New York State Association of Cornell Cooperative Extension 4-H Educators

Board of Directors Meeting – November 20, 2013

10:00 AM – 3:00 PM
Wiles Room, NYS Fairgrounds

AGENDA

Welcome – Lunch Plans

Present: Greg Stevens, Roxanne Dueppengiesser, Shawn Tiede, Jennifer Jensen, Marika Rywak, Megan Tifft, Jen Clancey, Rachel Williams, Linda Tripp, and Jan Smith

Call to Order – Rachel 10:10 am

Additions to Agenda – None

Review Minutes of May Meeting – Megan Tifft made a motion to accept the minutes. Shawn 2nd, motion approved.

Correspondence – Megan thanked the association for providing her $50 to help offset costs for her campaign.

Treasurer’s Report – Roxanne handed out the Treasurer’s report and discussed recent transactions.

- The silent auction at state conference brought in $1235.00, which included the sale of a few books after the event.
- $175.00 was paid out for state conference registration, $48.04 for marketing and information, and $82.01 for member recognition and awards.
- Conference profited about $1400 this year, including the cost of a keynote speaker (which includes mileage and wasn’t budgeted in). In past years the keynote speaker hasn’t charged anything.
- We will be looking at how to better handle conference registration for next year. If a conference wants to do credit card payments, it can go through Wyoming County (per Shawn).
• Roxanne has blank vouchers if anyone needs them. She is working to get checks deposited as they come in. Please get any checks/vouchers to her ASAP.

• Shawn moved to pass the Treasurer’s Report on to the audit committee. Marika 2nd. Motion carried.

**VP Report**

-Memberships are coming in. After today those that haven’t turned in membership forms will be tracked down and an updated list of members will be compiled. Greg will also be following up with members regarding the new membership link. Please complete steps in the link and send Greg the confirmation e-mail for proof that this has been done.

**NYSACCE4-HE Historian Report** - None

**Old Business**

-Discussion on the possibility of the state conference to be held in May at state fairgrounds for 2015

  -Rachel: The Board met on November 19th and looked at scheduling, awards committees, etc. Changing the date to May wouldn’t effect fund development, but officer installment and approving the annual budget wouldn’t work as well in May. A state conference was held in May when NYS hosted the national conference. The board would consider a similar arrangement in future years on such special considerations.

  -Shawn suggested contacting other states that hold spring conferences and see how they address the awards piece. As far as a camp perspective – October is much better. Holding the conference in May would lead to either a 6 or 18 month difference between conferences.

  -Other comments included discussion on when the heat would be on in the youth building to have an October conference at state fairgrounds. Heat was on for STARR fall planning committee, but it was still cold. Rachel urged the planning committee to try to keep the conference special for members. Not that this can’t be done at fairgrounds, but the overall thought the of the group was that holding the event at a hotel conference center or similar venue provides a more professional feel. Jennifer added that food may be an issue at the fairgrounds. Shawn suggested looking into Camp Casawasco for the conference.

  -Megan asked if the philosophy of the board was to keep the conference price low in order to attract more people. Shawn added that one reason why we decided to move conferences around the state was to provide the opportunity for those from other areas to attend the conference (who usually may not attend due to distance). At this year’s conference there were many new faces that attended because they were local to the area this year’s conference was held.

  -The Board would like to set better goals this year for conference planning. Nancy added that she is the only 4-H staff person in her county and that she wouldn’t be able to attend in May because she is busy with spring school programming. Rachel concluded with adding that either way you go, you
will lose people due to date or location. In addition in the Youth Building at the State Fairgrounds it’s very hard to participate in professional development due to the large open area. Draping is needed to create meeting spaces, which may add additional costs.

New Business

-Rachel - Board orientation was yesterday (November 19th). We went through the leadership directory. Rachel will be sending a request for each committee chair to review their portion of the leadership directory. We expect all corrections to be complete by the end of January. Once corrections are made, all members will receive a link to access the leadership directory on-line. Megan – Can goals be put into newsletter? Rachel – Good idea. She will contact Jess for a potential topic for the February edition of News and Views.

-Annual meeting minutes – Minutes are taken at the conference each October and then may not be looked at again until the following October. Could we put them in draft form on the website? Shawn – If labeled as draft it should be fine. The national updates might be of interest to some. Rachel will ask Jess to put the October meeting minutes on the website in draft form.

NYSACCE4-HE Committee Reports

Audit - None

Awards & Recognition - None

Capital Days – Reported by Chair, Rebecca Ireland-Perry.

- Date(s) of meetings since last report: Committee meeting in Albany October 2, and conference call November 14.
- Brief highlights of recent meetings:
  - September 10: 2014 proposed budget was presented, discussed and approved. Treasurer books going out to Tim Davis for audit.
  - October 2: Committee members are working on their assigned areas to get the 2014 events scheduled. Marilyn Jones will be staying on as treasurer.
  - November 14: Discussed any updates committee members had on getting room, speakers, tours etc. scheduled. We received 6 applications for the Teen Planning Committee, which we reviewed and accepted all 6. Greg Stevens to work with teens this year. Next conference call: December 11, 2013. Hope to have the registration information on the website in December.

-Discussion after the committee report was read

-The Capital Days budget needs to be incorporated into the association’s budget. We need to have a conversation with Becky. It’s the association’s event and our money.
The Board needs to make this recommendation to the committee. A suggestion was made to have this transition complete by the end of the year term (by end of next year 2014). In order to do this Roxanne would need budget information by July 31st. We want to make sure the Capital Days committee is comfortable with this transition. This will actually be less work for them. They would still need to hand in vouchers, etc. They just can’t have their own checkbook. No one on the board even has access to current accounts. Marilyn and Becky need to be included in the conversation. We are not doing this to get the money. Money would be put into a specific account for Capital Days. This will require a couple members from the board and the capital days committee to work together as a separate task force/committee to move forward. This will be added to the Board’s goals. The audit committee will then need to finalize this for next year. Linda – Moves that the Capital Days committee move their budget and funds to the association by July 31st 2014. Greg – 2nd. Approved.

Fund Development – Reported by Nancy Robertson

- Date(s) of meetings since last report: Conference call Sept. 12th, 9am
- Brief highlights of recent meetings: Members of the committee include myself, April Winslow, Tanya Nickerson, Amy Sands, Autumn Lavine, Amy Rugenstein (Pyra) and Marika Ryvak. The annual auction was held at the state conference in Lake Placid on Oct.16th, $1205.00 was raised.

-Discussion after the committee report - $1205.00 was raised on auction plus $30 for books purchased afterwards. The larger items were a nice addition to this year’s auction.

Marketing & Information – No formal report, but they are looking for a new chair and vice chair.

Mentoring – Gave out 25 kits this year. They currently have supplies for 10 more kits to be made. They would like to know how to find out who has paid dues, as they just discovered that they had a committee member that hadn’t paid their dues. Rachel and Greg will work on this. They did meet during conference and discussed the VIP room at the state fair. They questioned if this should be covered under mentoring or another committee. Roxanne pointed out that it was already in the 2014 to be included under the mentoring committee. We can look at changing this for 2015 (if changes are to be made to the 2015 budget, they need to be sent to Roxanne by July 31st, 2014). For now the mentoring committee needs to set a price for supplies for the hospitality room at NYS fair – as a committee. There are year’s when more money is spent and year’s when there isn’t much money spent. The committee needs to review the past few years to look at increasing the budget for 2015. A list of who kits have been given to is being kept. Rachel – Can committee try to track down who has gotten kits and follow up to see if those people are still with us. Marika – Suggested putting a card in each kit for the recipient to respond to. Maybe they could get a discount on the next conference – recommendation
from board. This information (of who has gotten kits and if they are still with us) will be retained and passed on through committee members.

**Nominating** – Please send Marika suggestions for future Treasurer, Secretary, and VP nominations.

**Conference Planning Committee** – An e-mail was received from Tom Davis and Marika has spoke with Ingrid. They are currently looking at places. Vicki Fleming is pricing a location on Long Island. 2014 dates will be Oct 14-16, 2014. The committee is trying to keep the price the same as last year or less. A location will be set by the next board meeting. RFPs will be out in January. Registration will be due earlier than usual.

Feedback about this year’s conference. There were a few negative comments about not having break time to see the local area. The committee has been discussing the possibility of eliminating a workshop session or having the capnote speaker during breakfast to allow more time for exploring the area. Another idea was to have the poster session on Tuesday evening during cocktails. Shawn – part of reason we decided to move the conference around the state was to be able to see different areas. Maybe spin it as Workshop on Wheels, as EDs may be reluctant to support sightseeing. Anything we can do to experience the area is great!

**Professional Development** – Is working on figuring out how to offer a workshop twice if there are 2 workshops you want to attend that are offered at the same time. They may ask presenters to bring a poster as well so people can get additional information during the poster session. They are trying to increase free/exercise time. Greg – Suggested providing an opportunity at the conference to have new members join committees. This was done a few years ago during the board meeting. Large posters/papers were hung around the room and members could put their names down for committees they were interested in. Members present agreed that this was a good idea and the Board will take care of this organization for the next state conference. Please send Nancy ideas for speakers/topics. Roxanne – Reminder that if there is a cost for keynote or capnote – this has to be added into registration cost. Securing funds/sponsors for state wide conference is difficult. Please send suggestions to Nancy. There was discussion about asking PW Wood to be a sponsor. A suggestion was also raised on creating guidelines for facilitating audience member comments for the future. The committee also asked Rachel to formally open the annual meeting.

**Investment Committee – Shawn Tiede.** Need to work on membership recognition committee for professional development scholarships. Right now only $200 is set aside for the entire state. Do we want to increase this? When this money is split between several people it doesn’t end up being much. We have done well so far with our professional development fund, but how to we replenish it? It was built up due to national conference. This is just something to think about. In response to speaker fees/support of conference the committee needs to look at what money is available to help with professional development at the conference, so we don’t run out of money. The committee will also help work with the capital days budget transition.
NAE4-HA Report – Rachel and Shawn per Tom. Been in touch with Rachel and Greg on JCEP. We need to keep in mind that the board will be discussing a dues increase for next year. This has not happened yet, but is something we need to think about. Dues haven’t been raised in over a decade and will be important for budgeting purposes. We have no idea what the increase will be. Discussion suggested that it would be good to get feedback on the new member on-line registration process. Greg is working to keep members up to date on the new process. There will also be a new on-line awards system, that should be up and running for 2014. They are working on getting it all worked out for use this year. Webinars will be done to get the word out. Executive Director, Jodie is having surgery, which may result in a slow response time for questions being answered. Check out the website. Task forces have resources and goals have been updated. Put benefits of joining NAE4-HA on the state website – Rachel will ask Jess to put up.

Reports from Liaisons

State 4-H Office

Valerie

CORE Evaluation work

- Overall Evaluation focusing on PD for 4-H Educators and/or Managers with 4-H Responsibilities
- Jerome C., Chris C, Dana P. & Monica H consult with Bill Trocham & Debbie Sellers on EP plan
- Compliments efforts of the NEPL to identify PD opportunities for staff and for volunteers-work is continuing
- Teen Leadership Activities - Nigel G & Alexa K working to collaborate with Tony Burrow.
- These are the 2 area focuses for core. Each year there will be a different working group. Goal
  is to get to an evaluation plan for 2 goals by end of year. Having 2 hour webinars every other
  week.

- Need: List of 4-H educators-Jerome suggested we connect with regional associations for list of
  educators, or is this information available via one the the e-board committees

- OJJDP-6 sites; instead of 7. Wants sites to come together for volunteer efficiency. TBC.
  Training happens in Jan. Built in opportunity for collaborative. ODJGP grant – 6 CYFAR – Out and
due on Friday. Very competitive. No extensions on deadlines.

- CYFAR State RFP out and due this week’s end

- State Specialist Retreat December 5th, Transition Planning for 4-H with Andy Turner, Rachel
  Dunifson & Steve Hamilton. Doing again on Dec 5th. Will begin to talk about transition and
  challenges that may arise

- Regional Northeast Volunteer Forum in MD. Hybrid face-to-face and on-line programs options
  RFPs accepted through December 8th. Information is out. Vermont went virtual. Accepting
  RFPs.
-NEPL -NEED Expectations to develop a strong regional proposal for 4-H in response to anticipated NIFA RFPs. Developing a strong profile to be competitive for NIFA funding. So far we haven’t really been competing. Now NE leaders are dedicated to put in strong proposals on 4-H.

-BCTR - Human Ecology Magazine features 4-H Tech Wizards on the December cover and features stories. Human ecology has been great at documenting how extension relationships occur. An electronic link will be coming out soon. When great things happen, please submit information to Jamila.

-NYSAN - After School/Out of School Legislative Lunches in Winter & Spring 2014

-BCTR & 4-H Sponsorship supported by the BCTR Director

-Important to be engaged in conversations as funding shifts at the state, regional and local level. I.e. Buffalo area superintendents 14mill to after school programming

-Andy will serve on the board and Jackie will continue to participate

-Funding for professional development from Helene seems secure. NE program leaders are also talking about professional development. Need to talk about how to pool resources for professional development. Lost 75,000 due to budget cost. Much of this supports staffing. State specialists and program leaders are being asked to apply for grants to make up for this additional funding. The state level is being very conservative with budgets across the board. Working together with other NE states on funding opportunities. Talk is taking place across states is to see where we have similarities that we can team up on to go after a NIFA grant for. We are in the process of organizing ourselves this way. Funding –Smith Lever Funding has been decreased. Some PWTs will not be supported. Not sure what future budget will look like. Need to have regular conversations so we don’t go into crisis mode. As funding is changing – and with emphasis on core standards, funding is changing outside the state level. On January 14th a lunch with legislators is being planned, which 4-H will be represented at. A similar event in scheduled for May in Buffalo. Buffalo has put 14 million dollars into after school/out of school programming. This is not an extension of the school day, but for opportunities to partner with others to offer additional programming. Andy will be serving on this committee. Leg lunch is huge for 4-H to be represented at. Includes 4-H club as well as after school programming. Need to change language. Club is out/after school, unless held during school hours.

Jamila - STARR; planning is underway, we have made lots of changes including adding a certification requirement for the leads in our kitchens, new snack matrix, and our theme and keynote are coming together nicely.

National 4-H Conference; this year our plan is to send a delegation of 5 that includes 4; 4-H'ers and one adult advisor, there have been minor changes made to the schedule for the conference;
nevertheless we are excited.

Citizenship Washington Focus; for the first time in years we will be sending a delegation and we have received some great inquiries and look forward to the postmarked applications like National 4-H Conference are due December 20, 2013.

Nigel

- **Program Work Teams**
  - Healthy Eating and Active Living (HEAL): Quarterly call scheduled for Friday; day-long retreat scheduled for December at CCE-Tompkins; the goal is to outline the goals for the PWT in the coming year(s)
  - Risk and Thriving in Adolescence (RTA): Quarterly call scheduled for next month; current focus is on adding activities to the online toolkit that support/develop social-emotional wellness as well as outlining future activities
  - Youth, Nature, and Outdoor Education (YNOE): Application under review and will be discussed at the upcoming IPART meeting; Professor Karim Kassam of the Department of Natural Resources has agreed to be the co-chair; the PWT has received a grant from the 4-H Foundation in support of its year one activities

- **Professional Development**
  - Attended the Healthy Living Management Team meeting with other Regional Liaisons, members of National Council, and Suzanne LeMenestrel; strong focus on incorporating social-emotional wellness into Healthy Living activities; ongoing discussions about a “Big Idea” within Healthy Living (similar to the STEM One Million Scientists campaign)

- **Funded Healthy Living Projects**
  - Eat4-Health (United Healthcare) – ongoing (as described in September); early signs indicate that this funding will be renewed in the Spring
  - Youth Voice Youth Choice (Walmart) – ongoing (as described in September)
  - Youth Voice Youth Choice (Coca-Cola) – second year of funding to CCE-NYC (2011 was year one) in support of healthy living programming and expansion of CHFFF and CHAT
  - Smith-Lever proposals
    - Workforce Readiness – ongoing (as described in September)
    - A Youth Nature Guide – ongoing (as described in September)

- **Evaluation**
  - The CORE-CCE Evaluation Partnership continues as we finalize a full evaluation plan for 4-H as a whole and a full evaluation plan for Teen Leadership Programs. The CORE team consists of Monica Hargraves (CORE-campus), Valerie Adams-Bass (campus), Alexa King (Clinton), Jerome Christie (Orange), Dana Palmer (campus), Chris Colahan (Suffolk), and Nigel Gannon (campus). We hope to have pieces of the plan ready to share in the upcoming months.
  - I continue to work with Tony Burrow and Alexa King around the Career Ex evaluation plan for 2014. Details will be emerging by January.

Nancy

- **4-H Science Sampler Day – Nov. 9, 2014**
  80+ people from 19 different counties participated in our first 4-H Science Sampler Day for 6th-
8th grade 4-H members. The participants participated in three different workshops offered by graduate and undergraduate students in different career fields. It was successful and we hope to grow it next year. The Veterans Day weekend seemed to be a good time to hold it.

- **4-H STEM Program Work Team**
  Bonnie Peck has taken over the lead for the Library Partnership Smith-Lever project from Kelly Radzik. The PWT met at the Lake Placid conference. It is time to recruit a new campus co-chair to replace Susan, although we hate to lost Susan – she has done a phenomenal job. We are planning to compile a list of campus people that field staff work with.

- **Externally Funded 4-H STEM projects**
  - **Lab of Ornithology project**: We have recruited a new cohort to pilot the Lab of O Nature Detectives curriculum this year (10 county 4-H Educators)
  - **NASA Here. There. Everywhere. project**: I can offer workshops for this project to groups of interested Educators, volunteers, and/or teens. It would be good for county fair or events, as a club project, or an afterschool program activity. There are posters and a kit of hands-on activities that can be borrowed.
  - **Ongoing Smith-Lever funded projects:**
    - **STEM PWT Library partnership project**: Bonnie Peck is taking over leadership of. There is an advisory committee made up of STEM PWT members.
    - **4-H Robotics**: Roger is continuing to do workshops for 4-H Educators and volunteers. He is putting together a team to take to the National Youth Robotics Summit at the National 4-H Conference Center in February.
    - **NEW this year - Citizen Science**: This project is going to leverage the progress we’ve made with the Noyce Foundation funded citizen science project. We have recruited a second cohort to pilot Nature Detectives and we will have some of our pilot group from last year piloting a brand new curriculum called Habitat Connections. We are looking for pilot groups for the 4-H Citizen Science Quest that was developed over the summer.

- **Career Explorations – July 1-3, 2014**
  We are currently recruiting campus programs for the Career Explorations conference. We are recruiting more widely this year and hoping to have some excellent new and popular returning programs to offer. Registration will begin in mid-February as always. We urge new Educators to familiarize themselves with the process, as it can be confusing the first time. Please consider being a Career Ex “mentor” to someone new if you are a veteran. Last year we reached our limit and turned many away. We wish we could take more youth, but have reached the upper limit of around 600 participants (youth and adults).

- **State Fair**
  Each district has representation on the State Fair Advisory Committee, led by Jennifer Jensen. Please communicate ideas and suggestions through the committee, or feel free to contact any of the leadership team directly (Tom Dumas, Tom Davis, Pam Castro, Nancy Schaff, Nigel
Gannon). We start back up on State Fair work in January when all the premium book changes need to be submitted.

**NYS 4-H Foundation** - None

**News and Views Editor’s Report** – No formal report, but discussion was had on not having a history question, but rolling it into the actual question in each edition. The group did not have a problem with this change.

**District Reports**

- **Capital** – Reported by Linda Tripp. Last meeting was October 3rd.

- **Brief highlights of recent meetings**: Professional Development, sponsored by the Ag Educators Association, was Wes Hannah, regional contact for the National Young Farmers Coalition, who presented about the challenges young beginning farmers face in establishing a business, how CCE may help and information on what the Coalition does.

- **Please list complete contact information for any new hires within your District** (CCE Association, email, and name) for the Mentoring Committee:
  - Amanda Benson starts Dec. 2 in Columbia-Greene

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

  Officers were elected: Chair – Mary Fairley; Co-Vice Chairs – Eileen DePaula and Barb Stevens; Secretary – Chrys Nestle; and Board Rep – Linda Tripp

  **Finger Lakes** – Reported by Jennifer Jensen. Have not met since September. Have meeting on Dec 3rd. Meeting and lunch, no program.

  **North Central** – Reported by April Winslow. Met last on October 21, 2013.

  - Held a business meeting at Amboy Education Center. Also had a professional development piece on the importance of understanding the why of 4-H. Discussed a January Professional development idea of CPR training.

  **North Country** - None

  **South Central** - Reported by Megan E. Tiffit. Met on September 9, 2013

  - There will be a big push for nominating people for communicator and service awards. Members will be bringing items to our December meeting to see what might be submitted and info. is being collected on who has received what service award, length of service, etc.

  - Talked about conference, who’s attending, South Central Auction basket and on-line voting.

  - Megan Tiffit and Bernadette Raupers September 24th meeting with Executive Directors. Notes were collated from many Educators’ and sent out to members.

  - Lengthy discussion on State Fair with some suggestions for Elaine to take to the next meeting. Really glad that Nancy and Nigel took the time to hold meetings with Educators at State Fair.
• Shared overviews of PWT’s members are involved in. **Youth Nature and the Outdoor Environment** – Need a representative from South Central.

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

• **2015 State Conference** – Tentative Dates – October 13-15, 2015 (~90-125 people) Patty brought information from Odasaga (Bobby) and they were going to send an e-mail quote after Patty sends him what the costs were for 2014. **Megan was going to ask the state committee if we needed to stay in October, might consider doing it in May, and about using the State Fairgrounds for the central location, and for cost savings as well.**

**South East** – Meeting in 2 weeks. Haven’t met since Sept. Did not have a professional development. Next meeting in December.

**Western** – Reported by Shawn. Their next meeting will be December 16th in Arcade. They are going to hear from a local principal about common core and will be meeting at Tanya’s cupcake shop!

**Other**

-What’s involved in being a JR master gardener rep? No answers. Contact Nancy.

-Shawn – Has talked to many about the importance of 4-H programming and club programming as being our sweet spot. When Andy was appointed as interim he contacted him and had lunch at his (Andy’s) request. It was a good meeting and almost every day Shawn hears from Andy. Andy is collecting information and meeting with more people to get input. 2 key points are that 1. We currently have no connection to state program leaders 2. 4-H educators are motivated, but have no guidance on what state goals are or where we are headed. Shawn feels excited for future and the direction it’s headed. Andy will be all in as of Jan 1st.

-Linda Tripp is on the 4-H club management team that Adam put together. The first thing that was decided the group would work on was updating the 4-H Club Handbook. They had been working on this and met on campus, but the goal of the meeting changed. Committee wants to change the format. A training is needed, not a handbook.

-Nancy – What can 4-H do as a value statement for the 4-H program? Can this be created? Someone may already have one? What can EDs do to support the state 4-H program? Answer – State Public Presentations. Lucy (ED) is going to try to create a study on this.

-Jennifer – is there a way to look at membership list today and see who hasn’t paid. Total so far is 20. Will be doing follow up e-mails to contact members.

**Next Meeting** –February 18th, 2014 at state fairgrounds

May meeting is unsure now with Helene leaving. 7th or 8th on campus.
Sept 23rd – at state fairgrounds

Nov 12th-13th (orientation the 12th) at state fairgrounds

**Agenda Items for next board meeting** – None discussed

**Adjournment** – 1:40. By Rachel.

Submitted by: Jennifer Clancey
NYSACCE4HE Secretary
## INCOME

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<td>Staff Development - Districts</td>
<td>250.00</td>
<td>2,000.00</td>
<td>1,750.00</td>
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<td>Staff Development - Scholarships</td>
<td>0.00</td>
<td>300.00</td>
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<td>State Annual Conference</td>
<td>1,632.50</td>
<td>17,300.00</td>
<td>15,667.50</td>
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<tr>
<td>State Officer Reimbursement</td>
<td>996.65</td>
<td>2,500.00</td>
<td>1,503.35</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>8,553.12</strong></td>
<td><strong>32,000.00</strong></td>
<td><strong>23,446.88</strong></td>
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**OVERALL TOTAL**

-4,606.07  0.00  -4,606.07
<table>
<thead>
<tr>
<th>Account</th>
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<td><strong>Bank Accounts</strong></td>
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<tr>
<td>CFCU 10 Mo CD</td>
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<td>Staff Professional Development Fund</td>
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<td><strong>TOTAL Bank Accounts</strong></td>
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<td><strong>OVERALL TOTAL</strong></td>
<td><strong>80,912.04</strong></td>
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