

# Secretary / Treasurer Report



## Secretary's Report

Membership records for NACTA are maintained in a Microsoft Excel file. This provides the least expensive and the most flexible recordkeeping system. The records include addresses, email addresses, year paid, membership type, and region. Records can be sorted and presented in a variety of ways and most NACTA members can be sent an email. Members continue to receive a unique membership number.

Email is used extensively to maintain contact with members, to answer inquiries and to renew memberships. This use of email results in a substantial savings in postage and time spent preparing large mailings. A NACTA E-Newsletter is sent out almost monthly to update members. This also helps keep email addresses current.

Individuals and institutions can renew their membership with a check or with a credit card. Credit card payments can be mailed or faxed. Members continue to take advantage of the 3-year payment option.

Membership notifications go out through email to individuals in the fall. If dues are not paid by the end of February of the next year, their name is taken off the mailing list. Members receive at least two personal reminders concerning their dues payment. Reminders also go out through the NACTA E-Newsletters. If a member does not have email, a reminder letter is mailed.

NACTA memberships paid (or ongoing) in 2009 consisted of the following:

Category	Number
Institutional Active	482
Active	84
Life	126
Graduate Students	48
Emeritus	16
Complimentary	10
Institution	110
Library	69
<b>Total</b>	<b>945</b>

A number of universities/colleges promote NACTA memberships and pay for a one year membership for several individuals. Some institutions pay for 3-year memberships to NACTA. In addition, some schools' departments pay for their NACTA memberships yearly. Those that have participated this past year are: University of Kentucky; Pennsylvania State University; Virginia Tech, Purdue University;

University of Florida; University of Nebraska; University of Illinois; Delaware Valley College, Doylestown, PA; Crowder College, Neosho, MO; Abilene Christian University, TX and Oklahoma State University. For the record, if you know of some that have been missed, please inform the Secretary.

Membership numbers are slightly higher but this is due somewhat to the SERD memberships we gained at the 2008 conference. There were 168 new Institutional Active members of NACTA from June 2008 to May 2009. Of that number, 36 were from SERD. There were 57 new Active members of which 52 were from SERD. Also, there were 24 new graduate students. Approximately 160 did not renew for 2009 - many of them long time members of NACTA.

We maintain a database of past members' email addresses; occasionally they receive an e-newsletter to see if their intent may have changed to renew their memberships. The NACTA Secretary appreciates the involvement of the Membership director and the regional directors to encourage Institutional memberships and reminders for general memberships.

We have seven Canadian members; six Canadian Institutions and five Canadian libraries. We have two foreign members, and five foreign libraries.

Every new member receives a letter welcoming them into NACTA and their name is passed to the Regional Director and the Membership Director. Regional directors have been supplied with lists of members in their regions twice a year and when they request. Every renewing member receives an email thanking them for their renewal and encouraging them to become active in the organization.

All member institutions received notification by email of their ability to present the Teaching Award of Merit Certificates and other advantages of Institutional membership. This year 39 Teaching Awards of Merit and 12 Graduate Student Awards of Merit were presented. The number of faculty certificates was about the same as last year but fewer graduate students this year. How can we make the Institutions more aware of this award? This information is available on the NACTA website. There were several current NACTA members that received this award.

Several institutions were very late or did not renew for 2009. Northeastern Junior College, Sterling CO; Middle Tennessee State University, Murfreesboro, TN; University Laval, St-Foy, Quebec; Kemptville College, University of Guelph, Canada did not renew. These schools have been members of NACTA for several years. Kwantlen Polytechnic University, Surrey, British Columbia, Canada is a new institution. There have been several dean changes which makes obtaining institutional mem-

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berships interesting. If you are aware of these changes, please let the secretary know so the billing will go to the correct person. The Regional Directors were very helpful in obtaining some of these institutional membership renewals. We had two schools that renewed because they were interested in obtaining the Teaching Award of Merit.

There were only two NACTA Judging Contest schools that needed to pay their institutional membership this year. Working with Derek Dick helped that process.

About 20 percent of the NACTA membership participated in the electronic voting for officers. Every vote does count because one of the positions - two candidates - had an extremely close race. The outcome changed with each vote - daily.

*Action Item:* Encouraging new memberships and retaining memberships is an ongoing theme.

Submitted by:  
Marilyn Parker  
Secretary  
June 2009

### Treasurer's Report - June 2009

Above is a profit and loss statement created by QuickBooks. The accounting firm of Mayes & Waters, in Rupert, Idaho, provided help in verifying the records. A detailed Profit & Loss statement is available for any NACTA member.

The membership dues are the major factor in keeping NACTA financially viable. In order to totally support the annual teaching awards, the current membership would need to double. The increase in dues, as of June 2007, has moved the profit and loss statement into the black. We strive to do as many transactions and communications electronically to keep costs down. Additionally, as the membership accepts electronic publications with FastPress, this should improve the profit and loss statement over the next few years due to reduced printing and postage costs. As we increase use of and maintain the website, those costs may increase.

Submitted by:  
Marilyn B Parker  
NACTA Secretary/Treasurer

## North American Colleges & Teachers of Agriculture

### Statement of Receipts, Disbursements and Members Equity For the Fiscal Year Ended 5-31-09

#### Receipts

Membership Dues	62,730.00
Royalties Income	39.62
Foundation - Awards	5,800.00
Book Sales	950.10
Manuscript Page Charge	150.00
Position Announcement	300.00
Miscellaneous Income	424.00

#### Total Receipts

**\$70,393.72**

#### Disbursements

Awards	5,800.00
CAST Membership Dues	700.00
Conference Expense	2,162.81
Credit Card Fees	1,324.30
Honorariums	19,400.00
Insurance	150.00
Journal Miscellaneous Expense	1,326.25
Journal Printing	16,964.21
Membership Refunds	125.00
Miscellaneous Expense	517.29
Promotional	1,057.65
Postage	1,807.80
Professional Fees	1,319.00
Fall Meeting	381.88
Secretarial	159.00
Supplies	99.78
Travel	1,908.68
Web Site Expense	6,451.50

#### Total Disbursements

**\$61,655.15**

Excess Receipts over Disbursements 8,738.57

Beginning Balance 6-1-08 33,493.76

#### Ending Balance 5-31-09

**\$42,232.33**

*See Accompanying Notes and Accountants' Review Report*

*Mayes and Waters, PA - Certified Public Accountants*