

# Secretary's Report

June 2013



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 using the administrative side of NACTA allows for more flexibility.

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. Payment can be taken by credit card on the NACTA membership website with PayPal, or mailing, faxing or calling the NACTA Secretary. Checks can also be taken. We also now have the ability to bill and receive payments through Quickbooks (Intuit). Members continue to take advantage of the 3-year payment option. Every renewing member receives an email thanking them for their renewal. Every new member receives a letter welcoming them into NACTA and their name is passed on to the Regional Director and Membership Director. The NACTA Secretary appreciates the involvement of the Membership director and the Regional directors to encourage renewals for general memberships.

There are approximately 780 members of NACTA – paid for 2013 - which includes individuals, institutions, and libraries. This includes 57 graduate students, five new Life members, and 58 new members from the University of Wisconsin-River Falls conference. In total, we have about 200 new members this year but approximately 200 did not renew for 2013 - many of them long time NACTA members.

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: Texas A&M University, Commerce, Pennsylvania State University; Redlands Community

College, OK, University of Illinois, Virginia Tech, Purdue University; University of Florida; University of Nebraska; Sam Houston State University, Huntsville, TX. For the record, if you are aware of some that have been missed, please inform the Secretary.

We have three new Institutions – North Carolina A&T University, University of Alaska, Southeast and York Technical Institute, York PA. There were several smaller institutions that did not renew for 2013. We have not been able to obtain renewals for Oregon State University, Arizona State University and Eastern Kentucky University. If you are aware of Dean/ leadership changes, the secretary would appreciate the updated information.

We have three new schools due to the NACTA Judging contest – Garden City Community College, KS, Houston Community College, TX and Oklahoma Panhandle State University, Goodwell. There were fewer colleges that did not pay their Institutional memberships this year in connection with the Judging Conference. Derek Dick has been very good to follow through with reminding these schools about payments to NACTA.

We have six Canadian members, six Canadian Institutions and two 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 50 Teaching Awards of Merit and 13 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.

We need to encourage more Online voting of NACTA officer positions.

Action Item: Encouraging new memberships and retaining memberships is an ongoing theme. Why did 200 members not renew for 2013?

Submitted by:  
Marilyn Parker  
Secretary  
June 2013

# Treasurer's Report

**Marilyn Parker**  
**June 2013**



Below is a profit and loss statement created by QuickBooks. The accounting firm of Anderson, Arritt, Robins & Waters, in Burley, Idaho, conducted a compilation of the financial records of NACTA to verify 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.

Increases were in Conference income from the silent book auction, royalties and manuscript page charges.

Additional monies have been spent for secretarial help for Journal, conference preparation, website up keep and accountant help. Scanning of all historical records and memberships continues.

Registration for the pre-conference event brought in about \$3225 but the costs will be \$3600 - \$1600 for Dr Lincoln's expenses plus her honorarium of \$2000.

To keep NACTA in the black, it is critical that current membership's levels be maintained or preferably increased.

The bank statement for the checking account ending in May 2013 is \$52,022.

Submitted by Marilyn B Parker  
NACTA Secretary/Treasurer  
June 2013

North American Colleges & Teachers of Agriculture  
Statement of Receipts, Disbursements and Members' Equity  
For the year ended May 31, 2013

<b>Receipts</b>	
Membership dues	\$ 62,396
Royalties income	354
Foundation awards	4,000
Position announcement	550
Conference income	1,979
Miscellaneous income	<u>1,475</u>
Total Receipts	70,754
<b>Disbursements</b>	
Award	4,600
Conference expense	4,711
Credit card fee	1,437
Honorariums	24,134
Insurance	150
Journal miscellaneous expense	2,340
Journal printing	7,769
Miscellaneous expense	1,006
Membership refund	525
Postage	1,409
Professional fees	2,972
Fall meeting	662
Secretarial	4,015
Supplies	878
Travel	3,869
Website expense	<u>6,645</u>
Total Disbursements	<u>67,122</u>
Excess receipts over disbursements	3,632
Beginning balance 6-1-12	<u>48,390</u>
Ending balance 5-31-13	\$ <u><u>52,022</u></u>