

TESA Winter Board Meeting, December 6, 2016 1:33 PM

Attending: Joice Jeffries, DeDe Jones, Steven Klose, Billy Warrick, Joe Mask, Monty Dozier, Dean McCorkle and Janet Hurley

Klose called the meeting to order and asked members of the group to introduce themselves and asked for additions to the agenda.

Klose appointed Joe Mask as parliamentarian.

Minutes from Previous Board Meeting July 2017 were circulated via email and in person. Mask made a motion to accept minutes as written, second by Jones. All were in favor.

Minutes from Business meeting from July 2017 were reviewed by members present. An email will be sent by Janet Hurley to all those present at July Business Meeting to review and respond with accept or decline.

Correspondence: Billy Warrick reported he heard from Rupert Palmer, age 89 and retired as a weed specialist in 1988 sent his regards to our group.

1. Reports

- a. Treasurer (D. McCorkle) – reported that there is \$14,713.13 in the TESA Checking account, and \$5,197.75 in the TEEFI account (where we collect credit card funds), plus our Certificates of Deposit gives us \$35,686.01 in total review funds. Our total annual income is slightly down, mostly as a reflection of fewer sponsors and membership dues payments. As for expenses we are also down, as our total cost at La Torretta was not as much as some of our other past sites.

Expense	Amount
Uncategorized (refund for annual conference)	\$ 105.00
Ag Conf Social	\$ 667.75
Annual meeting Costs	\$6,133.62
Board Expense	\$1,136.23
Chapter meeting	0.0
Professional Development	0.0
Awards Recognition	\$ 233.75
Scholarships – 2 students	\$1,000.00
Support – Mask 4-H Foundation	\$ 144.00
Total Expenses for 2016	\$9,420.35

Still outstanding is to pay for 2017 dues for J. Mask place on the 4-H Foundation; expenses are down overall for the year. One of the other reductions has to do with the travel cost of sending President of TESA to the PILD conference. Dr. Steele's office now covers this expense for each of the professional leadership organizations.

We have 46 Paid Members, 26 First Year New Members, and 122 Lifetime Members

- b. Financial (D. McCorkle) – Dean discussed the spreadsheet (see attached) in regards to this past years expenses and 2017 budget. One of the group's discussions was the cost of La Torretta, by having our annual meeting at an "all-in-one" location we were able to save money substantially,

whereas, our meeting in San Antonio at the Drury will cost more. The other financial concern is TESA is slated to host the Spring Board meetings in conjunction with ESP. This is not a major financial concern, just something to consider. Billy also brought up that TESA will soon need a new plaque for deceased members. At this point, Dozier made a motion to suspend the rules to discuss the 2017 Budget during the treasurer report, Mask second the motion and all were in favor.

- **2017 Budget Discussion** – The group reviewed each line of the budget and discussed reducing support for 4-H Foundation meetings as they will be held in College Station that would reduce this category by \$200. That reduction would be added to Board Expenses to help cover some of the costs for the next year, raising Board Expenses by \$200. Mask made a motion to approve budget as presented and was second by Jeffries. Mask then made a motion to make an amendment to the budget to decrease the support column by \$200 and increase the board expense column by \$200. Jones second motion and all were in favor, the amendment passed. The amended budget was then approved unanimously.

Budget Excel file is attached

- c. **4-H Foundation** (J. Mask): Mask reported to the group about the numerous changes that have transpired at the Foundation over the past several months. The biggest of the changes is that all financial management of day to day 4-H operations will be managed by AgriLife Extension. This has taken some time to transition from one source to another, but appears in 2017 to be back to “normal” for money. As for the Foundation their sole responsibility is to raise funds, they will oversee the Scholarships and restricted fund accounts, but raising money for scholarships and youth development is their mission. The Foundation hired a consultant to find new funding sources – the goal is to raise \$600,000 within the next year. Mask said he will keep us posted and for some in the group who work with 4-H they will hear more in the New Year.
- d. **Nominating** (D. Jones): Jones reported to the group that she is working on new members for 2017. One of the areas of need is Chapter Directors, Jones is going to look at our membership, see where our weaknesses are at and recruit members. Everyone on the Board is currently comfortable in their positions, so Jones will look for a President Elect nominee and possibly a Treasurer. Jeffries asked about adding more individuals from Prairie View, the group discussed with Joice about having a membership meeting at PVAM, to recruit members and get them interested in serving, not just participating.
- e. **Audit** (J. Robinson): Klose reported for this committee. Based on the changes made in the summer to move the audit cycle to a calendar year rather than fiscal year, had Sandra Pierce and Dawn Burton reviewing 2015. Everything was found in order. Audit committee members serve two years, Burton rotated off and John Robinson was rotated on, he will also chair this committee as well. S. Pierce will be rotating off in 2017 and a new member will be recruited to sit on this committee.
- f. **Membership**
 - **Report from onboarding:** Klose was present for the new employee onboarding meeting held in College Station on November 15, 2016. This was a small group of new specialist. TESA was able to provide lunch and Klose was able to talk with the group about Extension and the Association. Michelle Payne helps keep TESA in the loop on the meetings and makes sure we do have a presence at the meetings.
 - i. Mask brought up a request to obtain a mailing list of the new hires from the onboarding meeting so that we can reconnect with them after a couple of months. A good way to make sure they get involved.

- **January social:** Klose with talk with Joyce Cavanaugh about hosting a social during the program conference.
 - **Promotional Items:** Klose lead a group discussion about getting our brochures out more, how do we bring more people in.
- g. **Awards** (K. Ledbetter): Jones reported for Ledbetter. Announcements for awards will go out in early 2017
- h. **Scholarship** (D. Coker): Jones reported for Coker. Announcements will go out in the spring.
- i. **Professional Development** (A. McCorkle): Jones reported for A. McCorkle. Announcements will go out in the spring. Group discussed getting more members to apply.
- j. **Retiree** (B. Warrick): Warrick reported prior to the meeting he goes through the retiree list (attached) and contacts the individuals to see if he has correct information. One of the retiree's was Elaine Ward, whom he was having difficulty reaching, Jeffries reported that Mrs. Ward had passed away in August. That makes 122 living lifetime members. Warrick stated that once we add Ward to the plaque we have for deceased specialists at the 4-H Center, we will need to purchase a new plaque board to add name plates for future specialists.
- Warrick also suggested that retirees be asked for testimonials to add to the website, social media and brochures on what TESA meant to them.
- k. **Industry Liaison** (J. Smith): Klose reported Smith, who heard from Monsanto after the summer meeting and they have made a donation to the group. Overall sponsorship is steady and Smith states he will keep doing this with help from others until it isn't fun anymore.
- l. **Website/Historian** (Burton): Jones reported for Burton, website up to date, will add Summer Board and Business minutes as soon as the Business minutes are approved.
- m. **2016 Annual Meeting** (Klose): Reported that we had 105 attend the conference, 53 members and 52 family members. The overall evaluation comments were favorable for the location; everyone enjoyed the speakers and the cost. Group had discussion about keeping La Torretta in our rotation.

New Business

- a. **2017 Annual Meeting** (Dozier) – Reported that we have a signed contract with the Drury Hotel, and he has collected several ideas for speakers for the summer conference. Monty will work with Klose and Jones about possible field trips for the area.
- a. Klose mentioned that he has been keeping a spreadsheet of the annual meeting locations going back 8 to 9 years to help us know where we have been and what the cost has been.
 - b. Dates for annual meeting is July 24-26, 2017: Monday morning is for golf, Monday afternoon board meeting and then 2 speakers (check with Ag Leadership for availability), Tuesday half day program and field trip, Wednesday AM program then business meeting
 - i. Will get a Save the Date email out to everyone after the first of year
 - ii. Monty will put a call out for speakers
- b. **2018 Annual Meeting** (Dozier) – Looking at hill country locations since we have trouble finding a coastal location. Monty will keep looking to see what he can find. [Flying L Ranch](#) in Bandera is an option he will look into since the group liked LaTorretta
- c. **Chapter Directors** (Jones) – Reported that as part of her duties to find board members, she will also look at each Chapter to see about getting people to actually participate at the Board meetings and on committees.
- d. **Mentoring program** (Jones) – Jones reported that there currently is no need for a promotion task force for Specialists, as that Extension position is different in departments, instead she

plans to work on a mentoring program in 2017. She will start working with Philip Shackleford and Michelle Payne to obtain rosters from the past onboarding workshops. At the same time she will work on a survey to poll these new employees on topics they need assistance. The ultimate goal would be to build a list of mentors on a variety of topics to be posted on the website.

- e. **Questions for Extension Administration** Klose and Dozier led the discussion about questions for administration. The group didn't have much from their regions; however, the group did want leadership to know the frustrations of proofpoint, the inability to share Excel spreadsheets with macros, and the launch of Texas Resources and lack of communication to specialists about database they are supposed to be populating.
- f. Board Meeting Expenses – Motion made by Hurley, second by Mask to cover board meeting expenses. Group discussed this and approved by all.
- g. All items that needed a full board were discussed. Prior to leaving for dinner, the Board adjourned the meeting at 5:00 PM with a motion from Dozier and second by Mask. The group meets in the morning of Dec. 7th for the General Assembly meeting. There was no need for our group to meet with leadership. Group did meet informally after general assembly to discuss PEAC meeting.

General Assembly meeting with Susan Ballabina, Jeff Ripley, and Steven Green