

NYSACAA Board Meeting
CCE Onondaga Co in Syracuse, NY
Friday, September 5, 2003
10 AM

Call to Order: by President Hulle

Attendance: Larry Hulle, Steve Hadcock, Karen Baase, Walter Nelson, Bruce Tillapaugh, Beth Spaugh (via satellite downlink), Paul Westfall (via phone), Bill Van Loo.

Minutes of May 5, 2003: Walt moved, Bruce 2nd. Passed.

Treasurer Report: Beth emailed her report to the board.

Account Balances: Checking - \$3,457.66, Savings - \$3,312.76, CD - \$15,106.62,
Meshew CD - \$ 3,704.97

Total = \$25,582.01

Income from Jan through August 2003 – \$4,323.67, Expenses – \$3,587.86

Net = \$ 735.81

Thank You note received from Jim Grace for the \$100 stipend for him to attend the Green Bay meeting

Membership

- See Beth's Membership Report included with Treasurer's Report.
- The national January 1st deadline for membership not enforced.
- We need to do a better job encouraging members – especially first-timers – to attend AIM/PIC.
- At the December meeting, we'll develop a list of those who haven't paid their dues and manage enrollment recruitment before the March 15th deadline.
- Walt moved to file for audit. Steve 2nd. Passed.

Webmaster for NYSACAA: Steve Hadcock will take over from Beth Spaugh. Updates needed include board minutes, recent award winners, AA and DSA updates, and policy changes.

Increase in National Dues: A \$15 increase in national dues was approved at the Green Bay, WI meeting. Karen Baase will submit an article for the upcoming *Clippings* issue explaining the dues increase. Karen moved that NYSACAA increase membership dues by \$15 and that we continue to pay state and national dues for all new members. Walt 2nd. Passed.

Administration Update: Mike Hoffman was unable to attend today's meeting. We discussed ways to continue our communication with Extension Administration e.g. meeting in Ithaca, using downlink technology.

Annual Meeting details: Anita D. & Larry H. have started work on the Annual meeting to be held on Monday, Nov. 10, 2003. There will be an additional \$30 Inservice charge for Monday's break and dinner. They are also working with Nikki Nedrow to arrange for the Spaghetti dinner being held 11/11/03. It will cost \$15. Karen B. will contact Craig Trowbridge re: presenting a WAN technology overview for NYSACAA during the Monday afternoon portion of our meeting. The banquet will be on Monday, Nov. 10 at 6 PM.

Publication Award: Bruce Tillapaugh hasn't received any nominations yet, but will be soliciting them soon. Nominations must be written explaining why the factsheet, video, booklet etc., authored by an NACAA member, is worthy of the award.

Retirees for 2003: The board came up with the following names: Bill Sanok, Suffolk Co., who retired in May 2003, as well as Donna Moramarco and Judy Wright who have been designated Life Members only. Larry H. will check with Mike Hoffman re: recent retirees and those who will retire. Karen Rizzo in Extension Administration will be contacted.

Election of Officers (list) Secretary from the Capital District:

Officers for 2003: Karen Baase, President; Anita Deming, VP; Secretary -- to be named from the Capital District. The Southeast District nominates a Secretary next year. The officer rotation begins with Secretary, to VP, to President, to Past President. The schedule for districts to nominate a secretary is: 2006 - Western; 2005 - Southeast; 2004 - Capital; 2003 - Northern; 2002 - Central.

Discussion on officer and director rotation. John Ameroso is completing his first term, but will be asked if he wishes to continue. Two new directors for 2004 (fall of 2003 until fall of 2004) will be nominated by the Western and Central Districts. Within a month, we'll need to get these nominations to the Anita in order for her to distribute the ballot in a timely way prior to the annual meeting on November 10, 2003.

Bylaws - Updates & Discussion: Steve H. presented changes to the Bylaws. These must be distributed to the membership at least 30 days prior to the annual meeting on Nov. 10, 2003.

Walt Nelson moved that the following changes be made in Article III. Seconded by Bruce. Delete Number 1 & 2. Change No. 3 to 1 to read: "Any exempt and non-exempt extension employee who prepares and conducts education programs in agriculture."

Add #2 to read: "University staff with Extension responsibilities or who prepares and conducts educational programs in agriculturally related fields." Larry moved to amend the "new" No. 2 to include "and/or" after "extension responsibilities." Seconded by Beth S. No further action on the amendment. Approval of the original motion made by Walt N.

Beth S. moved to add "Associate members have all privileges of membership except for NACAA awards and professional improvement opportunities" as No. 2 under "Associate Members," "C," Article III, and to alter the second paragraph of No 1 in Article III, C to read: "Associate members have all the privileges of state membership but cannot hold office." Seconded by Walt N. Approved.

Steve will email these revisions to the Board ASAP. Bruce will distribute to WNY District group.

Job Responsibilities Discussion: The board updated the "NYSACAA Board Responsibility" list, which will clarify each position, will answer questions that arise re: board & officer duties, and can be used in recruiting new directors & officers.

"Office of President Responsibilities" edits:

1. No. 6 - "Participate in the Joint Council of Extension Professionals (JCEP) regional meetings."
2. No. 7 - "Participate in the Public Issues Leadership Development (PILD) conference."
3. Delete No. 8 and put into VP responsibilities.
4. No. 10 - Coordinate certificates & plaques for National & State, and "In-House" & "Outhouse" awards. Defer publication award duties to another NYSACAA member
5. Add No 12 - Bring Committee list to the Annual Meeting.
6. Take over the "Past President's" position on the Board.

VP Responsibility edits:

1. No 5 & 6 - Substitute "Participate" for "Attend."

2. Add No. 11 - Fill National Committee positions with NYSACAA members.
3. Add No. 12 - the expectation is that you will be president the following year.

Office of Past President edits:

1. After No. 2, add No. 3 to read: Chair nominating committee to insure a complete slate.
2. Change No. 3, 4 & 5 to 4, 5, & 6.
3. Add No. 7 to read: Is the NYSACAA Liaison to the ACCEE Planning Committee.

Office of Secretary edits:

1. Add a new No. 3 to read: Takes the oath of office from the VP.

Office of Treasurer edits:

1. In No. 2, add "as required" at the end of "Prepares financial reports for Board meetings."
2. Add a new No. 4: "Completes NACAA database on time."
3. Renumber 4 & 5 to 5 & 6.
4. Add No. 7: "Participates in all board meetings."

Board Responsibilities
(Minor Changes)

2005 NACAA Buffalo, NY Discussion: The tour brochure was distributed at AIM/PIC, Green Bay, WI. Nancy Fey has offered to help with the video which will showcase NY's 2005 Buffalo AIM/PIC at next year's Orlando conference. Nate Herendeen is following up on this. NY still needs a Publicity committee chair for the Buffalo meeting. If you have any suggestions, forward on to Larry H. or Nate H. Registration for Buffalo will be managed by Scott Hawbaker at NACAA Hdqtrs. Dan Kluchinski, NJ, and Tom Gallagher are Fundraising Co-Chairs for the Buffalo meeting. Tom is NYS Fundraising Chair. Our goal is to get the appeal out ASAP using the brochures developed for donations -- from both NACAA members and other firms and organizations -- in order for Nate H. to report to NACAA Board in December 2003. We can use *Clippings* as one way to promote this effort. Payroll deductions are being set up by other state NACAAs. The Buffalo 2005 AIM/PIC conference to cost \$205,000. NYSACAA's goal from membership is estimated at \$650/member. The board discussed using the proceeds from the ACCEE Auction be allocated towards the 2005 Buffalo AIM/PIC. Each of us needs to contact Tom G. so that he can get NY's fundraising started. In New Jersey, NACAA members are raffling a pick-up truck. In our individual appeals for fundraising, we as aboard need to emphasize the opportunity that this conference provides: showcasing NY agriculture. Steve H. reported that he has already received money from state organizations -- VT & NJ and one individual pledge so far. We still have 3 fiscal years in which to make donations. The board discussed teaming up with Canadian agrologists - their national extension organization and its Ontario affiliate.

Committee Chairs for 2005 NACAA: The Committee Chairs reported on their progress: Steve H., Treasurer for 2005 Buffalo, Larry H., 4-H Talent Revue Chair, Karen B., Hospitality,

Clippings: The upcoming issue will include: an update from Paul W. re: the ACCEE conference; First-timer" impressions of AIM/PIC, Green Bay, by Jim Grace; Karen B.'s article on the dues increase; a report on NYS's DSA and AA winners; other information. To be in Larry's hands by Sept. 15, 2003. The next issue should be out by the end of September.

NYS Flag: The national organization replaced all the state flags and returned the old ones to each state. The board decided to auction NYSACAA's flag at the Spaghetti Dinner on November 11, 2003. We'll ask Jerry LeClair if he'll do the auctioneering, and try to involve the Life members in this as a fundraiser for Buffalo 2005.

District Reports: Capital District: Steve H. reported that their group is meeting on Sept. 18.

Northern NY: Bill Van Loo reported that their group recently met at Cranberry Lake.

Central NY: Walt N. reported on the financial stress being experienced by the CCTTS Team and the ramifications in South Central NY.

Western: Bruce Tillapaugh reported similar stresses in WNY. At their district group meeting, Nate H. and Martha Wright reported on tours being planned for Buffalo 2005 and fundraising needs.

Southeast: Larry H. reported that their district hasn't met in over a year, so expecting a nomination from the SE may be difficult next year.

The next planning meeting for Buffalo 2005 will be at the CCE-Broome office in Binghamton on September 29, 30 not , 2003.

Bruce moved to adjourn the meeting. Seconded by Walt. Passed

Respectfully submitted,
Karen Baase