2006 – 2007 EPAF Pre-Conference Board Meeting
Monday, September 24, 2007
Troon, World Golf Village

**In attendance:** Millie Ferrer, Bill Hill, Theresa Friday, Judy Butterfield, Martha Maddox, Christa Carlson, Brenda Williams, Gayle Whitworth, Marjorie Moore, Mike Sweat, Maia McGuire, Joe Walter, Andrew Diller, Scott Jackson, Pat Hogue, Lisa Leslie, Marcus Boston

EPAF Chair, Maia McGuire called the meeting to order at 1:45pm.

**Secretary’s Report:** Minutes of the May 10, 2007 EPAF board meeting were distributed. **Motion by Christa Carlson to accept the minutes, Bill Hill seconded. Motion passed.** Secretary, Lisa Leslie, noted that there was a typographical error in the date that was stated in the report of the EPAF electronic vote. Lisa has corrected the error and the copy in the secretary’s book will be correct.

**Treasurer’s Report:** Joe Walter distributed a copy of the treasurer’s report that covered January 1- September 23, 2007. Joe thanked Millie for administration’s payment of previous EPAF expenses. Report cover shows FACAA owed more than auction proceeds, so they still have an outstanding balance of $189.23. At this point the EPAF account balance is high, but bills have not been paid for this year’s conference. A year-to-year comparison shows that total assets are slightly more than last year (3.3%), but to date EPAF has paid less bills than last year at this time. Joe said that 2007 auction proceeds will be added after the conference. Each association voted to support the award for Elizabeth Bolton. Joe has paid for the award. Each association will need to cover the amount they approved from auction proceeds. The budget has a line item of $500 for the past-president’s plaque, but EPAF usually gets reimbursed by a sponsor. This year there was no sponsorship from FDACS. The new EPAF Board Association will need to decide if this award should continue and how it will be paid for when there is no sponsor. FDACS, the former sponsor, said they might come back next year. There was the discussion about the 2007 auction being held on Tuesday instead of Wednesday. It was moved to accommodate the three hour professional development speaker and not have an award ceremony right after that long session. It was suggested that moving the auction back to Wednesday would enable more specialists to participate and would increase revenue.

**2007 Conference Committee’s**

**Facilities:** Judy Butterfield reported that the hotel charges for all extra requests. When the contract was negotiated, the hope was that since St. John’s County Board of County Commissioners manages the conference center they would waive meeting room fees. However, the commission only waives fees for meetings that take only one day and are open to the public. The fee for meeting space was $2,125 dollars for the extra meeting rooms. Groups (such as Focus Teams) meeting Wed night will pay for their rooms. So at
this point, it is estimated that $1,325 is EPAF’s portion of meeting room costs that have not been budgeted for. Judy will have the final cost once all BEOs are signed. Lapel microphones for the speakers cost $375. St. John’s County Extension is hosting the opening event. Twenty-one retirees are expected for Retiree Luncheon and they would like to be introduced individually. A special BEO will be generated for the Dean’s breakfast equipment. All requests should go through Maia or Judy. The room block was reduced and then extra hotels were found. There have been cancellations. Room reservation rates that are made without going through the EPAF rate (such as government or AARP rate) cause extra costs for EPAF. Booking rooms at other hotels also hurts EPAF revenue.

Registration: Mike Sweat distributed a meal count list that included complimentary registrations for each association. The comps will be paid from auction proceeds. Try to recycle name badges, the cost for each was $2.50.

Website: The web site http://epaf.ifas.ufl.edu looks great and needs to be promoted as a resource.

Program: Maia reported that the program book was completed by Anita McKinney.

Sponsorships: Martha Maddox reported that sponsors are listed on the back page of program book. The South Florida Beef Forage Program sponsored the hospitality room but it is not listed as a sponsor in the program book. A sign will be made to acknowledge their sponsorship. Martha said the incoming (2008) sponsor chair should contact the Florida State Fair. The Fair indicated they may be able to sponsor the Friends of Extension luncheon. Maia suggested trying to get local sponsors at lower dollar levels for 2008 and then list them in the program book.

Auction: There are 103 items for the silent and live auction.

Photography: The photographer will scout a place for taking pictures and if possible take pictures of new faculty.

Equipment: All set.

Retirees: All set.

Educational Tabletop Exhibits/Award Displays: Christa Carlson will put names on tables. Exhibits will be up through Wednesday’s lunch.

Entertainment: A 4-H dad’s bluegrass band will perform.

Hospitality: South Florida Beef Forage Group sponsored.

Speaker: Marjorie said speaker is on the way and will attend the Monday night opening dinner.
Abstracts: Three hundred fifty books were printed and paid for by the Dean’s office. Abstract chairs are responsible for their own equipment. Posting presentations to the web site was encouraged.

Administration: Millie Ferrer reported that Thursday’s Dean Administration Session will feature awards and successful programs will be highlighted.

Professional Development Trips: Since there is such a tight schedule and many meetings, Maia put together a local resource list for people to use on their own.

Evaluation: Maia reported that a paper and an electronic version of the survey will be available. Dr. Arrington will be asked to send out a message about the online version after the conference. It is currently the responsibility of the chair to put together the evaluation. Maia suggested that it become the responsibility of the chair-elect since that person will be need to use results to guide planning for the upcoming conference.

NAE4-HA 2012: FAE4-HA would like to send a representative to each association meetings to discuss the national 2012 meeting. Please ask at association board meetings if that will be ok. Judy had sent letters to associations but some associations needed to know who was coming.

There are plastic tubs to recycle newspaper, plastic, and paper.

The meeting was adjourned at 3:08pm.

Meeting minutes respectfully submitted,
Lisa Leslie, 06/07EPAF Secretary.