coliseum Annex at Dixie Classic Fairgrounds so we knew there would not be a conflict between the caterer & the Coliseum Annex management.

The cater arranged with a local micro-brewer to set up a "sampling tent" of their different products at the entrance to the Coliseum Annex and then served the adults beer from two different locations in the meeting area. Cost approximately \$1000.00.

Our food cost was approximately \$15 per person, with the additional standard 18% gratuity for the staff. Cater provided all of the labor necessary to serve the foods, keep the food serving lines moving, and take care of the trash which again was composted. We provided logistical support for keeping the people moving to the proper food lines. There were two serving lines with both

sides working. This provided enough capacity to keep things flowing well.

One issue that we had to address was the preparation of donated fresh fruit. Commodity Groups and local producers donated watermelons, cantaloupes, honeydews, peaches, and blackberries. An agreement was reached with the cater for them to provide the space and cutlery to prepare the fruit with us providing the labor. This task was accomplished by members arriving early on the day of the BBQ and cutting up the fruit in serving portions.

For entertainment we secured the services of "The Mayberry Deputy", David Browning (bfifemd@charter.net) for a cost of approximately \$1700.00. Since the classic Andy Griffin show, "Mayberry RFD" was set in North Carolina this entertainment fit properly with the setting. To compliment this, a regional blue grass group, Strictly Clean and Decent ([www.strictlycleananddecent.com](http://www.strictlycleananddecent.com)), played throughout the meal. Cost for this group was \$650.00.

One key for our success at this meal site was to coordinate with the professional development tours and transportation committee. We scheduled departure and arrival times of the tours to coincide with our serving capacity at the Coliseum Annex. This working relationship was great because we have a good working relationship with other committee's chairs. The plan was for tours to arrive between 5:00 pm and 6:35 pm. During the event the first tour arrived at 4:30 and the last tour was at 7:00 pm. Also, one bus broke down and food was sent back to a hospitality room in the hotel since this tour could not make it to the Fairgrounds and BBQ.

The other key for us in providing a good experience was to have a ton of members on hand to help when we need them. We had people monitoring bus arrivals to help direct participants to food lines, members handling the offloading of coolers after buses dropped off their participants, members to help serve as tour guides to the facility.

# 4-H Talent Review Committee

**Travis Burke, Chair**

**252-338-3954**

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**Committee Members:** Mark Dearmon, Robert Furr, Rebecca Liverman, Peggie Lewis

**Emcee:** Dr. Marshall Stewart, State 4-H Leader

**Music Director:** Dan Mason

The 4-H Talent Revue committee completed its task of coordinating a fantastic show for the 2008 NACAA AMPIC in Greensboro, North Carolina. All committee members worked to provide an experience that was enjoyable for the attendees and educational for the participants. Please note information in this final report, which includes some details regarding the selection process, committee duties, Master of Ceremonies, Choreography, Talent Revue Theme, and the budget.

## Selection Process

The process of selecting the talents was the first important task. Information was sent to the states in the region requesting audition videos, which were used in making selections. The videos were reviewed and the selection of talents was completed. The talents were notified of their selection and those not chosen were notified as well. The chosen 4-H'ers were informed approximately 6 months prior to the conference. In order to select a variety of talents, the initial selections were made and North Carolina talents were chosen afterwards, to ensure that the 90-minute show was of excellent quality.

## Committee Duties

The committee shared various duties. The committee functions included, but were not limited to:

- Recreation for free time
- Lodging
- Meals/refreshments for participants and their parents
- Staging and set up
- Audition reviews
- Graphic art, copying and printing
- Secretarial and administrative assistance
- Stage preparation and layout
- Record keeping, participant entry processing

## Master of Ceremonies

The emcee for the event was Dr. Marshall Stewart, State 4-H and FCS Leader. He was contacted approximately 6 months prior to the event.

### **Choreography and Performance**

Mark Dearmon, Communication Specialist for North Carolina Cooperative Extension served as program director for the event. Mark has over 30 years of experience in communication services and over 20 years of experience in theatre and the arts. Mr. Dan Mason was the music director.

### **Talent Revue and Theme**

The theme of the show was “Growing Together” which fit the theme of the 2008 AMPIC. The 1 hour and 20 minute show featured 12 talents, consisting of dance acts, singing, string instruments including a blue grass band and violinists and guitar selections. The states represented were Oklahoma, Florida, Georgia and North Carolina.

### **Budget**

A total budget of \$ 19,050 dollars was rather close to the expenses incurred for the event. Line items, which were over budget, were:

Lodging -	\$ 1,018
Travel -	\$ 3,826
Gifts -	\$ 1,000

Various items, which were well under allocation or not used were choreographer, meals, miscellaneous and recreation.

### **Summary**

According to most reports the revue was a success. Also, the association membership enjoyed a performance by Georgia’s “Clover and Company” for the opening event, which was arranged by the committee, but performed apart from the revue participants. In addition, all information and requested information has already been provided to Oklahoma’s revue chair for their preparation in hosting the upcoming conference.

# **First-timers Luncheon Committee**

**Tyrone Fisher, Chair**

**252.257.3640**

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We had a great year with the first-timers activities. Our attendance increased greatly due the new “wavier” registration fee for new employees with less than 10 years of experience. We had over 115 agents and family members attend Sunday’s orientation and over 100 agents attended Monday’s luncheon. All the leadership and support for the first-timers luncheon came from North Carolina Agents (4-H & Agriculture) and Nasco.

The orientation was held on Sunday afternoon and a good percentage of first timers attended. NACAA Board officers interacted with the first-timers as well as said a few words. Healthy snacks, fruit and drinks were provided. An award winning 4-H agent from North Carolina coordinated introductions and an icebreaker. The schedule of the conference and important things to note were discussed.

The luncheon was standing room only. We had a great program that consisted of Ms. Simmons, a Native American 4-H volunteer presenting the Squanto pins and Rett Davis, a life member as our guest speaker presenting “Life Experiences as an Agricultural Agent.”

The sponsor, NASCO was very supportive and handed out door prizes. The sponsor’s comments afterwards were “this was the best in his history with NACAA”. Nasco also mentioned they would like to keep the First-timers Luncheon separate from the PRIDE Award Luncheon.

## **PRIDE Luncheon**

The leadership for the PRIDE Luncheon was Larry Moorehead, NACAA Public Relations Committee Chair. We provided two North Carolina Agents to assist him with the program. Their committee jobs were to set-up audiovisual equipment, collect tickets, take photos, and provide the feedback surveys for participants.

The United Soybean Board and the National Rural Electric Cooperative Association sponsored the luncheon. Lunch was a deli sandwich buffet style. Agents and family members fellowshiped while they ate, then Mr. Moorehead said some opening remarks introduced the speakers.

The speakers were Mark Mechling, "How Farm-City Days Benefit Extension Programs" and B.J. Jarvis, "Marketing Extension Programs to Decision-makers and Elected Officials." Both presentations were very well done and stimulated lots of questions.

# States Night In Committee

**Tim Hambrick, Chair**

**336-703-2850**

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As far as I am aware, States Night In has not been attempted before. While new, I think this first endeavor was very successful. At the end of a long day, nobody had to fight traffic, there was no rush to get ready, the entire group was able to leisurely enjoy a very good meal, and the meal flowed directly into the auction for all who wanted to participate in that event. Other that went well included having a buffet which allows the crowd to move through lines very quickly, a buffet also allowed for a choice in the meal, the meal expense is part of registration and doesn't have to come from out of pocket.

At the same time, I think there are things that can be done to make it better if attempted again. Our goal was to seat states together, by region. This did not work out as planned. Prior to AM/PIC, the States Night In committee determined how many tables it would take to seat by states. Due to a lack of communication somewhere, the hotel set up the necessary number of chairs, but not the correct number of tables. If attempted again, the committee would want the hotel to set up the correct number of tables if states are to sit together. By setting up the correct number of tables, you automatically have extra seating, and this allows for "extras" who might not have registered early. At our meal, we had approximately 110 more people attend than we had planned for, meaning we did not have enough tables for the entire crowd, let alone allowing states to eat together.

# Publicity Committee

**Barry S. Foushee, Chair; Jim Cowden, Vice Chair**

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[jim\\_cowden@ncsu.edu](mailto:jim_cowden@ncsu.edu)

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**Committee members:** Al Hight (Newsletter), Debbie Roos (Web Page), Wendy Hartup (Brochures), Wick Wickliffe (Reception & Information),

Primary Task of Committee:

- Publicize the AM/PIC to membership, pre-conference
- Order all items for AM/PIC that carried the meeting logo
  - Agent's Bag – 900
  - Spouse's Bag – 350
  - Youth Backpack – 200
  - Lanyards – 1500
  - Vest – 225
  - Wine Glasses - 864
- Operate the workroom
  - Open from 8:00 – 5:00 p.m. daily; provided cell phone number for before or after hour needs
  - Had 2 copiers; B&W and color
  - Manned room with secretarial support on Monday and Tuesday
  - Provided copier service for anyone needing copies (~7,835 b&w copies and ~550 color copies)
  - Developed a form for copy request in order to keep of with copy numbers
  - Pick-up area for vest, shirts, and signs and easels
  - Provided computer with printer for Board and Committee Chairs use
  - Mailbox drop off for Board, Regional Directors, and Council Chairs
  - Storage area
- Things that worked well:
  - Newsletter was formatted before conference with general articles already done (Our newsletter was printed and copied no later than 9:00 p.m. each night)
  - Having the copy request form; helped to know how many copies were made and to know which jobs had highest priority
  - Location was good, cut down on unnecessary traffic
  - Being able to divide the room in half really helped
  - Having quick access to copier technicians (a must)
  - Having a folding machine to fold newsletter
  - The Flickr website for pictures; easy to pull pictures off for newsletter
- Things that we would change:
  - Not be a gathering place for host agents; it got hectic with people coming in and out to get things and sitting and visiting
  - HAVE HIGH SPEED COPIERS (B&W and Color)

- Have a 2-3 computers connected to printer for Board, Committees Chairs and Council Chairs to use
- Advertise the use of the Flickr website for picture download for conference participants
- Have signs and easels in a different location
- Have someone from each AM/PIC Committee responsible to get information to newsletter editor
- Create newsletter holders to have in strategic location throughout the convention center and hotel
- Have daily newsletter posted to AM/PIC website
- MUST HAVES:
  - HIGH SPEED COPIERS (B&W and color)
  - Wireless Internet in workroom
  - USB flash drives
  - Card readers to down load pictures
  - Folding machine to fold newsletter
  - Cell phone cards with numbers of key people
  - Walkie talkies

#### Pre-Conference Emails –

- The first email was sent the first of November 2007 to all active members. The purpose of this email was to inform the NACAA Membership of our web page and invite them to visit our web page to see what was planned for the 2008 AM/PIC.
- Publicity leading up to the 2008 AM/PIC included:
  - Email in January to State Presidents and Regional Directors explaining the “States Night In” meal
  - Email in February focusing on spouse and sons & daughter activities
  - Email in March focusing on Professional Improvement Tours and “States Night In”
  - Email in May, Early bird registration ending (actually had 2, second one was clarifying information from the first one)

#### Conference Newsletter –

- First issue of “*The Nutshell*” was sent via email (early July) to all registrants giving updated changes that they may needed to know about before arriving in Greensboro.
- Five issues of “*The Nutshell*” were published during the AM/PIC (Sunday – Thursday). Approximately 800 copies of newsletter were printed each day.
- The newsletters was printed on 11x17 and folded (total of 4 pages)
- Distributed each morning at ~ 6:00 a.m.

#### Value of In-Kind Donations:

- Copiers: ~\$10,000
- County Secretarial Staff support: \$600

## **Reception & Information Committee**

**Wick Wickliffe, Chair**

**336-375-5876**

[Wick.Wickliffe@ncsu.edu](mailto:Wick.Wickliffe@ncsu.edu)

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### **Pre conference:**

- Set up discounted airfares with Northwest and American Airlines. Submit contracts for signing to conference chair.
- Provide driving directions to conference site and other major venues (including airport) during the week.
- Update information for NACAA magazine about conference site, travel arrangements and airport shuttle details. Solicit input from CVB for details.
- Compile a list of local restaurants – local convention and visitors bureau (CVB) provided
  - Posted on conference website, information included:
    - Restaurant name, address, phone, e-mail and website
    - Restaurant description, cuisine type, and single meal price (\$ - \$\$\$\$)
    - Restaurant region of the city, distance from HQ hotel
    - Whether restaurant had a private dining area
  - Make available to state presidents
- State photos –
  - Work with photographer on location of photo (rent risers if needed)
  - Tour conference site for best location (existing stairs work well)
  - Provide order of states for conference program printing (change order to accommodate hospitality room conflicts and place host state last).
- Solicit volunteers –
  - Greeters at airport during high volume times on Saturday and Sunday arrivals (utilize retired local agents and local extension staff).
  - Man reception & information booth - local CVB provided some also.
  - State photo volunteers also needed (5 or 6 each night)
- Set up shuttle service from airport and train station (MI and NC have gotten funding from respective CVBs). Utilized convention center/hotel shuttle with extension vans as backups.

### **Conference:**

- Give a copy of local restaurants to state presidents at registration

- Greeters –  
Started greeter shifts at airport on Saturday and Sunday from 11 am to 8 pm due to high traffic load. Shifts were determined based on availability of volunteers.  
Since conference registration was at main entrance to hotel, no greeters were necessary.
- Transportation –  
Airport transportation utilized convention center/hotel shuttle with extension vans as backups.  
Some VIP's were picked up personally but these were handled directly through an association contact.
- State photos –  
Have state signs ready for photos. Some signs need to be redone. You will need the sign and a dowel for each state. The photographer will have detailed instructions.

## **Registration Committee**

Gerda Rhodes and J.B. Coltrain, Chairs

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The registration committee worked with Scott Hawbaker to coordinate registration for the 2008 national meeting. Tasks included but were not limited to:

### **Pre-Conference:**

- Organizing the registration committee
- Preparing a budget for committee
- Meeting with national board and Scott Hawbaker in December to give report and work out details
- Assisting with the publication of the April issue of The County Agent. This involved gathering articles from various committees by publication deadline.
- Designing the name tags
- Keep track of numbers for events at the meeting
- Arrange for the set up design and contract
- Coordinating with other committee chairs to staff the registration area
- Organizing volunteers to help with registration throughout the entire meeting
- Preparing and gathering additional registration items for packets that would go in the “gift” bag for agents, life members, youth, and spouses.

### **Conference Responsibilities of Committee:**

- Complete the registration packets before registration opens. (It took about 25 volunteers 4 hours to assemble the 1500 bags)
- Greet and welcome all attendees and provide information as needed
- Schedule and staff registration area which included finding additional people to work and letting others go to other jobs when not needed
- Process registration in as smooth manner as possible
- Distribute tickets and collect payments for events through a cashier, which was coordinated by registration committee. Any credit card payments were made through the national associations account.
- Provide numbers for meals and other events to committees as needed

### **Committee Recommendations:**

- To expedite registration separate areas were designated for Members, Life Members, Spouses, Youth, First Timers, Professional Tours, Educational Luncheons, Guests. These can be condensed Monday afternoon.
- Continue staffing registration areas with committee chairs and members of the committees
- Requiring tickets for many events can be confusing, frustrating and required an enormous amount of time. It assisted with numbers for meals but was the most troublesome area for registration.

- Keep “First Timers” separate in the County Agent magazine and also at registration.
- Open registration earlier on Monday, Tuesday and Thursday, 6:30 or 7:00 am and close earlier in the afternoon, 4:00 pm. The first hour in the morning is most chaotic with people wanting to get ready for that day’s events and needing to be registered before 8:00 am.
- Keep an area for visitor information close to registration
- Continue assisting with the collection and storage of Scholarship Auction items
- Be prepared to provide meals for the registration committee on Saturday and Sunday prior to the conference beginning. This may need to be included in the state’s registration budget.

Total Active Members:.....	683
(includes First Timers and Daily Fee)	
Total Active Member Spouses:.....	225
(includes First Timers Spouses)	
Non-Paying First Timers:.....	115
(mostly agents from NC that came as volunteers for 1-2 days)	
Total Life Members:.....	76
Total Life Members Spouses/Guests:.....	74
Sons & Daughters (paid-above 6):.....	137
Administrators that registered:.....	12
Administrator Spouses/Guests:.....	4
Visitors:.....	2
Visitors Spouses/Guests:.....	3
Cancelled with Fee:.....	14
Commercial Exhibitors in System-no fee:.....	72
Guest of NACAA President-no fee:.....	8
Infants:.....	19
National Donors & Spouses:.....	26
Misc. (National Speakers):.....	5
 TOTAL:.....	 1475
(does not include host state volunteers)	
NC Volunteers (approximately).....	200

# Computer Lab

**John Dorner, Chair**

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The computer lab was fully utilized several times during the conference - with all stations being used. As far as I know, there was rarely, if ever, when there was a participant unable to find an open computer. I would say that 20 computers was the perfect number for this conference. I would estimate that that number will decrease in future years if wireless is available for free or nominal charge.

We had 20 mac mini computers with Microsoft Office available for the conference participants to use during the following hours:

Sunday 1:00 pm - 6:30 pm

Monday 7:00 am - 7:00 pm

Tuesday 7:00 am - 4:30 pm

Thursday 7:00 am - 4:00 pm

There was also one laptop computer with Microsoft Windows XP installed for those who needed access to a Windows specific application.

All the computers were connected to a single network printer (black and white laserjet printer) which received moderate use. Estimate that less than one ream of paper was used. Even though wireless connectivity was available, we chose to purchase the wired network connectivity for this room to avoid any potential problems. This also made it possible to network the printer to all of the computers.

On most days, the lab was open beyond these hours and was utilized by a few people after the published hours.

The computers were provided by the Extension Information Technology group.

Before the conference, all the computers were updated with the latest antivirus updates and the MS Office XML converter for Office 2003/2004 was installed so MS Office 2007 documents could be opened.

We had doubts about how much this lab would be used since there was free wireless connectivity throughout the hotel, but were surprised with it being used quite frequently.

Prior to the opening of the computer lab we used this space to set up and configure all the laptops being used by the presenters on the second floor. During the conference, the computer lab served as a storage and distribution center for those laptops. This worked well because there was always someone present to provide for security and assistance. Also, it got all of the equipment closer to where it was needed.

# Hospitality Committee

**Terry Garwood, Co-Chair**     **George Stancil, Co-Chair**

336-242-2091

(Retired)

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What it is.

Providing refreshments (food and beverage items) to:

The spouses and retired agents hospitality room

The host state's room used by host state volunteers and agents for a place to gather, meet and relax NOTE: this room is also used by the exhibitors to get refreshments (water, beverages and food items)

The 4-H talent room. This group may get some items for themselves, but will need refreshments for about 50 people, the number may vary, Probably Sunday-Tuesday

All youth tours

All spouses' tours

All retired agent's tours

All Wednesday tours

Water and drinks for the group working registration

According to the hotel policy and how other states volunteer, this committee may provide refreshments and breaks during the meeting.

What this committee is not:

It is not responsible for getting room host for the spouses/retired agent's room It is not responsible for getting rooms for other states hospitality's (see facilities chair) It is not responsible for any room assignments It is not responsible for getting ice/ for any one(see facilities chair) It is not responsible for getting a refrigerated truck(see facilities)

Activity	Budgeted	Spent	Comment	
Beverage Needs for AM/PIC Breaks				\$7,500.00
	\$4,716.90	Not allowed by hotel/	and donations	
Ice needs	\$500.00		\$552.00 Had more than we needed	
Life Member and Spouse Hospitality				\$2,500.00
	\$3,239.75	We did more than usual		
Drinks for PI tour				\$1,500.00
	\$573.96	Over 4000 units donated		
Snacks for PI tour				\$500.00

	\$291.69 Over 1500 units donated	
Large Coolers for Tours		\$2,100.00
	\$839.32 We used smaller coolers/agents brought some	
Snacks for AM/PIC Breaks		\$2,000.00
	0 Not allowed by hotel	
Inspirational Prog/Opening Sess Hospitality		\$1,000.00
	\$1,249.01	
	\$17,600.00	\$11,462.63

We had the following items donated-rounded up by agents-most were not on the committee. Peaches, blueberries, bananas(1500), drinks and water(4000) snacks(most came from a returned to the vending company due to date place /1500) milk, juice

We bought coolers from Wal-Mart, we could have used larger ones, but we settled on the one that would hold 56 drinks and 14 pounds of ice( I think these were 20 quarts) If we got one size it just simplified things. However, these will only hold about 35 bottles of water so water and drinks have to be figured for the number on the bus. For full buses we sent 3 coolers, we always had drinks and water returned, the same with the snacks. The coolers were \$17.88 each, most were bought on sale for \$14.88.

What worked really good.

We had a truck and trailer(16 foot horse trailer) available. It was used to haul the pepsi products and water from the plant, haul snacks, juice, and drinks from Costco, haul coolers from Wal-Mart, haul coolers from the Wed. tours back to the hotel, the living quarters/gooseneck area was used to hold the snacks for the Wed. tours. The snacks wee boxed for each tour, labeled and put in the trailer. The next morning they were off loaded andput out for the buses.(the buses came by the refrigerated truck, got drinks water and snacks and then went to the pick up area.)

Many donations came in during the last week.

The refrigerated truck was used to store the drinks and juice, ice, ice cream, and fruit. We also iced the drinks down and left the coolers in it for the tours.

What could have been better.

For some reason, most of our committee members were first timers. They did not arrive the first day and finding them and getting the oriented was a challenge. Many had meetings and session they wanted to attend. We let them go because they needed to see the value of the meeting and not just that it was a place to get free food and snacks. That put a little pressure on the two or three of us older agents. But it worked-get a variety of members. Our members did every thing we asked. We also had agents from other committees recognize our need and they stepped in and helped. (Since we had the key to the trailer and were in charge of snacks and beverages, we could keep our committee members uhm, refreshed.)

The beverages were on the far side of the parking lot in the trailer; many coolers should have been filled and brought inside. Then when we needed more,

we could have sent some one to exchange coolers. Also keys were limited to the trailer (as it should be) but that was also a challenge sometimes.

# Environmental Concerns

**Wendi Hartup, Chair**

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Taking the green concept from last year's conference, North Carolina has attempted to also strive toward an environmentally-friendly conference.

The Koury Center already recycled all the trash from rooms (employees must separate out the trash later). Designated receptacles separated out glass, aluminum and plastic containers. Whenever possible the hotel provided water and glasses to reduce bottle use. Hopefully many attendees took advantage of the linen/towel reuse program and remembered to conserve energy in their own rooms while gone for the day. Extra food was donated to local food banks. Most of our meals were served with reusable china, silverware and cloth napkins other than lunches and the picnic at the fairgrounds. Hospitality rooms had additional trash bags just for recyclables. Collected paper products and name badges at the registration desk at the end of the conference.

Although we did print several hundred copies of the newsletter each day, we reduced the number printed by what was actually picked up each day. Also almost all paper in the U.S. today is recycled at least 20%-30% before it gets to the consumer.

Farm Bureau provided reusable travel mugs for coffee which greatly reduced extra unrecyclable cups.

We cut down on folks driving places by providing mass transportation options from airport to hotel and hotel to event sites thereby saving tons of fuel and reducing traffic.

Composted food waste from Monday and Wednesday night dinners generated over 2000 lbs of compostable waste (thanks to Innovative Recycling Services) that will be processed into compost. Eventually this will be sold as a healthy soil amendment for landscapers and gardeners. The plastic cups from Monday night and all the plastic from Wednesday night was actually made from corn and is called PLA or polylactic acid. The trendy plastic has several things going for it. It's made from a renewable resource, which means it has a big leg up—both politically and environmentally—on conventional plastic packaging, which uses an estimated 200,000 barrels of oil a day in the United States. Also, PLA is in principle compostable, meaning that it will break down under certain conditions into harmless natural compounds. That could take pressure off the nation's mounting landfills, since plastics already take up 25 percent of dumps by volume. And corn-based plastics are starting to look cheap, now that oil prices are so high. PLA decomposes into carbon dioxide and water in a "controlled composting environment" in fewer than 90 days. Attempted to recycle items from the Wednesday tours.

This little bit of extra work results in less waste going to the incinerator or landfill. Looking back at this week and actually watching all the events unfold we noticed many other potential waste REDUCTION possibilities. But

overall, we should all be proud of what WE accomplished in making this conference a little "greener". Each year is a learning process to how it will work in that state's region but we encourage you to continue to help reduce our impact on the environment locally.

#### Suggestions for Food Waste Recycling

Have anyone responsible for future events contact the vendor well in advance. Gary Bilbro, Innovative Recycling Services at 336-399-2327 or [gbilbro@irsrecycle.com](mailto:gbilbro@irsrecycle.com)) will be happy to help them with compostable materials and locating local composting companies.

Have the composting company work directly with the event location crew prior to the event to make sure all the material gets where it is supposed to go. Ask the composting company to provide all the biobags so it is easier to distinguish compostable materials.

Educate everyone associated with the event what you are trying to accomplish.

#### Other suggestions:

- Volunteer at all waste receptacles
- Trash Disposal still needed
- Track the event recycling ratio
- Help recycling processor with facilitating event material
- Obtain recycling statistics
- Report stats to attendees, media
- Record keeping for other events

# Transportation Committee

**Marjorie Rayburn, Co-Chair**

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The NACAA 2008 Transportation Committee was responsible for providing bus service for Life Member tours (Tuesday), Sons and Daughters tours (Monday, Tuesday, and Thursday), Professional Improvement tours (Wednesday), shuttle service to and from the Monday night off-site meal, and shuttle service returning from the barbecue to the hotel on Wednesday evening. The spouse committee decided to go with a package tour provider, which included bus transportation. Pre-conference tours also handled their own transportation. Shuttle service between the hotel and airport was handled by the hotel, using their vans at a cost of \$15 per person, round trip. The North Carolina Association of County Agricultural Agents paid the hotel shuttle fee, resulting in no cost to participants.

In 2005, committee chairs for Professional Improvement tours, Spouses, Life Members, and Sons and Daughters were recruited, based on recommendations from the 2008 Executive Committee and other NCACAA members. Sons and Daughters, Life Members, and Spouses committees would be considered sub-committees under Transportation. Because of the importance and large scope of work for the Professional Improvement tours committee, that group was designated as a separate committee (not under Transportation), working closely with the Transportation Committee to meet its needs.

In 2006, we began recruiting other members for the Transportation Committee. We wanted to make sure that all tours would have at least 2 agents or persons in charge that knew the route, the stops, and the itinerary for each tour. The idea was that one person could handle the educational aspects of the tour and the other could make sure things stayed on schedule, drinks were made available, etc. If a tour only had one person in charge, a Transportation Committee member could serve as the other person in charge. We also wanted to make sure someone from the Transportation Committee was available to assist with loading and unloading buses to make the process go smoothly.

In 2006, we also began compiling a tentative schedule of bus needs: when, how many, destinations, etc. We looked at tour offerings from previous NACAA meetings and worked with the Professional Improvement Tours committee, the Life Member committee, the Son's and Daughter's committee, and Spouse committee to determine needs. We also worked with the meals committee to determine shuttle needs for potential off-site meals. Other possible transportation needs included an outing for the 4-H talent review participants.

A list of bus companies was compiled in 2006 and early 2007 using information provided by the Greensboro Convention and Visitors Bureau and on-line yellow pages for the Greensboro area. Agents in the area also made recommendations. Initial contacts were made in October of 2006 to see if companies would be interested in handling our transportation needs and to get some idea of costs. Additional bus companies were contacted in early February 2007. We contacted a total of 12 companies. Of those, two were interested in serving our transportation needs. Several of the other companies had gone out of business or never returned phone messages.

Criteria for buses included:

All buses would be air-conditioned.

All buses would have CD/VCR capability.

All buses would be equipped with restrooms.

We made site visits to two Greensboro area bus companies in February 2007 to talk with them about our transportation needs and see their operations. We presented them with a list of our tentative needs each day based on number of tours and activities requiring transportation offered the previous year in Cincinnati (estimating number of buses and miles) and number of shuttle buses needed for off-site meals. We selected Holiday Tours based on cost estimates, number of company-controlled buses available, willingness to work with us, cleanliness of buses and facilities, and reputation. Another company would have needed to get buses from other locations or other companies on professional tour day.

We continued to communicate frequently with Darin Smith of Holiday Tours as we refined our tour numbers, tour itineraries and shuttle bus needs. Most communication was by email. Scott Hawbaker, NACAA Executive Director, was a valuable resource when it came to providing numbers from previous years. The Spouse Committee decided to go with a package tour provider, which included bus transportation. The Pre-conference Tours committee handled its own transportation needs.

A contract was signed between Holiday Tours and NACAA in February 2007 with tentative tour itineraries for 34 Professional Improvement tours, Sons and Daughters tours, and Life Member tours, as well as estimated shuttle needs for off-site meals Monday evening and Wednesday evening, and a tentative need for transportation for the 4-H Talent Review outing on Sunday. NACAA sent a deposit to Holiday Tours. (\$100 x 34 - maximum number of buses needed for one day = \$3400.) Number of buses for tours and shuttles needed to be finalized four weeks before the meeting and itineraries finalized two weeks before the meeting. Holiday Tours also had up to 3 minicoaches (30 passenger) with restrooms that were available at 20% less cost than a full-sized coach. A handicapped accessible coach would be available with one week's notice. At that time there was no fuel surcharge in the contract to compensate the bus company for increasing cost of diesel fuel. Any major changes to tours would have to be figured at whatever was the current rate at the time.

We ended up with transportation for 30 (4 tours were dropped) Professional Improvement tours on Wednesday, 5 buses for Life Member tours (4 tour locations) on Tuesday, 5 Sons and Daughters tour buses Monday, Tuesday, and Thursday (2 different tour locations each day), 8 shuttle buses Monday evening, and 6 additional shuttle buses Wednesday evening (some shuttle services were provided by buses returning from tours). The 4-H Talent Review committee decided to use vans for their transportation needs. Total actual transportation cost was \$41,885 (\$38,485 final balance due + \$3400 deposit).

Holiday Tours estimate for each tour and shuttle service was very close to the actual cost. There were no additional costs incurred. The cost of transportation was less than estimated in the contract because a number of tours were dropped. We were also able to use up to two minicoaches per day for additional savings.

Transportation Committee members were available at all times when buses were loading and unloading – tours and shuttles. They acted as liaisons between the various committees needing the transportation and the buses. For example, at least one committee member was available to let the Sons and Daughters Committee know when the tour bus had arrived and

when it was ready to load. Transportation Committee members had signs (tour destination, shuttle, etc.) to put in buses if needed (some buses already had signs). A spreadsheet was developed with times and locations that each committee member had signed up for (attached). A summary transportation spreadsheet was also used to list number of buses leaving at given times from a given location (attached). This sheet helped the bus company to double check buses needed at different times and locations and helped the hospitality committee make sure they had enough coolers ready to load on the buses at the right time.

The number of shuttle buses and scheduling of them was difficult. We didn't want to pay for more buses than we needed, but we also had to get a lot of people where they needed to go in a short period of time. We didn't want them to have too long a wait. For Monday evening's shuttle to a meal off-site, we were able to get everyone to the NC A & T Alumni Center where the meal was held, give them a chance to eat, and get back to the Koury Convention Center in time for the 4-H Talent Review between 4:45pm and 7:15pm. We also had to figure out how many buses we needed to take half-day tour participants and those not going on the tours from the hotel to the barbecue site. After talking with Scott Hawbaker to get his feel for what was needed in previous years, we decided on two buses. Those two buses were completely full and we had one of our Transportation Committee members sit on the step of the bus (inside). For the Wednesday evening shuttle from the Winston-Salem Dixie Classic Fairgrounds back to the hotel, there were people waiting in line for a while – there was more traffic than usual for buses returning from the hotel– but we got everyone back to the hotel by 9:20pm.

Professional Improvement Tour morning was also a challenge. Having radios to communicate instantly between the tour assembly area, bus loading area, and bus staging area was a big help. (Some people still did not realize they had to assemble in the ballroom with their tour first – they showed up at the bus loading area.) We had 30 tours leaving between 6:30 and 9:00 – 4 tour buses every 15 minutes. Unfortunately, there was only enough room to comfortably line up 3 buses in front of the convention center. We tried to get the buses lined up in order, but that didn't always work. Sometimes a bus was loaded up and ready to go behind a bus that was still waiting for a few more passengers. All but the last bus pulled out on time. Tour participants on that last tour voted to wait a few more minutes for a fresh order of coffee.

Holiday Tours was an excellent company to work with. They helped us determine how many shuttles we needed. They handled all our transportation needs without having to sub-contract with another company. The drivers were helpful and courteous. There were many compliments on how well they worked with the tour leaders and passengers. There was good communication between the drivers, and with the bus company so that we could send buses back to the garage if we didn't need them for another shuttle run.

We found out that we needed a handicapped accessible bus on Sunday during registration. There was a place on the registration form to check if a handicapped accessible bus was needed (we requested that Scott Hawbaker include that information), but the individual needing it failed to make that designation. Although we couldn't do anything about it on Sunday, Holiday Tours was able to work with us to provide a handicapped accessible bus for shuttle service for the Monday evening meal, the Professional Improvement Tour selected on Wednesday, and shuttle service Wednesday evening.

There was one bus breakdown on a Professional Improvement Tour on Wednesday. Fortunately it happened at the last tour stop, not on the side of the road. It was a smaller tour, so the tour participants were able to wait in an air-conditioned facility at the farm. After first trying

unsuccessfully to fix the problem, another bus was sent to pick up the tour participants. They opted to return directly to the hotel where food from the Wednesday night barbecue was brought for them. The tour number was tour 13!

Billing for transportation was a little complicated in that SARE funding was used for some of the tours. They needed separate billing for those individual tours, sent through the NC State University. The rest of the transportation bill was paid with 2008 funds.

Some lessons learned:

- Work with a good bus company that has a good reputation.
- Communicate often and clearly with the bus company about needs, changes, and concerns – it is their business; they can help you.
- Be prepared for the unexpected – breakdown, handicapped bus needed, etc.
- Let committee members and others help – be specific about what you need them to do.
- Be well organized – know what happens and when.
- Work with the sign committee to be sure you have signs for all the tours – not just Professional Improvement tours.
- Communicate frequently with other committees affecting and affected by transportation – tours, meal, etc. – these needs change – keep up-to-date.
- Plan to be pleasantly surprised – some people turn out to be more help than you thought.
- If you are in charge of transportation, don't plan on going on a tour – go back to your room, relax, take a nap, rest up, but keep your cell phone handy!
- All committee members should share cell phone numbers – keep these available during the meeting.
- When the last Sons and Daughters tour comes back Thursday night, breathe a sigh of relief!
- Be prepared to really enjoy the next AM/PIC!

Date/Event	Depart From	Time	Destination	# coaches	Return Time/place
Mon, 7-14 S & D Tours	Koury Entry F	7:45am	Hanging rock SP	1 full, 1 mini	5:30pm-A&T Alum Ctr
		7:45am	New River SP	2 full	5:30pm-A&T Alum Ctr
Mon, 7-14 Shuttle	Koury Entry G	4:45pm	A&T Alumni Cnt	4 full	shuttle between Koury and A & T end 7:10-7:30pm at Koury
		5:00pm	A&T Alumni Cnt	5 full	
		6:00pm	A&T Alumni Cnt	1 full	

Tues, 7-15 S & D Tours	Koury Entry F	7:45am	Lowe's, RCR	1 full	4:00pm - Koury
		7:45am	Carowinds	2 full, 1 mini	5:00pm - Koury
Tues, 7-15 Life Memb Tours	Koury Entry F	9:00am	RCR, Childress	1 full, 1 mini	5:00pm - Koury
		9:00am	Old Salem, etc	1 full	5:00pm - Koury
		9:00am	Mount Airy	1 full	5:00pm - Koury
		9:00am	Seagrove	1 full	4:45pm - Koury
Wed, 7-16 Prof Impr Tours	Koury Entry G	6:45am	(10)Nashville	1 full	5:30pm-Dixie Cl Fairgr
		7:00am	(1)Hickory	1 full	6:05pm-DixieCl Fairgr
		7:00am	(2)Clinton	1 mini	5:45pm-Dixie Cl Fairgr
		7:00am	(3)Asheville	1 full	6:00pm-Dixie Cl Fairgr
		7:00am	(28)Stony Pt.	1 full	6:15pm-Dixie Cl Fairgr
		7:15am	(5)Cary	1 full	5:45pm-Dixie Cl Fairgr
		7:15am	(16)Statesville	1 full	5:15pm-Dixie Cl Fairgr
		7:15am	(18)Climax	1 full	5:15pm-Dixie Cl Fairgr
		7:15am	(22)Moravian Fls	1 full	6:15pm-Dixie Cl Fairgr
		7:30am	(13)Durham	1 full	5:15pm-Dixie Cl Fairgr
		7:30am	(20)Mt. Gilead	1 full	6:00pm-Dixie Cl Fairgr
		7:30am	(21)Raleigh	1 full	5:45pm-Dixie Cl Fairgr
		7:30am	(31)ChinaGrove	1 full	6:00pm-Dixie Cl Fairgr
		7:45am	(6)Salisbury	1 full	5:45pm-Dixie Cl Fairgr
		7:45am	(17)Lincolnton	1 full	5:45pm-Dixie Cl Fairgr
		7:45am	(25)Raleigh	1 full	5:30pm-Dixie Cl Fairgr
		7:45am	(32)Huntersville	1 full	5:30pm-Dixie Cl Fairgr
		8:00am	(4)Burlington	1 full	5:00pm-Dixie Cl Fairgr
		8:00am	(11)Graham	1 full	6:30pm-Dixie Cl Fairgr
		8:00am	(27)Mocksville	1 full	5:30pm-Dixie Cl

		8:00am	(33)Concord	1 full	Fairgr 5:40pm-Dixie Cl
		8:15am	(8)Pinnacle	1 full	Fairgr 5:50pm-Dixie Cl
		8:15am	(9)Hamptonville	1 full	Fairgr 6:35pm-Dixie Cl
		8:15am	(23)Liberty	1 full	Fairgr 5:00pm-Dixie Cl
		8:15am	(29)LaurelSpr	1 full	Fairgr 5:00pm-Dixie Cl
		8:30am	(14)CedarGrove	1 full	Fairgr 5:15pm-Dixie Cl
		8:30am	(24)Greensboro	1 full	Fairgr 1:30pm-Koury
		8:45am	(7)Spencer	1 full	6:30pm-Dixie Cl Fairgr
		8:45am	(30)Colfax	1 full	5:05pm-Dixie Cl Fairgr
		9:00am	(26>Welcome	1 full	5:45pm-Dixie Cl Fairgr
Wed, 7-16 Shuttle	Koury Entry F Dixie Cl Fair	4:45pm	Dixie Cl	Fairgr 2 full	Shuttle
	Dixie Cl Fair	6:15pm	Koury	1 full	from tour 1
	Dixie Cl Fair	6:15pm	Koury	1 full	from tour 3
	Dixie Cl Fair	6:15pm	Koury	1 full	from tour 31
	Dixie Cl Fair	6:15pm	Koury	1 full	from tour 20
	Dixie Cl Fair	6:30pm	Koury	1 full	from tour 28
	Dixie Cl Fair	6:30pm	Koury	1 full	from tour 22
	Dixie Cl Fair	6:45pm	Koury	1 full	from tour 7
	Dixie Cl Fair	6:45pm	Koury	1 full	from tour 11
	Dixie Cl Fair	6:45pm	Koury	1 full	from tour 9
	Dixie Cl Fair	6:45pm	Koury	1 full	Shuttle
	Dixie Cl Fair	7:00pm	Koury	2 full	Shuttle
	Dixie Cl Fair	7:30pm	Koury	3 full	Shuttle
Thurs, 7-17 S&D Tours	Koury Entry F	6:45am	Fort Fisher	1 full	9:30pm - Koury
		10:00am	Emerald Pointe	1 full	4:00pm - Koury
		10:00am	Emerald Pointe	1 full, 1 mini	7:30pm - Koury



## **Spouses Committee**

**Mitch Smith, Co-Chair**

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**Joanna Radford, Co-Chair**

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The following functions were provided by the Spouses Program Committee. Tasks included but were not limited to:

### **Pre-Conference:**

- Organizing the spouse's program committee
- Preparing a budget for spouse program
- Meeting with national board and Scott Hawbaker in December to give report and work out details
- Contribute to the publication of the April issue of *The County Agent*. This involved composing an article to promote the AM/PIC program to be submitted by the publication deadline.
- Designing the tour and workshop tickets – Forward tickets early to Scott Hawbaker for early distribution through registration packets.
- Keep track of spouse registration numbers for events at the meeting
- Coordinating with committee members to staff the registration area
- Organizing volunteers and presenters to host tours and workshops
- Selecting a gift for registered spouses
- Develop a schedule for members to host the spouse registration table
- Develop a schedule for members to host the spouse/life members hospitality room
- Secure a spouse luncheon speaker and gifts for spouses for Tuesday at the AM/PIC – Luncheon hosted 190 people in '08
- Secure workshop presenter gifts
- Recommend needed signage to the appropriate committee
- Receive bids from tour companies for spouses' tours – Award bid

### **Conference Responsibilities of Committee:**

- Provide registration packets to arriving spouses – 90% of registration occurs before Vespers Service on Sunday
- Greet and welcome all attendees and provide information as needed
- Welcoming workshop presenters and assisting with setup on appropriate date
- Distribute any unpackaged tickets and collect payments for events through a cashier
- Provide numbers for meals and other events to committees as needed
- Provide newsletter entries by 6:00 p.m. each day

### **Committee Recommendations:**

- Prepare for changing workshop selections during registration
- Secure a team of agents/volunteers to distribute gifts and provide other functions during the spouses' luncheon
- Stock the spouse/life member hospitality room often during the week of AM/PIC

Total active member spouses (including First Timers) 331

# Sons & Daughters Committee

**Ross Young, Chair**

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**Committee members:** Kathryn Holmes, Vice Chair

Elizabeth Ayers, Jeremy Delisle, Danny Lauderdale, David Barkley, Colleen Sparks, Stanley Holloway, Chad Ray, Donna Mull

## Sunday

Registration

Get acquainted activities led by NC 4-H Agents

Orientation of parents and volunteer leaders conducted by Ross Young

## Monday

**Tour 1:** Hanging Rock State Park in the Sauratown Mountains. This tour offers easy and moderate hiking and spectacular views of rolling Piedmont and the Blue Ridge Mountains. Hike the trails to breathtaking cascades and waterfalls, high rock peaks, and sheer cliffs. That afternoon, cool off with a swim in the mountain lake or relax in the sun on the sandy beach. 62 participants. (Note, approximately 30% of participants at all activities were adults)

**Tour 2:** New River State Park. Enjoy a relaxing day on the river in the beautiful Blue Ridge Mountains. Canoe the New River, one of the oldest rivers in North America, and spend the rest of the afternoon hiking, swimming, or just taking in the scenery. The river is shallow with only mild rapids and relatively easy paddling. Lunch for both tours will be catered by a local BBQ restaurant. 105 participants

## Tuesday

**Tour 1: Lowe's Motor Speedway Feel The Thrill**

Tour includes a close-up look at areas that are off-limits race days. Visit the NEXTEL Cup garage, travel down road and take a picture in Victory Circle. The highlight this half-hour tour is a comfortable van ride around the super speedway where you will feel the full-tilt force of 24-degree banking. **Richard Childress Racing (RCR)** RCR Racing Museum is a 47,000 square foot facility encompasses the original No. 3 race shop. There are 47 vehicles and a tractor-trailer transporter rig and of those racecars, 22 are black No. 3 GM Goodwrench Chevrolet Monte Carlos or Lumina driven by Dale Earnhardt. There are 16 video screens in the facility, showcasing key victories in RCR. The center section of the facility is dedicated to Childress' devotion to wildlife and outdoor conservation.

54 participants



on  
pit  
of

the  
The  
that  
race  
46

**Tour 2: Carowinds** For youth not interested in racing, get ready for some pulse-pounding fun and check out our world-class roller coasters including BORG Assimilator TOP GUN: The Jet Coaster at Carowinds. Family Rides soaked together on three different water rides, or take a on rides from mild to wild. Nickelodeon Central Fun is guaranteed at Nickelodeon Central. Ride, spin, twirl and the day away with characters from favorite Nickelodeon shows! Live Shows: It's showtime anytime at Carowinds. with live stage productions and plenty of characters, the whole park's a stage. 115 participants



then  
and  
Get  
spin  
hug  
TV

with live stage productions and plenty

### Wednesday

Professional Development Tours

### Thursday

**Tour 1: Carolina Beach** - Come join us for a trip to the ocean; a place where some of the movie stars and entertainers have walked and where movies have been made for TV and for the big screen; a place where history abounds and a place where pirates of yesteryear took refuge. Youth will spend 3 hours swimming or simply soaking up the sun. **North Carolina Aquariums** - The Aquariums were established in 1976 to promote an awareness, understanding, appreciation, and conservation of the diverse natural and cultural resources associated with North Carolina's ocean, estuaries, rivers, streams, and other aquatic environments. The NC Aquarium at Fort Fisher has a wide array of native and exotic species of aquatic life. Sea turtles, alligators, cuddle fish, sharks, manta rays as well as a woodland habitat and a poisonous stake exhibit. On the way back participants of this tour will stop at the Duplin County Extension Office for a going away party with a beach theme. This tour will not return to the motel until after the banquet. Those wishing to participate in the banquet should choose tour 2. Drive time is in excess of 3 hours each way. 40 participants

**Tour 2: Wet 'N Wild Emerald Point** - For those who want to stay nearby, but cool off, get sun and have fun there is Emerald Point. This is the largest water park in both the Carolinas with over 36 rides and attractions on including drop slides, enclosed slides, tube rides, two children's areas, and a drifting lazy river. Over 5 million gallons of water fun! Visit their website at [www.emeraldpointe.com](http://www.emeraldpointe.com).

Two departure plans are scheduled for this tour. One group will leave with plenty of time to get ready for the Annual Banquet. Those staying at the park will participate in a going away party hosted by the park. 129 participants



site

# July 2008 Day Planner

**Day of Week:** Tuesday, July 15<sup>th</sup>

## TOUR 1

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### **Where we're going...**

LOWE'S MOTORSPEEDWAY, CONCORD, NC AND  
RICHARD CHILDRESS RACING, LEXINGTON, NC

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### **What we're doing...**

TOURING THE LOWE'S MOTORSPEEDWAY AND  
RICHARD CHILDRESS RACING MUSEUM AND  
GARAGE

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### **What to bring...**

GOOD WALKING SHOES  
SUNSCREEN

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### **Lunch will be...**

AT 11:50 A.M. – 12:45 P.M. BOXED LUNCHESES FROM  
HONEY-BAKED HAM (SANDWICH, CHIPS, COOKIES  
AND DRINK)

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### **We will be meet at rooms Oak and Cedar at...**

7:30 A.M.

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### **We will return at...**

THE HOTEL AROUND 4:00 P.M.

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### **Drive time...**

1 HOUR 30 MINUTES EACH WAY

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## **Words of Wisdom.**

- 1. The use of color codes on nametags was helpful. Parents had to sign a form and check which color of sticker would be on their child's nametag. A green sticker meant that the child did not have to be 100% chaperoned. For example they were allowed to ride rides at the amusement park with their friends and they were allowed to go back to their hotel room at the end of a tour without a parent. Red stickers were children that had to be watched every minute until their parents showed up to take them. Every tour leader identified those children who did not have a parent with them and had a red sticker. Chaperones were delegated to these children and they did not leave our sight.**
- 2. Delegate each component of the program to a different committee member. Some will have multiple roles. For example, Committee member "A" was in charge of one of the Monday tours as well as the t-shirts. Committee member "B" was in charge of a Tuesday tour and health forms.**
- 3. If multiple day tours are offered, the night before each tour, separate all the health/release forms and child pictures (if you choose to take them) so the appropriate forms/pics are taken on the tour. This takes time.**
- 4. NC did a daily newsletter for sons and daughters. A simple form that was handed out the day before each event. Details of the day were listed including: things to bring, departure times, return times, what's for lunch, and drive times.**
- 5. Make sure tour sites are flexible with the number of participants. It is common for participants to request a tour change. The actual ticket count may not be an actual number until the buses unload.**
- 6. Cell phones as well as walkie-talkies were used endlessly. The walkie-talkies provided by the association will NOT work outside the hotel. Purchase ones that work independently. One per bus is sufficient.**
- 7. Participants are not good at signing release forms prior to the event. Be prepared for about ½ of them to do it at registration. Have blank copies for them.**
- 8. The parents that attend are awesome. Most have been to several of these events and are willing to help out however do not count on them to be the only chaperones; it is their vacation.**
- 9. If 80% of your planning is not completed by the time you read this report, you are behind terribly.**

# Life Member Committee

**Bill Ellers, Chair**

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## Registration

Life Member registration was chaired by Ed Nolley and Bill Ellers who worked with AM/PIC Registration Chair Gerda Rhodes. Ed Nolley recruited Life Members volunteers to help at the Life Members Registration table in two hour shifts from noon Saturday thru Monday afternoon. Ed Nolley did an outstanding job of lining up over 20 Life Members to help with this task. Registration packets, tour tickets, breakfast tickets and conference center maps were distributed when participants registered. Names were checked off on tour and breakfast lists for a final count. Minor changes in tours registered for were allowed though several of the tours and lunches were already paid for. Some vendors would allow invoicing after the tour or meal. Gerda Rhodes AM/PIC Registration volunteers assisted with compiling the registration packets with small gifts in the packet.

We decided to pay for all tour fees since most of them were nominal. The tour of Childress Vineyards was the exception however with the great fund raising we had the Executive Committee voted to cover this cost entirely. This worked very well. In the case someone wished to add a tour they were given a voucher to pay at the check out and return to the LM registration to pick up their tickets after paying. Very little tour switching and adding of tours took place.

Registration went very smoothly. Life Members also handled the Prayer Breakfast registration. The cashier was set up next to the Life Members Registration so this made handling funds for the Prayer Breakfast simpler. There were 164 life members; spouses and guests pre-registered and 150 went through registration. There were 76 life members and 74 spouses/guests who went through registration.

## Hospitality

Mitch Smith, Spouses Chair; Vic Lynn, Life Members Vice-Chair, and Bill Ellers, Life Members Chair headed up the Life Member and Spouse hospitality room. The decision was made to combine Life Members and Spouses hospitality rooms again this year. The Hospitality Committee chaired by George Stancil and Terry Garwood did the planning, secured the food and beverage items, and helped stock the Life Members/Spouses Hospitality Suite. Mitch and Vic handled scheduling volunteers to man the hospitality room and keep it stocked and presentable. Half-day shifts were used with 2 or 3 volunteers for each shift. Making sure paper products, cups, utensils, ice, etc. were all present was difficult at first but other NC agents pitched in to get this items just as the Hospitality Room opened on the Sunday afternoon.

Tickets for spouse gifts were given at registration, and registrants were directed to the hospitality room to pick them up. Life Members and Spouses found the room early in the meeting (be ready!). Estimates of visitors to the room were, 170+ Sunday, 140+ Monday, 75+Tuesday afternoon, and 125+ on Thursday. It worked well to have participant's gifts in the hospitality

room to encourage them to find it and see what was available there. Many of the Life Members and Spouses enjoyed stopping by for a light breakfast and coffee in the mornings.

Food items were fresh blueberries, nectarines, grapes, apples, watermelon, cantaloupes, complimentary jars of pickled cucumbers and relish, bunches and bunches of bananas, cheeses and spreads of various types, peanuts both in small bags and in bulk, bags of potato chips, cookies, crackers, nabs, individual servings of dry cereal and yogurt. Beverages were an assortment of soft drinks, juices, coffee, and milk, which we made available in three iced coolers. We also had a 5-gallon water cooler setup, which helped reduce the plastic bottle waste.

Participants also appreciated wide variety of foods and the hospitality of the NC hosts/hostesses. Having the Hospitality Room in a complimentary suite kept costs down and allowed us to bring in our own food. NC Agents and Life Members procured most of the food and drink items as donations. We appreciated very much the great work and quick response of George Stancil and Terry Garwood in keeping the room supplied. Also, a special thank you to DED Harvey Fouts for running out the first day and getting paper products, utensils, serving trays, and other food items needed.

We received a lot of very positive feedback on our hospitality room. It certainly helps to have lots of good hosts and hostesses.

#### Life Member's Gift

Life Members did not receive a gift like the spouses do. However, Life Members did have socks and other stocking stuffer gifts in their registration packet.

#### Prayer Service-Sunday Morning

Chris Ingram, former county agent in Guilford County, N.C. led a prayer service at 10 AM on Sunday morning. Several Life Members commented that they really enjoyed the service.

#### Life Members Committee Meeting

Life Members Committee met in the North Room on Sunday from 2-3 PM with Life Members Chair Hal Tatum presiding.

#### Business Meeting

Hal Tatum, NACAA Life Members Chair coordinated the business meeting. Sam Groce and Greg Hoover, Facilities Chairs for the AM/PIC took care of all room assignments and directions on setup of chairs and tables for the Koury Center staff, who were very helpful.

David Henderson a friend of AM/PIC co-chair Karen Neill conducted a very nice memorial service for the members that passed away since last year's meeting. The meeting was well attended. Hal Tatum conducted the meeting and put the agenda together.

#### Life Member Breakfast

The Life Member breakfast was held at 7 am Tuesday in the Imperial D Ballroom. Members started arriving soon after 6:30. A full banquet style breakfast was served with juices, scrambled eggs, bacon, sausage, hash browns, pancakes and fruit, coffee and tea. Approximately 146 were Life Members and Guests were served.

Hal Tatum, Life Members Chair presided.

Our speaker was Bill Thompson, Rural N.C. humorist and writer. Bill entertained the group with stories about growing up in rural N.C. with characters who always added a twist to the outcome of an event. He also brought back memories of how N.C. and much of rural, farming and forestry communities operated. He recited the Old North State Salute to the group. Bill's presentation lasted about 30 minutes. Breakfast adjourned at about 8:20 AM. Tour participants had almost 30 minutes before the first tour departed.

### Life Member Tours

Committee members Bill Holtzman, Richard Bradley and his wife Lee, and Bill Ellers made arrangements for the tours. Bill Holtzman did a wonderful job of arranging combined tours #1 & 2: RCR Racing, Childress Vineyards and Timberlake Gallery, 53 attended this tour. Two buses were used for this combined tour. Bill H. was on one bus and his wife Marie on another with agents Mike Carroll and Peg Godwin each on one of the buses to assist participants. The two groups ate box lunches at the Lexington YMCA. Bill Holtzman arranged this. All tour lunches were paid through our NC AM/PIC budget.

Tour participant rosters were given to each tour agent tour guide and a roll call was conducted prior to leaving. After that a simple head count was taken before leaving each stop. There was one participant left at Timberlake Gallery due to having two buses and an individual getting on one of the buses that left early then getting off before it actually left thinking they could catch the 2<sup>nd</sup> bus. Fortunately, the county director in the county extension center was close by and the site was only 30 minutes from the Koury Center.

Bill Ellers organized Tours 3 and 4. Agents Jeff Morton and Trey Bridger led tour 3, Old Salem and Tanglewood Arboretum. There was considerable walking at Old Salem. Thirty-four attended this tour. Jeff and Trey did a great job of assisting those on the tour. Most were tired after the Old Salem Tour so minimal time was spent at Tanglewood Arboretum.

Tour 4, Mt. Airy/Mayberry was a great trip that Bill Ellers and Mark Seitz led. The folks of Mt. Airy were very hospitable. The porkchop sandwich at Snappy Lunch was scrumptious. 36 attended this tour.

Richard and Lee Bradley and agent Anne Edwards who was responsible for lining up all of the tour volunteers led tour 5: Seagrove Pottery, Westmoore Family Restaurant, Southern Supreme Gourmet Foods. Anne did a great job of instructing the bus tour guides as to what their duties were. This group had a very eventful day with their 54-passenger tour bus getting stuck on a median in Siler City. A tow truck was used and the Siler City Police were very helpful and gave

the group an escort out of town. Everyone enjoyed the pottery shops and the wonderful seafood and country cooking at Westmoores. There were 19 on this tour.

Tour 6 to Replacements LTD was cancelled early on due to very low registration numbers.

Tours were staged at Entry F to the Greensboro Sheraton and Koury Center. This was straight out from and close to the Imperial D Ballroom. All participants were instructed at the end of breakfast to be there by 8:30AM. Bus departure and return times were printed on each individuals tour ticket. Tour guides held signs with the tour number and name so that tour groups would congregated in the lobby prior to getting on their buses, which also had signs taped to front window indicating which tour it was.

George Stancil and Terry Garwood, Hospitality Chairs, and their team loaded the buses with coolers packed with juices, water, and drinks. A box of snacks was also loaded on each bus.

Feedback on all of the tours has been very positive. We tried to keep them at a leisurely pace, did dry runs of all of them to help plan for time requirements and all tours returned between 4:30 and 4:50 pm as planned which gave participants time to be refreshed prior to attending the State's Night In activities which began at 5:30 pm.

#### Signs and Decorations

We appreciate the great work of Kathy Bunton, Signs Chair. Our Tours went very smoothly with guides holding tour signs and each bus also with a sign in the front window identifying which tour they were. Rooms where each Life Members activities took place had either electronic signs beside the door or large stenciled signs on easels. The volunteer help to verbally direct people was crucial to helping people find their way. Kelly Groves, Decorations Chair and her committee also did a great job decorating the Life Members Breakfast. Fresh cut flowers were very nice touch.

#### Communications and A/V

The use of mobile radios and cell phones was very helpful, especially in the hospitality room where were scrambling at times to keep the room supplied and properly setup. Each tour bus had agents on the bus that had the cell phone numbers of AM/PIC chairs and the Life Members Chair in case of questions or emergencies.

Carl McNight, AV Equipment chair did a great job of making sure we had what we needed (laptop, projector, screen) at the Travelogue on Thursday morning.

Life Members are a great group to work with and very dependable. It was a great TEAM effort (Life Members and spouses/guests and Active Agents)! Thanks to all who helped!!!



# Professional Improvement Tours Committee

## **Norman Harrell, Chair**

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## **Scott Shoulars, Vice-Chair**

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**Committee members:** Craig Adkins, Amy Lynn Albertson, Art Bradley, Jeff Carpenter, Derek Day, Karen McAdams, Lewis Smith, and Randy Wood.

## **Pre Conference Planning**

The Professional Improvement Tours Committee consisted of 10 members from across North Carolina with different agricultural responsibilities. The PI Tours Committee began meeting in 2006 to plan the educational tours. The committee utilized face to face meetings, conference calls and email to review, edit, and coordinate 34 tours for the 2008 AM/PIC. The committee created a Tour Proposal form that was distributed to all North Carolina Agricultural Extension Agents to submit complete tour packages or tour stop suggestions. From those tour proposals, the committee selected 34 Professional Improvement tours. All tour information was posted on Google documents for committee members to view and edit on-line. Tours were planned to offer a great experience of North Carolina agriculture and culture. The tours highlighted the agricultural diversity of North Carolina and varied from specific agricultural topics to diverse tours that the entire family could enjoy. The tours were planned to visit historical sites and unique points of interest in NC such as: Pinehurst No. 2 Golf Resort, the Biltmore Estate, and Mount Airy, Andy Griffith's hometown. Since North Carolina is also the heart of NASCAR racing, Lowe's Motor Speedway, several race shops, and race museums were visited.

The majority of the tours were planned as whole day tours. We tried to minimize the number of tours that travel long distances, but some were some needed to offer the complete view of agriculture in the state. The tours were affordable for all participants. Lunches were provided on all tours and there was only one tour with a registration fee. All other tour fees were covered through the Professional Improvement tour committee budget.

Tours were planned with two tour leaders per tour to have someone familiar with the tour if for any reason a tour leader could not attend. This was essential as some tour leaders left Cooperative Extension, retired, or were not able to attend due to illness. Tour leaders helped in the development and coordination of individual tours, worked with hosts of tour stops, identified potential lunch sponsors and provided photo and tour descriptions for the County Agent magazine. The tour descriptions included information such as long travel distance (greater than 2 hours) and any age restrictions. An

emergency contact plan was established if any participant would have health issues. A person located in the tour area was identified as an emergency contact who would be available to provide transportation to a hospital or return to Greensboro if necessary. The emergency plan could help get someone the attention they need quickly without the whole tour being diverted.

A PI Tour brochure was put together that was used at the 2007 AM/PIC in Michigan to promote the meeting in North Carolina. Also, in conjunction with Communication Services at North Carolina State University, a 10 minute video was prepared to show on all tours that highlighted NC agriculture.

Tour dry runs were conducted by the PI Tour Committee in April through June of 2008. Committee members met with tour leaders to make sure they understood their role and to minimize transportation or logistical issues. Tour leaders were asked to secure a PA system for the tour.

Tours were confirmed after normal registration ended on May 15 with a goal to cancel as few of tours as possible. Thirty tours were confirmed and only four tours were canceled due to low registration numbers. After reviewing the registration numbers, we canceled tours with less than 15 registered. Through the transportation committee, 34 buses had been reserved and we had 30 days prior to make any cancelations. Making the decision to cancel any tours quickly after registration ended was important to avoid any cancellation fees from the charter bus company. We were able to utilize one mini coach (30 passenger bus) that was 20 percent less than full size buses (54 passenger). Tour host gifts, a portfolio with the meeting logo, were ordered for each tour stop.

## **Registration**

PI Tour registration began on Saturday and was closed on Tuesday at 11:00 AM. Conference participants were asked to pick up tour tickets after registration. The tickets contained the tour departure time and any other special information. The majority of agents did, but there were some agents who indicated they were not aware they needed to register for PI tours. There were several requests to change tours. This created logistical issues, but we were able to accommodate most requests unless a tour was full. We did not receive any request through registration for special needs, but a couple of participants needed a handicap accessible bus, which we were able to accommodate. We had a tour leaders meeting on Tuesday evening, the day before the tours. In summary, 1,113 agents, family members, and volunteers participated out of the 1,506 registered conference attendees.

## **Tour Day**

Information was assembled for tour leaders that contained a tour sign, tour participant registration information, an agenda, tour host gifts and tour leader guidelines. The first tour departed at 6:45 AM, with the majority of tours departing between 7:00 AM and 8:15 AM (four every 15 minutes). The last tour departed at 9:00 AM. Participants

gathered in the assembly room and received breakfast as they loaded the bus. A two way radio was used to communicate with the Transportation Committee chair to determine when buses were ready to load. Our goal was for the tours to depart the assembly room 10 minutes before departure time. Most tours were able to depart on time, while a few were about ten minutes late in departing.

For the most part, everything went as planned on tour. One bus had a mechanical problem, but as planned, the bus company dispatched a bus as soon as possible to pickup attendees.

All buses returned to the evening barbecue at the Dixie Classic Fairgrounds in Winston-Salem, which is about 30 minutes from Greensboro. Some tour attendees preferred to return directly to the motel, but we were not able to accommodate these request.

### **Budget**

See treasurers report for complete budget. Tour leaders were asked to submit any invoices that needed to be paid prior to the tours before the AM/PIC. Most tour lunches and fees were billed after the tours.

### **Suggestions**

1. Increase the number of  $\frac{3}{4}$  day tours, as this will allow for some participants to return to the motel if barbecue is off site.
2. Need to have clear communications with tour leaders.
3. A committee member needs to have good skills in Excel to manage the tour registration lists.
4. Have tour registration open all day on Tuesday. Some agents and guests arrived to the meeting on Tuesday afternoon and needed to register for PI Tours. Maybe not allow changes after a certain time.
5. Consider having a tour with very light walking and advertise as so for some life members and anyone with special needs.
6. Make the tour minimum registration number greater than 15 in order to justify the expense of the tour.
7. Improve the system of participants registering for the PI tours and making tour change request. Maybe include with the registration that you need to do these things in this order.
8. Expect the unexpected.

## **Fundraising**

**Walter Earle, Chair**

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### **Organization:**

North Carolina did not have a “formal” fund raising committee; there were two fund raising Co-Chairs that coordinated the effort. Countless members were utilized to make personal contacts with potential donors.

### **Spotlight Sponsors:**

North Carolina’s strategy was to offer donors of \$50,000 the designation of “Spotlight Sponsor” for a particular day at the Annual Meeting and Professional Improvement Conference. We were fortunate to secure a sponsor for each day.

Sunday - NC Cooperative Extension

Monday - Syngenta

Tuesday - Farm Credit Group

(Carolina Farm Credit, AgCarolina Financial, Ag First)

Wednesday - NC Pork Council

Thursday - Philip Morris, USA

Most of these donors were contacted in 2004 and 2005 and that gave the donors flexibility in budgeting their donation, which was critical to the success of these large donations.

### **Names Events:**

North Carolina produced a brochure with various options for a company to choose “naming rights” for a particular event. We were successful in getting several major donors to participate in this manner.

Sunday BBQ - “Taste of Carolina” - R. J. Reynolds

Opening Session - Novartis Animal Health

4-H Talent Revue - BB&T

Wednesday Tour Breakfast - NC Farm Bureau

### **Educational Luncheon Seminars:**

These were initially a source of much discussion. We were slow in getting commitments for them; however, in the end we were able to secure funding for most of these events.

### **“Got to BE NC” Supper:**

This was an attempt to offer attending agents an additional sponsored meal. All North Carolina commodity groups were contacted seeking support. As an added incentive, a magazine was produced highlighting North Carolina agriculture and the commodity groups. There were 30 commodity groups supporting this effort with \$26,250 for sponsorship of this meal. In addition to this, North Carolina Farm Bureau donated \$10,000 for the Wednesday breakfast and the North Carolina Pork Council donated \$50,000 as a "Spotlight Sponsor."

**"States Night In" - New to the 2008 AM-PIC:**

Again, the North Carolina Agents were concerned with the overall cost to agents attending the Greensboro AM-PIC and this was our attempt to again reduce costs for agents. We asked each state in the Southern Region to contribute \$400 per voting delegate to help sponsor this meal.

**Member Donations:**

There were a total of 144 present and past members of the North Carolina Association of County Agricultural Agents who contributed to the 2008 meeting. These donations were made through payroll deductions, one-time gifts and the support of a fund raising auction held at our State Meeting. We had hoped for 100% participation, we fell short of that goal.

**Overall Comments and Advice for Other States:**

1. Contact potential large donors early. Many of our large sponsors made 4 annual payments.
2. Make it personal - Someone (agents) knows someone in the company. This was invaluable.
3. Ask for the moon; but have a fall back plan.

# Prayer Services

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The Thursday Morning Prayer Service was partially sponsored by Fellowship of Christian Farmers International (FCFI) in appreciation for what the agricultural agents across the U.S. have done in helping FCFI help farmers where disasters such as floods, tornadoes, fire, etc. have occurred. FCFI is a Christian organization made up primarily of farmers from across the United States and Canada. Where natural disasters have occurred, FCFI sends in teams of volunteers to assist fellow farmers in clean-up, rebuilding, etc. Dennis Schlagel, executive secretary of FCFI, pointed out that when natural disasters occur, most of the aid and attention goes to the cities. However, often there is more destruction out in the county away from the cities but it is scattered throughout the county and does not get the needed attention. This is where FCFI comes in to help. Dennis has stated many times that if it were not for the county agents helping them, they would not be able to do the work that they do. The county agents know the county, where help is needed most, key leaders to help coordinate relief efforts, and many other logistics needed for recovery assistance.

FCFI does a partial sponsorship of the breakfast. This year's breakfast was around \$19.00 per person and we had 53 people that attended. We charged \$10.00 per ticket and FCFI paid the remainder. FCFI would probably have paid more but we were going for a 50/50 split on the cost and we were thinking the total cost was going to be around \$22/person. In handling the invoice for the breakfast, the motel billed FCFI for the full amount. The North Carolina Association of County Agricultural Agents then sent FCFI the money collected for the tickets. When paying for the tickets, most people paid cash but for those that wanted to pay by check, the check was made payable to NACAA

Since this is not an official part of the NACAA AmPic Conference, the breakfast is held on Thursday morning so that it does not interfere with other official functions of NACAA. Care should be taken that the breakfast is over in time for attendees to get to the 8:30am meetings.

The general format is that everyone gathers with song, welcome with a brief introduction of FCFI and invocation, breakfast with fellowship, another song, introduction of inspirational speaker, highlights of some work FCFI has done, another song, close with prayer. The exact speaker and singer would be left up to the committee planning the program. This year, (2008) FCFI furnished the speaker and paid his expenses. The singer was a very talented soloists who came on a voluntary basis. However, myself and the co-chair purchased a gift for her.

## Sunday Morning Worship Service

The Sunday Morning Worship Service was held at 10:00am on Sunday Morning on the day of the NACAA official opening. There was no charge to attend and all speakers/singers came on a voluntary basis. However, the speakers did receive a speakers gift from NACAA and I personally gave a gift certificate to both speakers. The general format of the program was to gather with singing in which a talented local quartet was brought in for the singing part of the service. After one song there was a welcome and invocation, followed by another song, then a testimony from a local prominent Christian farmer, then a devotional from an agricultural missionary on furlough from Uruguay, a focus prayer time, another song, and then dismissal with a prayer. The service lasted approximately one hour. The quartet came on a completely voluntary basis but an offering was taken with all the money going to the quartet.

The committee of 4 people that planned the Thursday Morning Prayer Breakfast also planned the Sunday Morning Worship Service.

## **Pre-Conference Golf**

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The Golf Outing was well received by members and I highly recommend continuing this early bird activity on Sunday before the conference. We had about 18 players that consisted of active members, life members, and guest (family members). We played at a course, Grandover Resort, which was associated with the convention center and we received the hotel guest rate, \$67. We did not have a tournament based on the decision that we had already asked our sponsors for enough funds for the conference. If funds (prizes) are available, I recommend a "superball" team format. Once the players found out each other's Alma Mata, members started trash talking about everything from their golf score to football.