The board meeting of the Extension Professional Associations of Florida was called to order by Martha Maddox at 10:58am.

Present: Martha Maddox, Maia McGuire, Theresa Friday, Andrew Diller, Marella Bradway, Brian Cameron, Scott Jackson, Gayle Whitworth, Marcus Boston, John Brenneman, Mike Sweat, Liz Felter, Judy Butterfield, Wendy Burton, Christa Carlson, Millie Ferrer, Joe Walter, Lisa Leslie, Marjorie Moore, Bill Hill, and Pat Hogue.

Wrap-up of 2006 EPAF Meeting

Martha thanked everyone for their help coordinating a very successful 2006 EPAF annual meeting. Martha said that the facility and staff were excellent.

Minutes of the 9/11/06 board meeting were read by Mike Sweat. Marcus Boston moved to accept the minutes. Marjorie Moore seconded. Motion approved.

EPAF 501c Update
EPAF 501c status has been approved. Martha Maddox, Joe Walter, Mike Sweat, Henry Grant, and Nan Jensen worked hard to accomplish this designation and it has saved the association thousands of dollars. Joe Walter said that any of the associations can use the tax exempt number, but checks must come from EPAF. Martha said associations need to let EPAF know in advance when they plan to use the tax exempt number.

Registration Report
Judy Butterfield distributed a registration totals chart and gave a verbal report of 2006 EPAF registrations and meal counts. As of that morning (9/14/06), there were eleven no-shows and seven were full time registrations. No-shows will be billed. EPAF has to pay the hotel for what we guaranteed. The trend has and continues to be fifty - sixty short every meal. The numbers for registrations have held true. This year more families stayed before and after the conference. The meal tickets offer a good tracking device. Registration has gone very well. The website is a big help.

Judy will send the “comps” (this will include association Friend of Extension and special guests) to Joe Walter. Pat Hogue said FACAA will pay for Lowell Loholtz’s first night and EPAF will pay for the second. Dade County had registration problems and their county check has not yet been received. This will be worked out. FedEx Kinko’s provided a sponsorship for $750.

There were three onsite full registrations. One was a new employee and this person was given the early rate.
Most refund requests were taken care of prior to the conference by Judy Butterfield and Joe Walter. However, there have been two cancellation requests that came in recently. One was a request that came in on 9/9/06 and Judy suggested a 50% refund for that request. Another request came by email on 9/11/06. Judy reminded everyone of the refund policy that once the conference begins, no refunds will be issued. There was a discussion as to whether exceptions to that policy should be made. Mike Sweat read the section of the minutes pertaining to EPAF conference refunds from 12/07/05.

Bill Hill made a motion to stick to the recommendations issued by the board and issue a 50% refund for the 9/09/06 request and no refund for the 9/11/06 request. Marcus Boston seconded. The motion was approved.

Judy stated that there would no longer be any carryover of registrations for counties.

Photographer
Millie Ferrer said the photographer did a fantastic job. Photos will be put on the web and faculty will be notified when they are available for viewing.

Sponsorships
Pat Hogue gave an update about EPAF sponsorships. FedEx/Kinko’s discussed the possibility of sponsoring a break for $4000. Their national board was unable to approve the $4000 sponsorship for 2006. Pat will work with them early on to plan for the 2007 conference. South Florida Fair has put EPAF sponsorship in their budget for 2007.

Poster Session
Christa Carlson gave a report on the EPAF poster session. The poster session went well. There was only one no-show. The posters were downstairs which may have limited attendance, but having the break in the same room worked well. For 2007, table clothes should be considered. Christa also had requests to extend the time for posters. She also said there should be discussion at a future meeting about the possibility of changing from a poster session to an exhibit session. Many of the posters submitted seemed to be more like exhibits.

Abstracts
Theresa Friday gave a report on the abstract session. There were many good abstracts presented. The room separation was a challenge. For 2007, they will plan to upload presentations in advance and use wireless laptops. Marjorie Moore mentioned that attendance was low for some agriculture abstracts presented during the ESP session. The FACAA breakfast was held at the same time and this probably hurt attendance at the abstract sessions.

Auction
Pat Hogue reported on the auction. Pat said the auction did not do as well this year. In 2007, items will be required to be turned in before noon on Tuesday. Pat also needs to be
notified in advance about donations. The un-reconciled total for the auction was $8,824.95 - 2/3 invoice & 1/3 to be billed.

**Hospitality Room**
For 2007, Pat Hogue suggested adhering to set hours in 2007 and that the room not be used as a sleeping room.

**Conference Totals**
Joe Walter reported that he does not yet have a final count. He just received final registrations total and is expecting a total from the hotel. Once Joe has final totals, he will email.

**EPAF Chair**
Martha Maddox, 2006 EPAF Chair, thanked everyone for a very successful conference. Martha presented incoming EPAF Chair, Maia McGuire with an EPAF manual and turned the meeting over to Maia.

**New Business**

**Audit**
Maia McGuire asked for one representative from each association to serve on the audit committee. Each association is asked to submit the name of a volunteer to Maia by September 29.

**Future Board Meetings – Dates & Formats**
The board discussed the challenges that travel budgets and schedule conflicts can pose on board members. Polycom might help alleviate some of those challenges. Martha Maddox reported that she had reserved rooms at Farm Bureau for the EPAF and association meetings scheduled for December. FACCA, 4-H, and ESP plan to meet at Farm Bureau on Dec. 8. FEAFCs and FANREP will use other options.

The next EPAF meeting is scheduled for 1:00pm December 7, 2006 at Farm Bureau. Martha Maddox mentioned that decisions need to be made about hotels proposals and they are difficult to FAX. Maia McGuire mentioned that Farm Bureau may not be able to provide internet access. In order to facilitate participation by all association members there will be two-three Polycom locations and telephone call-in numbers. Radvision can be used to connect multiple sites.

There was a discussion about travel expenses covered by EPAF. Mike read the 12/07/05 minutes related to travel.

**2007 EPAF Site Meeting – World Golf Village – Renaissance Resort**
The site meeting is scheduled for Feb. 27 & 28. The rooms cost $140 per/night. Judy Butterfield needs RSVP’s by January 15. The site meeting will include a brief meeting, dinner, and a meeting with the hotel staff on Feb 28
Spring EPAF Meetings
The Extension Symposium is scheduled for May 8-10. Maia will look into the possibility of scheduling the EPAF board meeting directly after the symposium.

2007 EPAF Conference - World Golf Village-Renaissance Resort, St. Augustine
The meeting is scheduled for September 24-27, 2007. Judy Butterfield gave a report on planning for the 2007 conference. The rooms will cost $129/night. The committee is working to get meeting costs eliminated but this cannot be confirmed until 60 days out. The conference center is owned by the county. The theme for Monday will center on golf and the golf hall of fame. The committee is working to get the hotel to cover hors d'oeuvres. Registration is expected to be between $240 -250. Maia suggested we schedule some professional development opportunities/field trips. Judy will have more details at our next meeting.

Upcoming Events

- Farm Bureau Dinner, Sept 19, Horse Unit. Each association should have volunteers already lined up to help. Contact Liz for details.

- 2007 PILD—April 22-25. Each association needs to determine who will attend (usually two per association). Coordinate with Maia.

- JCEP, Jan 31- Feb 2, Nashville, DoubleTree.

- 2007 Florida Association of Counties meeting—June 12-14 (Renaissance Orlando Resort at Sea World). Need people to help set up booth (3-4 people; 1 pm June 12), man booth (shifts—8 am – 5:30 pm, plus evening reception on June 13; shifts 8-noon June 14). John Brenneman will be coordinating.

- New Faculty Orientation Dinner—Oct 31, 2006 (Dr. Arrington’s house). Need representative from each association. Coordinate with Cindy Higgins for amount needed; need to have a check to give to caterer that night.

2007 EPAF Conference is scheduled for the Northeast District because of a switch.

2008 EPAF Conference is scheduled for the Northwest District. Facility chair —Martha Maddox
• 2007 committees:
  o Facilities—Judy Butterfield
  o Registration—Scott Jackson, Brian Cameron
  o Program
  o Sponsorships—Martha Maddox
  o Auction—Pat Hogue
  o Photography—
  o Equipment
  o Retirees
  o Poster presentations—Christa Carlson
  o Entertainment
  o Hospitality—Pat Hogue
  o Speakers – Marjorie Moore, Lisa Leslie
  o Abstracts—Theresa Friday
  o Awards displays—
  o Administration liaison—Millie Ferrer
  o Professional development trips
  o Installation of officers (Past-presidents’ committee)

Please contact Maia if you would like to chair a committee.

2008 Galaxy Meeting, 9/14/2008-9/18/2008, Indianapolis, Indiana
Maia suggested that 2008 national association meeting not conflict with EPAF.

2008 EPAF Sites
Martha Maddox proposed getting a bid from the World Golf Village to host EPAF at their location for two consecutive years in order to get better rate. The consensus of board was that the conference should not be held at the World Golf Village for two consecutive years. Martha will accept a bid for 2008 from the Marco Island Marriott and will try to get three bids from Pan Handle.

Maia asked if any other issues needed to be discussed. No other discussion items were suggested.

The meeting was adjourned at 12:43pm.

Respectfully submitted by:
Lisa Leslie
EPAF Secretary 2006-2007