Board of Director’s Meeting – November 13, 2014
10:00 AM – 3:00 PM
Wiles Room, Syracuse

Members Present: Jan Smith, Jessica Spence, Shawn Tiede, Marika Rywak, Rebecca Ireland-Perry, Greg Stevens, Mary Fairley, Jennifer Jensen, Linda Brosch, Rachel Williams, Ingrid Hill, Tanya Nickerson, Nigel Gannon, Linda Tripp, Chrys Nestle, Holly Harwood, April Winslow

Call to Order – Greg – 10:05 am, welcome and introductions

Additions to Agenda
- We need to shred the ballots – Nominating Committee
- By-laws discussion

Board Development – Chrys Nestle
Chris shares a process in board development that occurs at NAE4-HA and asks that our state board participate in the guided activity.

Review September Minutes – No corrections or changes
ACTION: Shawn Tiede moved to accept the minutes as read. Tanya – 2nd – Voted and Approved

Correspondence – Ingrid Hill
- Ingrid shares a thank you note from Jennifer Jensen
- Shawn shares a communication from the 4-H Foundation thanking NYSACCE4-HE for a gift of $20.00 that was offered in memory of Albert Lounsbury
- Shawn also shares a communication from the 4-H Foundation thanking NYSACCE4-HE for their gift of $100.00 in honor of Mary Lou Brewer’s induction into the National 4-H Hall of Fame.

Treasurer’s Report – Shawn Tiede
- Conference has done well this year; fund development had a great auction.
- NYSACCE4-HE is on track to have a solid year financially.
- Vouchers for current year are due by December 1. Please submit to Shawn prior to the end of the year. Voucher is online if needed.
ACTION: Linda Tripp motions to accept the Treasurer’s Report pending audit. 2nd - Mary – Voted and approved
VP Report – Tanya Nickerson

- 91 total members are registered at this juncture
- Chip Malone was inappropriately placed in the wrong district and will be corrected on the master list
- There are still many outstanding members so please contact your district colleagues to encourage membership renewal and Tanya will be following up as well.
- NYSACCE4-HE membership is required to sit on a committee or function as a committee chair – please get memberships in!

NYSACCC4-HE Historian Report – Chrys Nestle

- Working on History Highlights which is due in 2015
- Modified decade synopsis is going to be finalized
- Updates board on Historic Preservation initiative from National Conference – please visit 4-H History Preservation.com for details and information
- NYS GIS Leadership team (Ingrid Hill, Chip Malone, Devin LeBlanc) are still collecting historical 4-H data for our national story map if anyone has any please contact Ingrid at imh23@cornell.edu.

Old Business - None

New Business

- **By-Laws** - Shawn Tiede
  - Discussion regarding our calendar year and how it currently fails to align. Fiscal year, membership dates, and board designations are all on differing schedules. Nothing is aligning well and this leads to confusion between Oct-Jan regarding who, what, when for a number of NYSACCE4-HE and NAE4-HA business items.
  - It is recommended that perhaps we need to think about moving everything to a calendar year. This discussion was raised previously when South Central discussed the possibility of a spring conference and the board would like to revisit this discussion as we move forward into 2015 and 2016.
  - We now have the Club Conference in the spring and it might make sense to shift our state educator conference to the spring to be done in conjunction with the club conference. It is believed that combining these two opportunities in a more fiscally responsible way might make both pieces more readily available to educators from across the state.
  - By laws and Leadership Directory need to be aligned in a more effective manner.
  - Most states have state conferences in the spring so there are existing models for handing awards, etc.
  - 2016 National conference is in September which has implications on our conference and awards anyway, so it might make sense to move forward with a change prior to that conference.
  - Historically – The NYSACCE4-HE state conference in Niagara Falls was in June, Rochester was in May (NAE4-HA host years). This modification was workable and might provide a working model for us to begin the transition.
  - Moving away from Columbus Day weekend would be a plus for many
  - National Conference is also in Oct. and it is a hardship to have people out of office so much in October.
  - The shift would help to alleviate confusion in officer roles that occur under the current schedule
• Important to think about award considerations. Membership push is going to need to be carefully
  looked at.
• 150 members determines 3 DSA awards
• Officers would begin in January as well.
• Important to remember that the Transition Board Meeting occurs at National Conference.
• Timing is likely appropriate but it’s important to look at the whole thing carefully to reduce any
  missteps with transition and be really clear about all ramifications of making the move. Should be
  considered in conjunction with the By-Laws review which will be occurring later this year.
• Are there any other dates that we need to be keeping in consideration as we take a close look at
  this?
• The transition would extend officer positions by a month or two in the initial year.

ACTION: Greg will contact people to continue moving this discussion forward and we will continue to
explore the process of transitioning as a strong possibility.

NYSACCE4-HE Committee Reports

Leadership Directory will be done early and distributed for use. Committee chairs have been appointed but
committees have not yet been appointed. If you have recommendations, Greg does need to appoint committee
members so please expect to have a conversation with Greg soon regarding recommendations.

Audit – Tim Davis – No Report

Awards and Recognition – Mary Fairley

Capital Days – Rebecca Ireland-Perry

• Committee is continuing to plan for this years event
• Jessie Nickerson from Wyoming County has joined
• 6 applicants for planning committee, 4 accepted, 2 will act as alternates
• Shawn will be working to align financials as the year comes to a close and treasury is transitioned
to the Board
• Big push for counties to reach out hard to legislators for breakfast attendance this year
• 80th year ideas are being generated to recognize the 80th year
• Andy is asking that we take a good look at Capital Days and consider a scheduling change as we
  move forward
• Committee is considering shirts for this year and pad folios that have the 80th commemoration on
  them

Fund Development – April Winslow.

• $1,647 raised at conference
• Great showing and support - thank you to all who donated items and also to those who made
  purchases
• There is talk about a live auction for the upcoming year’s banquet

Marketing and Information – Jessica Spence

• Award nominations are due on or around March 1st and will not be online for 2014-15. Committee will meet in mid-March to review
• 4-H Stories from the Heart – There are a few left if anyone is interested in purchasing
Committee is still accepting stories and NY has not submitted a single one thus far so please consider changing this as we move forward!

Jessica is still willing to maintain monthly News and Views schedule as requested

**Mentoring** – Jan Smith

- Jan will stay on as chair. Please contact your committee rep as districts have changes or additions.
- There will be a phone conversation to go over Mentoring and thinking about how we can strengthen the process of mentoring across NY state 4-H. Tanya will work with Jan on this and do some brainstorming about practical solutions.
- The NYSACCE4-HE will also be talking about co-chairs for committees to encourage expanding leadership process and getting some new faces involved.

**Nominating** – Rachel Williams

- VP and Secretary will be needed for 2016. Rachel will begin working on this forthright

**ACTION:** Rachel - Motion to destroy ballot from 2014-15 elections -2nd by Linda Tripp

**Conference Planning Committee** – Brenda Carpenter

- Rebecca Ireland Perry hands out flyer with save the dates
- If you have any sponsor requests or ideas of people that the conference committee may contact, please let Becky know.
- There is currently a one year agreement in place between NYSACCE4-HE and the 4-H Foundation so that the foundation may accept sponsorships toward conference and manage those funds. Agreement began in May. One check was forwarded on behalf of the 2014 conference.
- Brenda and Bernadette Raupers will be chairing the 2015 conference planning committee
- Feedback is that time for committee meetings to occur at the conference is important to remember in the scheduling. PWT meetings are also being held at conference as well.
- 4-H 101 – Leadership is an important component for the conference and we want to ensure that this always remains in place. The board is responsible for this workshop. The committee explanations will be a part of this so that people can learn what committees entail and find a good fit for themselves if they are interested in jumping on board.

**ACTION:** Remember to include brief description of committees for membership as a future Agenda Item for our annual business meeting at conference. We need to decide who will do this and what it will entail exactly.

- Working lunches? This is a discussion item for the 2015 conference planning committee
- Board is designated to have a set amount of time to complete their work. Facilitation of Board involvement is important and we need to continue prioritizing this. Communicating the professional development value of being involved in committees may help on multiple levels.
- Total profit to date $4,198.10

**Professional Development** – Nancy Caswell and Patti Zellmer (Linda Brosch reports today)

- Evaluations dictate that the conference was a success
- Committee is looking to know who the representative to this committee from the NY State 4-H office is.
• **Request/recommendations to the Board of Directors**: Please consider putting the link to the 2015 conference on the Professional Development page of the NYSACCE4-HE website. Please do not remove the information from the 2013 workshops from the Professional Development page. Let the committee know if there are requests for similar links to information from any of the 2014 workshops and posters.

• Committee seemed to work best if co-chair was from the district that was hosting the conference.

• Helpful to the committee if educators bring ideas for speakers back to them. Please let committee know!

• There has been one more submission for a Professional Development grant. Linda wasn’t sure if it has received full vote to move forward.

• Districts really need to wrap their minds around how to use these professional development funds!

• Access to the form may be hanging some people up from this application process?

**Investment** – Shawn Tiede - No report

**NAE4HA Report** – Tom Davis

• **Animal Science Committee** – Tanya Nickerson
  - The committee is looking toward using their list serve more
  - They hope to work on creating a comprehensive guide for educators around the nation
  - The plan to offer a Poster session for Animal Science awards recipient at the conference
  - National Pork Board is working with the Cattleman’s Assoc. and Breed Associations – on a comprehensive one quality assurance program.

• **Camping and Environmental Task Force** – Shawn Tiede
  - National camping institute – is it part of NAE4-HA or not? NAE4-HA is working on moving forward with it being recognized as an official partner
  - Task force has been successful at getting seminars at national conference and seminar on wheels. The committee discussed options for that moving into 2015 and beyond.

• **Balancing Work and Family Task Force** – Professional Development – Ingrid Hill
  - We continue to discuss ways that we might build a national networking campaign of outreach to support each of us as we reframe our thinking and seek out the positive in our daily work. Discussions included ideas such as email blasts, blogs, and Facebook as a potential means of connecting with others.
  - We have requested 10-15 minutes of time at the First Timers meeting in Portland to acquaint newer NAE4-HA members with the work of our task force and remind them that supports are in place to find balance amid a challenging work load. We also hope to have them build a quick aroma therapy gift to themselves that they can use as they remain intentional about taking time for self.
  - Submission of a proposal for a board sponsored workshop at the 2015 Conference in Portland, OR. Topics to be covered include a focus on Stephen Covey’s “Seven Habits of Highly Effective People” and integrate this philosophy back to daily work habits. It is our hope to highlight proactive organizational strategies that will help many different types of personalities to work smarter not harder.
  - We are also discussing the possibility of organizing a virtual session regarding the work-life balance that can be utilized in accordance with NAE4-HA initiative toward virtual professional development.

• **Organizational Stewardship** – Marika Rywak
  - Conference call once a month and then establishing slate.
  - Memoriam and installation also fall under this committee’s charge
- **Workforce Development** – Jennifer Jensen
  o First time attendee at this committee. Very impressed with the work that the committee did. A great deal on the website. Grab and go formats. Filling out application, resume building, etc.
  o Camaraderie at table is strong
  o Great resource for career development – see Michigan 4-H Website

- **Public Relations and Information** – Chrys Nestle
  o National 4-H Hall of Fame – nominees generated through Membership and Recognition Committee
  o In 2014 a nomination for Distinguished 4-H Alumni was made by Patti Zellmer who worked very diligently at trying to get her Senator nominated. The committee has since generated a one page form to simplify the process. This is now available on the NAE4-HA website.
  o This was New York’s very first distinguished alumni ever identified. Nominations can come from government, entertainment, communications, or business
  o Mary Fairley updated on Mary Lou Brewer’s nomination for the 4-H Hall of Fame induction. Husband, daughter, Ellen Elliot all attended. $100 award turned back to 4-H. Youth can be nominated to be a part of the entertainment at this event.
  o Shawn is planning on putting his name in the ring for NAE4-HA President. State President needs to send a letter of support.
  o Committee engaged in a discussion of extending the duration of online voting in the future

- **Programs Committee** – Linda Tripp
  o Tanya, Shawn and Chip all attended Programs Committee Task Force meetings and have summarized above.
  o Linda suggests that it might be useful to do a special issue of News and Views on NAE4-HA to talk about task forces, committees and the conference.
  o **ACTION** – Special issue to be compiled after January. Linda will talk to Jess about building it.

- **Other Business**
  o Shawn has been asked to join a committee to look at the financial health of the national association. Tom Davis and three other people are looking at it. Report will be given at the spring board meeting. Overall NAE4-HA is healthy but information is piece meal and it is important to get a handle on the information and its organization.
  o JCEP – State relations funding will continue to come through NAE4-HA for 2015
  o PILD – $250.00 registration stipend is still being offered but attendee must sign in both days in order to receive it.

**State 4-H Office** – Andy Turner (Nigel Gannon reports today)

- Great conference – accommodations and networking were impressive
- State wide working group meeting is up-coming. This will be the second in person meeting. Mission-vision goal work is being tackled now but the group is looking to move to strategies forthright.
- National 4-H Council is coming to visit the NY State 4-H office in Dec – targeting 9-10 states that have the most obvious growth potential in youth. Ideas on how we can grow our existing programming and how to target new audiences. Underserved audiences will be targeted as a primary goal.
• Healthy Living - We are not always prepared to handle some of the issues that come up in this area. We want to make sure we don’t run too fast until we have resources in place to support educators and in turn the leaders.
• Career Explorations – all state staff will be involved. Nigel will continue on as liaison of FA group, Marika is stepping out and Tessa will work with Nigel.
• Alexa and Nigel were on CORE Evaluation team last year and will continue forth looking at public presentation evaluation. Ideal outcome, evaluation plan that can be passed down and used at county level. What are the evaluation questions? Scoring needs to be done out of 100 so adding consistency here would be extremely helpful.
• Common Measures Surveys – Discussion of Scan-Tron methodology for integrating this work. Set of surveys is important at a national level which speaks to part of our story in NY. Do people want to volunteer and use these?
• Policies work – Clear message came out of Club Conference that clarification is needed in certain areas and Andy has been working on this. Six hour project requirement meaning is currently being evaluated. Why six hours as meaningful experience?? Also defining the delivery modes…what are definitions? Additional reflection on IRB Language and our mission codes are also being looked at for reporting projects. I.E. - What happens to CHAT teen leader in a civically engaged environment? How is this reported? We need a little more flexibility with data which crosses initiatives.
• When is 4-H Online live? Nigel will share Board concerns with Andy and a representative from the state office will get back to the Board with this information.
• Info session about Career Ex for campus partners is currently underway. Dorm process is still a need that continues to require further attention.
• Alexa is happy to learn more about STEM programming and would love to talk to educators. She is happy to attend district meetings if districts are interested in hosting her.
• Webinar trainings for 4-H On-Line seem to be challenging. Concerns are shared with Nigel who will bring the information to Andy. Educators resoundingly want on-site training.

NYS 4-H Foundation – No Report

News and Views – Jessica Spence

• Special issue highlighting NAE4-HA involvement - Submissions due by Jan. 8th
  • ACTION: Linda Tripp will work with Jessica at getting the ball rolling for this issue

District Reports

Capital – Linda Tripp
  • Meeting next week – 11/20/14
  • Pot luck
  • Speaker: Media Literacy – Sarah McFadden

Finger Lakes – Jennifer Jensen
  • December 2nd meeting
  • Ready to roll with 2016 annual conference
  • NAE4-HA 2016 conference is going to be in middle of Oct. and would ultimately impact the existing NY State Conference schedule so Finger Lakes was looking for guidance on shifting to week prior or week after. If calendar changes are adopted this may not be an issue.

North Central – April Winslow
  • Last meeting by conference call
  • Enrollment system
Elected officers, President – Jan Smith, VP – Linda Brosch, District Rep. – April Winslow, but has had a floating secretary

Committee Reps include: Marketing – Deb Holiday, Nominating – Jenn Collins, Prof. Develop. – Linda Brosch, Mentoring – Jan Smith, Fund Development – April Winslow. No Capital Days rep from North Central

Not enough educators in the district to fill all committee spots

North Country – Amber Thibodeau

Report sent through from Amber

Next Meeting: 1/23/15

Committee/District Representation as follows:

State Board Rep. - Amber Thibodeau- alw239@cornell.edu
Chair- Steve McDonald- smm384@cornell.edu
Vice Chair- Kristin Colarusso- kec47@cornell.edu
Secretary- Connie Gerow- cjt246@cornell.edu
Audit- Matt Greene- mpg6@cornell.edu
Fund Development- Amy Sands- als23@cornell.edu
Mentoring- Pat Banker- pab21@cornell.edu
Nominating- Diane Dumont- drd9@cornell.edu
Professional Development- Linda Gillilland- llg46@cornell.edu
Marketing- Karen Soule- kes68@cornell.edu
Capital Days- Nikki Hamilton-Honey- nh327@cornell.edu
Awards & Recognition- Matt Greene- mpg6@cornell.edu

South Central – No report

South East – Marika Rywak

Next meeting: Dec 11th in NYC at the School of Food and Finance

Officer list has been submitted previously

Marika will continue as the District Board Representative

Western – Holly Harwood

Next meeting Dec 3rd in East Aurora

FCS oriented professional development.

Next Meeting – Feb 17th at Wiles Room, May 19th is proposed for Cornell, September 15th, Dec 15th back here

Agenda Items for Next Board Meeting

• Nothing yet

Adjournment – Adjourned by Greg Stevens at 12:53

Respectfully Submitted by: Ingrid Hill
NYSACCE4HE Secretary
## NYSACCE4-HE Budget Report 11/13/2014

11/10/2014 through 12/31/2014 Using 2014 NYSACCE4-HE Budget II

### INCOME

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### EXPENSES

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**OVERALL TOTAL**

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*Footnote:

Miscellaneous Expense:

$50.00 - NYS 4-H Foundation Donation in memory of Dave Ferris.
## NYSACCE4-HE Account Balances - As of 11/13/2014

As of 11/13/2014

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