

## 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 the KEHA State Business Meeting. (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 if not postmarked by 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 roll call committee chairman (see Appendix page 32) 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 will 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

### AGENDA

May 7, 2025, at 10 a.m.

Lexington, KY

Inspiration	Lois Pressgrove, Lincoln Trail Area President
Pledge to the Flag	Wanda Atha, Secretary
Call to Order	Brenda Hammons, KEHA President
Roll Call Committee Report	Vicky Greenwell, Wilderness Trail Area President
Adoption of Rules of Convention	Susan Hansford, KEHA Parliamentarian
2024 Minutes	Wanda Atha, KEHA Secretary
Treasurer's Report	Patsy Kinman, KEHA Treasurer
Audit Committee Report	Mechele Arnold, Chairperson
Nominating Committee Report	Wanda Atha, Chairperson
Election of Officers and Chairpersons	Brenda Hammons, KEHA President
Bylaws Committee Report	Sandra Lusk, Chairperson
Leadership Academy Proposal	Cyndy Humble, Chairperson
2025-2026 Proposed Budget	Patsy Kinman, KEHA Treasurer
President's Report	Brenda Hammons, KEHA President
Other Business	
Announcements	
Adjourn	



## **2025 President's Report**

First of all, I want to take this opportunity to thank those who have made these last three years very special. Our wonderful State Advisor, Kelly May, made my job look easy and made me look very efficient. She is so knowledgeable, kind and understanding and easy to work with. I can attest that she can solve any problem no matter how big it is. Kelly's past experience with journalism sure helped my spelling and grammar.

Kentucky is so fortunate to have 30 plus, great state board members to carry out our state plan of work and provide the leadership and knowledge to do those jobs. Our clubs would not be successful without them. I hope more of you will step up and take on these leadership roles.

I also want to acknowledge and thank the University of Kentucky for the guidance, support, leadership and the wonderful mentorship we receive from their staff. Our local County agents work tirelessly with local leaders planning lessons, programs and events for our club members. We had lessons on cultural diversity; mental health and wellbeing; self-care and survival training; radon, carbon monoxide and solar energy safety; healthy eating; physical activity; working with 4-H; international eating and living; ACWW, CWC and NVON programs; bees and beekeeping; blessing boxes; emergency card information; fraud and scams; leadership and officer trainings and many more. We, as members, should take advantage of this free information and share it whenever possible.

Kentucky had 11 members attend the NVON conference in North Carolina last July. We made lots of friends, shared information, and toured Ashville and the Biltmore. All 11 states that are members of NVON do things differently. We learn from each other and share ideas and programs that have been successful. It was a wonderful experience. This July, the NVON conference will be held in Springfield, Illinois, and the ACWW Triennial Conference will be in Canada in 2026. If interested in attending either of these conferences, more information can be found on their website.

Lastly, I want to thank the members for your loyalty to your clubs, counties and areas. Your interest and love of extension homemakers is evident in the work you do. We increased our state membership again this year to 11,353. We have clubs of all types from school age to senior citizens and I am so proud of you. We had 677 cultural arts entries at our last state meeting. Beautiful work from across the state was displayed. It was wonderful to see all those blue ribbons. Your fund raisers and projects allowed us to donate over \$47,000 to



the Ovarian Cancer research and screening program. This has been our state project for several years now. We have now passed the \$1.67 million amount collected since we began this program. The University allows Kentucky homemakers to be screened for ovarian cancer free of charge.

Reading through the reports of the 14 Area Presidents and the 8 Educational chairs, I was amazed at the hundreds of projects, sales, raffles, teas, luncheons, suppers, and veteran programs you participated in. You volunteered at hospitals, schools, churches, homeless shelters, food pantries, 4-H events, nursing homes, and senior citizen centers and even had quarter auctions. You gave unselfish donations of time, money, food, clothing, personal items, baby needs, travel needs, help with the flood victims and needed supplies in eastern Kentucky, and many more actions I have not named. As members you stand out and make us great.

Last year, we had over 450 homemakers who attended the State annual meeting in Bowling Green. Our theme “Blazing the Way with KEHA” was a big hit. One of our speakers was from the Corvette plant in Bowling Green and did a wonderful presentation. The state choir of 27 members from 19 different counties gave a wonderful performance under the direction of Wendy Hood from the Fort Harrod Area. It was wonderful to see all the homemakers receive their awards for all their hard work. Our auction yielded almost \$2,000, which helped fund the work with 4-H. The handmade 225 quilt squares displayed and auctioned brought in over \$1,800, which was designated to help offset the cost to host the State Meeting. The 15 theme baskets that were raffled generated \$3,300, which was added to the amounts collected from our counties to benefit the Ovarian Cancer Research and Screening Program at the University of Kentucky.

As we close out the 2025 year with our state annual meeting at the Hyatt Regency in Lexington, Ky., in May, be mindful of our theme “Discover KEHA – a Hidden Treasure” and share it with everyone you know.

Please know that I value all the friends I’ve made and have enjoyed all the miles traveled. We have a beautiful state, wonderful active homemakers, and there is no other place I’d rather be.

Sincerely,

Brenda Hammons, President of KEHA

2024 KEHA Business Meeting  
May 8, 2024  
Sloan Convention Center and Holiday Inn, Bowling Green, KY

Inspiration, "Unraveling," was read by Julie Hook, 2<sup>nd</sup> vice president.

Pledge of Allegiance to the flag was led by Wanda Atha, secretary.

Meeting called to order at 10:04 a.m. by Brenda Hammons, president.

Roll call committee report by Mechele Arnold, committee chair. There are 101 voting delegates registered, representing 96 counties.

Susan Hansford, parliamentarian, presented the rules of convention. Motion made by Tammy Alford to adopt the rules of the convention. Thelma Mills seconded. Motion carried.

The 2023 business meeting minutes had no corrections or additions. They were approved as presented.

Patsy Kinman, treasurer, presented the 2024-2025 budget. Motion to accept the 2024-20245 proposed budget as presented by Patsy Kinman was made by Dottie Crouch. Seconded by Denise Boebinger. Motion Carried. The budget will be filed for audit.

Dottie Crouch, chair of audit committee, said the audit committee met in March 2024, and all financial records were in order.

Wendy Hood, nominating committee chair, presented the names of all candidates whose credentials were received for each office as follows:

**President – Elect**

Henrietta Sheffel

**2<sup>nd</sup> Vice President**

Martha Colley

**Cultural Arts and Heritage Chairperson**

Tammy Penix

Cindy Moore

**Family and Individual Development Chairperson**

Amelia Godfrey

**International Chairperson**

Tammy Alford

Each candidate shared a summary on why they are running for the respective office.

Voting delegates were asked to complete their board election ballots. The ballots were collected by the tellers.

Barbara Seiter, bylaws committee chair, stated there are no changes to be presented on the bylaws.

Ann Porter, site selection committee chair, provided the following:

2025 KEHA state meeting to be held at the Hyatt Regency in Lexington

2026 KEHA state meeting to be held at the Hyatt Regency in Lexington.

Motion made by Ann Porter, 1<sup>st</sup> vice president, we accept the site selection committee report to hold the 2025 and 2026 state meetings at the Hyatt Regency in Lexington, KY. Motion approved.

The 2025 proposed state meeting budget was presented by Patsy Kinman, treasurer. Motion we approve the 2025 state meeting budget made by Henrietta Sheffel. Motion carried.

Brenda Hammons, president, reviewed her president's report. She shared this year we provided a check of over \$47,000.00 to ovarian cancer research at the University of Kentucky. To date, KEHA has donated over \$2 million to Ovarian Cancer. She will be presenting these number at the National Volunteer Outreach Network (NVON) conference in July.

Brenda Hammons, president, reviewed the membership report. A copy is in each voting delegate packet.

Tellers' report by Mechele Arnold, committee chair. The candidates elected for the following offices are:

**President Elect**

Henrietta Sheffel

**2<sup>nd</sup> Vice President**

Martha Colley

**Cultural Arts and Heritage**

Cindy Moore

**Family and Individual Development**

Amelia Godfrey

**International**

Tammy Alford

These officers will be installed at the awards luncheon May 9, 2024.

Meeting adjourned at 10:34 a.m.

Respectfully submitted,

Wanda Atha, Secretary

5/14/2024



***Bylaws Changes Recommended  
By the KEHA State Board***

1

1. Under Article 1-Object, #3: Replace the college name with "Kentucky Cooperative Extension."

**BYLAWS**

**ARTICLE I - OBJECT**

The object of the Kentucky Extension Homemakers Association, Inc. shall be:

1. To unite the Area and County Homemakers Associations of the state;
2. To create an awareness of needs of families in the home, community, state, nation and world;
3. To promote an educational program by making maximum use of the total resources of ~~the Kentucky Cooperative Extension Service of the University of Kentucky College of Agriculture, Food and Environment~~ to meet the needs of the family, home, community and state;

2



2. Add "volunteer service" to the introductory statement and insert a new #5 under Article 1 - Object stating "To promote volunteer service in communities;"

### **Kentucky Extension Homemakers Association, Inc.**

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization that works to improve the quality of life for families and communities through leadership development, volunteer service, and education in cooperation with the Kentucky Cooperative Extension Service.

## **BYLAWS**

### **ARTICLE I - OBJECT**

5. To promote volunteer service in communities; and
- ~~56.~~ To conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes.

3

3. In Article III, Section 1. B.: Replace the phrase "First Vice-President; a Second Vice-President" with the phrase "a Vice-President or a First Vice-President and Second Vice-President;"

#### **Section 1. Officers**

- a. The officers of the KEHA shall be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary and a Treasurer.
- b. The officers of the Area Association may be a President~~;~~, a President-elect (when applicable)~~;~~, a Vice President or a First Vice-President; ~~a and~~ Second Vice-President; ~~and~~ a Secretary~~;~~ and a Treasurer~~;~~ or a Secretary-Treasurer.
- c. The officers of the County Associations shall be those stipulated by the County Bylaws.

4

4. In Article III, Section 4. C. 1. and 2.: Replace the text for both with a single number 1. as follows: "A nominee for President/President-elect, First Vice President, and Second Vice President must be a member of KEHA and have served as either a County or Area Extension Homemaker Association President and on the KEHA Board of Directors."

c. The qualifications for nominees for state officers and elected chairmen shall be as follows:

(1) A nominee for ~~President/President-elect or~~ President, First Vice President, and Second Vice President must be a member of KEHA, ~~and~~ have served as either a County or Area 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 either a County or Area Extension Homemakers Association President and on the KEHA Board of Directors.~~

5

5. In Article III, Section 5. C. 1. and 2.: Replace the text for both with a single number 1. as follows: "A nominee for Area President, President-elect (when applicable), and Vice-President or First Vice-President and Second Vice-President must be a member of KEHA and have served previously as a County Elected Officer."

c. The qualifications for nominees for an Area office are:

~~(1)~~ A nominee for Area President, President-elect (when applicable), and Vice President or and First

Vice-President and Second Vice-President must be a member of KEHA and have served previously as a

County Elected Officer.

~~(2) A nominee for Area Second Vice-President must be a member of KEHA, and have served previously as a County Elected Officer.~~

6

6. In Article III, Section 6. D. 9.: add "or delegate/appoint a qualified individual."

d. The duties of the Second Vice-President shall be:

- (9) To oversee publishing of KEHA newsletter or delegate/appoint a qualified individual;

7

7. In Article III, Section 7.

A. add "Area" before President.

A.4. change "County Annual Meeting" to "meeting or event" and add "if possible" at the end.

Section 7. Duties of Area Officers.

- a. The duties of the Area President shall be:
- (1) To represent the Area on the KEHA Board of Directors;
  - (2) To provide an oral report (along with a written copy of the report for each board member) of the Area activities at the KEHA Fall Board of Directors' meeting;
  - (3) To provide a written report to the area council members pertaining to information received at the KEHA spring and fall board meetings and the KEHA Annual State Meeting;
  - (4) To attend at least one County Annual Meeting meeting or event in each county of the area during the term of office; if expenses to be paid by host county if possible;

8

8. In Article III, Section 7.

A.9. NEW text: "To maintain a copy of the area bylaws and ensure they match the requirements in the state bylaws, to ensure each county maintains a copy of the county bylaws."

~~(8)~~ To serve when assigned to a special project by the State President.

~~(8)~~(9) To maintain a copy of the area bylaws and ensure they match the requirements in the state bylaws; to ensure each county maintains a copy of the county bylaws.

9

9. Throughout the Bylaws section and all of the Manual, replace references of chairman/chairmen with chairperson/chairpeople.

Example: **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, eight elected Educational Program ~~Chairmen~~Chairpeople, and one elected Marketing and Publicity ~~Chairman~~Chairperson, 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.

10

## ***BYLAWS***

---

- \* After these changes are approved and completed, a new revision date will be added to the end of the Bylaws.

11



---

***Leadership Academy 2026***  
***Approved by the KEHA State Board***

---

12

## ***LEADERSHIP ACADEMY 2026***

---

- \* The State Board approved a 3<sup>rd</sup> Leadership Academy.
- \* It will be March 4-6, 2026, at Blue Licks Battlefield State Park in Carlisle, KY.
- \* Money from the basket raffle at the 2025 State Meeting will help offset the Academy costs.
- \* KEHA will designate 2026 carryover funds to pay for the Academy.
- \* The Leadership Academy may require up to \$10,000 in funding, which requires Voting Delegate approval.

KEHA Approved Budget  
Fiscal Year 2023-2024

<b>Projected Income</b>	<b>2023-2024 Budget</b>	<b>Actual 12/31/24</b>	<b>Difference</b>
Dues (11,000 members @ \$5.00)	\$ 55,000.00	\$ 56,320.00	\$ 1,320.00
Merchandise	\$ 2,500.00	\$ 854.23	\$ (1,645.77)
Interest	\$ 60.00	\$ 7.64	\$ (52.36)
Carry Forward From Fiscal Year Ending June 30, 2022	\$ 6,350.00	\$ 678.50	\$ (5,671.50)
<b>TOTAL EXPECTED INCOME</b>	<b>\$ 63,910.00</b>	<b>\$ 57,860.37</b>	<b>\$ (6,049.63)</b>
<b>Projected Expenses</b>			
Dues (CWC/ACWW 215, NVON 100, Non-Profit Network?)	\$ 500.00	\$ 275.00	\$ (225.00)
Program of Work (8 Chairmen @ \$200 each)	\$ 1,600.00	\$ 840.00	\$ (760.00)
Memorial Fund	\$ 50.00	\$ -	\$ (50.00)
New Board Member Orientation (Transition Meeting)	\$ 1,250.00	\$ 1,169.93	\$ (80.07)
<b>Executive Committee Expenses</b>			
President	\$ 3,000.00	\$ 324.12	\$ (2,675.88)
President Elect	\$ -	\$ -	\$ -
1st Vice President	\$ 1,000.00	\$ 324.12	\$ (675.88)
2nd Vice President	\$ 250.00	\$ 74.66	\$ (175.34)
Secretary	\$ 150.00	\$ 54.40	\$ (95.60)
Treasurer	\$ 750.00	\$ 710.04	\$ (39.96)
Parliamentarian	\$ 60.00	\$ -	\$ (60.00)
<b>Board Travel to Area Meetings</b>	<b>\$ 2,000.00</b>	<b>\$ 1,798.00</b>	<b>\$ (202.00)</b>
<b>Board Expenses</b>			
Fall Board	\$ 7,200.00	\$ 6,929.31	\$ (270.69)
Spring Board	\$ 8,500.00	\$ 3,698.81	\$ (4,801.19)
State Meeting	\$ 4,500.00	\$ 3,250.89	\$ (1,249.11)
NVON	\$ 1,000.00	\$ 1,095.75	\$ 95.75
<b>Archives</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ (50.00)</b>
<b>Insurance &amp; Taxes</b>			
General Liability	\$ 1,600.00	\$ 600.00	\$ (1,000.00)
Treasurers Bond	\$ 1,100.00	\$ 110.00	\$ (990.00)
CPA	\$ 2,000.00	\$ 1,515.00	\$ (485.00)
Corporation Fee	\$ 50.00	\$ -	\$ (50.00)
Sales Tax	\$ 150.00	\$ 33.25	\$ (116.75)
Legal Fees	\$ 250.00	\$ -	\$ (250.00)
<b>Public Relations</b>			
KEHA merchandise	\$ 2,000.00	\$ 2,764.50	\$ 764.50
Membership Awards	\$ 600.00	\$ 2,100.00	\$ 1,500.00
Manual	\$ 500.00	\$ -	\$ (500.00)
Newsletter	\$ 8,500.00	\$ 7,810.29	\$ (689.71)
Area Meetings (14 @ \$600.00)	\$ 8,400.00	\$ 7,200.00	\$ (1,200.00)
Marketing Toolkit	\$ 500.00	\$ -	\$ (500.00)
<b>Outside Organizations</b>			
4-H Senior Conference Awards	\$ 1,000.00	\$ -	\$ (1,000.00)
Master Farm Judging	\$ 300.00	\$ -	\$ (300.00)
Area Master Clothing Volunteer	\$ 2,800.00	\$ 2,400.00	\$ (400.00)
KEAFCS	\$ 300.00	\$ 300.00	\$ -
Special Funds	\$ -	\$ (6,091.21)	\$ (6,091.21)
KEHA Development Grants	\$ 2,000.00	\$ 2,000.00	\$ -
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 63,910.00</b>	<b>\$ 41,286.86</b>	<b>\$ (22,623.14)</b>
<b><u>General Fund Profit/Loss</u></b>		<b>\$ 16,573.51</b>	
<b><u>State Meeting Profit/Loss</u></b>		<b>\$6,253.71</b>	
<b><u>OVERALL PROFIT/LOSS</u></b>		<b>\$22,827.22</b>	

## FINAL BUDGET REPORT - 2024 KEHA STATE MEETING

	Budget	Actual	Difference
<b>INCOME</b>			
Registration Fees (\$140 full or \$120 partial; figuring 350 at \$130 AVG)			
Opening Meal 250 @ \$40			
Closing Lunch 225 @ \$30	\$ 45,500.00	\$ 56,940.00	\$ 56,940.00
Shirts @ \$18 (x80 shirts)	\$ 1,440.00	\$ 3,109.00	\$ 1,669.00
Hands-On Expenses	\$ 500.00	\$ 1,837.00	\$ 1,337.00
Learning Session Fees	\$ 1,000.00	\$ 3,135.00	\$ 2,135.00
Trade Show (vendors)	\$ 900.00	\$ 1,945.00	\$ 1,045.00
Quilt Square Auction Income	\$ 2,000.00	\$ 3,133.00	\$ 1,133.00
Master Farm Homemaker Lunch 25 @ \$35	\$ 875.00	\$ 890.00	\$ 15.00
<b>TOTAL INCOME</b>	<b>\$ 52,215.00</b>	<b>\$ 70,989.00</b>	<b>\$ 18,774.00</b>
<b>EXPENSES - VENUE</b>			
Opening Meal	\$ 8,500.00		\$ (8,500.00)
Master Farm Homemaker Lunch	\$ 900.00		\$ (900.00)
Closing Lunch	\$ 7,100.00		\$ (7,100.00)
Master Bill Rooms (Board)	\$ 6,200.00		\$ (6,200.00)
Meeting Room Rental	\$ 10,000.00		\$ (10,000.00)
Table Rental (Cultural Arts; Trade Show)	\$ 1,740.00		\$ (1,740.00)
Audio/Visual Equipment	\$ 7,500.00		\$ (7,500.00)
<b>TOTAL - VENUE</b>	<b>\$ 41,940.00</b>	<b>\$ 44,663.33</b>	<b>\$ 2,723.33</b>
<b>EXPENSES - OTHER</b>			
Speakers	\$ 1,000.00	\$ -	\$ (1,000.00)
Decorations	\$ 1,200.00	\$ 979.70	\$ (220.30)
Printing/Programs	\$ 250.00	\$ 503.50	\$ 253.50
Registration Packets	\$ 625.00	\$ 395.32	\$ (229.68)
Voting Delegate Packets	\$ -	\$ 110.83	\$ 110.83
Awards	\$ 500.00	\$ 860.00	\$ 360.00
Shirts	\$ 1,200.00	\$ 2,863.00	\$ 1,663.00
Guests	\$ 500.00	\$ 1,197.20	\$ 697.20
Tote Bags (\$5 per bag at 450 bags)	\$ 2,550.00	\$ 3,193.00	\$ 643.00
Gifts (Presenters)	\$ 450.00	\$ -	\$ (450.00)
Door Prizes	\$ -	\$ 95.37	\$ 95.37
Hands-On Expenses	\$ 500.00	\$ 1,837.00	\$ 1,337.00
Learning Session Fees	\$ 1,000.00	\$ 3,135.00	\$ 2,135.00
Cultural Arts Judges and Ribbons	\$ 400.00	\$ 671.04	\$ 271.04
Postage (vendor solicitations and confirmations)	\$ 100.00	\$ -	\$ (100.00)
Event Insurance	\$ -	\$ 600.00	\$ 600.00
Registration Refunds	\$ -	\$ 3,631.00	\$ 3,631.00
<b>TOTAL - OTHER</b>	<b>\$ 10,275.00</b>	<b>\$ 20,071.96</b>	<b>\$ 9,796.96</b>
<b>TOTAL EXPENSES</b>	<b>\$ 52,215.00</b>	<b>\$ 64,735.29</b>	<b>\$ 12,520.29</b>
		\$ 6,253.71	



## FY 26 Budget Proposed

<b>Projected Income</b>	<b>2024-2025 Budget</b>	<b>2025-2026 Budget Proposed</b>	
Dues (11,200 members @ \$5.00)	\$ 55,000.00	\$ 56,000.00	
Merchandise	\$ 2,500.00	\$ 2,000.00	
Interest	\$ 60.00	\$ 100.00	
Carry Forward From Fiscal Year Ending June 30, 2024	\$ 6,350.00	\$ 6,350.00	
<b>TOTAL EXPECTED INCOME</b>	<b>\$ 63,910.00</b>	<b>\$ 64,450.00</b>	
<b>Projected Expenses</b>			
Dues (CWC/ACWW 215, NVON 100, Non-Profit Network?)	\$ 500.00	\$ 500.00	
Program of Work (8 Chairmen @ \$200 each)	\$ 1,600.00	\$ 1,600.00	
Memorial Fund	\$ 50.00	\$ 50.00	
New Board Member Orientation (Transition Meeting)	\$ 1,250.00	\$ 1,250.00	
<b>Executive Committee Expenses</b>			
President	\$ 3,000.00	\$ 3,000.00	
President Elect	\$ 500.00	\$ -	
1st Vice President	\$ 1,000.00	\$ 1,000.00	
2nd Vice President	\$ 250.00	\$ 250.00	
Secretary	\$ 150.00	\$ 200.00	
Treasurer	\$ 900.00	\$ 1,100.00	
Parliamentarian	\$ 60.00	\$ 60.00	
Board Travel to Area Meetings (14 meetings)	\$ 2,250.00	\$ 2,250.00	
<b>Board Expenses</b>			
Fall Board	\$ 7,500.00	\$ 7,700.00	
Spring Board	\$ 8,800.00	\$ 9,000.00	
State Meeting	\$ 4,800.00	\$ 5,200.00	
NVON (registration fee)	\$ 1,000.00	\$ 1,000.00	
Outgoing board member gifts (committee suggests \$50 per perso	\$ 800.00	\$ 800.00	
Archives	\$ 50.00	\$ 50.00	
<b>Insurance &amp; Taxes</b>			
General Liability	\$ 1,600.00	\$ 2,200.00	
Treasurers Bond	\$ 500.00	\$ 500.00	
CPA	\$ 2,000.00	\$ 2,200.00	
Corporation Fee	\$ 50.00	\$ 50.00	
Sales Tax	\$ 150.00	\$ 150.00	
Gaming Tax	\$ 100.00	\$ 90.00	
Legal Fees	\$ 250.00	\$ 250.00	
<b>Public Relations</b>			
KEHA merchandise	\$ 2,000.00	\$ 1,500.00	
Membership Awards (golden key etc.)	\$ 600.00	\$ 600.00	
Newsletter	\$ 8,500.00	\$ 8,800.00	
Area Meetings (14 @ \$600.00)	\$ 8,400.00	\$ 8,400.00	
Marketing Expenses (Marketing & Publicity Chair)	\$ 200.00	\$ 200.00	
<b>Outside Organizations</b>			
Master Clothing Volunteer Support	\$ 2,800.00	\$ 2,500.00	
KEAFCS	\$ 300.00	\$ 500.00	
4-H Awards Contribution	\$ -	\$ -	
Master Farm Judging \$300	\$ -	\$ -	
KEHA Development Grants	\$ 2,000.00	\$ 1,500.00	
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 63,910.00</b>	<b>\$ 64,450.00</b>	

## PROPOSED BUDGET - 2026 KEHA STATE MEETING

		2025	2026 Proposed
<b>INCOME</b>			
	Registration Fees (for 2026: \$170 full or \$150 partial; figuring 400 at \$160 AVG)		
	Opening Meal 250 @ \$50		
	Closing Lunch 225 @ \$40	\$ 56,000.00	\$ 64,000.00
	Shirts @ \$20 (x80 shirts)	\$ 1,600.00	\$ 1,600.00
	Hands-On Expenses	\$ 500.00	\$ 500.00
	Learning Session Fees	\$ 1,000.00	\$ 1,000.00
	Trade Show (vendors)	\$ 900.00	\$ 900.00
	Quilt Square Auction Income	\$ 2,500.00	\$ 2,500.00
	Master Farm Homemaker Lunch 25 @ \$40	\$ 875.00	\$ 1,000.00
<b>TOTAL INCOME</b>		<b>\$ 63,375.00</b>	<b>\$ 71,500.00</b>

<b>EXPENSES</b>			
	Meeting Room Rental	\$ 15,000.00	\$ 18,000.00
	Food & Beverage (opening and closing lunches)	\$ 20,450.00	\$ 25,000.00
	Master Farm Homemaker Lunch	\$ 875.00	\$ 1,000.00
	Table Rental (Cultural Arts; Raffle/Auction/Showcase)	\$ 2,000.00	\$ 2,000.00
	Quilt Squares - poster board rental	\$ 300.00	\$ 700.00
	Audio/Visual Equipment	\$ 7,500.00	\$ 7,750.00
	Speakers (honorarium)	\$ 1,000.00	\$ 500.00
	Decorations (opening \$400, general \$200, awards \$400)	\$ 1,000.00	\$ 1,000.00
	Printing (program)	\$ 1,000.00	\$ 1,000.00
	Registration Gift (Tote Bags) (\$5.60 per item at 450 items)	\$ 2,550.00	\$ 2,550.00
	Registration Packets (Name Tags, Session Information)	\$ 700.00	\$ 700.00
	Awards (gift cards and certificates instead of plaques)	\$ 500.00	\$ 500.00
	Shirts	\$ 1,200.00	\$ 1,200.00
	Guests (1 meal for 10 guests)	\$ 500.00	\$ 500.00
	Gifts (session speaker gifts)	\$ 600.00	\$ 600.00
	Hands-On Expenses	\$ 500.00	\$ 500.00
	Learning Session Fees	\$ 1,000.00	\$ 1,000.00
	Cultural Arts Judges and Ribbons	\$ 400.00	\$ 400.00
	Master Bill Rooms	\$ 6,200.00	\$ 6,500.00
	Vendor expenses (ie: Postage, solicitations, confirmations)	\$ 100.00	\$ 100.00

<b>TOTAL EXPENSES</b>	<b>\$ 63,375.00</b>	<b>\$ 71,500.00</b>
-----------------------	---------------------	---------------------

2024 Membership Report

County	2024 Members	2023 Members	Gain/Loss
Adair	123	122	1
Allen	79	70	9
Anderson	62	59	3
Ballard	61	100	-39
Barren	129	127	2
Bath	57	70	-13
Bell	87	94	-7
Boone	253	248	5
Bourbon	260	275	-15
Boyd	82	91	-9
Boyle	100	95	5
Bracken	60	55	5
Breathitt	47	63	-16
Breckinridge	92	118	-26
Bullitt	98	84	14
Butler	66	54	12
Caldwell	69	62	7
Calloway	113	103	10
Campbell	80	78	2
Carlisle	111	138	-27
Carroll	57	80	-23
Carter	226	200	26
Casey	0	0	0
Christian	116	137	-21
Clark	230	217	13
Clay	53	38	15
Clinton	35	45	-10
Crittenden	46	42	4
Cumberland	54	57	-3
Daviess	54	57	-3

2024 Membership Report

Edmondson	42	31	11
Elliott	0	0	0
Estill	46	46	0
Fayette	277	315	-38
Fleming	110	87	23
Floyd	60	55	5
Franklin	191	174	17
Fulton	45	52	-7
Gallatin	128	115	13
Garrard	61	58	3
Grant	191	202	-11
Graves	70	66	4
Grayson	69	57	12
Green	70	73	-3
Greenup	121	134	-13
Hancock	38	37	1
Hardin	336	299	37
Harlan	76	75	1
Harrison	239	220	19
Hart	79	83	-4
Henderson	70	70	0
Henry	73	87	-14
Hickman	43	43	0
Hopkins	98	105	-7
Jackson	14	19	-5
Jefferson	38	47	-9
Jessamine	97	6	91
Johnson	102	94	8
Kenton	109	126	-17
Knott	120	100	20
Knox	51	51	0
LaRue	45	41	4

2024 Membership Report

Laurel	116	170	-54
Lawrence	32	25	7
Lee	55	48	7
Leslie	69	64	5
Letcher	120	113	7
Lewis	50	50	0
Lincoln	154	121	33
Livingston	28	38	-10
Logan	56	60	-4
Lyon	82	74	8
Madison	300	320	-20
Magoffin	70	93	-23
Marion	11	14	-3
Marshall	79	85	-6
Martin	40	68	-28
Mason	263	257	6
McCracken	191	102	89
McCreary	24	11	13
McLean	42	38	4
Meade	167	163	4
Menefee	29	29	0
Mercer	69	54	15
Metcalf	51	51	0
Monroe	91	86	5
Montgomery	86	92	-6
Morgan	47	39	8
Muhlenberg	116	130	-14
Nelson	126	118	8
Nicholas	104	105	-1
Ohio	85	84	1
Oldham	77	84	-7
Owen	121	125	-4

2024 Membership Report

Owsley	32	21	11
Pendleton	114	91	23
Perry	45	40	5
Pike	58	64	-6
Powell	52	48	4
Pulaski	246	196	50
Robertson	12	20	-8
Rockcastle	56	55	1
Rowan	35	28	7
Russell	75	95	-20
Scott	222	231	-9
Shelby	301	264	37
Simpson	59	64	-5
Spencer	111	103	8
Taylor	278	328	-50
Todd	65	64	1
Trigg	81	57	24
Trimble	37	39	-2
Union	35	38	-3
Warren	82	90	-8
Washington	19	26	-7
Wayne	217	201	16
Webster	11	18	-7
Whitley	93	84	9
Wolfe	0	32	-32
Woodford	57	51	6
<b>TOTALS</b>	<b>11353</b>	<b>11300</b>	<b>53</b>



## **2025 KEHA Board Election Ballot**

### **Secretary**

☐ Barbara Seiter, Boone County

### **4-H & Youth Development Chairperson**

☐ Peggy Tracy, Bourbon County

### **Management & Safety Chairperson**

---

---

## STATE OFFICER NOMINATION FORM

**Please do not include information not requested on this form. All information should be typed or legibly printed.** (Qualifications are listed in Bylaws Article III, Sec 4. Position descriptions for each state officer position are available at [www.keha.org](http://www.keha.org) in the State Board section.)

Send to: Wanda Atha, KEHA Secretary, 475 Highway 151, Frankfort, KY 40601

**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 Barbara Seiter

ADDRESS OF NOMINEE [REDACTED]

Florence Ky 41042

COUNTY Boone

Phone [REDACTED] Email [REDACTED]

Nomination for: President ( )  
(check one) President-Elect ( )  
1<sup>st</sup> Vice-President for Program ( )  
2<sup>nd</sup> Vice-President for  
Member Resources ( )  
Secretary (✓)  
Treasurer ( )

### Offices Held in KEHA – List years served in each office at each level:

Offices Held:	Local Club	County	Area	State
President	20	10	3	
Vice President	8	4		
Secretary	8	4	6	
Treasurer				

Committee Chairmen (list):

Cultural Arts - 6yrs. State 15yrs AREA 20yrs. County  
Bylaws Committee 6yrs.



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

Hobbies: I love crafting in general. I paint, bead,  
Diamond ART, Decorating and reading

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

I have served on the Fair Board, President and Secretary  
of CEC numerous times, 4H Committee, I received an  
award from the Homebuilders Auxillary for <sup>having</sup> decorated a  
model home at the last minute for a Home Show.

*By signing this form, I verify I'm an active member of KEHA and my dues are current.*

Barbara Seiter  
(To be signed by the Nominee)

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

Barbara Seiter has served as secretary for a number of Extension-  
related entities. She is always well prepared for meetings,  
provides meeting minutes in a timely manner, and maintains  
records as required. She has served on the KEHA board in  
the past and would be an asset as secretary. I recommend  
her for the position.

Candidate for KEHA State Treasurer must also submit Appendix 10 – Bonding Form.

SIGNED: Diane Masou, County Extension  
County President or Agent  
Agent for Family & Consumer Sciences  
Appendix 9  
June 2023

### STATE CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. All information should be typed or legibly printed. Additional pages should not be attached or submitted. (Qualifications listed in Bylaws Article III Section 4. Position descriptions for each state chairman position are available at [www.keha.org](http://www.keha.org) in the State Board section.)

Send to: Wanda Atha, KEHA Secretary, 475 Highway 151, Frankfort, KY 40601

**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: Peggy Tracy

ADDRESS OF NOMINEE: [REDACTED] Paris, KY 40361

COUNTY: Bourbon

Phone: [REDACTED]

Email: [REDACTED]

Educational Chairmen: (Check One)

Environment, Housing, Energy \_\_\_\_\_

Cultural Arts & Heritage \_\_\_\_\_

Family & Individual Development \_\_\_\_\_

Food, Nutrition & Health \_\_\_\_\_

4-H Youth Development X

International \_\_\_\_\_

Leadership Development \_\_\_\_\_

Marketing and Publicity Chairman \_\_\_\_\_

Management & Safety \_\_\_\_\_

### Offices Held in KEHA – List years served in each office at each level:

Offices Held:	Local Club	County	Area	State
President	2019-2021			
Vice President			2019-2023	
Secretary				
Treasurer				
<b>Educational Chairman</b> <i>Please List:</i>	<b>2014- Present</b> 4 H Youth Development <b>2014-2024</b> Food, Nutrition, and Health	<b>2010-2016</b> 4 H Youth Development <b>2016-2024</b> Food, Nutrition, and Health <b>2024-Present</b> Management and Safety	<b>2012-2016</b> 4 H Youth Development <b>2016- 2019</b> Food, Nutrition, and Health <b>2023-2024</b> Management and Safety	<b>2022-2025</b> Management & Safety

## Personal Sketch of Nominee: (Optional)

Hobbies: I enjoy my family and friends, playing board and card games and easy crafts. I enjoy being a Homemaker, serving my community as a volunteer. 4-H is a passion of mine and my favorite extension projects.

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

I serve on the 4-H Board of Bourbon County. I have attended the 4-H Volunteer Forum for the past 6 years. I attended the 4-H training for Speech demonstrations in Jessamine County in 2023. I have worked on the Bourbon County Speech contest and have been Room Host to Judge. I have taught cooking classics to 4-H youth and worked or taught crafts for 4-H. I am presently a member of the Bourbon County Homemaker Board. I am on the Bourbon County Farmers Market Board. I am a member of the Bourbon County Fair Board, representing our Homemaker Organization. I am presently the secretary of the Clintonville Cemetery Board. I continue to serve on each of these Boards and have for the past 6+ years. I make a great effort to teach members to count their volunteer hours and how to correctly complete the volunteer service forms. I have had 500 plus volunteer hours myself. I encourage our local county members to be involved in 4-H.

By signing this form, I verify I'm an active member of KEHA and my dues are current.

  
To be signed by the Nominee

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

Peggy is a worker. When she believes in a project and understands its value she willingly tackles tasks that others may choose to not partake. She finds joy in being a Homemaker, embracing sense of community and connection that her membership brings. Her role as a 4-H leader is especially meaningful to her, as it allows her to inspire and support others while fostering a spirit of teamwork and growth.

SIGNED:   
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.



## **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 1st Vice President and respective educational program committee to develop and implement the KEHA 4-H youth development program of work
- Work with the 1st Vice President to 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 an oral report at each fall KEHA Board of Directors meeting and a written report 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.



## **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 and respective educational program committee to develop and implement the KEHA management and safety program of work
- Work with the 1st Vice President to 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 an oral report at each fall KEHA Board of Directors meeting and a written report 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.

## MOTION FORM

Please write the motion exactly as you want it presented.

I move that:

---

---

---

---

---

Signed: \_\_\_\_\_

Title (if any): \_\_\_\_\_

**PLEASE SEND THIS COMPLETED FORM TO THE CHAIR:**

**THANK YOU**