

PAE4-HA MEMBERSHIP MEETING
Penn State Cooperative Extension Office – Adams County
March 28-29, 2006

Reminders:

- Mail reports to Ev for newsletter (All)
- Plan to make a donation to the auction at the fall joint meeting (All)
- Submit Urban 4-H Program Surveys by June 1st – Contact Ellen.Butler@Colostate.edu to receive a copy of the survey (Anyone interested)

Upcoming Meeting Dates:

April 23-26, 2006 – PILD Conference

April 23-25, 2006 – 4-H Capital Days

May 3-4, 2006 – CED Institute (tentative)

October 22-26, 2006 – NAE4-HA Conference (Milwaukee, Wisconsin)

November 1-2, 2006 – PAE4-HA Fall Joint Meeting (Atherton Hotel, Penn State)

Members attending were: Cindy Arblaster, Christy Bartley, Ed Bender, Suzanne Ault Boarts, Cathy Brady, Wanda Braymer, Jill Broschart, Helaine Brown, Robert Brown, Jana Davidson, Deborah Dietrich, Liesel Dreisbach, Kirsten Dubbs, Martha Gregory, Karen Hack, Dwayne Hay, Nancy Kadwill, Becky Kaucher, Karen Knoll, Ellen Linamen, Joann Logan, Michael Martin, Katina Musser, Kristy Myers, Pam Paletta, Darlene Resh, Rick Sayles, Carol Schurman, Brianna Shealer, Ev Simmons, Nancy Stephenson, Joanne Stoltzfus, Toni Stuetz, Susan Taylor, Yvonne Young

Guests attending were: Annette Steward, Centre County

Call To Order:

Prior to the start of the business meeting, a professional development session was held entitled “Balancing Work & Family – The Balancing Act”, followed by committee meetings. Then, President, Pam Paletta, called the meeting to order at 3:55 pm and asked for additional agenda items. All in attendance were asked to introduce themselves by sharing their name, county and a spring or Easter tradition.

Officer Reports:

President – Pam Paletta

Pam shared a program in her county to create an endowment to support a 4-H position. Michael Martin added some information on establishing endowments. Even if you’re establishing one locally, it is helpful if you can let Michael know.

President-Elect – Darlene Resh

Darlene passed out a list for members to sign if they plan to attend the NAE4-HA Conference this fall. She will be working to line up State’s Night Out. She attended the JCEP meeting in Valley Forge and noted that it was nice to interact with partner organizations and gather information. There was a report from National 4-H Council, a list of staff in Cathann Kress’ office, and mission mandates for 4-H. They are looking for nominees to fill national leadership positions including VP of Member Services and VP of Professional Development and VP of Marketing/Outreach and a NE Region Director to sit on the Finance Committee. Job descriptions can be found on the website. They did an activity called

“Flash Judgements” at the meeting, which is a packaged curriculum on diversity. Pam Paletta talked about this program and how she used it with a 4-H group. It was mentioned that Patreese has a similar program for use with adults. Then Darlene shared one of the activities with the members.

Past President – Suzanne Boarts

Suzanne reported that the fall meeting will be held with the other associations November 1 & 2 at the Atherton Hotel. Daney Jackson will provide a professional development speaker and the McDowell Lecture will be given. They are working with PACAA to collaborate on a breakfast with department heads. There will be an auction the first night (you can designate which association money from the sale of your donation will benefit). Working together will help with cost cutting and reducing the number of trips to a meeting for those in more than one association. Martha Gregory, Programs Committee Chair, noted that their committee had some names to recommend for the breakfast round tables and that we will need to know whether our association will need to pay for breakfast for any of the guests attending. One concern that was raised was that we might need to be cautious about having enough time for committee meetings built into the schedule, as this is where the real “meat” of our work takes place. It was suggested to do some of the awards jointly as well, to see what is done and who is being recognized in the other associations. It was also noted that in response to the song that was done by PACAA last year, PAE4-HA should plan to sing the PA 4-H Song at this year’s meeting.

Vice President – Becky Kaucher

Becky welcomed new members in attendance with a certificate.

Secretary’s Report – Katina Musser

Katina passed out a few copies of the minutes from the last meeting, which were distributed by email and also shared a thank you note from Al Snider who appreciated receiving the PAE4-HA 2005 Annual Report. A copy of the membership list was passed around for those in attendance to mark themselves present.

M/S/P (Boarts/Schurman) to accept the member minutes from October ’05.

Treasurer’s Report & Budget – Toni Stuetz

Toni distributed a 2005 end-of-year financial report for review. A conference call in January was held to prepare a budget for 2006, which was emailed to the membership. There were also some recommendations from that budget committee to the membership. Some line items on the budget were cut due to the fact that we used a lot of our savings to balance last year’s budget. And, this year’s budget (2006) is still over budget by over \$1,000. Toni also distributed a current budget report and statement – showing a checking account balance of \$2,250.85, and savings account balance of \$11,701.56. Suzanne thanked Toni for her work on taking leadership of this and making some hard decisions, with the committee, to help us understand our situation. It was suggested that we may need to do a fundraiser to help reinstate some of the items that were cut from the budget. Our endowment is in good shape. We have \$25,000 cash deposited, but it’s valued at \$38,000. In July there will be \$1,696.85 available. One question was asked concerning the two items on the budget with an (*) next to them, and it was clarified that that meant they were items the budget committee had agreed to cut, but then it was discovered that the funds had already been spoken for for 2006, and so they were kept in the 2006 budget. Next the membership turned to the recommendations of the budget committee.

First, was item one on the list of recommendations.

M/S/P (Stuetz/Kadwill) to accept the following recommendation: That the membership approve the transfer of \$7,000 from savings to our endowment, which will add about \$350 annually to our income. (This vote was taken by a hand count.)

Discussion included: If we kept the same budget next year, minus the things we've suggested to cut, it would balance out next year with the income from the endowment. One other option would be a CD and there are some with a 4.7% return. A question was asked about what would happen if PAE4-HA were to join in with the other associations at some point and whether we'd have access to the endowment. Michael Martin responded that we could re-title it or re-designate it at any time, should this be an issue. It was noted that Toni should take care of sending a check to the endowment, following approval of the motion.

Second, there were three items Toni highlighted together as they did not require a vote:

- We realize that our budget is not balanced but significant cuts in line items have been made to bring the budget as close to balance as possible. We will need to use savings to make up the short fall.
- It is recommended that the line item for Lady Lions be brought to zero. If possible for this year (2006), and if not, for 2007. This is being recommended as a cost saving measure.
- It is recommended that a budget committee meet annually to discuss and prepare a budget prior to fall meeting, so their recommended budget can be presented to the membership and be in place prior to the new fiscal year.

Pam wanted to bring forward the issue for discussion about reducing the Lady Lions budget to zero. One suggestion was to have counties donate t-shirts, if they know far enough in advance. It was noted that this event is really promotional. Another idea was to get a donor for the t-shirts, possibly working through Michael Martin on this. A question was raised about whether there would be a 4-H Day with football this fall and it was clarified that this was coordinated through Collegiate 4-H and should be directed to them for a response. It was also noted that we may be required to charge for the basketball tickets next year – this is still being worked on.

M/S/P (Boarts/Kadwill) to not spend budgeted money on the t-shirts for the 2007 Lady Lions event. Some discussion on this was that we should spend money on things that benefit "us" rather than giving a shirt to someone who may not really care about it.

Discussion ensued about the budget committee and it was suggested that the committee again consist of the Executive Committee plus a representative from each committee.

There is one potential fundraiser for PAE4-HA being looked into to happen at the PA Farm Show – more details to come. And, other fundraising ideas are welcomed. One thought was to do something at Ag Progress Days, such as sell Glory Be animals. It was noted that at the PA Farm Show booth, there's no room to add something to sell. Another comment was that we will need to financially support the NAE4-HA Conference in 2009, when it is hosted in the NE. It was suggested that we set up a fund-raising committee. The following individuals volunteered to serve on the committee: Carol Schurman, Joann Logan, Deb Dietrich, Karen Hack & Rick Kauffman (Rick was volunteered, as he was not in attendance). Karen Hack will serve as the committee chair. Another idea was a pooled state order for counties to buy leader recognition items.

BREAK – At this time the group took a break for dinner and evening activities.

RE-CONVENE – The group came back together on Wednesday, March 29, with Pam Paletta re-starting the meeting at 9:05 am. A number of members shared some items they had for sale at this point.

Committee Reports:

Awards & Recognition – Cathy Brady

Cathy reported that Co-Chair, Wanda Braymer, collected entries for the Service and Specialty categories this year and had them judged. She also noted that mileage money to support national winner attendance at the NAE4-HA Conference was cut from the budget for 2006, so winners should check with their regional directors for travel money. She reviewed the number of entries received and sent on to the NE Region. The committee will review how state and national winners are recognized with gifts, flowers, etc. for the future. She also noted that there will be no photos submitted for service awards this year and Katina gave some explanation as to the reasons that were discussed at national to support this change. Martha Gregory volunteered to serve as Co-Chair for 2007. One comment was that we will need to see that Bob Lewis receives a pen/pencil set and certificate as a retiree. Cathy will invite him to attend the fall meeting to receive this, if he is able. She will also send the applications for the Clover Award, which will be DUE May 1st.

Scholarship Presentation:

At this point, Jill Broschart was introduced to share her scholarship recipient presentation. Jill used the funds toward obtaining her masters degree online. She shared a Power Point presentation which covered various online resources that she has used in her coursework which could be helpful for those working in youth development.

Committee Reports Continued...:

Diversity – Cindy Arblaster

Cindy reported that the committee would like to do a workshop for the fall with a focus on working with people with special needs. It was noted that Linda Spahr may have a workshop developed in this area, which could be shared, so the committee plans to check with her. Another suggested name for a presenter was Linda Fetzer from Agribility or to have a panel of colleagues share on what they have done. Staff will be able to use this toward their required number of hours of diversity training. Patreese Ingram is offering a course at the end of June, but it was noted that this was perhaps by special invitation only. Bob Brown will be serving as Co-Chair of the committee.

Policy/Resolution – Nancy Stephenson

Nancy reported on a recommendation from their committee to address membership fees and categories. These proposed changes were emailed to members in advance of the meeting. A hard copy was distributed to members in attendance, in addition to a list of NAE4-HA member benefits. Karen Hack reported that discussion has continued on how the national association affects the state association and hopefully a report will come out on that later this year.

M/S (Stuetz/Hay) to approve the presented motion.

Discussion followed: Awards are a part of the promotion process for some, so it does matter whether you are able to apply for awards through a specific membership level. Another issue is the appearance or message it sends when we send a list of 1st, 2nd, and 3rd place winners to state colleagues and regional directors, but because none of those as associate members were eligible for national awards, we sent on a 4th place person for national consideration. It was noted that currently the handbook is password protected, so awards applications and guidelines are only available to national members.

One suggestion was to offer an associate membership to new people for a limited time and then they have to decide whether to become an Active Member or not. Some problems with that suggestion were the idea that an associate membership could open up a door for a person in a fixed-term or part-time position who aren't going through the promotion process and wouldn't need the awards piece but might like the networking and professional development. Dwane shared some of the research he had done on other states who have an Associate Member category.

M/S/P (M Gregory/Kadwill) to amend the motion as follows: Under Article III, Section 2 C, CHANGE TO READ “Associate members shall have all the rights and privileges of membership in the state association except the right to vote, hold office, or serve as official delegate to the national meetings. Associate members will not be allowed to participate in ASA, DSA, 25 Year Service, Meritorious Service, National Specialty, Communicator awards and other national level awards.”

M/S/P (Hay/Martin) to amend the motion as follows: Under Article III, Section 2 B, ADD “Life Membership will include both State and National Associations.”; and, under Article III, Section 2 D, ADD “Affiliate Membership will include both State and National Associations.”; and, under Article III, Section 4, CHANGE TO READ “Dues for each membership category will be set by a vote of the membership. Increase in Active, Life, and Affiliate membership dues will follow the rate set by the National Association.”

The final approved section of the by-laws will read as follows:

Article III
Membership

- Section 1 Membership is open to employees in Penn State Cooperative Extension and Outreach who have any 4-H program responsibilities, as well as other special categories as defined in Section 2.
- Section 2 Membership categories include:
- A) Active Member – Active Members will include New Members and Renewal Members. Active membership will include both State and National Associations.
 - B) Life Member – Open to previous NAE4-HA members who have retired from Extension. Life membership will include both State and National Associations.
 - C) Associate (State Only) Member – Associate members shall have all the rights and privileges of membership in the state association except the right to vote, hold office, or serve as official delegate to the national meetings. Associate members will not be allowed to participate in ASA, DSA, 25 Year Service, Meritorious Service, National Specialty, Communicator awards and other national level awards.
 - D) Affiliate Member – Open to adult professionals who are employed in youth development other than Extension; former PAE4-HA members who were Active Members but do not currently qualify for Active or Life membership; NAE4-HA donors and sponsors. Affiliate membership will include both State and National Associations.
 - E) Student Member – Open to any full-time student attending a college/university.
- Section 3 Only Active and Life Members in good standing shall be able to vote or hold elected or appointed positions in the Association.
- Section 4 Dues for each membership category will be set by a vote of the membership. Increase in Active, Life, and Affiliate membership dues will follow the rate set by the National Association.

- Section 5 The membership year shall be from the end of one NAE4-HA annual meeting until the end of the next NAE4-HA annual meeting.
- Section 6 Membership in the Association shall be available without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

It was also noted that we need to determine an Associate (State-Only) membership fee.

M/S (Hay/Braymer) to set the fee for the Associate (State-Only) membership category at \$50.

Discussion on this motion included: We may want to set this fee at a lower rate to encourage some people to join.

Motion Withdrawn - The motion to set the fee at \$50 was withdrawn.

M/S/P (Stuetz/Boarts) to set the fee for the Associate (State-Only) membership category at \$35.

Professional Improvement – Deb Dietrich

Kirsten Dubbs will serve as Co-Chair. They have an individual, McCee Baker, who is willing to talk with us about how to properly apply for the Rural Youth PDA Grants. The committee will absorb the volunteer task force under their committee, which will align our state association with the change that national made to do this. This task force was previously under the Programs Committee.

Programs – Martha Gregory

Martha mentioned an Urban 4-H Program Survey being conducted by the NAE4-HA Urban Task Force, which is surveying for innovative programs with significant impact. The top 10 entries will be recognized at the 2006 NAE4-HA Conference, and the top 4 submissions will be asked to present a 15 minute overview of their program at a Conference seminar. Members can contact Ellen.Butler@Colostate.edu to receive a copy of the survey, and they are DUE June 1st.

For the fall meeting liaison breakfast, PAE4-HA will join with PACAA to meet with department heads and state staff to share program issues.

Co-Chair for 2006 will be Nancy Kadwill, and Co-Chair Elect will be Barbara Aldrich.

PR&I – Joanne Stoltzfus

Joanne reported in the absence of the Chair and Co-Chair. Melanie Barkley will continue to post things to the PAE4-HA website. The Lady Lions game went well. It will be the first home Sunday game in February. We don't get to pick the day, so the conflict with the Super Bowl was unavoidable this year. Phil Hoy is still working with the 4-H Alumni Interest Group. The committee talked about ideas for an Ag Progress Days fundraiser but didn't come up with anything. Joanne and Ev attended this committee meeting at the national conference and reported that Dan Tabler is working on a Hall of Fame and a notable 4-H alumni list.

State 4-H Program Leader Report:

Christy noted that any group using the 4-H name and emblem should be chartered including 4-H boards, clubs, and other groups who use the name. Vendors do not get chartered, they get a permission letter. PAE4-HA will be chartered by the State 4-H Office. The date on a charter should when you're

giving it, not necessarily the date the group started. There's discussion about chartering Collegiate 4-H and having guidelines for them. There is a letter that can be used along with, or in place of, an actual charter and this is on the website. Also, the IRS is really starting to look at money kids earn through fairs (4-H & FFA). Whoever is distributing the checks must also distribute a 1099 to each of these kids. This is only for amounts over \$600 gross income.

Committee Reports Continued...:

Historical – Suzanne Boarts

Suzanne will bring the scrapbooks to the fall meeting, and Melanie did put photos on the state website.

Membership – Becky Kaucher

Becky reported that we have 72 members with 6 of these being new and we have 15 life members. She has sent letters of invitation to some other potential new members. She also presented a new member certificate to Rick Sayles.

Newsletter – Ev Simmons

Ev has blocked out April 10-11 to work on the newsletter, so send her any information you have shortly.

Nominating – Suzanne Boarts

Suzanne reported that we will need to fill the positions of President Elect and Secretary in the fall. If anyone is interested, they should contact Suzanne.

Regional Directors Reports:

Capital – Darlene Resh and Katina Musser – Reported that the Sr Director will be Kristy Myers, who replaces Stacy Goetz who left extension. Now, the Jr Director, Wendy Greist has also left extension, so the region will need to determine a replacement for her.

Central – Jill Broschart – Jill reported that Cathy Straub will serve as senior director and Patreese Ingram will serve as junior. The region took a trip to Bucknell and explained some of the things they saw. Christy Bartley reported that they have a new staff assistant – Marissa Coke and there are two faculty positions open – a leadership faculty and residential education position and another for development of student teachers. A question was raised about a replacement for Bob Lewis and Christy noted that the department is in the middle of strategic planning which places the volunteer leadership position as a high priority and they should be done with the planning around April 7th. Letters of support could be sent to the head of Ag & Ext Ed and/or to Daney Jackson. There seems to be a lot of support for the position at the state level, but it's not a guarantee.

Northeast – Tia Steinfelt will be senior director and Kristy York will be junior. Neither in attendance – no report.

Southeast – Bob Brown – Bob reported that Nancy Stephenson will be the Junior Director.

Additionally, he reported that Fred Davis, their RD, has retired, leaving Nancy Stevens and Rick Kauffman acting as co-interim RD, and Nancy Kadwill and Clyde Myers as interim CEDs in their respective counties. Phyllis Lauffer is leaving to take a 4-H position in Florida. Andy Curtis left last fall from Lehigh so they are without an ag. person at the moment. There is a new 4-H urban youth position that has been filled in Montgomery County. And, in Chester County, Steve Dietrich resigned and they're looking into whether that position will be filled.

Northwest – Wanda Braymer – Wanda reported that Shawn Graves will be the junior director. They are still getting used to the restructure of regions, so they've been doing some teambuilding stuff. They haven't been following an agenda, but just go around the table and bring up discussions.

Southwest – Dwayne Hay – Dwayne reported that Cindy Arblaster is serving as junior director. They are adjusting to using the Sharepointe website. They had a staff retreat with a program with a guy who trains and coaches on supervising. They plan to video teleconference with the NW to hear the curriculum caravan to be presented by Claudia Mincemoyer and others. Lisa Schroyer has started in Greene County.

Other:

2006 NAE4-HA Conference:

A video was shown to advertise the NAE4-HA 2006 Conference.

Adjournment:

M/S/P (Taylor/Logan) to adjourn.

Following the meeting, some members stayed to enjoy lunch together.

Respectfully submitted,

Katina Musser
PAE4-HA Secretary