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May 15, 2019

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## KEHA ANNUAL BUSINESS MEETING

### RULES OF THE CONVENTION

1. The bylaws of the state organization shall be observed at all times.
2. Voting delegates must be members of KEHA, Inc. The voting body consists of two (2) voting delegates from each county. Only voting delegates shall sit in the section reserved for voting members. Voting delegates must be seated in reserved area before the meeting starts.
3. All Board of Director members and voting delegates shall have the privilege of making motions and entering into debates. Only voting delegates and the president may vote.
4. All motions offered from the floor shall be written, signed by the maker, and presented to the Presiding Officer.
5. To obtain the floor, a voting delegate shall rise, address the chair, identify herself/himself by name and organization or position, then wait for recognition before speaking.
6. Discussion is limited to two (2) minutes for each speaker and no one may speak twice on any question until all others desiring the floor have spoken, and not more than twice if anyone objects.
7. Only announcements of vital nature and general interest shall be made from the platform; notes, messages, and motions shall be passed to the Presiding Officer.
8. The Parliamentarian advises on parliamentary procedures when asked to do so, and gives an opinion based on the parliamentary authority of the state organization.
9. These rules may be suspended by a two-thirds (2/3) vote of the voting body.

**Please, out of courtesy, mute cell phones or set to “vibrate” only.**

## **KEHA ANNUAL MEETING**

### ***VOTING DELEGATES ROLE AND RESPONSIBILITIES***

Each county holding membership in the Kentucky Extension Homemakers Association shall have two voting delegates for state business. (ARTICLE II, Section 3, paragraph 2) Annual dues of the KEHA are payable by December 15 of each year to the KEHA State Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the KEHA. (ARTICLE V, Section 1, a., second sentence)

At least two weeks prior to the state annual meeting, information packets will be sent to each county office via the University of Kentucky email system. Copies should be provided to each voting delegate when received by the county. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.

If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the KEHA State Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.

Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, treasurer's report, auditor's report, proposed budget and other important papers.

Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one-half hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.

Before an annual meeting can transact any business, the credentials (roll call) committee chairman must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the presiding officer. They clearly state their name, title (if any) and their county. An example would be, "Madame President, I am Jane Doe, Alpha County Voting Delegate." The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.

Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.

Any questions about the delegate process may be referred to the KEHA State Parliamentarian.

## **KEHA ANNUAL BUSINESS MEETING**

**10:00 a.m. MAY 15, 2019**

**LOUISVILLE, KY**

|                                   |  |
|-----------------------------------|--|
| Inspirational                     | Nancy Snouse, 4-H Youth Development Chair        |
| Call to Order                     | Marlene McComas, President                       |
| Pledge to the Flag                | Karen Yerkey, Leadership Development Chair       |
| Roll Call Committee Report        | Barbara Seiter, Northern Kentucky Area President |
| Adoption of Rules of Convention   | Alice Brown, Parliamentarian                     |
| 2018 Minutes                      | Starlene Harris, Secretary                       |
| Treasurer's Report                | Harlene Welch, Treasurer                         |
| Audit Committee Report            | Henrietta Sheffel, Chairperson                   |
| Bylaws Committee Report           | Barbara Seiter, Chairperson                      |
| Nominating Committee Report       | Starlene Harris, Committee Member                |
| Election of Officers and Chairmen |  |
| 2019-20 Proposed Budget           | Harlene Welch, Treasurer                         |
| KEHA Leadership Academy Proposal  | Karen Yerkey, Leadership Development Chair       |
| Election Announcements            | Marlene McComas, President                       |
| President's Report                | Marlene McComas, President                       |
| Other Business                    |  |
| Announcements                     |  |
| Adjourn                           |  |

## 2017-2018 KEHA President's Report

Another wonderful year with KEHA Homemaker Friends all over out Beautiful State! The Sun truly Shines Bright on Kentucky Homemakers!

This is a list of the events I have attended and participated in as KEHA President this year:

~Transition meeting in Lexington at the UK Goodbarn with President Elect Hill, starting the process of transferring knowledge and timelines for beginning her term, starting July 1, 2019.

~Traveled to Indianapolis for the first ACWW-USA Summit, with ACWW World President Ruth Shanks and USA Area President Joellen Almond. This was for preparing for the 2019 ACWW Melbourne Meeting in April, 2019. So much information for the trip plus, Jo had intense conference program speakers addressing some of the resolutions we would be voting on in Australia.

~Traveled down to Louisville for their Area Annual Meeting, having a delightful morning and lunch with a full house of Homemakers, bringing greeting and updates from KEHA Board, along with Mindy McCaulley from UK. Then, returned rapidly back to Indy for the remainder of their Conference, including how to fill out the ACWW survey live to access women's situations world wide.

~Traveled to Bowling Green for the Mammoth Cave Area Annual Meeting Horsing Around with Homemakers, hats, boots and western wear. Again, I brought greetings and information from KEHA, encouraging attendees to attend the State Meeting.

~Wilderness Trail Area Annual Meeting provided an interesting program with local singers, a delightful meal and Cultural Arts Exhibit with my input.

~Northern Kentucky Area Annual Meeting, held at the Boone County Enrichment Center, where I again presented for KEHA, had a full house anxiously awaiting our plans and greetings.

~Having been invited, I also attended several County Meetings when my schedule permitted, bringing greetings and updating them on new and renewed activities. Pendleton, Bracken, Carroll, Kenton, Mason and Grant Counties filled out my fall schedule of speaking engagements.~

~Later in the Fall, Dwight drove fellow Homemaker, Jean Huff and myself, to Pewaukee, Wisconsin, for the Annual NVON Meeting, where I

shared Kentucky's year of events and activities. Learning experiences brought back to our Homemakers, is always fun.

~I was invited and spoke at the Ky FCS Agents Association in Louisville on behalf of KEHA, thanking them for their tremendous support for our organization.

~Upon receiving an invitation to Judge FCCLA Star Events, I was humbled at the courtesy, knowledge and manners of our young people as they presented and competed at both junior and senior levels. It was a long day, but so restored my confidence in our youth.

~Probably the most exciting experience of the year for me was traveling Down Under to Melbourne, Australia for the ACWW 2019 Triennial Meeting. Not only were resolutions presented and explained by people from all over the world of over 90 million women represented by the 660 some delegates attending. Speakers and presenters bring unbelievable needs to create awareness, followed by applications for support for projects that are financed by Pennies for Friendship. Friendships made in past years are renewed and new ones made, just as they are at our State meetings.

~Many hours are spent planning, discussing, sharing thoughts and reviewing bylaws to keep this organization flowing. Scheduling roommates, selecting menus, planning itineraries and entertainment, signing contracts for Spring and Full Board Meetings, selection of Committee members, Inspiration and Reading Committees, Officer Installation people and more, along with the committees that I also serve on, round out the year with plenty to keep a person busy.

It has truly been my pleasurer and honor to fulfill these duties and more, and would gladly do it again, someday for this thing we refer to as KEHA!

Respectfully Submitted

Marlene McComas

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION  
2018 ANNUAL MEETING  
CROWNE PLAZA, LOUISVILLE, KENTUCKY  
May 8, 2018

Marlene McComas, President, called the meeting to order following a lovely inspirational message, "Forgotten House Tasks", presented by Ann Porter, Licking River Area President.

Karen Yerkey, Leadership Development Chairman, led the group in repeating the Pledge of Allegiance to the Flag.

The Roll Call Committee Report was given by Reba Scott, Chairman. Report showed 179 voting delegates properly representing 92 counties. By direction of the committee she moved to accept the report. There was no question. Motion coming from committee no second was required and the motion passed.

Alice Brown, Parliamentarian, reported that copies of the proposed Rules of the Convention are in each voting delegate packet. She also reported that the rules remain the same as last year. On behalf of the Convention Rules Committee she moved that they be accepted. Motion coming from committee no second was required. Motion passed.

Starlene Harris, KEHA Secretary, read the minutes of the 2017 KEHA Annual Meeting. There were no additions or corrections and the minutes were approved as read.

Harlene Welch, KEHA Treasurer, reported that copies of the final financial report for Fiscal Year ending June 30, 2017 are located in voting delegate packets. (Copy attached). There being no questions the report was filed for audit.

The Audit Committee report was given by Henrietta Sheffel, Chairman. She reported that they had examined the books and they are in excellent order. On behalf of the committee she moved that this report be accepted. Coming from committee no second was required. Motion passed.

Barbara Seiter, Chairman for the By-Laws Committee, moved on behalf of the committee that changes be made to the following By-Laws: Articles of Incorporation, Article XII (Handbook 10) and By-Laws, Article II – Organization, Section 2, County Extension Homemakers

Association (Handbook 13, Paragraph 1) (Copy attached) Coming from committee, no second was required and the motion passed.

Starlene Harris reported on behalf of the Nominating Committee that one set of credentials had been received prior to the deadline of April 17, 2018, for each of the following positions. Karen Hill – President Elect, Marilyn Watson – Cultural Arts and Heritage Chairman, Leonidisa Mundelius – Family and Individual Development Chairman. She also reported that two sets of credentials had been received prior to the deadline for the position of Second Vice President for Membership Resources – Elaine Chenoweth and Lois Pressgrove. All credentials have been reviewed by the Nominating Committee and found to be in order and on behalf of the committee she moved that they be accepted. Coming from committee no second was needed. Motion passed.

President Marlene McComas reported that there were no credentials submitted prior to the April 17, 2018 deadline for the position of International Chairman. She opened the floor for nominations. Neva Polan, Johnson County Voting Delegate, nominated Rebecca Clay and Kathy Smith, Meade County Voting Delegate, nominated Joyce Durbin. Starlene Harris reported that the Nominating Committee had received credentials for these nominees prior to the start of the business meeting. The credentials were reviewed by the committee and found to be in order.

Each candidate was invited to address the group and a vote was taken on each position.

Harlene Welch, Treasurer, presented the Proposed Budget for 2018-19. (Copy attached) On behalf of the Budget and Finance Committee she moved that the proposed budget be accepted. Coming from committee no second was needed. Motion passed.

Marketing and Publicity Chairman, Jennifer Williams, addressed the group concerning refreshing the KEHA Logo. She reported that a copy of the proposed logo is included in each voting delegate packet. On behalf of the KEHA Board she recommended that this logo be accepted as our new KEHA Logo. Coming from committee no second was needed. Motion was carried with 33 opposed and 90 approved.

Reba Scott reported the following "teller's election results:": The following candidates were elected: President Elect – Karen Hill, 2<sup>nd</sup> Vice President for Membership Resources – Lois Pressgrove, Cultural Arts and Heritage Chairman – Marilyn Watson, Family and Individual Development Chairman – Leonidisa Mundelius, and International Chairman – Rebecca Clay. (A copy of the Teller's Report is attached).



Marlene McComas gave the President's Report (copy attached). She stated that we can all be leaders and strong leadership is needed to continue this wonderful organization. She encouraged us all to work toward making this the strongest organization in Kentucky.

President Marlene McComas adjourned the meeting at 11:10 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Starlene Harris", written in a cursive style.

Starlene Harris, Secretary

# ***2019 Proposed By-Laws Changes***

*Text in bold and italics indicates additions or changes to the current by-laws.*

## **ARTICLE III - OFFICERS AND ELECTED CHAIRMEN ELECTION AND DUTIES**

***Section 3. One elected Marketing and Publicity Chairman shall also serve on the State Board.***

***Section 4.*** Nomination and Election of KEHA Officers and Elected Chairmen.

- a. The KEHA Executive Committee shall elect a three member nominating committee prior to the Annual Meeting of the KEHA. This committee shall consist of one member of the KEHA Executive Committee to be elected in 2001 and every third year thereafter; one Area Association President to be elected in 2001 for a two year term and in 2003 and every third year thereafter; and one Educational Program Chairman to be elected in 2001 for a one year term and in 2002 and every third year thereafter. The member serving the third year of their term shall serve as Chairman. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.
- b. The Nominating committee shall present the names of nominees from those candidates whose credentials are in order. Credential forms can be found in the Appendix.
- c. The qualifications for nominees for state officers and elected chairmen shall be as follows:
  - (1) A nominee for President-elect or First Vice President must be a member of KEHA, have served as a County Extension Homemakers Association President and on the KEHA Board of Directors.
  - (2) A nominee for Second Vice President must be a member of KEHA, and must have served as a County Extension Homemakers Association President.
  - (3) A nominee for Secretary must be a member of KEHA and should understand the importance of preserving the official records of KEHA, have the ability to write accurate minutes, and provide a safe repository for official records. A nominee must have served as a county or area secretary of an Extension Homemakers Association.
  - (4) A nominee for Treasurer must be a member of KEHA and shall be eligible for bonding, knowledgeable in bookkeeping and familiar with long and short term investments. A nominee must have served as Treasurer of the County or Area Extension Homemakers Association.
  - (5) A nominee for Elected Educational Program Chairman must be a member of KEHA and must have served or be serving as an officer, or Educational Program Chairman of the County or Area Extension Homemakers Association.
  - (6) ***A nominee for Marketing and Publicity Chairman must be a member of KEHA for at least one full year at the time of election, and have skills in communications, social media, creativity, writing, and computer proficiency.***
- d. Board members cannot serve in two positions simultaneously on the KEHA Board.
- e. A state officer, state elected chairman or area president of KEHA may not resign from a

presently held position in order to run for another KEHA state board position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.

- f. After the meeting of the Nominating Committee, they shall notify the nominees and verify their availability and request their attendance at the KEHA Annual Meeting at which the election is to be held. The entire credentials of the nominees, as submitted, shall go to each county's two voting delegates and to the County Extension Family Consumer Sciences Agent at least two weeks before the KEHA Annual Meeting. Supplementary materials should not be circulated or considered.
- g. If no nominations for an Officer or Elected Chairman have been received by the nominating committee by the thirty (30) days prior to the KEHA Annual Meeting, nominations may be made from the floor by any voting delegate provided the candidate meets the qualifications for eligibility in Article III, Section 3, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.
- h. Election shall be by ballot unless there is but one (1) nominee for the office, in which case a show of the voting cards may be taken at the business meeting of the KEHA Annual Meeting. A candidate must receive a majority vote of the official delegates voting to be elected. If a majority is not reached after two ballots are cast, only the two candidates receiving the largest number of votes on the last ballot shall remain on the ballot for the
- i. The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President and Treasurer shall be elected the following year, and the President-elect and Second Vice President the next year.
- j. Officers, with the exception of President-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three year term as President. No officer shall succeed himself/herself in the same office. New officers will take office July 1.
- k. Elected Educational Program Chairmen shall serve for a term of three years or until a successor is elected or appointed. No elected Chairman shall succeed himself/herself in the same office. New Chairmen will take office July 1.
- l. The Marketing and Publicity Chairman shall serve for a term of three years or until a successor is elected or appointed but shall not succeed himself/herself. The first election will be held 2020, then subsequently elected every three years thereafter. The chairman shall take office July 1.***

- (1) The following Chairmen shall be elected the same year as the First Vice President and Treasurer.

- Environment, Housing & Energy
  - Leadership Development
  - Food, Nutrition & Health

- (2) The following Chairmen shall be elected the same year as the President Elect and Second Vice President.

- Family & Individual Development
  - Cultural Arts & Heritage
  - International

- (3) The following Chairmen shall be elected the same year as the Secretary.

- 4-H Youth Development
  - Management & Safety

- m.* The Executive Committee shall be responsible for making appointments to fill the vacancy occurring in any elected position with the exception of President or President-elect. The appointment shall be for the remainder of the unexpired term. In the event of a vacancy occurring in the office of President, the First Vice President shall fill the unexpired term. Any open position will be announced and credentials will be accepted that are postmarked within thirty (30) days of the announcement.
- n.* In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.

#### **Section 5.** Nomination and Election of Area Officers

[No changes to the wording of this section.]

#### **Section 6.** Duties of State Officers and Elected Chairmen

[No changes to the wording of items a. through g. in this section.]

- h.* ***The Duties of KEHA Marketing and Publicity Chairmen shall be:***
  - (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;*
  - (2) To interface with State 2nd Vice President and Area Vice Presidents for Marketing and Publicity purposes;*
  - (3) To coordinate KEHA Week statewide and maintain the Website Toolbox;*
  - (4) To manage the KEHA social media presence;*
  - (5) To give an oral report at the Fall Board of Directors' Meeting and at the Spring Board of Directors' Meeting;*
  - (6) To develop materials for use in the statewide promotion of KEHA; and*
  - (7) To collaborate with other organizations to market KEHA.*

### **ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

#### **Section 1.** Board of Directors

The direction of the affairs of the State Association shall be vested in a Board of Directors composed of the five elected state officers of the Association and the President-Elect (when applicable), which serves as the Executive Committee, the fourteen elected Area Extension Homemakers Association Presidents, ~~and~~ eight elected Educational Program ***Chairmen and one elected Marketing and Publicity Chairman***, all with voting privileges, including the President who may vote if desiring to do so or who may vote to break or make a tie. The action of the Board of Directors shall be subject to policies adopted by the Association. The Assistant Director of Extension Family and Consumer Sciences, the assigned Extension Advisor, the President of the Kentucky Extension Association of Family and Consumer Sciences, the KEHA Parliamentarian and a Master Farm Homemaker's Guild representative shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

KEHA Budget  
Fiscal Year 2017-2018

| <b>Projected Income</b>                             |             | <b>Proposed</b>     | <b>Actual</b>       | <b>Difference</b>    |
|---|-------------|---------------------|---------------------|----------------------|
| Dues (14,400 members @ \$4.00)                      |             | \$ 57,600.00        | \$ 57,860.00        | \$ (260.00)          |
| Merchandise   |             | \$ 4,000.00         | \$ 963.50           | \$ 3,036.50          |
| Inerest   |             | \$ 100.00           | \$ 104.35           | \$ (4.35)            |
| Carry Forward From Fiscal Year Ending June 30, 2017 |             | \$ 2,500.00         | \$ 7,407.65         | \$ (4,907.65)        |
| <b>TOTAL EXPECTED INCOME</b>                        |             | <b>\$ 64,200.00</b> | <b>\$ 66,335.50</b> | <b>\$ (2,135.50)</b> |
| <b>Projected Expenses</b>                           |             |                     |                     |                      |
| Dues (CWC, ACWW, NVON, Non-Profit Network)          |             | \$ 500.00           | \$ 337.00           | \$ 163.00            |
| Program of Work (8 Chairmen @ \$250. each)          |             | \$ 2,000.00         | \$ 1,505.87         | \$ 494.13            |
| Memorial Fund                                       |             | \$ 200.00           | \$ -                | \$ 200.00            |
| New Board Member Orientation (Transition Meeting)   |             | \$ 1,000.00         | \$ 499.19           | \$ 500.81            |
| Executive Committee Expenses                        |             | \$ 5,700.00         |                     |                      |
| President   | \$ 3,000.00 |                     | \$ 1,458.33         | \$ 1,541.67          |
| 1st Vice President                                  | \$ 1,200.00 |                     | \$ 33.92            | \$ 1,166.08          |
| 2nd Vice President                                  | \$ 250.00   |                     | \$ 489.85           | \$ (239.85)          |
| Secretary   | \$ 200.00   |                     | \$ 146.10           | \$ 53.90             |
| Treasurer   | \$ 750.00   |                     | \$ 402.06           | \$ 347.94            |
| Parlimentarian                                      | \$ 300.00   |                     | \$ -                | \$ 300.00            |
| Board Travel to Area Meetings                       |             | \$ 2,200.00         | \$ 1,279.31         | \$ 920.69            |
| Board Expenses                                      |             | \$ 21,200.00        |                     |                      |
| Fall Board  | \$ 6,000.00 |                     | \$ 6,327.10         | \$ (327.10)          |
| Spring Board  | \$ 6,800.00 |                     | \$ 7,474.14         | \$ (674.14)          |
| State Meeting                                       | \$ 7,500.00 |                     | \$ 2,820.51         | \$ 4,679.49          |
| NVON  | \$ 900.00   |                     | \$ 560.00           | \$ 340.00            |
| Archives  |             | \$ 100.00           | \$ -                | \$ 100.00            |
| Insurance & Taxes                                   |             | \$ 4,300.00         |                     |                      |
| General Liability                                   | \$ 1,300.00 |                     | \$ 1,238.00         | \$ 62.00             |
| Treasurers Bond                                     | \$ 850.00   |                     | \$ 1,068.90         | \$ (218.90)          |
| CPA   | \$ 1,500.00 |                     | \$ 1,500.00         | \$ -                 |
| Corporation Fee                                     | \$ 50.00    |                     | \$ 25.00            | \$ 25.00             |
| Sales Tax   | \$ 300.00   |                     | \$ 111.93           | \$ 188.07            |
| Legal Fees  | \$ 300.00   |                     | \$ -                | \$ 300.00            |

KEHA Budget  
Fiscal Year 2017-2018

|  |              |                     |                     |                     |
|--|--------------|---------------------|---------------------|---------------------|
| Public Relations   |              | \$ 21,200.00        |                     |                     |
| KEHA merchandise   | \$ 2,500.00  |                     | \$ 1,678.82         | \$ 821.18           |
| Club Materials (Inspiration, Recreation, Book List & Record of Meetings)   | \$ 1,200.00  |                     | \$ 947.72           | \$ 252.28           |
| Manual   | \$ 500.00    |                     | \$ 441.95           | \$ 58.05            |
| Newsletter   | \$ 10,000.00 |                     | \$ 6,886.77         | \$ 3,113.23         |
| Area Meetings (14 @ \$500.00)  | \$ 7,000.00  |                     | \$ 7,000.00         | \$ -                |
| Website Domain Renewal   |              |                     | \$ 281.87           | \$ (281.87)         |
| Outside Organizations  |              | \$ 3,800.00         |                     |                     |
| 4-H Senior Conference Awards   | \$ 1,000.00  |                     | \$ -                | \$ 1,000.00         |
| Master Farm Judging  | \$ 400.00    |                     | \$ 400.00           | \$ -                |
| Area Master Clothing Volunteer (14 @ \$150.00)                             | \$ 2,100.00  |                     | \$ 2,100.00         | \$ -                |
| KEA-FCS  | \$ 300.00    |                     | \$ 300.00           | \$ -                |
| KEHA Development Grants  |              | \$ 2,000.00         | \$ 900.00           | \$ 1,100.00         |
| <b>TOTAL BUDGETED EXPENSES</b>   |              | <b>\$ 64,200.00</b> | <b>\$ 48,214.34</b> | <b>\$ 15,985.66</b> |
|  |              |                     |                     |                     |
| <b>UNBUDGETED EXPENSES APPROVED BY BOARD</b>                               |              |                     |                     |                     |
|  |              |                     |                     |                     |
| Donation to University of Kentucky in honor of Ann Vail                    |              |                     | \$ 1,000.00         |                     |
| Donation to KEAFCS for National Meeting Reception honoring Lora Lee Howard |              |                     | \$ 2,500.00         |                     |
| <b>GENERAL FUND PROFIT/LOSS</b>  |              |                     |                     | <b>\$ 12,485.66</b> |
|  |              |                     |                     |                     |
| <b>STATE MEETING PROFIT/LOSS</b>   |              |                     |                     | <b>\$ 7,126.97</b>  |
|  |              |                     |                     |                     |
| <b>FINAL PROFIT/LOSS</b>   |              |                     |                     | <b>\$ 19,612.63</b> |

KEHA Budget  
Fiscal Year 2019-2020

| <b>Projected Income</b>                              |  | <b>FY 20 Budget</b> |
|--|--|---------------------|
| Dues (13,500 members @ \$4.00)                       |  | \$ 54,000.00        |
| Merchandise  |  | \$ 2,500.00         |
| Inerest  |  | \$ 100.00           |
| Carry Forward From Fiscal Year Ending June 30, 2019  |  | \$ 5,000.00         |
| <b>TOTAL EXPECTED INCOME</b>                         |  | <b>\$ 61,600.00</b> |
| <b>Projected Expenses</b>                            |  |                     |
| Dues (CWC, ACWW, NVON, Non-Profit Network)           |  | \$ 500.00           |
| Program of Work (8 Chairmen @ \$250. each)           |  | \$ 2,000.00         |
| Memorial Fund  |  | \$ 200.00           |
| New Board Member Orientation (Transition Meeting)    |  | \$ 1,000.00         |
| Executive Committee Expenses                         |  |                     |
| President  |  | \$ 3,500.00         |
| 1st Vice President                                   |  | \$ 1,200.00         |
| 2nd Vice President                                   |  | \$ 250.00           |
| Secretary  |  | \$ 200.00           |
| Treasurer  |  | \$ 750.00           |
| Parlimentarian                                       |  | \$ 300.00           |
| Board Travel to Area Meetings                        |  | \$ 2,000.00         |
| Board Expenses                                       |  |                     |
| Fall Board   |  | \$ 6,500.00         |
| Spring Board   |  | \$ 7,500.00         |
| State Meeting  |  | \$ 4,000.00         |
| NVON   |  | \$ 2,000.00         |
| Archives   |  | \$ 50.00            |
| Insurance & Taxes                                    |  |                     |
| General Liability                                    |  | \$ 1,300.00         |
| Treasurers Bond                                      |  | \$ 1,200.00         |
| CPA  |  | \$ 1,500.00         |
| Corporation Fee                                      |  | \$ 50.00            |
| Sales Tax  |  | \$ 150.00           |
| Legal Fees   |  | \$ 300.00           |
| Public Relations                                     |  |                     |
| KEHA merchandise                                     |  | \$ 2,500.00         |
| Club Materials (Inspiration, Recreation & Book List) |  | \$ 1,000.00         |
| Manual   |  | \$ 620.00           |
| Newsletter   |  | \$ 7,200.00         |
| Area Meetings (14 @ \$500.00)                        |  | \$ 7,000.00         |
| Marketing Toolkit                                    |  | \$ 1,030.00         |
| Outside Organizations                                |  |                     |
| 4-H Senior Conference Awards                         |  | \$ 1,000.00         |
| Master Farm Judging                                  |  | \$ 400.00           |
| Area Master Clothing Volunteer (14 @ \$150.00)       |  | \$ 2,100.00         |
| KEA-FCS  |  | \$ 300.00           |
| KEHA Development Grants                              |  | \$ 2,000.00         |
| <b>TOTAL BUDGETED EXPENSES</b>                       |  | <b>\$ 61,600.00</b> |

## **BUDGET - 2020 STATE MEETING**

### ***INCOME***

|                                       |    |           |                     |
|---------------------------------------|----|-----------|---------------------|
| Registration Fees                     | \$ | 18,350.00 |                     |
| Opening Meal 300 @ \$48               | \$ | 14,400.00 |                     |
| Master Farm Homemaker Lunch 35 @ \$35 | \$ | 1,225.00  |                     |
| Closing Lunch 300 @ \$32              | \$ | 9,600.00  |                     |
| Shirts @ \$20                         | \$ | 2,000.00  |                     |
| Hands-On Expenses                     | \$ | 750.00    |                     |
| Learning Session Fees                 | \$ | 1,000.00  |                     |
| Trade Show (vendors)                  | \$ | 3,200.00  |                     |
| Quilt Square Auction Income           | \$ | 1,350.00  |                     |
| <b>TOTAL INCOME</b>                   |    |           | <b>\$ 51,875.00</b> |

### ***EXPENSES***

|  |    |           |                     |
|--|----|-----------|---------------------|
| Opening Meal                             | \$ | 13,950.00 |                     |
| Master Farm Homemaker Lunch              | \$ | 1,155.00  |                     |
| Closing Lunch                            | \$ | 9,000.00  |                     |
| Table Rental (Cultural Arts; Trade Show) | \$ | 1,500.00  |                     |
| Audio/Visual Equipment                   | \$ | 2,200.00  |                     |
| Speakers                                 | \$ | 3,000.00  |                     |
| Decorations                              | \$ | 1,300.00  |                     |
| Printing                                 | \$ | 500.00    |                     |
| Registration Packets                     | \$ | 3,600.00  |                     |
| Awards                                   | \$ | 400.00    |                     |
| Shirts                                   | \$ | 1,900.00  |                     |
| Guests                                   | \$ | 450.00    |                     |
| Gifts                                    | \$ | 500.00    |                     |
| Hands-On Expenses                        | \$ | 750.00    |                     |
| Learning Session Fees                    | \$ | 1,000.00  |                     |
| Cultural Arts Judges and Ribbons         | \$ | 500.00    |                     |
| Master Bill Rooms                        | \$ | 5,470.00  |                     |
| Set-up Fees                              | \$ | 4,700.00  |                     |
| <b>TOTAL EXPENSES</b>                    |    |           | <b>\$ 51,875.00</b> |



## 2018 Kentucky Extension Homemakers Membership Report

| County       | 2018<br>Members | 2017<br>Members | Gain/Loss |
|--------------|-----------------|-----------------|-----------|
| Adair        | 125             | 134             | -9        |
| Allen        | 70              | 71              | -1        |
| Anderson     | 59              | 73              | -14       |
| Ballard      | 70              | 82              | -12       |
| Barren       | 188             | 184             | 4         |
| Bath         | 167             | 162             | 5         |
| Bell         | 135             | 124             | 11        |
| Boone        | 341             | 298             | 43        |
| Bourbon      | 260             | 252             | 8         |
| Boyd         | 338             | 221             | 117       |
| Boyle        | 132             | 103             | 29        |
| Bracken      | 120             | 109             | 11        |
| Breathitt    | 59              | 50              | 9         |
| Breckinridge | 95              | 115             | -20       |
| Bullitt      | 109             | 111             | -2        |
| Butler       | 53              | 49              | 4         |
| Caldwell     | 88              | 102             | -14       |
| Calloway     | 64              | 77              | -13       |
| Campbell     | 78              | 120             | -42       |
| Carlisle     | 147             | 144             | 3         |
| Carroll      | 65              | 44              | 21        |
| Carter       | 213             | 200             | 13        |
| Casey        | 70              | 77              | -7        |
| Christian    | 132             | 167             | -35       |
| Clark        | 246             | 281             | -35       |
| Clay         | 52              | 45              | 7         |
| Clinton      | 21              | 27              | -6        |
| Crittenden   | 65              | 60              | 5         |
| Cumberland   | 114             | 109             | 5         |
| Daviess      | 84              | 122             | -38       |

| <b>County</b> | <b>2018<br/>Members</b> | <b>2017<br/>Members</b> | <b>Gain/Loss</b> |
|---------------|-------------------------|-------------------------|------------------|
| Edmonson      | 48                      | 55                      | -7               |
| Elliott       |                         | 0                       | 0                |
| Estill        | 55                      | 37                      | 18               |
| Fayette       | 432                     | 485                     | -53              |
| Fleming       | 134                     | 164                     | -30              |
| Floyd         | 60                      | 75                      | -15              |
| Franklin      | 96                      | 106                     | -10              |
| Fulton        | 45                      | 47                      | -2               |
| Gallatin      | 187                     | 191                     | -4               |
| Garrard       | 46                      | 50                      | -4               |
| Grant         | 200                     | 196                     | 4                |
| Graves        | 35                      | 49                      | -14              |
| Grayson       | 56                      | 72                      | -16              |
| Green         | 71                      | 75                      | -4               |
| Greenup       | 156                     | 167                     | -11              |
| Hancock       | 23                      | 25                      | -2               |
| Hardin        | 320                     | 401                     | -81              |
| Harlan        | 243                     | 259                     | -16              |
| Harrison      | 254                     | 264                     | -10              |
| Hart          | 82                      | 78                      | 4                |
| Henderson     | 89                      | 86                      | 3                |
| Henry         | 122                     | 115                     | 7                |
| Hickman       | 53                      | 59                      | -6               |
| Hopkins       | 131                     | 138                     | -7               |
| Jackson       | 40                      | 58                      | -18              |
| Jefferson     | 97                      | 105                     | -8               |
| Jessamine     | 93                      | 86                      | 7                |
| Johnson       | 84                      | 105                     | -21              |
| Kenton        | 151                     | 178                     | -27              |
| Knott         | 109                     | 109                     | 0                |
| Knox          | 39                      | 48                      | -9               |

| <b>County</b> | <b>2018<br/>Members</b> | <b>2017<br/>Members</b> | <b>Gain/Loss</b> |
|---------------|-------------------------|-------------------------|------------------|
| LaRue         | 32                      | 33                      | -1               |
| Laurel        | 229                     | 226                     | 3                |
| Lawrence      | 41                      | 56                      | -15              |
| Lee           | 29                      | 22                      | 7                |
| Leslie        | 91                      | 78                      | 13               |
| Letcher       | 97                      | 93                      | 4                |
| Lewis         | 78                      | 77                      | 1                |
| Lincoln       | 134                     | 138                     | -4               |
| Livingston    | 47                      | 49                      | -2               |
| Logan         | 51                      | 64                      | -13              |
| Lyon          | 94                      | 97                      | -3               |
| Madison       | 520                     | 585                     | -65              |
| Magoffin      | 78                      | 71                      | 7                |
| Marion        | 37                      | 48                      | -11              |
| Marshall      | 77                      | 92                      | -15              |
| Martin        | 46                      | 39                      | 7                |
| Mason         | 310                     | 306                     | 4                |
| McCracken     | 126                     | 126                     | 0                |
| McCreary      | 11                      | 10                      | 1                |
| McLean        | 62                      | 60                      | 2                |
| Meade         | 273                     | 268                     | 5                |
| Menifee       | 37                      | 38                      | -1               |
| Mercer        | 35                      | 40                      | -5               |
| Metcalfe      | 59                      | 64                      | -5               |
| Monroe        | 91                      | 108                     | -17              |
| Montgomery    | 123                     | 116                     | 7                |
| Morgan        | 142                     | 138                     | 4                |
| Muhlenberg    | 133                     | 148                     | -15              |
| Nelson        | 103                     | 87                      | 16               |
| Nicholas      | 66                      | 78                      | -12              |

| <b>County</b> | <b>2018<br/>Members</b> | <b>2017<br/>Members</b> | <b>Gain/Loss</b> |
|---------------|-------------------------|-------------------------|------------------|
| Ohio          | 144                     | 154                     | -10              |
| Oldham        | 115                     | 135                     | -20              |
| Owen          | 175                     | 190                     | -15              |
| Owsley        | 51                      | 46                      | 5                |
| Pendleton     | 150                     | 140                     | 10               |
| Perry         | 36                      | 38                      | -2               |
| Pike          | 124                     | 134                     | -10              |
| Powell        | 30                      | 50                      | -20              |
| Pulaski       | 275                     | 260                     | 15               |
| Robertson     | 20                      | 27                      | -7               |
| Rockcastle    | 82                      | 59                      | 23               |
| Rowan         | 35                      | 41                      | -6               |
| Russell       | 38                      | 64                      | -26              |
| Scott         | 504                     | 573                     | -69              |
| Shelby        | 284                     | 272                     | 12               |
| Simpson       | 55                      | 55                      | 0                |
| Spencer       | 92                      | 86                      | 6                |
| Taylor        | 255                     | 252                     | 3                |
| Todd          | 110                     | 119                     | -9               |
| Trigg         | 122                     | 127                     | -5               |
| Trimble       | 45                      | 34                      | 11               |
| Union         | 41                      | 56                      | -15              |
| Warren        | 110                     | 116                     | -6               |
| Washington    | 30                      | 29                      | 1                |
| Wayne         | 174                     | 185                     | -11              |
| Webster       | 46                      | 46                      | 0                |
| Whitley       | 101                     | 100                     | 1                |
| Wolfe         |                         | 40                      | -40              |
| Woodford      | 102                     | 83                      | 19               |
| <b>Totals</b> | <b>13,909</b>           | <b>14,462</b>           | <b>-539</b>      |

## STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

**Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.**

NAME OF NOMINEE Violet Barbee

ADDRESS OF NOMINEE 10604 Elizaville Rd

Ewing, KY 41039

COUNTY Fleming

Phone 606-748-4456 Email vbarbee2@windstream.net

(Check One) Environment, Housing, Energy ☐ Cultural Arts & Heritage ☐  
 Family & Individual Development ☐ Food, Nutrition & Health ☐  
 4-H Youth Development ☒ International ☐  
 Leadership Development ☐ Management & Safety ☐

### Offices Held in KEHA and Number of Years in Each Office:

| Offices Held:                                      | Local Club                             | County   | Area              | State |
|--|--|--|-------------------|-------|
| President  | 10                                     | 4  |                   |       |
| Vice President                                     | 4                                      | 6  |                   |       |
| Secretary  |  |  |                   |       |
| Treasurer  |  |  |                   |       |
| <b>Educational Chairman</b><br><i>Please List:</i> | 4H chairman<br>Cultural Arts<br>(alot) | 4H chairman (20)<br>Cultural Arts<br>(6)   | Cultural Arts (4) |       |
| <b>Committee Chairman</b><br><i>Please List:</i>   |  | ANNUAL Mtg<br>International<br>as county<br>president<br>served more<br>committees |                   |       |

**Personal Sketch of Nominee: (Optional)**

Gender (circle one) (optional) M ☒ F

Age Range (optional) 15-19 ( ) 20-24 ( ) 25-34 ( ) 35-39 ( ) 40-44 ( ) 45-64 ( ) 65+ ☒

Hobbies: reading, crafting, gardening

**Other:** Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

County 4H council - served as vice president and president (18 years)

President of VFW Auxiliary

Youth group director at church

Member of Ladies group of church

Violet Bacher

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

*Violet is a genuine leader. She has been involved with Cooperative Extension Service for more than 30 years. She has served on the 4H Council for many years and even President for at least 20 years. Violet is a cheerleader plus a doer. She has been the AC at the summer camp for many years. Violet has done wonders for the Homemakers program as well. She recruits, she plans, promotes and volunteers for everything! Plus still works full time and is involved with her church.*

SIGNED: Donna Trupner FCS agent  
County President or Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

*Violet would make an excellent 4H Youth Development Chairman for KENNA! - Donna Trupner*

## STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

**Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.**

NAME OF NOMINEE ELAINE STEVENS

ADDRESS OF NOMINEE 5541 US HIGHWAY 60 W

PADUCAH KY 42001

COUNTY MCCRACKEN

Phone (270) 210-4013 Email mesteven@comcast.net

(Check One) Environment, Housing, Energy ☐ Cultural Arts & Heritage ☐  
 Family & Individual Development ☐ Food, Nutrition & Health ☐  
 4-H Youth Development ☒ International ☐  
 Leadership Development ☐ Management & Safety ☐

### Offices Held in KEHA and Number of Years in Each Office:

| Offices Held:   | Local Club                                      | County  | Area                              | State |
|---|---|---|-----------------------------------|-------|
| President   | 4   | 6   |                                   |       |
| Vice President  | 2   |   | 1                                 |       |
| Secretary   | 4   |   |                                   |       |
| Treasurer   |   |   |                                   |       |
| <b>Educational<br/>Chairman<br/><i>Please List:</i></b> | 4-H - 8 years<br><br>Leadership Dev. - 10 years | Leadership Dev. - 6 years<br><br>International - 3 years  |                                   |       |
| <b>Committee<br/>Chairman<br/><i>Please List:</i></b>   |   | Nominating - 3 years<br>Audit - 3 years<br>Bylaws - 6 years<br>Bazaar - 3 years<br>Fair - 2 years<br>Budget - 6 years<br>Annual Day - 4 years | Bylaws - 1 year<br>Audit - 1 year |       |

**Personal Sketch of Nominee: (Optional)**

Gender (circle one) (optional)      M   F

Age Range (optional)    15-19 ( ) 20-24 ( ) 25-34 ( ) 35-39 ( ) 40-44 ( ) 45-64 (x) 65+ ( )

Hobbies: Needlework, Crochet, Knitting, Quilting, Sewing,  
Reading, Teaching, Learning new things

**Other:** Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

Girl Scouts of Kentuckiana Board of Directors, multiple awards  
earned for volunteerism; Church Council; Church Bereavement  
and food committee; Boy Scouts of America leader receiving  
multiple awards; McCracken County Extension Service 4-H  
Hiring Review Committee; CEC Council secretary; 4-H Council  
Secretary; County Fair Committee Chair for CCT Division

Elaine Stevers

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Elaine is a valued volunteer at the Cooperative Extension  
Service. She has had many leadership roles in both  
program areas of Family Consumer Sciences and 4H.  
She leads a weekly 4H sewing club as well as being  
an active member on the 4H Council. Elaine's leadership  
has been proven over and over in homemakers as sewing  
as the county president and area vice president.

SIGNED:

Denise Moly

County President or Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.



## STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

**Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.**

NAME OF NOMINEE Cathy Kunkel- Mains

ADDRESS OF NOMINEE 13127 Madison Pike

Morning View, Kentucky 41063

COUNTY KENTON

Phone 859-512-9882 Email cakuma50@gmail.com

(Check One) Environment, Housing, Energy ☐ Cultural Arts & Heritage ☐  
 Family & Individual Development ☐ Food, Nutrition & Health ☐  
 4-H Youth Development ☒ International ☐  
 Leadership Development ☐ Management & Safety ☐

### Offices Held in KEHA and Number of Years in Each Office:

| Offices Held:                                      | Local Club  | County  | Area   | State   |
|--|---|---|--|---|
| President  | 8   | 1   | 0  | 0   |
| Vice President                                     | 4   | 2   | 0  | 0   |
| Secretary  | 1   | 1   | 0  | 0   |
| Treasurer  | 3   | 0   | 0  | 0   |
| <b>Educational Chairman</b><br><i>Please List:</i> | President - 8 yrs<br>V. Pres. 4 yrs<br>International Chair 11 years<br>4-H Chair<br>County CEC - 18 yrs | 4-H Chair 4 years<br>International Chair<br>County CEC - 18 yrs                 | 4-H Chair - Co. V. Pres. 8 yrs<br>International Chair<br>County CEC            | International Chair Kentucky 3 yrs; REA to INDIA<br>President ACVW 3 years<br>County CEC - ADVISORY |
| <b>Committee Chairman</b><br><i>Please List:</i>   | Water for All ch. 10 years<br>Plant A Tree chair 3 yrs<br>4-H Communication Day 10 yrs                  | Water for All ch. 8 years<br>Plant A Tree 3 yrs<br>4-H Communication Day 10 yrs | Water for All ch. 8 yrs<br>Plant A tree 3 yrs<br>4-H Communication Day 5 years | Water for All 8 yrs<br>- NVON<br>Plant a tree 3 yrs<br>4-H Communication Judge 4 years              |

Kenton Co District Extension Board - V. Pres 6 yrs  
 Cooperative  
 Kenton County Protective Committee - Representing Homemakers & 4-H - 7 years

Appendix 6  
 July 2015

**Personal Sketch of Nominee: (Optional)**

Gender (circle one) (optional) M ☒ F

Age Range (optional) 15-19 ( ) 20-24 ( ) 25-34 ( ) 35-39 ( ) 40-44 ( ) 45-64 ( ) 65+ (☒)

Hobbies:

Antiquing, Crafts, jewelry making, TRAVEL & Volunteering in local community.

TRAVELS AS IFYE to India, 6 months Cultural/Education program  
**Other:** Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

Ky. 4-H Foundation Donor  
N. Ky. Homeless Assn. V. Pres. Board + Volunteer at shelter 8 yrs \$ contributor  
Outstanding Woman of N. Ky for work with Teen Moms / N. Ky Chamber of Commerce Leadership Program / Kenton Co. Homemaker Local - 18 yrs  
County, 18 Area 2 Ky. International Chair local/state/county/area  
Kenton County Homemaker; 50+ yrs; All offices / yrs 3 yrs 9 yrs  
Femme Nouveau! Homemaker 11 years Pres. Vice President, County Liaison  
Kenton County Fair (1967-Present) Chair of OPEN Bldg. Arrange Education Programs  
wrote Grant for New Building. 4-H & OPEN class judge other counties, Food, Champion-Ky Program; Judge at Events & Demonstration; 4-H Judge in Vegetable Communication Days, Food & Miss. categories, 4-H Mentor to family and 20+ 4-Hers one on one, \$ donations to support 4-H Livestock youth. Rec'd. Baudies 4-H Family Award.  
V. Pres. National IFYE Alumni  
Chair-2019 IFYE USA Conference  
To Kentucky - Aug. 7-11, 2019  
Cathy Kunkel-Maine  
To be signed by the Nominee  
District Extension Board V.P.  
6 years N. Ky  
ON Kentucky 4-H Advisory Committee for

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Cathy has been a continual and Committed Homemaker and Champion for 4-H & Our Kenton Co. Homemakers working together in our County, Area, State. She is passionate and committed to 4-H & Homemakers. Her passion and desire to help 4-H children is well recognized at the local County, State & Area. She represents the N. Ky Area on the Kentucky State 4-H Advisory Group  
SIGNED: Kathy R. Byrnes,  
County President or Agent Kenton Co. FCS Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.



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## **POSITION DESCRIPTION:**

### ***KEHA State Secretary***

#### **QUALIFICATIONS:**

Any nominee for the KEHA state secretary must be a member of KEHA and must have served or be serving as a county or area secretary of the Extension homemaker association. Must have written, verbal and organizational skills.

#### **TERM OF OFFICE:**

An elected state secretary shall serve for a term of three years, or until a successor is elected or appointed. No elected officer shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

#### **GENERAL PURPOSE:**

- Serve as an aide to the president
- Provide accurate written minutes of all state KEHA meetings
- Provide a safe repository for official KEHA records

#### **SPECIFIC RESPONSIBILITIES:**

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings taking minutes and preparing them for distribution
- Handle correspondence as requested by the State President and/or the State Board of Directors
- Make minutes and records of meetings available to board members within 60 days of the close of the meeting
- Oversee the updating and publishing of the KEHA Manual
- Keep on file the names of all committee members, the purpose of the committee and reports of the committee
- Work with state advisor to preserve archiving of minutes, annual reports, financial reports and any other historical data
- Prepare voting delegate packets for the state annual meeting
- Serve as committee chairperson of the Archive Committee
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

**MENTOR:** KEHA President and University of Kentucky KEHA Advisor

**NOTE:** A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.



## **POSITION DESCRIPTION:**

### ***KEHA 4-H Youth Development Chairman***

#### **QUALIFICATIONS:**

Any nominee for the KEHA state 4-H Youth Development chairman must be a member of KEHA and must have served or be serving as an officer or educational program chairman of the county or area Extension homemaker association.

#### **TERM OF OFFICE:**

An elected state educational chairman shall serve for a term of three years, or until a successor is elected or appointed. No elected chairman shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

#### **GENERAL PURPOSE:**

Facilitate 4-H youth development projects for the Kentucky Extension Homemakers Association.

#### **SPECIFIC RESPONSIBILITIES:**

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings
- Work with the KEHA 1st Vice President, UK 4-H Youth Development Advisor and respective educational program committee to develop and implement the KEHA 4-H youth development program of work
- Compile annual 4-H youth development reports to KEHA
- Work with personnel from the Kentucky Cooperative Extension Service to develop and deliver educational programs related to 4-H youth development issues
- Implement special projects that the KEHA Board of Directors recommends to meet identified needs
- Develop and implement, with approval from the KEHA Board of Directors, contests and awards related to the 4-H youth development program of work
- Provide a written summary of 4-H youth development reports at each fall KEHA Board of Directors meeting and an oral report regarding the program of work and contests at each spring KEHA Board of Directors meeting
- Maintain close communication with the area 4-H youth development chairmen in each of KEHA's 14 areas
- Provide a link between KEHA and Cooperative Extension Service 4-H youth development program and attend Kentucky 4-H Council meetings and events
- Encourage KEHA members to serve as 4-H volunteers and become involved in youth activities
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

**MENTOR:** KEHA President and University of Kentucky KEHA Advisor

**NOTE:** A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.



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## **POSITION DESCRIPTION:**

### ***KEHA Management and Safety Chairman***

#### **QUALIFICATIONS:**

Any nominee for the KEHA state management and safety chairman must be a member of KEHA and must have served or be serving as an officer or educational program chairman of the county or area Extension homemaker association.

#### **TERM OF OFFICE:**

An elected state educational chairman shall serve for a term of three years, or until a successor is elected or appointed. No elected chairman shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

#### **GENERAL PURPOSE:**

Facilitate management and safety projects for the Kentucky Extension Homemakers Association.

#### **SPECIFIC RESPONSIBILITIES:**

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings
- Work with the 1st Vice President, UK Advisor for Management and Safety, and respective educational program committee to develop and implement the KEHA management and safety program of work
- Compile annual management and safety reports to KEHA
- Work with personnel from the Kentucky Cooperative Extension Service to develop and deliver educational programs related to management and safety issues
- Implement special projects that the KEHA Board of Directors recommends to meet identified needs
- Develop and implement, with approval from the KEHA Board of Directors, contests and awards related to the management and safety program of work
- Provide a written summary of management and safety reports at each fall KEHA Board of Directors meeting and an oral report regarding the program of work and contests at each spring KEHA Board of Directors meeting
- Maintain close communication with the area management and safety chairmen in each of KEHA's 14 areas
- Promote Family Development Management Program and Family Resource Management
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

**MENTOR:** KEHA President and University of Kentucky KEHA Advisor

**NOTE:** A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.

## KEHA 2019 OFFICER BALLOT

NOMINATIONS OPEN FOR:

SECRETARY

TO VOTE PLEASE CIRCLE ONE NAME FOR EACH OFFICER OR CHAIRMAN POSITION

# KEHA 2019 OFFICER BALLOT

## MANAGEMENT AND SAFETY CHAIRMAN

TO VOTE PLEASE CIRCLE ONE NAME FOR EACH OFFICER OR CHAIRMAN POSITION

# KEHA Leadership Academy Proposal

The KEHA Board has approved a proposal to establish a program to train, mentor and guide the KEHA membership to support the mission of volunteerism and leadership now and into the future. Designed by a committee consisting of KEHA Board members, the academy includes a curriculum of appropriate topics, a format for training and a delivery environment to optimize the experience for the participants. This proposal is presented to the KEHA voting delegates for consideration for approval at the business meeting to be held May 15, 2019.

## Proposed Time Line

May 2019 - Proposal presented to Voting Delegates for approval at the Business Meeting at the KEHA State Meeting

May-October 2019 - Promote Program and Recruit Applicants

October 1, 2019 - First Class Application Deadline

November 1, 2019 - First Class Selection Announcement, waiting list created

December 1, 2019 - Commitment Letter and Training Fee (\$50) Deadline

December 15, 2019 - Waiting List Applicants notified (as needed)

March 2020 - First Academy Training Conference

## Candidate Selection

Interested KEHA members will submit a Leadership Academy Application to her/his area KEHA president by October 1, 2019. The area officer team (minus any members applying for the academy) will review all nominations, score using the provided rubric and determine selections for the area by November 1, 2019. Names of two candidates and one alternate per area will be considered to attend. Candidate and alternate names will be forwarded to the designated state contact. These candidates will then receive a letter from the Academy Team requiring a \$50.00 fee payment and a signed commitment form to be returned by December 1, 2019. Applicants on the waitlist will be informed of their status by January 1, 2020. Six weeks before the academy training, a pre-conference packet will be sent to the candidate, with work to be completed before the training.



### Curriculum Topics

The Leadership Academy curriculum will focus on the following topics:

- KEHA History
- Understanding Personality and Generational Differences
- Leadership Characteristics
- The Basics of Teamwork
- Communication Skills
- Parliamentary Procedure
- Diversity and Cultural Competency
- Organizational Assessment

Curriculum materials will primarily be from the Kentucky Extension Leadership Development curriculum and a new curriculum in development focused on “soft skills”. Trainers will primarily be University of Kentucky Extension specialists and state staff, with potential to include one or two contracted leadership educators. Member of the Leadership Academy Team will provide activity support during the conference and serve as mentors to participants.

### Conference Time Table

The training is tentatively slated to begin midday on a Wednesday and end midday on Friday. The target location is a Kentucky State Park. The agenda will require a two-night stay for participants and instructors/team leaders, along with meals and refreshments. Exact dates have not yet been set, but the training will be scheduled in March 2020.

### Conference Costs

Conference costs will include double-occupancy rooms, meals and meeting space. A budget has been developed based upon a survey of pricing from three Kentucky state parks (Rough River State Park, Dale Hollow State Park, Blue Licks Battlefield State Park), as well as the Lake Cumberland 4-H Educational Center. The total cost will also include teaching materials expenses, a curriculum notebook for participants, pre-conference work, and supplies for exercises and activities. The \$50.00 participant fee will be utilized to offset a small portion of the cost. A tentative budget is outlined below.

| Item of Expense  | Cost Per Person (if applicable) | Projected Total Cost   |
|--|---------------------------------|------------------------|
| Curriculum Binder  | \$50                            | \$1,500                |
| Training Speaker Fees and Speaker Gifts                        |                                 | \$1,000                |
| Lodging (2 nights with double occupancy; 35 total room nights) |                                 | \$3,500                |
| Meals (Lunch 3 days, breakfast 2 days, dinner 2 days, breaks)  | \$130                           | \$4,550                |
| Facility Rental  |                                 | \$600                  |
| Miscellaneous Training Supplies                                |                                 | \$350                  |
| <b><i>Projected Total Cost</i></b>                             |                                 | <b><i>\$11,500</i></b> |
|  |                                 |                        |
| <b>Academy Income</b>  |                                 |                        |
| Participant Fee  | \$50                            | \$1,500                |
|  |                                 |                        |
| <b><i>Net Expense to Fund</i></b>                              |                                 | <b><i>\$10,000</i></b> |

### Participant Payback

Within 30 days of attending the Leadership Academy training, participants will develop a plan to provide the 40 hours of “payback” and submit the plan to the Leadership Academy Committee. The plan should list activities to be completed and the schedule of completion. A template will be provided. The following list represents activities acceptable for the plan that demonstrate advancement in leadership within the organization.

- Teach leadership development sessions and workshops at the club, county, area or state levels.
- Advance your leadership position within KEHA (i.e. if you have only served as a club officer but fill a county officer role following training; if you have only served as a county officer but fill an area officer role following training; etc.).
- Chair a committee or lead membership recruitment and retention efforts in your county.
- Coordinate the observance of KEHA Week in your county.
- Establish and mentor a new club in your county.
- Establish or enhance officer training in your county or area.
- Teach a learning session at the KEHA State Meeting.

- Promote KEHA membership through media in your county or area (newspaper, radio, television).
- Work with your local Extension agent or office to establish or enhance a county social media presence.
- Serve on the county Family and Consumer Sciences Extension Advisory Council, County Extension Council and/or County Extension District Board.

Twelve months after the Leadership Academy training, each participant will submit a report of payback hours to the Leadership Advisory Committee. A reporting form will be provided.

### Expected Outcomes

The goal of the Leadership Academy is to strengthen leadership skills for emerging leaders within the Kentucky Extension Homemakers Association. By offering an opportunity for members to enhance and build leadership skills, the committee anticipates increasing the pool of leaders available to hold county, area and state level elected and appointed positions within KEHA. In addition, trained participants will have increased knowledge and ability to market the organization to potential new members, provide leadership to Extension councils and boards, represent KEHA with partner organizations, and serve as leaders within their home counties and communities.

### Funding Request for Voting Delegate Consideration

The KEHA Board has approved a \$10,000 funding request for consideration by the voting delegates. KEHA Standing Rules require any unbudgeted expenditure in excess of \$4,000 be approved by the voting delegates. If approved, the \$10,000 allocation will support offering the Leadership Academy as a pilot during the 2019-2020 KEHA year.

As noted in the 2017-2018 year-end financial statement, KEHA ended the fiscal year with a profit of \$19,612.63. Of this total, only \$4,000 was included in the current fiscal year budget. Under authority provided by the standing rules, the board has allocated \$1,000 for 4-H support and \$1,500 for marketing. Therefore, \$13,112.63 of the 2017-2018 profit is unallocated at this time and available to fund this \$10,000 request.