

Council of Administrators of Family and Consumer Sciences
BUSINESS MEETING
Friday, 17 February 2006
Peabody Hotel, Memphis, TN

1. The meeting was called to order at 1:45 p.m. by CAFCS President, Mary Pritchard.
2. President Pritchard appointed Billie Collier to serve as Parliamentarian of the meeting and Diane Richardson and Jane Dennis to serve as readers for the minutes of the Business meeting.
3. President Pritchard reviewed the agenda and it was approved as printed.
4. Greetings were brought to the assembly of members of CAFCS from other organizations:
 - 1890's Institutions were represented by Valerie Colyard
 - BoHS was represented by Gladys Shelton
 - AAFCS was represented by Dixie Crase (check sp), incoming President of AAFCS
 - HEU was represented by Amelia Brown
 - FCSEA was represented by Jan Bowers
 - Kappa Omicron Nu was represented by Dorothy Mitstifer
 - Phi Upsilon Omicron was represented by Ginny Felstehausen
5. The minutes from the February 18, 2005 Business Meeting were approved as printed.
6. The treasurer's report was presented by BJ Friedman in writing.
7. **STANDING COMMITTEE REPORTS**
 - 7.1 **NOMINATING COMMITTEE:** A written report was submitted prior to the meeting by Frances Shipley. The following officers were elected:
 - President-Elect: Janet Pope
 - Vice-President-Elect: Richard Glotzer
 - Nominating Committee: Gladys Hildbreth, Allen MartinPresident Pritchard asked all those interested in running for office for next year to let her know.
 - 7.2 **BYLAWS AND HANDBOOK:** Richard Glotzer reviewed proposed changes to the by-laws. The changes will be formally presented to the Executive Board of CAFCS at the June 2006 meeting. If these changes are approved, then they will be submitted for a vote by the membership at the next CAFCS Business Meeting in 2007.
 - 7.3 **BUDGET:** BJ Friedman presented a written proposed budget. She noted that \$5200 had been added for the Emerging Administrators Workshop and that \$5000 was added for Financial Reserves Requests.
 - 7.4 **MEMBERSHIP:** Diane Richardson reported that there were 87 paid members, with eight new members. She announced that there were 240 people in the database, which included members and lifetime members. She asked any people who had either changed positions or retired to stand. None stood.
 - 7.5 **ANNUAL MEETING 2006:** Janet Pope thanked Lisa LeBleu for her work in chairing the Local Arrangements Committee. She announced that 60 people had registered for the meeting and 58 had attended. Of the 60, 12 were first time attendees. Janet requested that members complete the program evaluation forms.

- 7.6 ANNUAL MEETING 2007: Julie Johnson announced that CAFCS would be meeting jointly with the Board of Human Sciences in 2007. She noted that a conference call would be held on February 27, 2006 to decide on the dates and theme for the meeting. This date would be sent to members through the list serve and posted on the CAFCS Web site. Julie reported that Kay Wilder had volunteered to chair the Local Arrangements Committee in 2008 to host the meeting in San Diego.
- 7.7 STRATEGIC PLANNING: Billie Collier reported that committee members (Billie Collier, Mary Pritchard, Shirley Reagan, and Frances Shipley) met by teleconference. They reviewed the former Strategic Plan and made specific recommendations for the coming year. They agreed that CAFCS should focus on leadership development in the field and mentoring new administrative members. A written report of the teleconference was submitted.
- 7.8 PROGRAM OF WORK 2006-2007: Billie Collier presented a written Program of Work for the coming year. She corrected resources needed for various action steps. Under Action Step 2 under Long Range Goal 1, \$2000 was added to support the Annual Meeting. Under Action Step 1.c. under Long Range Goal 3, \$1000 was added to sponsor scholarships for the registration fee for emerging administrators. After discussion, the Program of Work as corrected was approved by the members.
- 7.9 COMMUNICATIONS: Dorothy Mitstifer reported that there was an online newsletter on the CAFCS Web site at www.cafcs.org. She suggested that members give her news to post on the newsletter.
- 7.10 ARCHIVES: Kitty Coffey requested that members send her materials for the CAFCS archives. It was noted that CAFCS would be celebrating the 50th Anniversary in 2010.
- 7.11 CAFCS representative to FAEIS, Dennis Savaiano sent a written report.

8. UNFINISHED BUSINESS

- 8.1 RECOMMENDATIONS FOR INVESTMENT OF CAFCS DISCRETIONARY FUNDS FOR THE FUTURE. BJ Friedman submitted a written report from the Task Force (BJ Friedman, Jane Dennis, Erskine Smith, Virginia Richards, and Duane Whitbeck) which outlined recommendations for using discretionary funds of CAFCS. This Task Force was appointed at the 2005 Business Meeting of CAFCS. It was recommended that three years of operating expenses (\$35,000) be maintained in the reserve fund and that other funds be used to promote leadership development of administrators in FCS units and for projects that promoted the goals of FCS units. Guidelines and procedures were presented. BJ moved that the recommendations of the Task Force be approved. After discussion, the motion passed.
- 8.2 PATHWAYS TO LEADERSHIP ADMINISTRATIVE CONFERENCE: Virginia Clark Johnson presented an overview of the conference and noted that a brochure had been placed in the registration packet of this meeting. The meeting will be held in Nashville, TN July 31 to August 4, 2006. She announced that a new component had been added for ongoing mentoring after the conference. Scholarships would be available from CAFCS and the BoHS. Virginia asked that members should encourage emerging administrators to attend. The deadline for registration had been extended to May 30.
- 8.3 TASK FORCE FOR PROGRAM ADVANCEMENT: President Pritchard reported on the work of this Task Force and suggested that members review the CAFCS Web site for the link to the work of this group. She asked Duane Whitbeck to report on his success in working with the Library of Congress to change the name of home economics to family and consumer sciences. He reported that prior to this conference

there were five hits on the Library of Congress Web site for family and consumer sciences. To date, there are now 10,000 hits on the site. President Pritchard thanked Duane for his work on behalf of the profession. She added that if members found places where home economics was used instead of family and consumer sciences to let Duane know.

9. NEW BUSINESS

9.1 ADOPTION OF STRATEGIC PLAN FOR 2006-2007. Billie Collier moved the adoption of the Strategic Plan as presented. The motion passed.

9.2 ADOPTION OF 2006-2007 PROGRAM OF WORK: Billie Collier moved the adoption of the Program of Work as presented. A discussion followed. Members questioned line items in the budget and asked if the work of the association was fully supported. The motion to approve the Program of Work passed.

9.3 ADOPTION OF 2006-2007 BUDGET: BJ Friedman moved that the proposed budget for 2006-2007 be approved. It was suggested that the discretionary funds be moved to a separate section to clarify the source of income to the expenses. BJ accepted this friendly amendment. The motion as amended passed.

9.4 OTHER: President Pritchard appointed an Ad hoc Committee to work on the 50th Anniversary Celebration of CAFCS in 2010. She asked for volunteers from the membership. Jane Dennis, Shirley Hymon-Parker, and Kitty Coffey agreed to serve on this committee.

9.5 OTHER: The local arrangements committee suggested that the membership give input on the type of hotel that should be used for future meetings. Should we continue selecting upscale hotels that tended to give better rates on meeting space or should we look for less expensive spaces? A discussion followed where it was noted that less expensive hotels may not have meeting space. Others stated that they would rather pay more for rooms to have a nice place to meet with peers. The majority agreed that CAFCS should continue using upscale hotels for annual meetings.

10. INSTALLATION OF THE NEW PRESIDENT FOR CAFCS: After thanking officers for their service to the association, President Pritchard installed Billie Collier as President for 2006-2007. Billie Collier thanked Mary Pritchard for her leadership and service to the Association and presented her with a gift.

11. ADJOURNMENT: President Billie Collier adjourned the meeting at 3:20 p.m.

Deborah Tippett, Secretary CAFCS