

TESA Annual Business Meeting – July 31, 2013, 10:30 a.m.

Attending: Diane Bowen, Stephen Brueggerhoff, Dawn Burton, Steve Byrns, Joyce Cavanagh, Dennis Coker, Lori Colvin, Christopher Cotton, David Drake, Rukeia Draw Hood, Rebekka Dudensing, Buddy Faries, Nancy Granovsky, Kim Hopcus, Janet Hurley, Joice Jeffries, DeDe Jones, Steven Klose, Angela McCorkle, Diann Mitchell-Linger, Jeff Pate, Michelle Payne, Sandra Pierce, Samuel G. Roberson, John Robinson, Jackie Smith, Billy Warrick, Helen White, Emmy Williams, Jay Yates, Mac Young

Young called the meeting to order.

Minutes - Minutes from the last meeting had already been approved and posted on the TESA website.

Awards – Young said that the award recipients had been announced at the awards dinner the previous evening (July 30) and that the plaques are in the process of being completed. Board members will distribute these at various meetings the award recipients will be attending. He encouraged members to promote our TESA awards program so we can have more nominations next year. Bowen reported on the changes to the awards process that the awards committee recommended and the board approved:

- Add a checklist for the nomination form to make it easier for those preparing nominations to be sure the nomination is complete.
- Add tips for the letter of support. We need specific information about how that agent coordinated with the specialist.
- Discontinue the cover letter. It is redundant of the information provided in the nomination form.
- Update the nomination form to ask for a list of the specialists with whom this agent worked.
- Instead of a nomination letter, require a support letter. The letter will provide detailed information regarding how interaction with and support from the nominee impacts the specialist. Quotes from the specialist or program leader showing how the agent collaborated and the impacts of that collaboration are strongly encouraged.
- Accept both team and individual nominations for each award.
- Have the board clarify who is eligible for each award so that a better explanation can be included in the nomination form.

Hurley suggested tailoring the application for the things you want to know. Also, remind people more often than once a year. Granovsky suggested posting the nomination process changes on the TESA website and sending out periodic email reminders with a link to it so members and nonmembers can see it. Jones suggested letting people send nominations anytime. Young said that we send out the announcement in February and ask for the nominations by mid-April so the

committee can review them. Their recommendations are presented at the May board meeting. He cautioned against accepting nominations year 'round, but agreed we could certainly start the process earlier. But that means setting up the committee earlier to do that. Byrns commented that the TESA awards mean a lot to the county agents. Warrick asked if the nominations are submitted electronically. Bowen said that they are. Cavanagh said that to increase the number of nominations, we need to increase activity in the chapters, because this is a nomination that comes from chapters, not from individual members. She reminded the group that there are funds for \$50 per chapter to hold a recruitment meeting or activity. Young said the awards committee would submit their formal report on these approved changes to the board in December.

Financial Report (attached)

Klose presented the treasurer's report:

- The organization's balance was \$30,364.34 as of 7/24/13.
- Klose recognized the fine job Jackie Smith did of getting sponsors for this annual meeting. Smith said another \$1,000 would be coming in.
- Klose asked everyone to thank the sponsors. (List attached)
- The software that is being provided from the professional development grant is \$1,500 instead of the \$2,500 amount budgeted.
- This year we may bank some money. No one went to the Public Issues Leadership Development conference and this annual meeting wasn't expensive. We will spend more next year hosting the meeting in San Antonio.
- AgriLife Conference social – We received \$270 in registration fees and it cost us \$600. That's about what we budgeted and we knew it would probably cost us. But, historically, it is a good way to bring in new members.
- Membership totals: 43 paid members, 14 free first-year memberships, 123 lifetime members
- No nominees for the scholarship this year.

Yates moved that the treasurer's report be accepted. Burton seconded. All in favor.

Audit Committee

Cavanagh reported that she and Janie Harris did a financial review of the accounts on August 14, 2013. They found that records were well organized, all reports completed in a timely manner, and all expenditures have appropriate documentation and receipts. She commented that Klose is very organized, making the financial review easy to do. Their only recommendation is that when the treasurer needs to be reimbursed personally, the second signer on the account signs the check for that reimbursement. The plan for next year is to continue the two-year rotation for serving on the committee to ensure continual turnover in the audit committee. Burton volunteered to help Harris with the audit next year.

New Business

Constitution and By-Laws Changes – Klose presented the changes (attached). The proposed changes were sent out 30 days prior to this annual meeting. Klose presented these changes and the following comments were made:

- Granovsky – On Article IV, change “business” year to “fiscal “ year.
- Yates – On Article 7, Section 2, change “elections” to “installation.”
- Faries – Elections should be completed 30 days prior to the annual meeting.
- Cavanagh – Article II, Section 2 should say “spring.” Byrns and Klose said it is fine as is but we need to be sure to follow it.
- Joiner asked that “Prairie View A&M University Cooperative Extension Program” be added at the beginning. Mitchell-Linger said it would also be changed on the website.

Klose moved that the proposed changes be accepted. Cavanagh seconded. All in favor.

2014 Annual Meeting – Young announced that next year’s meeting would be July 16-18 at the Menger Hotel in San Antonio.

Installation of New Officers – The following officers will serve the association this year:

- President – Mac Young
- President-Elect – Diane Mitchell-Linger
- Treasurer – Steve Klose
- Secretary – Helen White
- Historian – DeDe Jones
- President – Mac Young

Young said that he would be appointing committees for the coming year. Klose asked for feedback from the members regarding this meeting and also for the plans for next year’s meeting. Mitchell-Linger said that a survey is being developed. She also said that the Horseshoe Bay Resort in Marble Falls is being considered for the site of the 2015 annual meeting.

Young encouraged everyone to recruit new members. Klose suggested inviting colleagues in departments that are under-represented. Granovsky complimented this meeting’s program and suggested continuing in this vein. Faries encouraged the association to participate in the revision of the career ladder that the Director mentioned and asked that the executive committee communicate with the Director and start a dialogue soon.

The meeting adjourned at 11:45 a.m.