

PAE4-HA MEMBERSHIP MEETING
Woodward Lodge (Woodward, PA) – Centre County
October 5-6, 2004

Reminders:

Spring Meeting Dates: April 26-27, 2005 – Camp Swatara – North Lodge

Fall Meeting Dates: October 18-20, 2005 – Meeting site to be confirmed (*Note – This is a change from the dates that were discussed at the meeting.*)

Call To Order: The meeting was called to order by President Liesel Dreisbach at 4:40 p.m., after which she led the membership in the 4-H Pledge. Members were asked to introduce themselves by name and county, and Liesel asked for updates to the agenda.

Members attending were: Liesel Dreisbach, Katina Musser, Wanda Braymer, Darlene Resh, Phyllis Laufer, Suzanne Ault Boarts, Toni Stuetz, Becky Kaucher, Ellen Linamen, Ev Simmons, Joanne Stoltzfus, Joann Logan, Kathy Weller, Phil Hoy, Carol Schurman, Linda Hendricks, Stacy Goetz, Kelly Weisner, Jill Broschart, Karen Hack, Fred Rudy, Pam Paletta, Debbie Dietrich, Ed Horning, Dwayne Hay, Martha Gregory, Cathy Brady, Michael Martin, Cindy Arblaster, Christy Bartley, Sam Nicola, Nancy Stephenson

Officer Reports:

Secretary's Report – Jackie Simon (not present)

Liesel thanked Katina Musser for filling in for Jackie to take minutes. One change was noted to take the "r" out of "Katrina." A motion was made by Fred Rudy that the minutes be approved as changed. Suzanne Ault Boarts seconded the motion. The minutes were approved. Katina Musser then shared a thank you note from the planners of NERLF, for our donation of \$2,500.

Treasurer's Report & Budget – Phyllis Laufer

Phyllis circulated a current financial report. The checking account had a balance of \$728, with \$11,547 in the savings account, plus there was an additional \$30,278 in endowment. The books were audited in Beaver County. It was noted that the budget presentation would be made the following day when the member meeting resumed.

Vice President's Report – Sam Nicola

Sam emailed registration forms for 2005 association membership, additionally; copies were available at the meeting. After elections, we can determine who to send the registration forms to.

President Elect Report – Suzanne Ault Boarts

Thank you all for coming to the fall meeting at the Woodward Lodge in Centre County. Since stress is one of the topics we feel strongly about, looking for a location that would relieve stress was my motive in selection of our site. I hope you all enjoy your time here and the Oktoberfest this evening.

Committee Reports:

Liesel reminded committee chairs to pass on the notebook of committee information to new chairs.

Awards & Recognition – Katina Musser

The banquet for tomorrow is set. Photos will be taken of the winners. There will be some money available to service award winners who are traveling to national to assist with transportation costs. Cathy Brady will chair the committee for 2005, and they are still looking for a co-chair. Michael Martin worked with Jan Scholl in reviewing historical records to update our past award recipient lists.

Diversity – Ellen Linamen

The committee will be presenting a workshop at NERLF, and they are working on things for the next association meeting. Roxanne Price will chair for 2005, with Cindy Arblaster as co-chair.

Historian – Suzanne Ault Boarts

Suzanne brought in updated scrapbooks. If anyone has pictures, send them to Suzanne soon.

Newsletter – Suzanne Ault Boarts

Suzanne suggested doing a newsletter within 2 weeks of this meeting. There was an email glitch in sending the last one, which has now been fixed. It was suggested to post the newsletter on the website and just email the membership to inform them the newsletter is there. After some discussion, the membership suggested waiting until after the national meeting to do this issue. Ev Simmons will be taking over the newsletter, and there will be two a year, with each done shortly after the state meetings. Suggestions were to include information on new members, awards, officers, educational themes, national meeting reports, etc.

Policy/Resolution – Toni Stuetz

Copies of the proposed by-laws changes were circulated (see attached). Toni reviewed the document. Katina Musser made a motion to accept the proposed changes and Kathy Weller made the second. The motion passed. Toni will put the information on the web and email it to members. Another issue that was brought up was that the VP position should be a two-year term. The general consensus of the group was to pursue this change in the 2005 program year. Dwayne Hay will chair the committee for 2005 and Toni will co-chair.

PR&I – Joanne Stoltzfus

Phil Hoy reported that the committee sold 22 shirts and jackets with a profit of \$96.70. They are looking into other items (ie. items for banquets, leader gifts, etc.) There is a concern about storage. Any changes (updates) should be sent to Melanie Barkley for the website. The 2005 Lady Lions Game is the 1st Sunday home game in February, which will be February 20th (this happens to be the last game). 4-H Teen Council is also coordinating 4-H days at football and men's basketball games with Collegiate 4-H. On the Farm Show photo booth, the price for insurance was confirmed at \$350, and the site at Farm Show will cost \$360. The committee suggests giving this up as it is still tough to find a chair and get animals, and the costs are rising. The June minutes said that we made \$1,600 on it. Pam Paletta moved that we not continue the booth. Ed Horning made the second. The motion passed. Stacy Goetz will chair for 2005, and Sam Nicola will co-chair.

Professional Improvement – Kathy Weller

Two applications were received for scholarships. They had two people who couldn't make it for presentations. Now their presentation will need to be made before the check is cut. Kelly Weisner will chair, and Debbie Dietrich will co-chair for 2005. They'll have some budget issues over the deletion of the Farm Show fundraiser. The "Whale Done" books are available for sale.

Programs – Becky Kaucher

Phyllis Wright will chair and Martha Gregory will co-chair for 2005. Daney Jackson (Facilitator = Martha Gregory w/ topics on grantwriting, promotion/tenure, clover on business cards), Margaret Koble (Facilitator = Becky Kaucher w/ topic of CASPER), Phil Clauer (Facilitator = Darlene Resh w/ topic of web based training for teachers), Bob Mikesell (Facilitator = Carol Schurman w/ topics on fall in-service, vet science, small animals and dairy beef) and Tracy Hoover (Facilitator = Joann Logan w/ topics of cost recovery and camping) will be here tomorrow to meet with us at breakfast tables. Notes will be taken at the tables to circulate to the membership. For the national meeting they need people to cover some of the task force meetings. They also need some new committee members.

PCCEA – There's a question as to who is representing us at these meetings. Fred last received a written report.

JCEP – Liesel hasn't heard anything for a while. They sorted out the money from galaxy and then had no meeting.

At this point, the meeting was recessed until the following day, October 6th.

Breakfast Round-Table Reports:

Liesel reconvened the meeting and asked those who took notes at the round-tables to share them and to email them to Katina for the minutes, and to Suzanne for the newsletter.

1. Daney Jackson – submitted by Martha Gregory

4-H Development Efforts - The first meeting of the statewide development council will be held October 22, 2004. This year, \$250,000 was generated in private support of the 4-H program. The goal is to build this level to \$1 – 1.5 million on an annual basis. Establishment of endowments will be a major thrust to support county programs.

Focus on Youth Development - Educators need to focus on 4-H projects as the “tool” to measure life skill impact with youth.

Volunteer Development - The focus should be placed on developing adult leadership skills and developing a middle management structure. Educators will be spending more time training volunteers than directly teaching youth.

Staffing Discussion - Counties will be encouraged to co-fund positions. Plans include strengthening efforts in community and economic development as well as rebuilding capacity in the traditional 4-H program area. 4-H is still an area which is county based but needs to encourage educators to develop professional emphasis. New guidelines are being developed for the promotion of extension educators.

Daney encourages staff participation in professional development opportunities such as PAE4-HA meetings. Professional associations need to focus on professional development. “When the alligators are all around you, it's hard to remember your goal was to drain the swamp. Association meetings are valuable in allowing staff to focus on program direction.” Staff are encouraged to share ideas on the national level by doing presentations at national meetings.

Additional Discussion:

- Raffles/games of chance – changes in policy should be directed through YPCC

- 4-H Clover on Business cards - policy conflict with logos and Penn State seal. This item warrants further fact finding.
- Statewide Grant Writer - grant writing needs to be the educators responsibility, assistance from technical writers would help with the process not content.
- Cost Recovery – Expenditures will be documented. Reporting not available until next year.
- Need for Middle Management Training - Educators should develop areas of specialization which could then be transferred through a train the trainer environment. 4-H educator positions need to be looked at as the school principal or superintendent, not the classroom teacher.

2. Robert Mikesell, representing Dairy and Animal Science Department – submitted by Carol Schurman

Bob reported that the Veterinary Science project revision is done, should be on our shelves by next spring.

The dairy/beef project is on Bob's list of things he wants to get done. Linda Spahr and Christine Corl are helping. Will be meeting with Huntingdon leaders to get proper technical information. The manuscript is started. Will be a reference guide. A review of counties with that project (Dauphin, Huntingdon, Schuylkill, Lancaster, Berks, Juniata) show that all are selling the animals as feeders.

A new small animal staff member has been hired in the department. It is hoped that this person will have some 4-H responsibility – we offered our assistance.

There was discussion about the February animal science update. Can it be held earlier? Pat Comferford thinks this would be a problem for her. Bob feels they will still have it in February, but nothing would be presented that would go into effect immediately – items would be in effect the next year. Also a suggestion to add to spring in-service. A satellite program was also discussed but people felt socialization is important. Could Pat do hers by satellite?

Quality Assurance – he sees no major changes. Issues of people power to teach and manage the numbers. Master Animal Science leaders? Bob reminded us that most of his position is funded by outside grants – it might be helpful if we could lobby for a 4-H livestock support person. (Through Terry Etherton) Can leaders teach the curriculum? Possibly develop a training process. Can members test out?

Farm Show – electronic tags may be coming, which would eliminate nose prints.

Note that discussion was open and very positive.

3. Dr. Tracy Hoover – Submitted by Joann Logan

The question was asked as to whether there would be an accounting of the cost recovery dollars. Dr. Hoover deferred to Christy Bartley who responded that the dollars are coming in but no expenditures will be made until June of 2005, which would impact resources available for the 2006 year.

Dr. Hoover was asked to explain how her role, as department head, impacts the county extension educator position. She explained that she oversees the facility support but does not control any budget. Discussion followed on the implications of the cost recovery and reactions of the clientele.

The idea of putting the VIP leader training on the web was discussed. The PSU “angel system” is restricted to PSU students and is somewhat complicated so other electronic alternatives may be explored, such as an interactive CD or video streaming from the state web site.

Dr. Hoover was encouraged to research state-wide or region-wide grants versus individual county initiatives. Christy Bartley and Dr. Hoover acknowledged the rationale of this request but indicated that many grant opportunities are very locally based. The suggestion was made to share grants with each other that had been written for other opportunities.

Dr. Hoover was asked to clarify the policy on transporting of youth. There is no direct policy forbidding staff from transporting youth but insurance coverage limitations and risks were discussed. The CED policy book has more information on this issue.

Dr. Hoover updated us on the Ag. Extension & Education Department. At the present time, interviews for department head are being held. The department may be moving to the Ferguson Building. The possibility exists for a leadership communication learning lab for instruction.

4. Phil Clauer – Submitted by Darlene Resh

Embryology books are soon to be reprinted. 2/3 of printed books are gone. Corrections are made for the next printing. When reprint is completed no grade level will be on record books. The 6-8 grade record book is in process. 2 additional committee members are needed on the curriculum committee.

Discussed teacher training option via web for Embryology. Seems to be interest and material probably is available. Dialog with ICT to see how. Maybe utilize Angel system.

Phil is interested in conducting leader training, working with kids on poultry BBQ, Turkey Q, poultry judging etc. if anyone has an interest in him coming to do training.

Potential one day showmanship experience for Poultry members in the future . . . not definite but maybe at Farm Show.

Quality Assurance question was raised for poultry. No national level information, but could have information related to insecticides, antibiotics, and litter source contaminants. Processing tips related to food safety.

2005 Budget Presentation:

Phyllis circulated a proposed budget for 2005. It was noted that there is endowment interest we haven't drawn on for 3 years. It's under Daney Jackson's auspices, so Phyllis will send him a letter to claim it – it is for \$4,451.?? Every July, the Treasurer can contact Michael Martin to find the endowment interest amount. A letter can be sent to Daney to claim it. If any of it is to be reinvested, it should go through Michael.

Pam Paletta moved that we keep \$1,500 of the total endowment interest and re-invest the rest. Ed Horning made the second. It was noted that this money was listed in past proposed budgets but it was never claimed for the checking account. Another comment was that the savings account does not earn the interest we can earn in the endowment. It was noted that this endowment money was meant to be used for operational expenses. Another note was that the money in the savings (part of it) was from the 1999 NAE4-H conference and should go toward hosting in 2009. There were 11 votes for and 16 votes against. The motion was defeated.

Phyllis mentioned that we should have a budget committee. Some changes to the presented budget proposal were under income that the new members were times \$30, not \$35, and renewal members were for \$60. Under expenses, under dues, the complimentary members should be \$60, the renewing is \$60, the YDPA is \$60, and the new members are \$30. It was also noted that the total projected income listed would increase with the endowment interest being claimed. Fred moved that the budget

be accepted, with these noted changes for dues and the endowment interest, as is, and that the president appoint a committee to work on projections for the next 2-3 years. Cathy Brady made the second. The motion was approved.

Past President's Report – Karen Hack

Karen presented the officer slate for 2005 as follows: President-Elect = Pam Paletta; Vice President = Becky Kaucher & Kathy Weller; Secretary = Katina Musser.

NE Regional Director's Report – Karen Hack

We are putting in a bid to host the national conference in 2009. PA is supporting it. There's a committee from the NE working on the proposal and site selection. The submission is for Rochester, NY. There are a lot of changes at the national level – Kay Chalena has a larger role and some national committees may be asked to do more. Michael Martin moved that we support the 2009 conference and Linda Hendricks made the second. The motion was approved. One change for 2004 is if you're not going to national, you can still vote by doing so online during the conference. There was a regional newsletter that will be emailed from Liesel that explains this. There will be an auction at the NE regional lunch to start a fund for 2009. Michael Martin was asked to run for VP of Marketing and Donor Relations. Carol Schurman moved that if Michael would run that we contribute \$200 to his campaign. Fred made the second and the motion was approved. The money should come out of the savings account.

Regional Directors Reports:

Capital – Wendy Greist received the position of Extension Educator/4-H Coordinator in Cumberland County. The group met for a picnic and meeting at Katina Musser's home. Team efforts include: After School; School Enrichment; Leadership/Traditional 4-H; Ag. Literacy Camp. Darlene Resh will be the Senior Director and Stacy Goetz will be the Junior Director.

Central – Phil Hoy reported that Clearfield County has a new part-time 4-H staff person. Christine Corl will be the Senior Director and Jill Broschart will be the Junior Director.

Northeast – Linda Hendricks reported that the former northeast region will meet in early December in Williamsport. Members will meet and discuss important items, donate gifts to local children, dine over lunch, and tour a local church that works with the community extensively. Directors for the new Northeast will be There are currently only three association members from this region. Liesel will speak with Mike McDavid about this. No directors were identified.

Southeast – Kelly reported that the Schuylkill position is on hold. Kelly will stay on as Senior Director and Bob Brown will continue as Junior Director.

Northwest – Wanda Braymer reported that they've expanded. Wanda will be the Senior Director and Shaun Graves will be the Junior Director. John Hanna in Erie/Crawford left.

Southwest – Joann Logan reported that they gained a few counties. They lost Missy Whetzel in Greene County and Bill Gallagher retired from Fayette. Cindy Searight will be the Senior Director and Dwayne Hay will be the Junior Director.

Old Business:

AIG – We have 50 signatures and they have our tentative by-laws and interim board. We need final approval from the Alumni Council and we are on a probationary period for one year. It will be good to

have a formal link with them. We will get an annual list of alumnae association members. Michael can help identify people who might join. There's no formal tie with us to this group, but we hope to stay connected.

Northeast Regional Leaders Forum – Carol Schurman reported that they met last Sunday and that there are 305 registered. They wanted 400. They thought they'd be O.K. financially, but there was a change in the fine print of the contract for break-out rooms – they're hoping to break even. They are still in negotiations to resolve this. They are also still in need of more Showcase displays. They'd like to help everyone who helped in some way. NACAA will have their meeting in Buffalo, NY and they are looking for talent acts.

Stress and Unrest Issues – Liesel Dreisbach

Liesel directed members to the handout she had presented outlining the issues and possible solutions. Some of the issues have been taken care of over time. Others need to be further addressed. Some discussion on the topics included:

- It was felt that Bob Mikesell got the message about having the in-service in the fall. Pat Comeford doesn't feel she can be ready then. Bob also said they will not propose things for immediate action but will allow a year of planning time for it.
- It is not likely that the Annual Conference will be reinstated, which could be a good place for all 4-H staff and CEDs to hear the same message at the same time.
- It was noted that this meeting setting was good for community-building activities at our membership meeting. Ev Simmons will be taking over the newsletter. So these things can contribute to continued improved communications within the association.
- It's tough to decide what we can walk away from as a group as some local money supports our programs. There are also conflicts with what the state requires and local autonomy to change the way things are currently done.
- As our job functions change we need re-training for how to work with volunteers. Daney also suggested that we re-look at our role in the county and we may need some in-service to help us see ourselves differently. It's difficult to let go when there's pressure to do school enrichment, and after school, and so on.
- The Life Skills for Everyday Living Survey will help us show human behavior impact.
- The YPCC Advisory is reviewing changes on the position description.
- One member noted that she has been in Extension for 20 years now. She encouraged each of us to hang in there – do what we do well – and, keep our supporters around us. Sometimes it's O.K. to say “no” and then stick to it even though there may be some bumps. Don't get overwhelmed. This is a tough time with all of the reports and changes (CASPAR, regions, etc.)
- Another member noted that we're overwhelmed by email and ideas for what we “could” or “should” do. Her former RD said you'll be respected if you do one creative or new thing a year. That's how she takes a breath.
- Liesel suggested contacting one another to hear how we each deal with change. Let's depend on each other.

New Business:

Elections – Ballots were distributed and Liesel asked for nominations from the floor. A motion was made to close the nominations for president by Joann Logan w/ a second by Sam Nicola. Nominations for VP were closed on a motion by Linda Hendricks w/ a second by Darlene Resh. Nominations for Secretary were closed on a motion by Carol Schurman w/ a second by Joann Logan. Ballots were completed and collected by Karen. Later in the meeting results were announced as follows:

- President-Elect = Pam Paletta
- Vice President = Becky Kaucher
- Secretary = Katina Musser

NAE4-HA national conference – Sam will pass a list to know who is going to OK and who is going to State's Night Out, which will be at Abuelo's for \$10-16/meal. Liesel would like to know who is representing us at the committee meetings. Sam will go to PR&I.

2005 Meeting Dates – Are proposed for April 19-20 (*was changed – see above*) and October 4-5

Announcements:

- Christy Bartley reported that we need to remember we're a team. We all have the goal of trying to have the best 4-H Program in the U.S. She appreciates our input and wants to congratulate everyone on all of their awards. We need to make time to apply for things. It helps us see the good things we've done, and we're doing a lot of great things. She reminded everyone to send in National Programs of Distinction entries. She's waiting to receive some. They're working hard in 4-H fund development – there's a meeting with the new board for the 1st time soon. She wants to get them the message of 4-H. There will be an annual report on that and there's a case statement for leadership development. In-service will change. The 1st two days - it would be great to have the CED there for the 1st day – this will focus on what is 4-H (base for club program), with the afternoon on policy. They hope to have round tables with a topic during lunch. On day 2 they will have professional development topics such as trends in youth development, CYF update, Life Skills Evaluations, Jackie Bruce's research & David Henderson on Wed. or Thurs. Wed.-Fri. will be typical workshops on a variety of things. In 2005, NERLF was supposed to be in DC, but State Program Leaders got called in because DC can't host. There will be a Science, Engineering and Technology focus for the event, and it will hopefully be at the 4-H Center on a weekend. There should be a volunteer video for this year. They are hoping to do more with technology for training leaders. They're working on a new brochure with the focus on the 4-H's. After we've looked over it, they may do more pieces to match the theme. The brochure targets parents. There's an opportunity to work with the military – they received a grant. They're pulling a team together to work with National Government families. There will be the same opportunity for International Programming. Mexico wants to start a 4-H or youth development program. There is an agreement between Mexico and the College. Also, Poland is interested in volunteer development pieces.
- Michael Martin reported that the initiative for 4-H fund development is moving. The Council is meeting at the end of the month. Notify Michael of people who may be donors. There are 10 counties with endowments. Each of us can contribute through a payroll deduction. Work with Michael on this. He's put info. in the ATS that can be used in county newsletters. He is also representing the national shooting sports on the national NRA committee.
- Claudia has 4-H afterschool displays in her car – pick them up.

Adjournment:

Darlene Resh made the motion and the second was made by Linda Hendricks. The meeting was adjourned.

Respectfully submitted,

Katina Musser, Substitute-Secretary

PAE4-HA By-Laws Changes APPROVED at October 2004 meeting:

Article IV

Election of Officers and Directors

- Section 1 The officers of the Association shall be President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past-President and two Directors representing **each of the Extension Administrative Regions**.
- Section 2 The President, President-Elect and Vice-President shall be elected at the annual meeting of this association. The Secretary shall be elected at the annual meeting in years ending in an even number. The treasurer shall be elected at the Annual Meeting in years ending with an odd number. Directors shall be elected by association members within their area. Members in each **Extension Region** shall each elect one Director to serve a two-year term prior to the Annual Meeting. Junior Directors will be in the first year of their term and Senior Directors will be in the second year of their term. Upon completion of the current terms of the office, the President-Elect shall become President and the President shall become Immediate Past-President.

Article V

Duties of Officers and Directors

- Section 1 The President shall preside at state meetings of the Association, at Board of Directors meetings and at meetings of the Executive Committee. The President shall be responsible for administrative functions, such as appointing members to represent the Association at special meetings, advisory boards, and ad hoc committees, etc. The President shall represent the Association on the Pennsylvania Joint Council of Extension Professionals (PAJCEP). **The President or his/her appointee shall represent the association at the NAE4-HA conferences.**
- Section 2 The President- Elect is responsible for appointing chairpersons, vice-chairpersons and members of standing committees in consultation with the President. The President-Elect shall be an ex-official member of standing committees, preside at meetings in the absence of the President and represent the Association on PAJCEP. **The President-Elect shall be responsible for the organization of membership meetings.**
- Section 3 The Vice-President ~~shall be responsible for the organization of membership meetings~~ **(Delete- move this responsibility to President Elect)**, shall chair the membership committee and assume other duties as agreed to with the President. **The Vice-President shall be responsible for maintaining membership lists and list serves.**