

Volunteer Association Board of Directors Meeting Minutes

October 31 – November 1

PRESENT: EXECUTIVE BOARD

Ellen Waldrop – President
Nancy Jo Davidson – President –Elect
Lou Grayford – Treasurer
Etta Robinson – Parliamentarian
Karen Kirkendall – Past – President
Reta Scott – Historian
Bill Heltemes – Advisor
Bryan Terry - Advisor

BOARD OF DIRECTORS

Karen Horne
Linda Ptachick
Lindsay Peterson
Bobbi Watson
Jennifer Singleton
Dale Whitehouse
Jacquie Santiago

At 1:00 p.m. Bill & Bryan started the day with get acquainted activities and Team Building.

The Board Meeting was brought to order by Ellen at 3:20 p.m. Welcome and Overview to Conference. Introductions & pledges.

Bill Heltemes spoke about understanding the Association, Structure, and Director responsibilities.

The Volunteer Association can become a very important part of the structure of 4-H in the state of Florida. We don't have a full board yet, but we hope that in the next 2 years we will have a full board with 2 representatives from each 4-H district. The constitution outlines the responsibilities of the board of directors.

- Advocacy – Legislature
- Train the Trainer / In service /YDI - Youth Development Institute
- Camaraderie
- Brain Storm – Problem Solving
- Support – Agents/ Volunteers
- Communication

- Networking/ facilitate / involvement with other counties
- Needs assessment
- Develop a Recognition program for Volunteers

Reta mentioned that the Volunteer Association has helped in lobbying in Tallahassee for RSA's and camps.

Break for dinner.

Resumed meeting at 7:30 p.m.

Long Range Goals, Strategy for the Future -

Ellen is going to put together a dictionary of terms to help new members of the board.

Goals –

1. Newsletter – 4 per year
2. Increase Forum attendance. Carpool whenever possible. Working on cost of forum to make it easier for anyone to attend. Monsanto gives us a grant each year that helps with training and it will be used for the Spring Volunteer Forum. We need to make it an event that the Volunteers will want to go to and will make the agent aware that this is something that is important to us. It will be up to us to get the word out to the volunteers in your district to encourage them to attend these training opportunities. There is a database on the UF website that we can get access to with the names of all volunteers in the state.
3. Increase membership – have a social event – take membership forms, encourage them to sign up. Set up a table at 4-H events, take information about the association and encourage them to join. Have newsletters available for volunteers to read all the great articles. Encourage your agent to be a member of the association if they aren't already. Take the lessons you learn back to your county and train other volunteers. County agents are busy; help them by encouraging other volunteers to attend the forum.
4. Board of Directors...there are 13- 4-H districts in the state. We should have 26 representatives here plus the Executive. We need to contact friends we have in other counties/districts and encourage them to participate. The list of representatives will be typed up and sent to all members of the board with emails and districts listed. We would like to have 9 districts and 17 representatives by our next meeting.

5. More Volunteer Recognition – At this time we have Volunteer of the Year, Staff Member of the Year, Sage Award. Etta suggested we have an award for volunteer hours. We could use the same levels that are used for the Youth. We need a committee to set up the criteria for the award. When we give these awards, they need to be notified ahead of time that they need to be at the forum so we get more people to attend. 1. How many hours are required? 2. Hours associated with Volunteer Associations. Etc. What are the State Awards? What do other states do? We can start with Kentucky. They had a state forum with over 600 attendees. If you are interested in the Recognition Committee, please think about some ideas and email Ellen. Lou, Reta, Jennifer and Lindsay volunteered to serve on this committee.
6. Financing & Scholarships – We need volunteers to serve on a Fund-Raising Committee. We are losing members because we don't remind them it's time to pay their dues. What do they get for their membership? Training, support, communication and a voice in the State Legislature. We need a brochure to advertise the association. There are several restaurants out there that have fund-raising events. If you come up with an idea, contact Lou and she will bring the recommendations to the board.
7. Transportation – it is a long way to come for some people. The goal is to start district/regional forums – then in the future - State Leadership Conference. This conference would be a combined effort to bring all volunteers that have attended the district and regional forums and give the opportunity for the association members to receive training.

Meeting adjourned at 9:30 p.m.

Sunday, Nov. 1st – All present except Bobbi Watson who had to leave early.

Meeting came to order at 8:48 a.m.

Continuation of discussion of last night brain storming.

Fund-Raising/Award Committee: Lou confirmed that Linda and Karen H. would assist on Fund-Raising Committee. Lindsay and Jennifer will serve on the Award committee with Lou. All fund-raising & award efforts need to go through Lou. Send all ideas to Lou and she will coordinate efforts.

Several ideas have been mentioned; we need to be sure we coordinate these through Lou so we aren't duplicating efforts. Bill is willing to work with each director to coordinator a Pancake Breakfast throughout the state on game day at state colleges. Money could be designated for leader training.

Questions were asked regarding the State Leadership Conference, some attendees were not clear on the purpose.

The purpose of the Regional forums would be a one day event on a district level. The State Leadership Conference would eventually be to focus on association member training. There is not a limit to how many can attend. We need to start building in the counties, then move on to districts and then we can start building the State Forum and eventually to create the State Leadership Conference. It was suggested that maybe the top 2 or 3 workshops can be asked to give the workshop at the State Forum, that way we can get some quality workshops. We need to get some good speakers to come in and speak to encourage more attendance.

It was brought up that local Kiwanis Clubs are big on youth groups. It was suggested that maybe we could make contact with the local club in your area and see if they are interested in supporting the 4-H program. Anything we try to do, we need to make sure we aren't approaching organizations that are all already supporting 4-H, either through county and state level. Check with your County Extension and State office before contacting these types of organizations.

We need to work on our brochure so we have something to hand out. The committee will be headed by Trish, Reta and Karen K will continue to help on this project. There is also support at the state level to help put this together. Nancy Jo made a motion to have a committee to put together a tri-fold brochure. Seconded by Jennifer and motion passed.

The constitution changes were discussed and changes noted. Etta will lead us through the changes and take comments. The constitution was passed out at Rock Eagle and received a couple of suggestions. Every thing in red are changes to be reviewed.

Membership – accepted
Associate Membership – accepted

Article V – Officers

Section 1 – accepted

Section 2 – the representatives were selected by the agents for this initial board and in the future, we hope that we will have enough representation to hold elections. Until that time, it will be elected by the agent.

Article VI –

Section 2 – accepted

Section 3 – accepted

Section 4 – accepted with change – board meetings

Article IX –

Section 1 – A – Ratification.....

B - Constitution

Section 3 – moved to B – remove upon a majority vote. Amendments will go into effect immediately upon approval.

Remove Section 3

Article X – add **all** before funds and Inc. within 90 days

Bylaw II

Section 2 – change – shall ~~rule~~ advise the President upon any point of order
A decision by the President ~~Parliamentarian~~ is not

Bylaw II

The order of business for the annual meeting of the Florida 4-H Volunteer Association shall be:

2. Minutes of last meeting
5. add (breakout) at end

Change:

7. Unfinished Business
8. New Business
9. Nomination/Election of Officers
10. Announcements
11. Recess
12. Installation of Officers
13. Adjournment

Bylaw IV

Section 1 – may serve as **voting members** on

E & G – accepted

Recess – 10:45

Resume – 10:50

Bylaw V

Section 2 – okay

Section 4 – accepted

Bylaw VI – remove – this changes the number of all following bylaws.

Bylaw VII

Section 2 – accepted

Section 3 – one suggestion made and declined

Section 4 – accepted

Section 5 – accepted

Section 8 – accepted

Section 11 – delete complete section – conflict

Bylaw IX

Section 3 – remove

Section 4 is now Section 3

It was suggested that the offices of President, President-Elect and Past President be changed to a one year term. This will be tabled for discussion at annual meeting in April 2010.

Motion made by Nancy Jo to accept changes to Constitution and Bylaws to be presented at annual meeting. Seconded by Dale and approved 10/0. Motion passes.

Nancy Jo mentioned that anyone that has signed up for a committee for the Volunteer Forum doesn't mean that you can't help on other committees. If you have any suggestions for a motivational speaker and/or workshops, please contact me as soon as possible. The sooner we have this information the sooner we can get the information out to all the volunteers in the state. Bill said that he would try and speak to the speaker that was at State Congress last year, Lou also mentioned someone that she could speak to.

Bill was asking for volunteers to participate in YDI (Youth Development Institute) in January for Tuesday and Thursday. Open to suggestions for what is to be done. Motion made by Etta to provide a reception on Tuesday, Jan. 26th, and closing program on Thursday, Jan. 28th, seconded by Jacquie, approved – motion passed. Ellen has committed to Tuesday and Reta on Thursday. They will need other volunteers to help in this effort. Bill will get with Ellen to coordinate Tuesday and Bryan will work with Reta on Tuesday program.

Motion made to adjourn by Nancy Jo, seconded by Jennifer, motion passed.

Meeting adjourned at: 11:30 a.m.