

WEAFCS Executive Board Meeting Minutes
Friday, August 10, 2007
10:00 – 11:50 a.m.

Agenda

- I. Meeting Called to Order** by President Kathy Metzenbauer at 10:01 a.m.
- II. Appoint Parliamentarian** – Pat Rychter was appointed Parliamentarian by President Metzenbauer.
- III. Roll Call** was taken by Secretary Nancy Crevier with nine members present. Present: Kathy Metzenbauer, Mary Novak, Mary Fran Lepaska, Luane Meyer, Ruth Schriefer, Jennifer Caravella, Pat Rychter, Donna Peterson and Nancy Crevier. Laurie Boyce joined the meeting at 10:30 p.m. Excused: Jenny Wehmeier, Cindy Jacoby, Pam Peterson, Marilyn Kooiker, and Jane Jensen. Absent: Judy Knudsen, and Marma McIntee.
- IV. Review Agenda** – Two items were added to the agenda under item IV. Unfinished Business, A. NEAFCS, #2 NEAFCS Silent Auction and #3 Reimbursement for Conference. Motion to accept the revised agenda was made by D. Peterson, seconded by Rychter. Motion carried.
- V. Minutes of the April 18, 2007 Meeting** were reviewed with two corrections to be made. Luane Meyer's name is misspelled and Ruth Schriefer is replacing Peggy Olive as chair of the Member Resources Committee. Motion to accept the minutes with corrections made by Rychter, seconded by D. Peterson. Motion carried.
Jennifer Caravella and Luane Meyer volunteered to review the minutes from today's meeting.
- VI. Correspondence** – President Metzenbauer has received several thank-you notes from award winners.
- VII. Treasurer's Report** – Mary Fran Lepaska
WEAFCS TREASURE'S REPORT-July 2007

<u>Organizational DDA</u> (Port Wash State Bank).....	\$359.23
Deposit -\$128.00 (Raffle Income) 4/06	
Check #1019-\$21.08 (Banquet Supplies) 4/06	
Check #1020-\$27.85 (Banquet Supplies) 4/06	
Check #1021-\$14.42 to Quill (Award covers) 4/06	
Check #1022-\$28.98 (Postage for awards) 4/06	
Check #1023-\$36. to TEAFCS (National meeting corsages) 9/06	
Deposit-\$1200 transfer from Money Market 10/06	
Check #1024-\$73.58 to Marma McIntee (National Meeting expenses) 10/06	

Check #1025 -\$250 to Marilyn Herman (Voting Delegate) 10/06
 Check #1026-\$250 to Marma McIntee (Voting Delegate) 10/06
 Check #1027-\$250 to Jenny Wehmeier (Voting Delegate) 10/06
 Check #1028-\$200 to Ruth Schriefer (DSA Award) 10/06
 Check #1029-\$200 to Karen Joos (Continued Excellence) 10/06
 Check #1030-\$50 to Joan LeFebvre (Communication Award) 10/06

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 Deposit-\$600 from money market account 3/07

Check #1031-\$50 to Jenny Wehmeier (Rookie Award) 3/07
 Check #1032-\$50 to Deb Neubauer (Powell \$ Mgmt. Award) 3/07
 Check #1033-\$50 Faye Malek (Team effort Award) 3/07
 Check #1034-\$50 to Sharon Wolfe (Para-Prof Award) 3/07
 Check #1035-\$50 to Julie Raasch (Para Prof Award) 3/07
 Check #1036-\$50 to Ed Geurts (Volunteer Award) 3/07
 Check#1037-\$11.86 to Peggy Olive (Frames for new members) 5/07
 Check#1038-\$6.26 to Nan Baumgartner (Display Bd. A&R) 5/07
 Check#1039-\$180 to NEAFCS (3 memberships@\$60) 5/07

Money Market Account (PWSB).....\$2569.08

Interest (4/06).....\$3.18
 Interest (5/06).....\$4.47
 Interest (6/06).....\$3.59
 Interest (7/06).....\$3.40
 Interest (8/06).....\$2.27
 Interest (9/06).....\$2.13
 Interest (10/06).....\$2.28
 Interest (11/06).....\$1.59
 Interest (12/06).....\$3.24
 (Interest Paid in 2006.....\$37.09)
 Interest (1/07).....\$6.13
 Interest (2/07).....\$3.67
 Interest (3/07).....\$3.33
 Interest (4/07).....\$2.86
 Interest (5/07).....\$2.21
 Interest (6/07).....\$2.01
 Interest (7/07)..... \$2.24

Deposit \$1557.56 from JCEP Auctions 4/17/06
 Deposit-\$243.00 (Straub Retirement gifts) 5/06
 Deposit-\$1600 (16 memberships@\$100) 11/06
 Deposit-\$1500 (15 memberships@\$100) 12/11/06
 Deposit-\$1200 (12 memberships@\$100) 12/27/06
 Deposit-\$1100 (11 memberships@\$100) 1/9/07
 Deposit-\$1000 (10 memberships@\$100) 1/22/07
 Deposit-\$600 (6 memberships @\$100) 2/5/07
 Deposit-\$200 (2 memberships @\$100) 3/8/07
 Deposit-\$300 (3 memberships@\$100) 5/15/07

Deposit-\$40 (1 membership-Knellwolf) 7/12/07

- Check #116 for \$75.85 (Banquet Supplies) 4/11/06
- Check #117 for \$810.52 to Marilyn Herman (PILD Conference) 5/06
- Check #118 for \$4200 to NEAFCS (70 Dues @\$60) 1/29/07
- Check #119 for \$412.30 to Jenny Wehmeier (JCEP regional conf) 3/6/07
- Check #120 for \$60 to NEAFCS (1 membership) 3/6/07
- Check #121 for \$60 to NEAFCS (1 membership) 3/19/07
- Check #122 for \$52.25 to USPO (A&R postage) 3/28/07
- Check #123 for \$160 to JCEP WI (8 banquet reservations) 4/07
- Check #124 for \$34.13 to Kathy Hetzel (Awards Exp.) 4/24/07
- Check #125 for \$900 to Marilyn Kooiker (PILD Conference) 5/4/07

Transfer \$100 to NEAFCS 2007 Conference Checking Account (6/14/06)

Transferred \$1659.56 to National Meeting 2007 account (7/26/06)

Transferred \$1200 to Checking Account 10/06

Transferred \$600 to Checking Account 3/28/07

Certificate of Deposit

Renewed the CD for 9 months @5.15 APY-matures 1/23/08.....\$2441.35

Interest paid in 2006.....\$51.44

Certificate of Deposit

Renewed for 9 months @5.15 APY-matures 2/15/08.....\$11,355.00

Interest paid in 2006....\$190.38

Total Assets..... \$16724.66

The Ad Hoc Committee appointed at the April 2007 meeting to review the history of WEAFCFS expenses has not yet submitted a report.

Motion was made by Lepeska to place the treasurer’s report on file, seconded by D. Peterson. Motion carried.

VIII. Committee and Officer Reports

- A. Awards & Recognition – Luane Meyer reported the committee received six applications for the First Timer’s Award. Pam Peterson received the award.
- B. Member Resource – No report at this time. Clarification is needed as Ruth Schriefer reported she is Chair-Elect of this committee, not Chair. Schriefer and President Metzzenbauer will clarify with Peggy Olive.
- C. Professional Development – Pam Peterson sent an earlier email reporting the Professional Development Committee has not met since JCEP. The next WisLine is scheduled for September 26.
- D. Public Policy Education – Jennifer Caravella reported the WEAFCFS Public Policy Committee last met in March. Most

recently, the committee submitted an article to the Communique and sponsored a session at JCEP given by Kara Carper (Lafayette County CRD) on “Building Relationships with Elected Officials.” The committee’s next scheduled Wisline will be September 5, 2007.

- E. Vice President/Editor – President Metzenbauer reported on behalf of Jenny Wehmeier the next Communique will be issued in November. Please submit articles to Wehmeier by November 15th.
- F. Historian – President Metzenbauer reported Jane Jensen is continuing to work on organizing files.
- G. District Concerns: Pat Rychter (C), Donna Peterson (S), Ruth Shriefer (S), Marilyn Kooiker (N) , Luane Meyer (W), Judy Knudsen (E) – District representatives reported colleagues are preparing to attend the NEAFCS Conference in September. No other concerns were brought forward at this time.
- H. JCEP of WI Board Members – Kathy Metzenbauer, Mary Novak
 - 1. JCEP Board Meeting Report – President Metzenbauer reported the JCEP Board met in May. Committees have reorganized and will be working on the next JCEP Conference to be held in Eau Claire, April 1-3, 2008.

Motion was made by Caravella to approve the reports and to place them on file, seconded by Rychter. Motion passed.

IX. Unfinished Business

A. NEAFCS

- 1. Hospitality booth – President Metzenbauer reported on behalf of Marma McIntee, volunteers are still needed to help at the Hospitality Booth on the afternoon of Monday, 9/17. Please let McIntee know if you are available to help. Volunteers from Wisconsin will have a chance to purchase their own Snoopy scarves at a cost of \$4.00.
- 2. NEAFCS Silent Auction Item – A suggestion was made to develop a Wisconsin themed basket or box. Members of the Executive Board were asked to donate items along this theme. President Metzenbauer will collect the items Monday afternoon at the Hospitality Booth from 3-6 p.m.
- 3. Reimbursement for Conference – President Metzenbauer reminded members the Family Living Program area will reimburse colleagues \$295.00, the early bird registration fee. Please submit a copy of your receipt and a state TER form to Laurie Boyce. Colleagues should check with their district directors regarding the availability of funding to help with lodging.

X. Other Business

A. State Program – Laurie Boyce reported the program area will be well represented at the NEAFCS Conference. Program area staff (district directors and program liaisons) will be hosting a UW-Extension exhibit at the conference. Several other administrators from UW-Extension will also be attending special events during the week. Boyce reported she is working closely with Mary Fran Lepeska regarding the financial commitment the program area made to the conference. Over fifty people have received funding for registration through the program area. Boyce also reported a one page UW-Extension fact sheet was developed to be distributed in registration bags.

Boyce also reported on several program area vacancies especially several state specialist vacancies. Short and long term plans for coverage are being developed. Positions integrated with UW-Madison or county educators positions will not be affected by the recent hiring freeze declared by Chancellor Wilson. Other positions will require justification to refill at this time.

XI. Announcements

- Next meeting date will be Friday, December 7th, 10 a.m.-Noon by Wisline.
- JCEP conference – April 1-3, 2008, Plaza Hotel, Eau Claire.

XII. Meeting adjourned at 10:45 a.m.