2006-2007 EPAF Board Meeting # 3  
Minutes  
Tuesday, Feb 27-28, 2007  
Troon Room, St Johns Convention Center (World Golf Village)

Present: 2/27/07 Joe Walter, Judy Butterfield, Wendy Burton, Christa Carlson, Marcus Boston, John Brenneman, Gayle Whitworth, Maia McGuire, Marjorie Moore, Brenda Rogers

- Meeting called to order at 5:20PM by Maia McGuire, EPAF Chair
- Welcome and introductions
- Secretary’s report (Brenda Rogers for Lisa Leslie)
  - Report on vote for 5-year contract (2008-2012). Motion was made by Christa Carlson, 2nd by John Brenneman to include the report in today’s minutes.

  o Electronic Vote for EPAF Annual Meeting Facilities

On 12/11/06, Maia McGuire, EPAF Chair, sent the following message to the association presidents: "At yesterday afternoon's EPAF board meeting, the board discussed site selection for the 2008 conference. They had 4 bids from which to choose. According to the standard site rotation, the 2008 conference should be held in the panhandle. Two bids from facilities in the panhandle that are large enough to accommodate us (BayPoint Resort in Panama City and Village of Baytowne Wharf in Sandestin) were significantly higher, in both room rate and meal costs, than the bids from facilities in Orlando and Marco Island. The 2008 facilities chair estimated that registration fees would need to be around $300 if we were to use either of the panhandle facilities, and room rates would start at $149 per night, with an additional $12.50 per day for internet access (there is no free access in these hotels, even in the conference facility). The board decided last May to allow no more than a $10 increase in registration over each of the next 2 years (2007 and 2008). This increase in registration would not cover costs at either of these hotels in the panhandle, so the board voted to hold the 2008 conference in Orlando (Buena Vista Palace).

The Buena Vista Palace has offered a 5-year contract, which would guarantee only a 4% room rate increase each year (for 2008, the rate will be $119) and additional concessions with each year of the contract. The hotel warns that room rate increases can be as high as 10% per year. The hotel needs to know if EPAF will be signing a 5-year contract (or just a single year contract) by Dec 31 of this year. Extension Administration has stated that they are willing to consider revising their travel reimbursement policy for EPAF conference expenses (a flat $200 per person) to one where the reimbursement amount would be proportional to the relative travel expenses (so panhandle agents could be eligible for more reimbursement than agents.
in central district for example). The details of this would need to be worked out.

If the long-term contract is not signed, the plan would be to continue the rotation in 2009, with a request to panhandle faculty to help in trying to secure and negotiate feasible rates with a facility there (there is apparently at least one new conference facility under construction, and local faculty may have other suggestions for locations).

The EPAF board decided that the decision on a long-term contract needs to be voted on by the association members. If you are a member of more than one association, please only vote ONCE (it does not matter which association you reply to--votes from all 5 associations will be compiled).

A "yes" vote is a vote in favor of signing a 5-year contract with the Buena Vista Palace in Orlando, keeping the EPAF conference at this location for 2008-2012.

A "no" vote is a vote not to sign the 5 year contract. The location for the 2009 conference would be at the discretion of the 2008 EPAF board based on recommendations from the 2009 facilities chair. "

Association Membership Vote Results:
A total of 221 electronic votes cast:
140 were "yes" votes
81 were "no" votes.

EPAF Board Vote Results:
There were 9 voting delegates who voted based on these results--7 voted in favor of signing the 5-year contract and 2 voted against. The decision then was to sign a 5-year contract with the Buena Vista Palace in Orlando, and the EPAF Chair, Maia McGuire, requested that Martha Maddox, Facilities Chair, pursue this on Dec 20, 2006.

On December 21, 2006 Martha Maddox, Facilities Chair, sent Lisa Leslie, EPAF Secretary, an email saying it should be recorded in the minutes that she had signed the 2008 facilities contract and would be signing the other contracts as instructed by the vote.

- Approval of minutes from 12-07-06. Motion was made by Christa Carlson, 2nd by John Brenneman to approve as presented.

- Treasurer's report (Joe Walter)
  - Audit committee update - John Brenneman will lead audit. The committee will meet in May at symposium.
Auction is closed and all invoices are paid. Another small disbursement will be made to all associations.

Outstanding debt owed by Dean’s office for 2006 EPAF, Joe is working with Dale McPherson to meet purchasing requirements necessary for payment.

Current balance is $30,282.83

Joe will file IRS forms required by May 15.

2007 conference budget will be prepared after this meeting based on information gathered. Maia will send draft to voting delegates for review.

Clarification on member organizations using EPAF for tax benefit, discussion held at Marco post conference meeting.

2007 conference

Monday evening event – options are BBQ at St Johns Extension Office or Old St. Augustine Village

Additional information will be gathered and shared with delegates in the next few weeks.

Committees:

Facilities - Judy Butterfield. Meals estimated expense sheet added to report. Total estimated meal cost $225.42. Previously approved registration amount is $250. current expenses estimated at $241.42. Distributed proposed agenda. Suggested guidelines for presenters at general sessions.

Registration - Scott Jackson no report.

Website - Danielle Gordon Summer. Ready to go just needs information to post. Scott and Judy will work on registration information. Judy will merge Maia’s “Procedures for Presiders” with the one she prepared and the finished product will be sent to Danielle for inclusion on website.

Program - Anita McKinney, no report.

Sponsorships - Martha Maddox. Please check with Martha before contacting potential sponsors just to prevent double contacts.

Photography - Millie Ferrer. Maia will contact Millie

Equipment - Pat Miller. Abstract chairs will be responsible for necessary equipment in their sessions. Presentations will be uploaded prior to the event, wireless connections will be used.

Retirees - Marjorie will contact Mike McKinney about invitation to retirees for annual meeting.

Educational Table top Exhibits (Poster presentations) - Christa Carlson. Wendy Burton, co-chair, will serve as chair next year. There will be a $40 charge for non-association members to exhibit. No electric is available. A total of 40 table top exhibits with 2 exhibits per table, plus free standing floor exhibits for members. Each association will have space for Awards exhibit and space for sponsor exhibits will be reserved. Christa will contact Association Award chairs regarding their association exhibits. The following individuals are awards chairs: FACAA- Cindy Sanders and Pat Hogue, FAFCS- Stephanie Toelle, FAE4-H A-Kim Coldicott, Janet Golden and Renee Gore, ESP-Joe Pergola, FANREP- Ken Gioeli. The schedule is: Set up –
Monday, Sept 24th @ 4pm, Exhibits Open - Monday thru Wednesday September 26 @1:30 PM  Teardown - Wednesday, Sept 26 @1:30 PM
Exhibits will be in the hallways by the breakout rooms.

- Entertainment - Maia McGuire/David Dinkins, a motion was made by Christa Carlson, 2nd by Marjorie Moore, to hire Tommy Bledsoe, 4-H Dad, talented banjo picker with bluegrass band to perform on Monday evening for $400. All approved.

- Speakers - Marjorie Moore, Lisa Leslie, and Brenda Rogers. Dr. Mike Lillibridge is scheduled for Tuesday morning at $2750, which includes 4 hours of presentation, 400 assessments and his travel expenses. We will revisit schedule 2/28.

- Abstracts - Theresa Friday. Maia will check with Theresa on deadlines and other information needed for the website and publicity.

- Awards displays will be included with Educational Table top exhibits.

- Administration liaison - Millie Ferrer, no report.

- Professional development trips - Maia McGuire (St. Johns Co. Office), working with Extension faculty in surrounding counties to identify a variety of options for participation on Wednesday afternoon.

- Installation of officers (Past-presidents’ committee) - Danielle Gordon Summer. Installation will take place Wednesday night at the DSA Banquet.


- 2007 Golf tournament update will be held Monday, September 24th, tee time is at 1:30 PM. Registration for EPAF participants will be available via EPAF website, all others through 4-H.

- Other Upcoming Events:

  - Extension Faculty Advisory Committee meeting - March 9, 2006. Maia, Marcus, Marella, Marjorie, Diann Douglas, Gene McAvoy, Bob Swett, Saundra TenBroeck, Carolyn Wilken, Allen Wysocki

  - 2007 PILD - April 22-25. Dean’s office is contributing $2000 towards travel expenses for delegates and is seeking additional dollars for support. A conference call will be scheduled to discuss details, including appointments, etc. by Maia.

  - 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 volunteer schedule. Each Association should send John names of volunteers to work booth. All members should donate items for raffled gift baskets. Details will be distributed through association Presidents.
Other Items from the floor.
  o Judy Butterfield reported on Faculty Senate proposal from the President’s Office regarding Agent Promotion and Tenure packets. On March 22, 2007 from 3-5 PM, the Faculty Senate will vote on Agents packets not going beyond IFAS level of evaluation. Currently, Agents packets are handled under the same guidelines as all other faculty. Our concern is second set of standards which may lead to loss of faculty status. Judy encouraged as many County Faculty attend this meeting to speak on the issue before the vote.
  o Next meeting is May 10th, immediately following the Symposium. Maia will send information on location.

Recessed at 8:30 PM

Reconvened at 9:10 AM on 2/28/07

Present 2/28/07 - Joe Walter, Judy Butterfield, Wendy Burton, Christa Carlson, Pat Hogue, Mike Sweat, John Brenneman, Marcus Boston, Maia McGuire, Marjorie Moore, Brenda Rogers

  o Auction - Pat Hogue. Change in schedule and format. All auction items must be registered the Wednesday before the conference begins. Items must be delivered by 3:30 on Monday. Silent auction will be set up, bids accepted Tuesday until 5:30 PM. Successful bidders will be announced at dinner on Tuesday. Items can be paid for and picked up immediately after the dinner. Live auction items must be paid for and picked up by 5:00 PM on Wednesday. All items must be registered prior to the conference. No items will be accepted without registration.

  o Schedule of events discussion for Tuesday - Judy will redesign the meeting schedule to reflect the following schedule:

    7:00 AM - Breakfast
    7:30-10:15 - Dr. Lillibridge, General Session
    10:30 -12:00 - ESP Meeting
      Professional Development Session for others with Dr. Lillibridge
    12:30-2:30 - Retirees Luncheon, Memorial Service, and Communication Awards
    3:00-4:30 - Association Meetings
      Retirees with Dean
    6:00-10:00 PM - Dinner and Auction

  o Facilities tour conducted by resort staff followed by meeting review.

Meeting adjourned at 11:40 A.M.