



## NCCESA State Executive Board Meeting

February 23, 2012, 4:00 PM

Johnston County Extension Center, Smithfield, NC

**Welcome & Call to Order:** Teresa Story, NCCESA State President, called the meeting to order and welcomed the Board Members at 4:02 PM

**Approval of Agenda:** Motion: Elizabeth Wilson, Johnston County  
**Item #1** Seconded: Debbie Goforth, Madison County  
Decision: Carried

**Thought for the day:** Presented by Elizabeth Wilson, Entitled "Teamwork", **Item #2**

**Roll Call:** Teresa Story, President  
Shelia Ange, Parliamentarian & Webmaster  
Elizabeth Wilson, 1<sup>st</sup> Vice  
Tracy Brown, 2<sup>nd</sup> Vice  
Suzanne Hugus, Secretary  
Debbie Goforth, Treasurer  
Donna Holland, Federation Representative

Advisor, Kay Morton was not present.

**Parliamentary:** Teresa in absence of Kay: There is a quorum.

**Approval of Minutes:** Motion: Debbie Goforth, Madison County  
Seconded: Elizabeth Wilson, Johnston County  
Decision: Minutes for the September 21, 2011  
Executive Board Meeting were accepted.

**Financial Report:** The Financial Report **Item #3** was presented by Debbie Goforth. Comments from her included, "It is \$100 less than expected but still balances. It is less due to the fact that we have a few less members than anticipated. We currently have 205 Active members as of today. Active members mean PAID members. Members that do not pay, such as Honorary members, do not have voting rights." Also she stated that, "A note has been sent to the Corn Growers to thank them for their continued support and to see if they still intend to provide this revenue." Lastly, she pointed out that "Federation Dues were made into a line item in this year's Proposed Budget."

Other topics discussed were: Debbie will revise The Treasury Report which needs to be cleaned up, updated and a standard form provided for all Districts to follow with instructions. She will send it out to all the Finance Committee. This is not part of our bylaws, so the Treasurer does not need approval from the Board.

A motion to accept the Financial Report and Proposed Budget for 2012-2013 **Item #4** was made by Elizabeth Wilson and 2<sup>nd</sup> by Tracy Brown to present these to the Board of Director's for their approval before presenting to the Membership at the Annual State Meeting in September 2012. This Motion carried.

## **Old Business:**

- I. 501(c)3 Non-Profit Status Update: In the absence of Kay Morton, Teresa Story reported that so far nothing has happened with regard to our inquiry about this matter. She read a note from Kay Morton **Item #5**. What we have thus far found out is that the IRS filing fee for this status if under \$10K over 4 years is \$400. If over this amount it is \$850. This is a onetime fee. Each District must apply for their own Federal Tax ID#. Teresa's suggestion was that we form an AdHoc Committee and find a chair to lead this process. Particularly if someone is familiar with this process or has a contact, such as a relative who is an Accountant who can help us with this matter, it would be helpful. Because **Teresa** is not so familiar with this topic she did not want to take on this committee but will send a note to all the Treasurers regarding this. Elizabeth inquired if this should be something put on the Treasurers. Teresa responded that this would be something decided by the committee. Tracy replied that she felt that we should investigate this matter more thoroughly and keep Kay on this committee. Teresa stated, "The State Association makes the largest amount of money and we need to find out if we should be filing taxes about the funds we are generating." Suzanne interjected, "We really need to be informed about the matter." Tracy concurred with "We need to find out our tax laws. Kay started this process and has some knowledge. Hopefully she can provide whatever she has found out so far." She continued with "Get some to work with Kay on this together, figure out what we should do and let the Districts follow whatever the State does.

The matter that brought this to our attention was the fact that the IRS started accessing fees through the bank because we did not have 501(c)3 status. We need to find out if we qualify for this status and if we are supposed to be filing taxes. This is important to cover ourselves. Some years when we do a lot of fundraising we may need to be filing. But this information needs to be gathered and guidelines developed with regard to the information."

Suzanne suggested that we contact the NC State Tax Expert, Guido van der Hoeven, for advice. **Teresa** agreed to do so and would follow up with his recommendations.

- II. TERSSA – They are in the process of determining who their charter members are.

## **New Business:**

- I. Travel Reimbursement Guidelines update: Teresa presented the concern that the Bylaws do not specify exactly who is allowed to be reimbursed for travel to attend Board Meetings. The discussion led to making a recommendation to the Board of Directors to take a recommendation to the Bylaws Committee to amend the Bylaws to include all the officers including the Advisor and the Federation Representative. Tracy stated, "Although the Federation Rep does not have voting rights at our Board meeting, they are asked to attend so they should be compensated." Elizabeth replied, "Since we are including more people we may need to up the budget." Teresa responded that they had more than enough allotted last year so it should not be an issue." Tracy made mention, "Some Presidents attend everything and some only go to a few meetings so it varies greatly." Teresa, "We should be fine budget wise. If we seem to be short, the President and the Treasurer have the right to move funds."

Teresa continues, "Federation Officers travel and substance is mentioned in Section 7, #9, but we need to add a line about the entire Executive Board. We need to define exactly who the members of the Executive Board are. This matter we should bring to the Rules and Bylaws Committee and let them craft it and propose it at the State Meeting. Our recommendation is that they need to put in two sections: (1) defining who the Board is, and who has voting rights, (2) then, they need to spell out that the whole Board gets reimbursed for travel and sustenance. They need to be as specific as to state if we are paying for single

rooms or double occupancy. Since some people like to stay alone we even need to determine if there should be a set limit and if they exceed the limit than they pay the difference." Tracy, "We don't want people to be miserable. Maybe we could use per diem rates." Teresa, "Our objective is to assure that the entire Board gets covered. That's all we need to do right now." Suzanne inquired if the President signs all requests. The reply was "Yes". Teresa, "Probably we should start with per diem particularly for meals as a maximum." Debbie stated that it has always been reimbursed according to receipts thus far. "Everyone has a conscience and will not go to Red Lobster to get reimbursed for a large meal." Teresa, "Maybe we will let the Bylaws Committee decide what to put in their proposal."

- II. Monetary Award for Executive Board Award: Teresa requested that we make mention of the monetary award amount tied to the Executive Board Award on the website. The budget is \$250. Actually \$50 is for a plaque and the check is for \$200. Shelia will update the site.
- III. 2013 TERRSA Meeting: Teresa read an email from Christine Barrier regarding the fact that the 2013 NCCESA State Meeting will be in the South Central District and that TERRSA has requested to add their annual meeting to this meeting. They would like to add a TERRSA Business Meeting to either the beginning or the end of our State Meeting. They will attend our whole event but will not have any voting rights. Teresa asked, "Does this need to be presented to the Board of Directors?" Elizabeth, "This method helps to save on expenses". She has contacted Southern Pines about hosting the TERRSA event. The room rate quoted was under \$100 and she provided this information to Christine. Teresa believes we should leave it up to the District hosting the event to decide. She feels that it was very nice of them to ask the Executive Board, but that they should contact the hosting District. She will tell Christine this.

**Other Business:**

- I. Suzanne made an inquiry if we had any plan to make good use for our excess funds. Since we have close to \$25K shouldn't we figure out some good use for it such as donating to a good charity or possibly giving a year or two of free dues? Since our annual budget is less than \$6,500 why are we collecting so much money? Can we develop a high quality Professional Development program or event? Debbie responded with, "What if the IRS decides we need to pay them a bunch of back taxes once they find out about us?" Teresa, "Let me check with Guido before we do anything with the funds. We can discuss this again down the road when we find out more facts."

**Adjourn:** 5:56 PM  
Motion: Tracy Brown  
Seconded: Elizabeth Wilson  
Decision: Motion carried

Action Items are in blue and are underlined.

Respectfully submitted,

Suzanne M. Hugus, CAP  
2012 State Secretary