

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. Regional directors are supplied with lists of members in their regions twice a year or when requested.

A NACTA E-Newsletter is sent out several times during the year to update members and to keep email addresses current.

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 for membership renewal. Reminders also go out through the NACTA E-Newsletters. Payment can be taken by credit card or check. Credit card payments can be mailed or faxed. Members continue to take advantage of the three-year payment option. Every renewing member receives an email thanking them for their renewal. The NACTA Secretary appreciates the involvement of the Membership director and the Regional directors to encourage renewals for general memberships.

Every new member receives a letter welcoming them into NACTA and their name is passed to the Regional Director and the Membership Director.

There are approximately 850 members of NACTA – which includes individuals, institutions, and libraries. There were 150 new Institutional Active/Active members for 2011. (This number includes 71 Institutional Active/Active members from the 2011 University of Alberta Conference of which only 7 renewed for 2012). There were 24 new graduate students and one new Life membership. Approximately 180 did not renew for 2011 – many of them long time members. Membership numbers are calculated after June conference and before fall renewals.

A number of universities/colleges promote NACTA memberships and pay for either a one or three-year membership for individuals. In addition, some schools' departments pay for some faculty

NACTA memberships on a yearly basis. Those that have participated this past year are: Pennsylvania State University; Virginia Tech, Purdue University; University of Florida; University of Nebraska; University of Illinois; Sam Houston State University, Huntsville, TX, Crowder College, Neosho, MO, North Carolina State University and Kansas State University. For the record, if you know of some that have been missed, please inform the Secretary.

Several institutions were/are very late, are still in the process of renewing or did not renew for 2012. If you are aware of Dean/leadership changes, the secretary would appreciate the updated information. Regional Directors were very helpful in obtaining some of the institutional membership renewals. We have two new schools due to the NACTA Judging contest – Butler Community College, El Dorado, Kansas and Ivy Tech Community College, Terre Haute, IN. There were several colleges that participated in the Judging contest but did not pay their Institutional membership. How can we make sure this requirement is carried out?

We have 16 Canadian members plus 11 from the 2011 conference; five Canadian Institutions and three Canadian libraries. We have two foreign members, and three foreign libraries.

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 37 Teaching Awards of Merit and 15 Graduate Student Awards of Merit were presented. This is a few more than last year. **How can we make them more aware of this award?** This information is available on the NACTA website. There were several current NACTA members that received this award.

Online voting was much more successful this year.

Action Item: Encouraging new memberships and retaining memberships is an ongoing theme. Why did 180 members not renew for 2012?

Treasurer's Report

Below 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 in June 2007 put NACTA in the black in 2008-2009. One-time costs associated with the new NACTA website and the first annual hardcopy of the Journal put NACTA in the red for the 2009-2010 year. Website costs were down for 2010-2011

The \$8000 from Oklahoma State University donated to NACTA in October 2010 from hosting the NACTA 2009 conference, was placed into the NACTA

UW Platteville Foundation account in September 2011. Additional money was spent on secretarial work to scan all historical, individual memberships and institution records.

To keep NACTA in the black, it is critical that current membership's levels be maintained or preferably increased. Also, we need to determine a way to make sure the school/colleges that participate in the NACTA Judging contest pay their Institutional membership fees. There were seven participating institutions that did not pay which amounted to \$900.

The ending bank statement for the checking account ending in May 2012 is \$48,390.

Submitted by:
Marilyn B Parker
NACTA Secretary/Treasurer
June 2012

North American Colleges & Teachers of Agriculture	
Statement of Receipts, Disbursements and Members Equity	
For the Fiscal Year Ended 5-31-12	
Receipts	
Membership Dues	\$ 58,148
Royalties Income	613
Foundation - Awards	4,000
Position Announcement	400
Conference Income	923
Miscellaneous Income	<u>492</u>
Total Receipts	64,576
Disbursements	
Award	4,600
Conference Expense	2,903
Credit Card Fee	1,573
Honorariums	22,568
Insurance	150
Journal Miscellaneous Expense	3,045
Journal Printing	8,926
Miscellaneous Expense	1,456
Membership Refund	75
Postage	668
Professional Fees	1,250
Fall Meeting	382
Secretarial	3,099
Supplies	724
Travel	3,607
Web Site Expense	4,600
Contribution Foundation	<u>8,000</u>
Total Disbursements	<u>67,626</u>
Excess Disbursements over Receipts	(3,050)
Beginning Balance 6-1-11	<u>51,440</u>
Ending Balance 5-31-12	<u>\$ 48,390</u>