Board of Directors Meeting – February 5, 2013
10:00 AM – 3:00 PM
Wiles Room, NYS Fairgrounds

AGENDA

Welcome
Lunch plans

Call to Order: 10:04
Introductions
Present: Kandis Freer, Linda Tripp, Jan Smith, April Winslow, Jennifer Jenson, Marika Rywak, Brenda Carpenter, Kelly Parker, Roxanne Dueppengiesser, Nigel Gannon, Megan Tifft, Jessica Spence, Holly Harwood, Penny Rowsam, Shawn Tiede, Valerie Adams- Bass

Additions to Agenda

Review Minutes of November 2012 Meeting – Kandis Freer
Brenda Carpenter amended 2nd page- take Brenda Carpenter’s name off of South Central conformation of state conference in 2015.
Megan Tifft made a motion to accept the November 2012 minutes as amended, 2nd by Linda Tripp, unanimously approved.

Correspondence- Kandis Freer- none

Treasurer’s Report – Roxanne Dueppengiesser- see budget attached
- If there is any question about what line when filling out a voucher please see website for Budget Explanation
Jessica Spence made a motion to move the budget to audit committee, 2nd by Jennifer Jenson, unanimously approved.

Vice President Report – Rachel Williams
Membership Update

NYSACCE4-HE Historian Report – Chrys Nestle

Old Business
MOU – See attached – MOU dated October 1, 2012 for a term of three years and expires September 30, 2015

New Business
Website- Jessica Spence- The website is being updated regularly, please check it to see if you would like anything updated or if you find any glitches – we’ve found some and easily fixed them!
Jennifer Jenson made a motion and Brenda Carpenter 2nd, to have Jessica look into get the NYACCE4-HE website password protected except Capital Days piece and home page for advertisement purposes, unanimously approved.

**Talking points for May meeting with Helene**
- Helene will give updates to the board
  - Ask Helene to talk about the Leadership Circle
  - Overview of professional development that is being offered with money put aside from the association
  - Tell her about the National Awards, how many people presented at National Conference
  - Professional Development being attended by members
  - Shawn is running for finance position
  - Tom is NERD
  - Is anyone writing for journals?
- **District reps- start collecting information of what educators are doing locally, state wide and nationally.**

**NYSACCE4-HE Committee Reports**

**Audit** – Tim Davis - none to report

**Awards & Recognition** – Mary Fairley  
Date of report: February 4, 2013  
Date(s) of meetings since last report: Conference call – January 28, 2013

Brief highlights of recent meetings:

1. Reviewed committee responsibilities
2. Discussed Service and Specialty Awards
3. Discussed and revises process for award nomination, selection, and notification
4. Identified time line for process
5. Established process for application review and award selection
6. Discussed the National 4-H Hall of Fame

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee:

**Action taken or discussion at meetings relative to NYSACCE4-HE:**

1. Service Awards will continue to be peer nominations
2. Specialty Awards – all national awards will be available for NAE4-HA members and the process will be self-nomination
3. The committee will begin the process for a NYS nomination to the National 4-H Hall of Fame

Request/recommendations to the Board of Directors: none at this time

**Capital Days** – Rebecca Ireland-Perry  
Date of report: 1/30/13  
Date(s) of meetings since last report: 12/11/12, 1/15/13, 1/30/13
Brief highlights of recent meetings: Everything is coming together for this year’s event. Even though hotel costs increased slightly, we are able to keep the registration cost the same for this year. The committee has been working hard to get speakers and agency representatives confirmed. We have 2 teen members for the Teen Planning Committee, McKenzie Deno from St. Lawrence County, and Nosa Akol from Broome County. Registrations are starting to come in, and the deadline is February 8th. We have a new committee member, Maureen Roche, from Dutchess County. We would like to clarify one item mentioned at last month’s Board meeting—Teen Planning Committee members pay half price registration, they are not fully paid for.

Action taken or discussion at meetings relative to NYSACCE4-HE:

Request/recommendations to the Board of Directors:

- We would like to thank Jessica Spence for all her help in getting the information posted on the website.
- We would like to encourage others to join the committee, since we don’t have every district represented (North Central?).

**Due to staffing changes North Central does not have a staff available**

**Fund Development** – April Winslow and Nancy Robertson

None to report

**Marketing & Information** – Jessica Spence

Date of report: 1/23/13

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee:

None that I am aware of...

Action taken or discussion at meetings relative to NYSACCE4-HE:

The 2013 Communicator Award information has been posted by NAE4-HA and has been distributed to the youth list serve requesting New York State entries. The information has also been posted to the NYSACCE4-HE website. Entries are due to Jessica Spence, Yates County by March 1st. A meeting of the committee will then be set up to review the applications.

**Mentoring** – Jan Smith

Date of report: 1-24-2013  Date(s) of meetings since last report: 10/10/2012

Brief highlights of recent meetings: Tracking down the welcome kits for new members.

Discussion on who should receive welcome kits. Mentoring handbook is now online.

**Nominating** – Brenda Carpenter- nothing to report
Conference Planning Committee – Penny Rowsam  
North Country, LAKE PLACID, Oct. 15-17, 2013  
Attached- Packet- Logistic Planning  
Conference Committee: Alexa (contact person), Connie, Jack, Pat Banker and Matt?

Professional Development –

Investment Committee – Shawn Tiede  
Some of the recommendations that were made by the board were not actually adopted, so the committee will be going back and double checking

NAE4-HA Report – Tom Davis  
Date of report:  2/1/13  
Update:

• There has been an ongoing discussion about the structure of the National board to increase both efficiency and effectiveness. At the board meeting in October the following decisions were made:  
  ➢ VP Research, Evaluation & Programs will be changed to VP Programs  
  ➢ Research and Evaluation Committee to move to Professional Development  
  ➢ Diversity Committee will change from a committee to two task forces, under Professional Development and Programs.
• The board is working toward having all voting done on line versus in person.
• Galaxy 2013 - Our national conference this year is a Galaxy involving all extension associations in Pittsburg, PA. at the Omni William Penn Hotel.
• Our 2014 NAE4HA conference will be in Minneapolis, Minnesota and 2015 will be in Portland, Oregon.
• Member Recognition – NAE4-HA will be moving to an online awards process by 2014. The board is also encouraging all states to offer all the different award categories put forward by national.
• Finance - Our National Association is financially solvent. There is concern about the pressure put on conferences to provide funds (profit) to the association.
• As a point of interest National 4-H Council reported to the board that it had quadrupled its fundraising success in the past four years.
• There has been an increased effort to engage Life Members in the association including a new Life Member award.

Report from Liaisons  
State 4-H office – Nigel Gannon, Nancy Schaff, Jamila Simon & Valerie Adams- Bass

Valerie Adams Bass-  
Conference Call this morning:

• ECOP is the working group for NIFA and USDA to make sure the land grant universities are aligned with federal initiatives. - MOU between NIFA, National 4-H Council and land grant universities needs to be established.  
Three groups- fund raising, professional development and ...
Demographically we are multicultural, ethnic farming, micro agriculture businesses are new to the area so Cornell is looking at the demographics and looking at how to help our traditional audience, the new audience and how they work together. They are looking to other regions on how to work together.

Military Program starting tomorrow in Washington DC. DOD is attempting to subcontract with the land-grant universities; the grant was pulled from USDA. The funding was cut but it will continue this year.

Youth/Adult Partnership Conference – Delaware will be facilitating meeting, will be held over the Martin Luther King weekend focusing on Healthy Lifestyles
  - Every other year- ½ virtual and ½ face to face
  - 2012 videos will be added to the website available for volunteers

Liz Searle is working on engaging 4-H Alumni in hope that we can tap into small funds and connect them to collegiate members - NYS is piloting with National Council along with other states

External and internal reviewers and in middle of the review process for federal funds. 179 research and extension proposals came in, 17 youth specific proposals came in.

NYS 4-H STEM Mission Mandate Report to NYSACCE4-HE Board ~ February 4, 2013

Reported by Nancy Schaff, State 4-H STEM Program Specialist

- Upcoming Professional Development for Educators with 4-H STEM responsibilities
  National 4-H Science e-Academy – details sent to the 4-H STEM list. Six afternoons (Feb. 26, 28; March 5, 7, 12, 14). Train-the-trainer format with interactive web-based platform. Important professional development for key staff. Participants will work on an implementation plan.

- 4-H STEM Program Work Team. One focus for PWT work this year is STEM curriculum. This will be the topic for the spring retreat. Debbie Grusenmeyer is exploring the idea of starting a 4-H Animal Science PWT. If someone is interested in helping they can contact her directly.

- 2013 NYS 4-H Volunteer Forum
  The South Central District did a great job planning and hosting the 2012 Volunteer Forum in Binghamton. My understanding is that this is not an official NYSACCE4-HA event – it would be good to clarify roles (districts, state 4-H office). We have received the Monsanto grant for 2013 ($2000) that supports a Forum. We are looking forward to continuing to move the event around the state with a different district hosting each year. This was discussed at the November Forum and it was agreed that we would ask the Western District if they are interested in hosting in 2013. I haven’t heard whether there was a decision.

- Funded 4-H STEM projects
- **Lab of Ornithology project** – We had a very successful workshop at the Lab of Ornithology in late January with 13 county Educators (including an ED). There are an additional 8 Educators who are going to help us pilot the Nature Detectives curriculum. We are hoping that Nature Detectives will lead to more citizen science projects in 4-H and increase inquiry in projects.

- **Smith-Lever Robotics project** - Roger Ort has started his work as the New York 4-H Robotics Specialist (.20FTE). The initial focus will be on robotics for Cloverbuds as a developmentally appropriate STEM project (LEGO WeDo, Montana storybook project with WeDos, Jr.FLL) and he is also working on the State Fair Robotics Challenge.

- **Career Explorations**
  We hope to post registration materials this week so Educators have access to them before the Career Explorations registration database goes live on Feb. 18. We have made some changes to the registration process and it will be really important for Educators to read the letter that will be posted with materials on the Career Ex webpage. We have a few new Focus for Teens programs this year and several new University U programs.

- **State Fair**
  I am the State 4-H Office contact for State Fair. The Youth Building premium book should be available soon. We are going to try to re-format the book so we can post it in sections for easier downloading by counties. We will start sending the Blue Ribbon Express newsletter in March or early April.

- **Research**
  We will be working on Research Briefs on topics of importance to you. These will be accessible short documents that will provide research/evidence-based information you can use for grant proposals, logic models, reporting, program development, etc. If there are STEM topics that would be particularly useful to you, please let me know.

- **International Project**
  I am reaching out to Collegiate 4-H members, young 4-H alums, 4-H clubs, Teen Councils, and anyone else interested to help some start-up youth groups in Nicaragua by serving as virtual mentors and/or connecting New York 4-Hers with Nicaraguan youth around 4-H projects. If someone is interested they can contact me. This is a great service learning project.

- **Evaluation**
  We are tracking the work being done on the national level with a set of common measures that will be used within ACCESS 4-H. Stay tuned.

- **4-H Science Sampler Day**
  I am working with Tim Davis and Finger Lakes District to try to plan a 4-H Science Sampler Day on campus for middle school-aged 4-H members on a Saturday in November. Let me know if you would like to help with planning. Stay tuned.
Nancy is looking for someone to host volunteer forum. Western, Finger Lakes and Capital respectfully declined.

NYS 4-H Healthy Living Mission Mandate Report to NYSACCE4-HE Board ~ 2/5/2013

Reported by Nigel Gannon, State 4-H Healthy Living Program Specialist

- **4-H Program Work Teams**
  - **YHEAL**: focus on CHFFF/CHAT policies re: training and outside use; seeking to add an external stakeholder
  - **RTA**: Adolescent Development Toolkit Training (4/16); toolkit developed based on material, curricula, presentations, fact sheets, etc. dealing with adolescent development
  - **YNOE**: application revised to note new membership and linkage to other PWTs

- **County Activities/Outreach** –
  I will be presenting at the “Connecting with Kids” free training offered each year by Herkimer, Oneida, and Madison Counties on February 12th. The presentation will feature the new adolescent development training tool created by the Risk and Thriving in Adolescence PWT. (Jenn Collins invite)

  I will also be presenting at the Fingerlakes and Western District Educator Meeting on February 15th. The purpose is to review the Healthy Living Mission Mandate, to share programming ideas and suggestions, and to discuss future directions in our work. (Angela Northern invite)

- **Research/Program Assistants** – Working on producing a Produced in New York curriculum using 4-H Curriculum Development tools (Kristin); working on Career Ex evaluations from last year (specifically: Focus Assistants) and research summaries.

- **Career Explorations** – Tony Burrow (CHE) agreed to be our Capstone speaker, and he will also lead our evaluation (planning underway); recruiting second FA leader; Adam is conducting an evaluation based on past attendees

- **Research Synthesis** – Research Synthesis Discussion (see Nancy’s “Research” note)

- **National Galaxy Conference** – CHFFF/CHAT-focused poster was submitted for consideration (with Brenda Carpenter).
NYS 4-H Foundation – Liz Searle
None to report

News and Views - Jessica Spence
News and Views is working out well as a monthly publication. I’m still looking for people to interview but have sent a request to many people, including life members, in an effort to “get ahead” and have a pool of interviews to choose from so I don’t have to be begging each month.

Marika will ask Tom what are the requirements for a Life Time Member

District Reports

Capital – Linda Tripp
Date of report: February 5, 2013
Date(s) of meetings since last report: November 30, 2012 and January 24, 2013

Brief highlights of recent meetings: November Educational Program – Chip Malone presented our morning program which consisted of an exploration of 4-H Energy and Climate Change resources and opportunities. He reviewed the current status of the NYS 4-H Energy Program and provided opportunities for us to try out some of the related activities.

January Educational Program - A presentation of the NYS 4-H Foundation by Liz Searle. Liz highlighted the history of the Foundation, future directions, how investments are made and the relationship it has with Cornell University. She also spent time on the grants and scholarships offered through the NYS 4-H Foundation, including how many of each are offered, how much money is available, and tips for educators and youth on preparing applications.

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee:

Abby Foster, CCE Warren, aef225
Barbara Floeser, CCE Albany, bfloeser

Finger Lakes – Jennifer Jensen
Date of report: January 23, 2013

Date(s) of meetings since last report: December 5, 2012

Brief highlights of recent meetings: Met in Cayuga County with a regular business meeting.

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee:

Action taken or discussion at meetings relative to NYSACCE4-HE:

Amy Pyra and Mark Wittmeyer are reps to the Professional Dev. Company
Request/recommendations to the Board of Directors:

Finger Lakes and Western District are going to co-host the state conference in 2016 and 2017.

North Central – April Winslow        Date of report: 1.23.13
Date(s) of meetings since last report: 1.8.13

Brief highlights of recent meetings: Conference call to have district business meeting.

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee: None

Action taken or discussion at meetings relative to NYSACCE4-HE: None

Request/recommendations to the Board of Directors: None

North Country – Penny Rowsam        Date of report: January 29, 2013

Date(s) of meetings since last report: January 25, 2013

Brief highlights of recent meetings:

At our January Meeting we:

- talked about the dairy judging tour that will take place on June 28th in Franklin/St. Lawrence Counties
- had an update from Mary Breyette about CHAT and CHFFF
- Mary Beth Green submitted State Fair updates
- Regional planning continued with District Public Presentations, the Dairy Judging Tour, the Animal Science Grant, Horse Judging Clinic

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee:

Jack McCulley (Jefferson County)
Sayre Stevens (Jefferson County)

Action taken or discussion at meetings relative to NYSACCE4-HE:

We are planning for the 2013 NYSACCE4HE Conference in Lake Placid on October 15-17, 2013 at the Crowne Plaza Resort and Golf Club

I will have logistics planning packets with me to hand out. (See attached)

Request/recommendations to the Board of Directors: None at this time.
Date(s) of meetings since last report: December 3, 2012

Brief highlights of recent meetings:

- From 10:00-Noon we took part in a grant writing workshop. This was paid for by the NYSACCE4-HE Professional Development Funds.
- Committee reports given and decisions made on chairs of committees where there were gaps.
- Megan Tifft and Bernadette Raupers offered to serve on the newly forming Youth Development Advisory Committee representing the South Central District.
- Substantial discussion on State Fair. Elaine reported back on last meeting and will take new/additional questions to next State Fair meeting.
- Updates given on STEM, Healthy Lifestyles PWT and Public Presentations.
- Membership deadline reminder

Please list complete contact information for any new hires within your District (CCE Association, email, and name) for the Mentoring Committee:

- Chenango County's newest educator, Emily Anderson, from Bainbridge, NY. Emily originally hails from Schoharie, NY and was very active in FFA growing up. With a background in biology/education and personal interests in sewing and gardening, she will be covering our sewing, gardening, STEM, and After School programming. Her contact info: email: eja74@cornell.edu, phone: 607-334-5841 x17

Action taken or discussion at meetings relative to NYSACCE4-HE:

- Member Recognition and Awards Committee: Megan sent a recommendation to the committee to add an urban 4-H programming award. The committee was going to look at it. Megan feels we should be able to have the same awards at the state level as at the national association level. This was to be discussed at the State Board meeting in November.

Request/recommendations to the Board of Directors:

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South East – Kelly Parker

Date Report: Jan/Feb 2013

Dates of meeting since last report: December 6, 2012 (Westchester County)

District came together to make all enrollment forms unified, Kelly will send it to Kandis to forward to members

Brief Highlights: Introduction to new members, and discussions on regional events (Horse & PP)
Please list complete contact information for any new hire:
Cassie Schweighofer (Sullivan County) cmms346 Ag and 4-H educator
Sean Welsh (Sullivan County) sw288 4-H and Consumer Education Team Coordinator
Maureen Roche (Dutchess County) mtr72- 4-H Program Leader
Kelly Franke-Scott (Suffolk County) kf252- 4-H Educator
Dave Gibaldi (Orange County) info submitted in November, has yet to be contacted

**Western** – Holly Harwood

**Other**
JCEP Conference- Marika and Rachel will be attending
PILD- Megan and Marika will be attending

**Next Board Meeting, Wednesday, May 8, 10:00 a.m. – 3:00 p.m., Cornell University, Ithaca**

**Agenda Items for next Board of Directors Meeting**

**Adjournment 1:45**
## Budget Report - 2012

1/1/2012 through 12/31/2012 Using 2013 NYSACCE4-HE Budget

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**OVERALL TOTAL**

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## 2013 2-1 Budget Report - 2013

1/1/2013 through 12/31/2013 Using 2013 NYSACCE-HE Budget

2/1/2013

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<tr>
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<td>300.00</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td>32,000.00</td>
<td>27,010.00</td>
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<td><strong>OVERALL TOTAL</strong></td>
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<td>-2,650.00</td>
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## 2013 Account Balances - As of 2/1/2013

As of 2/1/2013

<table>
<thead>
<tr>
<th>Account</th>
<th>2/1/2013 Balance</th>
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<tbody>
<tr>
<td>Bank Accounts</td>
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<tr>
<td>2013 Checking</td>
<td>5,894.34</td>
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<td>CFCU 10 Mo CD</td>
<td>16,004.23</td>
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<td>NYS 4-H Foundation</td>
<td>43,598.25</td>
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<tr>
<td>Savings</td>
<td>15,010.05</td>
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<tr>
<td>TOTAL Bank Accounts</td>
<td>80,506.87</td>
</tr>
<tr>
<td>OVERALL TOTAL</td>
<td>80,506.87</td>
</tr>
</tbody>
</table>
Logistics Planning
2013 NYSACCE4HE Conference

Conference Planning Committee: from the By-Laws
- Membership will consist of a majority from the hosting district, a district rotation will be followed.
  - Suggestion from previous Conference Planning Committee: make sure district professional development committee rep is on conference planning committee
  - North Country Conference Planning Committee: Alexa, Jack, Pat, Connie, Matt?
- Purpose – To organize logistics of Annual Conference.
- Responsibilities
  - Coordinate annual conference including site selection, registration, and management of the conference.
  - Schedule for the business of the NYSACCE4-HE.
  - Will cooperate with the following committees: Professional Development, Member Recognition and Awards, Marketing and Information, and Fund Development.

Date
Tuesday, October 15 to Thursday, October 17, 2013

Hotel
Crowne Plaza Resort & Golf Club
101 Olympic Drive Lake Placid, NY 12946
http://www.lakeplacidcp.com

Hotel Contact
Jennifer Newhart, Crowne Meetings Director
Phone: (518) 523-2556 Ext. 392
Fax: (518) 523-9410
jennifer@lakeplacidcp.com

Advice from previous Conference Planning Committee
- Get everything in writing from hotel
- Check to make sure rooms and staff will be prepared for group when we arrive
Financing
Create budget for event
- Include hotel space fees and printing/copies/folders (packets: schedule, site map, requested flyers/nametags/supplies)
- Leave hotel fee through individuals (separate than registration fee)

Advice from previous Conference Planning Committee
- Took all money and paid bills through one county Association, then billed NYSACCE4-HE for costs
- Talk with Treasurer about how to transfer funds

Overall Schedule
Participants arrive 11 AM on Tuesday and depart after noontime lunch on Thursday

Rooms
Tuesday and Wednesday nights
Block of 60 rooms set aside

Reservations must be reserved by September 15, 2013 to get contract rate
Guest room cancellations must be received by Tuesday, October 1, 2013

Meals
Tuesday: snack, dinner
Wednesday: breakfast, lunch, snack, banquet dinner
Thursday: breakfast

From the Hotel Contract
- Prices are quoted per person, and are subject to 7.5% Gratuity and 7.5% Administrative Fee. Prices are quoted firm in 2012 dollars and are guaranteed not to increase more than 5% per year.
- Estimated guest counts are due by Tuesday, October 1, 2013
- Guaranteed guest and banquet entree counts are due in writing by Friday, October 11, 2013

Meeting Spaces
- Registration space
- Large room
  - Meeting space for Annual Board Meeting
    - 80 people
• Tuesday night, Wednesday morning
  ○ Awards Banquet
    ▪ Wednesday night
    ▪ 100 people
    ▪ Space for silent auction
• Workshops
  ○ 25 people per room
  ○ Need 3-5 breakout rooms
  ○ Tentative times:
    ▪ Tuesday 3 to 4:30 PM
    ▪ Wednesday 11:15 AM to 12:45 PM
    ▪ Thursday 9:30 to 11 AM
• Space for poster session
• Supplies Needed
  ○ Provided by the hotel: In-House Audio Visual Equipment consisting of 1 podiun, 1 wired microphone, 1 screen and 1 flipchart with markers in each meeting room
  ○ Will need to bring projectors
  ○ What other supplies do we need?

Advice from previous Conference Planning Committee
• Had 4 breakout rooms but needed 5
• Need to have back-up plan if spaces don’t work as planned
• Useful to have a storage room
• Signage was provided by professional development committee (check on this for 2013)

**Recreation**
Hotel will help with a list of points of interest in Lake Placid—add to registration packet

Advice from previous Conference Planning Committee
• Have restaurant list available for participants
• Should have let Chamber of Commerce know about event, ask about resources

**Registration**
Ask about food requests in registration forms
What range of registration options do we want to offer?

Advice from previous Conference Planning Committee
- Offer a variety of registration options: how to pay and how to register, guests, multiple days, full conference package versus one-day rate versus just banquet, etc
- Commuters for Wednesday came in for program but not banquet—consider this
- Added 25% to real cost to provide buffer and profit

**Timeline and Communication Plan**

Advice from previous Conference Planning Committee
- Open and frequent communication with professional development, awards, and fund development committee especially but all committees—when are their meetings?
- Workshop offerings well in advance of registration deadline

<table>
<thead>
<tr>
<th>Proposed timeline:</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 5, 2013</strong></td>
<td>Progress report due to NYSACE4-HE Board Meeting</td>
</tr>
<tr>
<td><strong>May 8, 2013</strong></td>
<td>Progress report due to NYSACE4-HE Board Meeting</td>
</tr>
<tr>
<td><strong>June 30, 2013</strong></td>
<td>Confirm meal choices</td>
</tr>
<tr>
<td><strong>July 15, 2013</strong></td>
<td>Create registration form: include menu choices, workshop offerings, recreational offerings, special needs/requests, others? (use CCE Event Registration Tool)</td>
</tr>
<tr>
<td><strong>July 15, 2013</strong></td>
<td>Confirm workshop offerings with Professional Development Committee</td>
</tr>
<tr>
<td><strong>August 1, 2013</strong></td>
<td>Share registration information with NYS 4-H Educators</td>
</tr>
<tr>
<td><strong>September 1, 2013</strong></td>
<td>Confirm workshop presenter needs</td>
</tr>
<tr>
<td><strong>September 1, 2013</strong></td>
<td>Confirm banquet needs with Awards and Recognition Committee</td>
</tr>
<tr>
<td><strong>September 1, 2013</strong></td>
<td>Confirm silent auction needs with Fund Development Committee</td>
</tr>
<tr>
<td><strong>September 9, 2013</strong></td>
<td>Registration Deadline for participants</td>
</tr>
<tr>
<td><strong>September 10, 2013</strong></td>
<td>Progress report due to NYSACE4-HE Board Meeting</td>
</tr>
<tr>
<td><strong>September 15, 2013</strong></td>
<td>Audio/visual requirement list due to hotel</td>
</tr>
<tr>
<td><strong>September 15, 2013</strong></td>
<td>Hotel room reservations due (to get contract rate)</td>
</tr>
<tr>
<td><strong>September 15, 2013</strong></td>
<td>All meeting space arrangements be finalized in writing</td>
</tr>
<tr>
<td><strong>October 1, 2013</strong></td>
<td>Guest room cancellations must be received</td>
</tr>
<tr>
<td><strong>October 1, 2013</strong></td>
<td>Estimated guest counts are due</td>
</tr>
<tr>
<td><strong>October 11, 2013</strong></td>
<td>Guaranteed guest and banquet entree counts are due in writing</td>
</tr>
<tr>
<td><strong>October 15-17, 2013</strong></td>
<td>Conference</td>
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</table>

When/how should the conference planning committee meet? Monthly conference call? Planning tools—Facebook group? How shall we share documents and communications?
Room Block

<table>
<thead>
<tr>
<th># Rooms</th>
<th># Days</th>
<th>Est Cost/Room/Night</th>
<th>Cost/Person</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>60</td>
<td>2</td>
<td>108.00</td>
<td>$216.00</td>
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**Breakout Rooms**

4 Complimentary

Includes AV equipment: podium, microphone, screen, flipchart, markers

*need to bring LCD projectors*

**Food**

Gratuity: 7.50% # People (General Sessions)

Administrative Fee: 7.50% # People (Banquet)

<table>
<thead>
<tr>
<th>Style</th>
<th>Meal</th>
<th>$/Person</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Buffet</strong></td>
<td>Breakfast</td>
<td>$11.95</td>
<td>Hot</td>
</tr>
<tr>
<td>Sunrise Continental</td>
<td>Breakfast</td>
<td>$7.50</td>
<td>Cold</td>
</tr>
<tr>
<td>Day Break Continental</td>
<td>Breakfast</td>
<td>$8.75</td>
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<tr>
<td>First Light Continental</td>
<td>Breakfast</td>
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<tr>
<td>Classic Coffee</td>
<td>AM Break</td>
<td>$3.50</td>
<td>Drinks only</td>
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<tr>
<td><strong>Sunbeam</strong></td>
<td>AM Break</td>
<td>$5.50</td>
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<tr>
<td>Cascade</td>
<td>PM Break</td>
<td>$5.25</td>
<td>Drinks only</td>
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<tr>
<td><strong>Timerline</strong></td>
<td>PM Break</td>
<td>$7.50</td>
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<tr>
<td>Juniper Plated</td>
<td>Lunch</td>
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<td>Cold</td>
</tr>
<tr>
<td>Rockrest Plated</td>
<td>Lunch</td>
<td>$17.75</td>
<td>Hot and Cold</td>
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<tr>
<td>Pristine 9 Express Buffet</td>
<td>Lunch</td>
<td>$14.50</td>
<td>Hot and Cold</td>
</tr>
<tr>
<td>Mountain Express Buffet</td>
<td>Lunch</td>
<td>$17.75</td>
<td>Hot and Cold</td>
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<td>Edgewood Plated</td>
<td>Dinner</td>
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</tr>
<tr>
<td>Italian Picnic Buffet</td>
<td>Dinner</td>
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</table>

**Tuesday**

80 PM Break

100 Dinner

Meal Plan 1

Breaks with foo

Cost/Person =

Total Cost/Pers

*general session:*

Total Cost/Pers

*banquet only*
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<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Meal</th>
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<tr>
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<td>Breakfast</td>
<td>2</td>
</tr>
<tr>
<td>AM Break</td>
<td>AM Break</td>
<td>AM Break</td>
<td>2</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>1</td>
</tr>
<tr>
<td>PM Break</td>
<td>PM Break</td>
<td>PM Break</td>
<td>2</td>
</tr>
<tr>
<td>Banquet</td>
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</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>Dinner</td>
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</table>

Meal Plan 2  
Breaks with drinks only  

$110.90  
$127.54  

Cost/Person = $102.40  
Total Cost/Person = $117.76  

*general sessions*

$26.74  

Total Cost/Person = $26.74  

*banquet only*
Memorandum of Understanding
Between
Cornell Cooperative Extension, NYS 4-H at Cornell University and the New York State Association of Cornell Cooperative Extension 4-H Educators (NYSACCE4-HE)

Dated October 1, 2012 for a term of 3 years, expiring September 30, 2015

4-H is the Youth Development Program of Cornell Cooperative Extension delivered primarily through County Cornell Cooperative Extension Associations throughout New York State. The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707 and in conducting such cooperative efforts, whether they be in fundraising, program development, scholarship or other activities, the use of the 4-H name and emblem shall be used exclusively for the character building and educational mission of 4-H. The educational and administrative resources of Cooperative Extension are available to non-chartered entities utilizing the 4-H Name and Emblem to further the mission of 4-H and extension programming. No unchartered organization may use the 4-H Name and Emblem without authorization or being party to a Memorandum of Understanding granting such use.

The purpose of the New York State Association of Cornell Cooperative Extension 4-H Educators (hereafter NYSACCE4-HE) shall be to promote, strengthen, enhance, and advocate for the 4-H Youth Development profession in partnership with the National Association of Extension 4-H Agents (hereafter NAE4-HA).

The Objectives of NYSACCE4-HE are:

- To advance the professional status of Cornell Cooperative Extension personnel engaged in youth development.
- To encourage staff development that meets the present and emerging needs of the youth development profession.
- To encourage and facilitate research in the area of youth development.
- To increase interest in Extension 4-H youth work as a career.
- To provide for the exchange of ideas, methods and techniques.
- To strengthen communications and to promote cooperation among all Cornell Cooperative Extension personnel.

I. New York State 4-H will:
1. Provide authorization to use the 4-H name and emblem.
2. Pending the availability of adequate resources and funding, provide representation at NYSACCE4-HE Board meetings and regular updates and reports.
3. Collaborate with NYSACCE4-HE to research and secure funding for research in areas of youth development that will help the NYSACCE4-HE and the 4-H Program meet goals and objectives for the benefit of the entire youth development program.
4. Pending the availability of adequate resources and funding, provide direction and guidance on youth development research and programmatic trends.
5. Pending the availability of adequate resources and funding provide, professional development at the yearly NYSACCE4-HE Conference, centered on youth development, mission mandate programming, and/or other needed or identified areas.
6. Facilitate a relationship with CCE IT to help train staff so they can maintain a webpage promoting NYSACCE4-HE and to provide appropriate technical assistance; Permission will be granted to an identified NYSACCE4-HE Board Member to make changes and updates to the website.
7. Provide membership by NYS 4-H Program Staff to serve on NYSACCE4-HE committees as defined in the NYSACCE4-HE By-laws.
8. Fulfill all of the financial reporting requirements of NYSACCE4-HE to Cornell University.

II. NYSACCE4-HE will:

2. Provide opportunities for NYS 4-H staff involvement with programs, campaigns, and event planning.
3. Utilize programs, share report results, and provide evaluation outcomes to the NYS 4-H Office as requested.
4. Include mention of NYSACCE4-HE, Cornell Cooperative Extension and 4-H in all publicity regarding programs, campaigns and events.
5. Provide financial reporting to NYS 4-H Office with the same detail and transparency as that of a chartered club including annual reporting, use of an audit committee, a Treasurer’s record and recognition of gifts as outlined in the NYS 4-H Club Financial Reporting Guidelines.
6. In the event of dissolution of NYSACCE4-HE, all monies and assets shall be dispersed according to the NYSACCE4-HE By-laws.
7. Share and promote State and National Association events, business and news with all NYSACCE4-HE members.

Renewal of this MOU will be based on mutual discussion between the President of the NYSACCE4-HE and the NYS 4-H Program Leader or Director of Extension regarding goals and necessary updates or changes identified.

Either party can make termination of the MOU with 30 days written notice. Termination of the authorization to use the 4-H Name and Emblem can be made by the Director of Extension or State 4-H Program Leader at any time for just cause.

Date: 1/7/2012

[Signature]
NYS 4-H Program Leader or Director of Extension

[Signature]
NYSACCE4-HE President