



Texas Extension Specialists Association

Annual Board Meeting July 16 and Business Meeting July 18, 2018

Inn on Barons Creek, Fredericksburg, Texas

Attending the Board Meeting on 7/16/18: Emmy Kiphen, Michelle Payne, Sandra Pierce, Steven Klose, Blair Fannin, Greg Kaase, Joaquina Scott Kankam, Rafash Brew, Joice Jeffries, Mac Young, DeDe Jones, Will Keeling, Joe Mask, Philip Shackelford, Billy E. Warrick, Julie Gould, Andy Crocker, Dean McCorkle, Monty Dozier, and Janet Hurley

AGENDA

1. **Call to Order** at 1:41 PM by Monty Dozier – for the benefit of the group the agenda for Board and Business meetings have been combined – notes will also reflect this, so we can save space and time.
2. **Minutes of Previous Meeting(s)** Janet Hurley presented the meeting notes from the May Board meeting, these were also shared with Board members present at the May meeting via email.
 - Joe Mask made a motion to accept and adopt was seconded by Philip Shackelford all were in favor.
 - Steven Klose noticed a typo in the minutes which has been fixed by J. Hurley
 - Joice Jeffries requested that we note she did introduce Rafash Brew in the May notes, completed by J. Hurley
3. **Review/Revise Agenda** – nothing to add
4. **Correspondence** – Warrick, Dozier, McCorkle and Hurley reported no communication has been sent to the group.
5. **Old Business / Standing Committees / Reports**
 - a. **Treasurer** Greg Kaase reported that there is \$6,605.46 in the TESA Checking account, and \$3,314.00 in the TEEFI account (where we collect credit card funds), plus our Certificates of Deposit gives us \$21,742.07 in total funds. The funds are reduced by \$12,250 which was needed to cover the deposit for the 2019 cruise for the annual meeting. By December we should see a different balance as we will have received the \$11,300 that Jackie Smith and Mac Young raised in sponsorships for our group. See the attached PDF for full accounting balance.

Income As of 7/9/2018	Amount
Ag Conf Social Registration	0.0
Annual Meeting Registration	\$ 2,665.00
Membership Dues	\$ 940.00
Sponsor donations	0.0
Interest	\$ 19.21
Total Income to Date 2017	\$ 3,624.21
Expense	Amount
Uncategorized (refund for annual conference)	\$ 0
Ag Conf Social	\$ 0
Annual meeting Costs	\$ 6,804.77
Annual meeting costs for 2019 – see discussion	\$12,250.00
Board Expense	\$ 767.00
Chapter meeting	\$ 49.60
Professional Development	0.0
Awards Recognition	\$ 701.60
Scholarships – 2 students	\$0.0
Support – Mask 4-H Foundation	\$ 0.0
Total Expenses as of 7/9/18	\$20,572.97

- b. **Membership** Gregg Kaase
 - 43 paid members, 8 first year members = 51
 - PVCEP had a recruiting meeting which reflect the \$49.60 in the budget for chapter meeting.

Our Goals

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- c. 4-H Foundation – Joe Mask reported that in 2018 the foundation raised and awarded the most money for 4-H scholarships. Thanks for events at the Livestock shows they were able to raise funds to not just support scholarships but were also able to back community grants to support those areas impacted by Hurricane Harvey. The Foundation is hoping to look at a Gala Event in October, more to come on this later.
- d. Nominating – Steven Klose reported that ballot for officers was distributed by email to all members? And all nominees went unchallenged. The slate of officers for 2018/2019 are as follow and will be sworn in at the end of Business Meeting on July 18, 2018:
- President: Dean McCorkle
 - President Elect: Joe Mask
 - Historian/Website: Michelle Payne
 - Treasurer: Greg Kaase
 - Secretary: Janet Hurley
 - 4-H Foundation: Joe Mask
 - Retirement Liaison: Billy Warrick
 - Sponsorship: Monty Dozier and Mac Young
- e. Audit - Dean McCorkle reported that John Robinson has rotated off. Rebekka Dudensing and Dean will conduct the audit in August to review the annual recordkeeping procedures.
- f. Awards – DeDe Jones reported that overall, we received more award nominations than in years past. The winners are as follows:
- Award for Distinguished Program Achievement:
 - Agriculture and Natural Resources – Brad Cowan
 - Family and Consumer Sciences – Lizabeth Gresham
 - 4-H Youth Development – PVAM CEP Agents Dr. Crystal Wiltz, Guadalupe Castro, Shannon Johnson-Lackey, Arvitta Scott and John Ferguson
 - Community Development – Sandy Jenkins and Shane Bridges
 - Specialty Area – Kate Whitney
 - Friends of Extension – Ag Workers Insurance
 - Award for Outstanding Support:
 - Individual – Christine Stetter
 - Team – PVAM CEP & CARC Administrative & Fiscal Staff - Inez Simien, Monica Brown, Elaine Shafer, Diane Turner, Caralita Solomon, Annette Bowdre and Ophelia Theodore
 - John E. Hutchinson Distinguished Extension Visionary Award – James Deatherage, Producers Cooperative Association
- g. Scholarship – Monty Dozier reported for Dennis Coker who could not attend the Board meeting. Monty reported that we had no applications for student scholarships. It was discussed that our group is in transition of those who have children close for college and those who have children but aren't ready for college yet.
- h. Professional Development – Philip Shackelford reported that we had two applicants for the scholarship we developed for employees who need help to travel to the state meeting. Dennis Coker and Marissa Llosa expenses should come to around \$910. As for the professional development scholarships, we had no applicants for this award, will make a better effort to announce to membership next year. Janet Hurley will give us a presentation on the award and the project she used the money for on the last day of our meeting.
- i. Life members, Recognitions – Billy Warrick reported on the deaths that have taken place since our last annual meeting. Phillip Hammond and H. A. Turney were both from the Department of Entomology. Dr. Hammond served in several roles during his Extension career. Dr. Turney was the Entomologist at the Dallas Center until he retired in the late 1980s. We currently have 123 Lifetime members. We will remember our members at the memorial banquet on the second night of our conference.
- a. For a mater of reference for the Board: The Life Members rep is an appointed position and not one voted on. Each president has the option of changing out Life Member Rep.
- j. Industry Liaison – Monty Dozier reported that Jackie Smith did a great job at getting us sponsors again this year. However, this is his last year and Monty and Mac Young will take over this responsibility next year.

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- k. Website/Historian – Michelle Payne stated that the website is up to date, and she will add the award winners and pictures from this conference to the website once she gets back to College Station. She and Janet Hurley can update the website so if you see something that needs fixing please let one of them know.

6. **New Business**

- a. 2018 Annual Meeting Dean McCorkle reported that Lori Colvin and Diane Bowen helped with designing the annual meeting program. The program was printed for free thanks to Newman Printing in Bryan, Texas
- b. 2019 Annual Meeting - Dean McCorkle has been working with Landry & Kling, a travel agency, to set up the annual meeting on a 4-night 3-day cruise from Galveston to Cozumel, Mexico. With approval from AgriLife Extension Administrators our group has been granted permission to have our annual conference on Royal Caribbean Enchantment of Seas cruise ship. We have reserved July 22 -26, 2019 for our annual meeting. A flyer is being developed to explain the room rates, what TESA will be covering and what AgriLife employees will need to do to obtain approval for travel and for paying for the trip using their “2” accounts. The current per diem rates for Galveston are \$121/night lodging and \$59 for meals per person (\$720 for 4 days). For the 55 rooms that TESA has blocked for our group – the room rate plus per diem is equivalent to the balcony or ocean view rooms that have been reserved for our group. (see the flyer included as an attachment to these notes to see what Dean has been working on). More to come on this in September. Members will be able to sign up early and set up a payment plan to reserve your room.
- c. Chapter Directors Training Session - DeDe Jones volunteered to host a Chapters Directors training session prior to our Board meeting today. Chapters can have a meeting once a year and request up to \$50 from the Board to help with refreshments for a Chapter meeting. These meetings can help recruit new members or help support Extension specialist to further their training.
- d. TESA Awards Guidelines – Steven Klose explained to the group that with all the award winners that we as a group realized we did not have any written guidelines on our awards process. Klose distributed a handout (see attachments) that covers the three categories that the Award Committee struggled with how to handle the presentation and the cost of having the award winners attend our annual meeting. At the December meeting the Board will review this document and place this in our files for future reference.
- e. Other Business
 1. A discussion was had about the professional development scholarship and no applicants. After determining that by re-announcing this would put work on the committee during a busy season, that we would forgo this year’s announcement. Sandra Pierce made a motion to not re-announce the professional development scholarship and was seconded by Steven Klose. All were in favor.
 2. Jackie Smith – Monty lead a discussion about Jackie Smith retiring and how TESA could honor all that he has done for our Association. The group thought that naming the golf tournament in his name was a good idea. Secondly, that TESA would also present him with customize dominoes at a Dept. of Ag Eco meeting.
- g. Adjourned at 2:50 PM July 16, 2018

General Business Meeting

Meeting was called to order by Monty Dozier at 10:12 AM on July 18, 2018

Attached is the sign in sheet for those who were in attendance for the business meeting. Below is a recap of those items that were either follow up to items discussed at the Board meeting and/or new business discussed with the group at large.

Old Business:

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Greg Kaase gave his treasurer report which nothing changed – he just emphasized that we will have sponsor deposits coming in soon. He also reported that we had 44 paid members, 8 first year new members making our total membership 53.

Joe Mask reported on the 4-H Foundation. The gala he mentioned on July 16th has been postponed until further notice. At the same time, he did report that 2.4 million dollars was raised for scholarships. Most of the youth scholarships were given at 4-H Round Up. At the same time, Monty and Joe also informed the group that some of this scholarship money was also given to those county offices/chapters that were impacted by Harvey. These small grants were given to help for participation fees or replace equipment lost during Harvey.

Dean McCorkle announce that he and Rebekka Dudensing will conduct the audit in August and will report back to the group at the December Board meeting.

DeDe Jones reported that she will work with Kay Ledbetter to write up a press release about our 2018 Award winners

Billy Warrick reported that he will be adding Stephen Amosson to the list of retirees which will make the total 123 life members.

New Business

2018 Annual Meeting – Dean McCorkle reported all went well

2019 Annual Meeting – Dean announced to the full group the intentions of our meeting next year being on a cruise ship. The discussion for the main group was helping everyone understand how TESA will support the membership and their families to attend this meeting. We have 55 rooms blocked this consists of 15 balcony rooms and 40 ocean view rooms – these rooms are based on a 2-person occupancy. If individuals have small children, these rooms can accommodate 2 small kids. At the same time, the travel agency we are working with can also work with members who will need to upgrade to suite if they want to accommodate adults and teens in one room. We are still working on the details with Landry & Kling to develop a flyer and webpage on the TESA website with more detailed information. For now, we are recommending that members block the conference dates of July 22-26, 2019 on their calendars. Talk to your family see who wants to go and then be prepared to sign up early once we release the registration information. There will be payment options, so you can sign up and make monthly payments starting later this year. Our goal is to have our full room block by April 2019 so that we can determine what activities we need to prepare for at the May Board meeting. Things Specialists will need to know: 1) will need to request International Travel request in Concur; 2) will need to check to make sure computer can travel with you; 3) passports are not required, however, not a bad idea to have. Watch your email later this year for more information. TESA Leadership will also make sure that Associate Department Heads are aware of this meeting so that they know employees can attend the meeting with approval from them for out of country travel.

TESA Award Guidelines – Steven Klose reported to the group that the Board had some questions about this year's awards. This was regarding how much we should pay for someone to travel to our annual meeting. We also had some issues with the John Hutchinson award, so a document has been developed for our group to review and add to our basic association guidelines. This topic will be placed on the December Board meeting agenda.

Other Business

Professional Development Scholarships – As reported earlier we had no applicants and the group felt trying to announce now would place a burden on the committee. So, we will redouble our efforts to get the word out about this scholarship to our membership. Jamie Rae Walker volunteered as a past recipient to assist this committee with getting the word out next year.

Jackie Smith retiring – as stated above the Board wants to recognize Jackie's dedication to the Texas Extension Specialist Association by naming the annual golf tournament in Jackie's name. the membership was also informed about having customized dominoes made for Jackie with the TESA logo. This information and gift will be presented to Jackie at a department meeting before he retires.

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After these discussions Monty Dozier turned the meeting over to Steven Klose who swore in the new officers. And the symbolic passing of the gavel from Monty to Dean was done.

Buddy Faries reminded the group that in years past there was a plaque that was given to the outgoing president that had a gavel. Monty and Joe have been in discussion with a couple of wood workers about getting us a real gavel.

Final remarks from incoming President Dean McCorkle. Dean hopes that with us having a cruise that this might be the incentive we need to recruit and retain members. For an Agency that has close to 300 specialists, we should have more than 50 members. He will keep up with the direction of leadership within Extension, we are not sure when a new Director of Extension will go out for a search, but he will let us know if things change. Finally, he wanted to recognize DeDe Jones for making sure we have all stayed on track we all appreciate DeDe's work as member of our organization.

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Texas Extension Specialists Association
Annual Meeting July 16 - 18, 2018
Inn on Barons Creek, Fredericksburg, Texas



AGENDA

1. Call to Order (M. Dozier)
2. Minutes of Previous Meeting(s) (J. Hurley)
3. Review/Revise Agenda
4. Correspondence
5. Old Business / Standing Committees / Reports
 - a. Treasurer / Membership (G. Kaase)
 - b. 4-H Foundation Rep. (J. Mask)
 - c. Nominating (S. Klose)
 - d. Audit (D. McCorkle)
 - e. Awards (D. Jones)
 - f. Scholarship (D. Coker)
 - g. Professional Dev (P. Shackelford)
 - h. Life Members, Recognitions (B. Warrick)
 - i. Industry Liaison (J. Smith)
 - j. Website/Historian (M. Payne)
6. New Business
 - a. 2018 Annual Meeting (D. McCorkle)
 - b. 2019 Annual Meeting (D. McCorkle)
 - c. Chapter Directors Training Session (D. Jones)
 - d. TESA Awards Guidelines (M. Dozier)
 - e. Other Business (M. Dozier) — Jackie,
 - f. 2018 – 19 Officer Elections and Installation (S. Klose)
 - g. Closing Remarks from Our New President (D. McCorkle)
7. Adjourn

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Texas Extension Specialists Association

Treasurer and Membership Report: 7/9/2018

Treasurer: Greg Kaase

Account Balances - As of: 7/9/2018

Account	Balance	Maturity	Rate
TESA-14 Certificate of Deposit	\$ 3,714.58	8/17/2019	0.55%
TESA-14.1 Certificate of Deposit	\$ 3,684.46	8/19/2018	0.20%
TESA-14.2 Certificate of Deposit	\$ 3,697.32	2/18/2019	0.20%
TESA-S1 Savings	\$ 726.25		0.05%
TESA-SB Checking	\$ 6,605.46		0.05%
TEEF Account #2500 (thru 7/9/2018)	\$ 3,314.00		
Total	\$ 21,742.07		

\$11,300
sponsors conditions

Income/Expense by Category - 2013 through 7/9/2018

	2013	2014	2015	2016	2017	2018	Approved 2018
INCOME							
01 - Ag Conf Social Registration	\$270.00	\$0.00	\$110.00	\$170.00	\$0.00	\$0.00	\$250.00
02 - Annual Meeting Registration	\$3,310.00	\$2,631.25	\$3,020.50	\$2,975.00	\$3,035.00	\$2,665.00	\$3,000.00
03 - Membership Dues	\$800.00	\$1,065.00	\$1,145.00	\$920.00	\$980.00	\$940.00	\$1,200.00
04 - Sponsor Donations	\$12,200.00	\$13,150.00	\$11,400.00	\$10,650.00	\$11,950.00	\$0.00	\$11,500.00
05 - Interest	\$55.15	\$33.08	\$31.68	\$31.25	\$30.58	\$19.21	\$50.00
TOTAL INCOME	\$16,635.15	\$16,879.33	\$15,707.18	\$14,746.25	\$15,995.58	\$3,624.21	\$16,000.00
EXPENSES							
Uncategorized (refund)	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$0.00	0.00
01 - Ag Conf Social	\$633.90	\$0.00	\$545.17	\$667.75	\$0.00	\$0.00	650.00
02 - Annual Meeting Costs	\$8,119.39	\$9,042.50	\$10,139.50	\$6,133.62	\$9,463.98	\$6,804.77	10,000.00
Annual Meeting Cost - 2019 Cruise Deposit						\$12,250.00	
03 - Board Expense	\$1,509.33	\$3,450.64	\$2,614.85	\$1,742.68	\$2,850.06	\$767.00	2,600.00
04 - Chapter Meeting						\$49.60	500.00
05 - Professional Development	\$1,437.00	\$-1,437.00	\$1,495.00	\$0.00	\$2,500.00	\$0.00	2,500.00
05a - Prof. Dev. Meeting/Travel Grant						\$0.00	1,500.00
06 - Awards - Recognitions	\$198.00	\$182.11	\$277.38	\$233.75	\$275.00	\$701.60	500.00
07 - Scholarships	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	1,000.00
08 - Support	\$150.00	\$447.68	\$905.43	\$144.00	\$0.00	\$0.00	550.00
TOTAL EXPENSES	\$12,047.62	\$11,685.93	\$16,977.33	\$10,026.80	\$16,089.04	\$20,572.97	19,800.00
OVERALL TOTAL	\$4,587.53	\$5,193.40	-\$1,270.15	\$4,719.45	-\$93.46	-\$16,948.76	\$(3,800.00)

Membership Totals - 2013 through 7/9/2018

	2013	2014	2015	2016	2017	2018
Paid Members	46	55	55	47	43	44
Complimentary First Year Members	15	10	10	27	8	9
Paid + Complimentary	61	65	65	74	51	53

Life 123

**TESA 2019 Professional Development Conference
July 22 - 26, 2019**



Join us on board the Enchantment of the Seas as we sail for 4 nights from Galveston, Texas to Cozumel, Mexico.

ITINERARY HIGHLIGHTS: Our journey begins in the historic island of Galveston, Texas. Along with pristine beaches, breath-taking vistas and historic landmarks, we'll explore Cozumel's Maya roots and discover a secret world of sea life as you snorkel beneath the waves.



ENCHANTMENT OF THE SEAS: With plenty of exciting features to explore, Enchantment of the Seas seamlessly blends business with pleasure. Go from state-of-the-art conference facilities to a soothing, luxurious spa. You will experience an ocean of activities, from bungee trampolines to Broadway-style entertainment. The staterooms available can accommodate up to four guests!

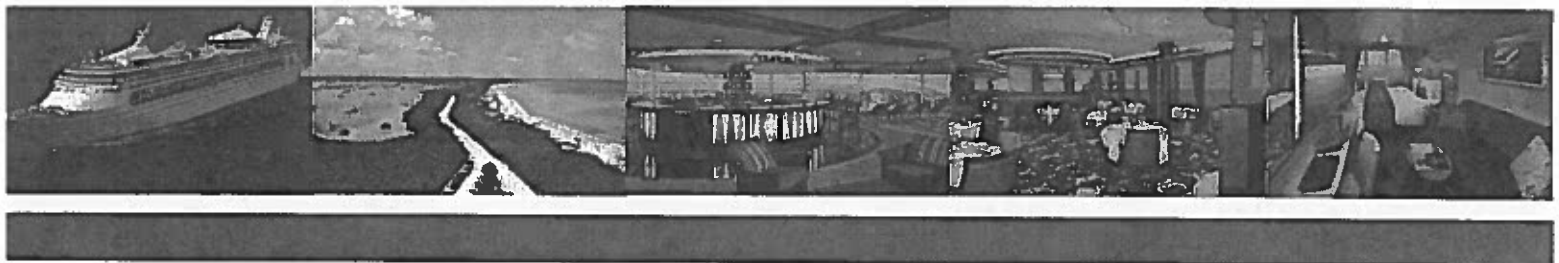


STATEROOMS AND CRUISE FARE: You have a choice of accommodations: Spacious Ocean View Balcony staterooms at a cost of \$736 per person for the 1st and 2nd guests and \$428 per person for the 3rd and 4th guests in each stateroom or Ocean View staterooms at a cost of \$556 per person for the 1st and 2nd guests and \$290 per person for the 3rd and 4th guests in each stateroom. TESA will subsidize \$100 per person of the cruise fare which will be deducted from your reservation.

ADDITIONAL FEES: Port Taxes & Fees in the amount of \$60.32 per person and pre-paid gratuities for the shipboard staff in the amount of \$58 per person will be added to each reservation. Pre-paid gratuities are for the stateroom service team and dining room service team.

MAKING RESERVATIONS: We will advise attendees via email when the registration site is available for making reservations. On this site you will also find the information on payment plans, answers to frequently asked questions for the cruise and contact information for our cruise organizers.

WE LOOK FORWARD TO SEEING YOU ON OUR 2019 PROFESSIONAL DEVELOPMENT CONFERENCE!



John Hutchison Award Winners and TESA Friend of Extension Award:

These winners should exclusively be external to our agencies. The preference is to present these awards at the TESA Awards Dinner, but other appropriate events may be considered.

Recipients and their immediate family are invited to register for the TESA meeting as free guests to receive their award at the TESA Awards Dinner.

TESA should offer to cover one hotel room for the night after the award dinner. If requested, TESA may also cover travel expenses to the meeting.

Agent Awards for Distinguished Achievement:

The preference is to present these awards at the recipients' professional association meeting or some other event where they may be recognized in front of their peers. Department, District, or Agency meetings or events should also be considered.

If other options have been exhausted, recipients and their immediate family should be invited to register for the TESA meeting as free guests to receive their award at the TESA Awards Dinner.

TESA does not cover the cost of travel or hotel expenses for system employees.

Team Award Recipients: Recognizing the additional cost of presenting awards to teams, we should make every attempt to present the award at an event where the team is already gathered. However, if the team members are willing to travel and pay for their own hotel rooms, TESA should welcome them and their immediate families as free guests at the TESA Awards Dinner.

Award for Outstanding Support:

The preference is to present these awards at some event where the recipient may be recognized in front of their peers. Department, District, or Agency meetings or other events should be considered.

TESA does not cover the cost of travel or hotel expenses for system employees, and it would not be appropriate to ask a support staff award recipient (with limited access to travel funds) to cover their travel and hotel expenses. Therefore presentation of the award at the TESA meeting should only be considered in special cases. For example, the nominator may wish cover the recipients travel and hotel expenses as an additional "thank you" for outstanding support.

If other options have been exhausted and appropriate travel arrangements are in place, the recipient and their immediate family should be invited to register for the TESA meeting as free guests to receive their award at the TESA Awards Dinner.

Texas Extension Specialist Association

Annual Conference

16-18, July, 2018

Fredericksburg, TX

~~Business Meeting~~

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Janet Huebner	

Texas Extension Specialist Association
 Annual Conference
 16 - 18, July, 2018
 Fredericksburg, TX
 Business Meeting

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