

# 2014 NACTA Annual Conference



Montana State University hosted the 2014 NACTA Conference in Bozeman, June 25 – 28, where 300 people attended posters sessions, oral presentations, workshops, the business meeting and the awards banquet. The conference theme was: "Learning Runs Through It." NACTA expresses appreciation to Dr. Tracy Dougher and the local planning committee for a very successful conference.

The annual business meeting minutes, the NACTA Secretary/Treasurer's report follow.

## **NACTA Business Meeting Minutes Held in the Strand Union Building, Montana State University**

The Business meeting was held at the end of the Thursday, June 26, noon luncheon beginning at 12:45 pm, approximately 170 people attended.

President Jeff Hattey called the meeting to order. First time NACTA Conference attendees were recognized. NACTA Executive Committee members were introduced. Thank you to Tracy Dougher, Conference Host Chairman, Montana State University. Thank you to first-time presenters at the conference.

## **Reports presented:**

### **Secretary/Treasurer – Marilyn Parker**

- ✓ Amount in NACTA checking account – approximately \$60,000
- ✓ Approximately 200 members revolve in/out of NACTA each year
- ✓ 115 Institutions hold memberships
- ✓ 6 new life memberships
- ✓ Additional monies for administrative help
- ✓ Encouraged NACTA members to vote for officers

### **Journal Editor Report – Rick Parker**

- ✓ Special September, 2013, International Journal Issue-36 submitted and 24 accepted
- ✓ 69 members on Editorial Board
- ✓ 250 Abstracts submitted for conference this year
- ✓ 4 Websites/Pages maintained
- ✓ For 2013 – 13 Teaching Tips submitted
- ✓ 28 graduate student poster contestants signed up
- ✓ Summary articles from the NACTA Journal were created for two-year colleges for recruiting purposes

### **Membership Chairman - Ron Hanson**

- ✓ We have 30 NACTA ambassadors for regions: Eastern-4; Central-7; Western-7; and Southern-12; appreciation expressed for those who have volunteered
- ✓ Information paper on the luncheon table is to encourage NACTA memberships

### **Historian Report - Kevin Donnelly**

- ✓ A PowerPoint presentation of NACTA past presidents was shown continuously during the luncheon
- ✓ Historical facts have been updated on the NACTA Website
- ✓ NACTA needs to work more closely with the Judging Conference; Drew Cotton is the contact this year for the NACTA Judging Conference at Black Hawk College, in Galva, Illinois. The contests will be held in Moline, Illinois, April 8-10, 2015.

### **Unfinished Business –**

- ✓ Motion to approve University of Hawaii-Mānoa as Conference host for 2016 - **Motion passed.**

### **Election Results –**

- ✓ President-elect – Tracy Hoover, Penn State University
- ✓ Central Region Director-elect – Lyle Westrom, University of Minnesota, Crookston
- ✓ Canadian Region Director-elect – Dana Penrice, University of Alberta

### **NACTA Business Meeting recessed for Foundation Meeting**

#### **NACTA Foundation meeting report**

- ✓ Amount moved from NACTA Checking to Foundation \$2205 (\$5 per member)
- ✓ Amount moved from the Foundation to the Checking account for awards - \$3500
- ✓ Amount in savings account at DL Evans, Rupert, Idaho - \$13,864
- ✓ Amount in University of Wisconsin-Platteville Foundation account is \$135,525.
- ✓ **Motion** to approve report passed.

### **NACTA Business Meeting reconvened.**

Presentation from University of Georgia – Jean Bertrand, host Committee Chair for 2016 Conference.

### **Business Meeting adjourned at 1:30 pm.**

# Secretary's Report



## General

- ✓ Membership records maintained in Microsoft Excel
- ✓ Records include contact information (no phone numbers), payment type, membership code/region, unique membership number (no credit card numbers are kept on file)
- ✓ Administrative side of the NACTA website provides tools to make better use of the data

## Memberships – New and Renewals

- ✓ Emails sent to individuals in the fall with two reminders
- ✓ Payment taken by check, credit card (VISA or Mastercard) by PayPal (online), fax or mail, or by calling the secretary. Intuit Quickbooks is being implemented as well with GoPayment being used at this conference with iPads.
- ✓ Members continue to take advantage of the 3-year membership option
- ✓ New members receive a “Welcome to NACTA” letter through email and their name is given to the regional director. Regional directors also sent a letter of welcome
- ✓ Membership listings can be requested by regional directors; individual listings for a particular school can be/are requested for membership reminders or recruiting

## Membership report –

- ✓ Institutions – 112
- ✓ Individuals – 600 (approximately)
- ✓ Libraries – 52
- ✓ Life Members – 125
- ✓ Turnover in memberships continues to be approximately 200 per year

## Universities/Colleges –

- ✓ Institutions receive an email with an invoice for renewal in the fall; reminders are sent again in February and April
- ✓ New institutions: Illinois Central College, Peoria for the NACTA Judging Conference
- ✓ Noted improvement in obtaining payment for colleges participating in the NACTA Judging Conference
- ✓ Schools renewing after an absence: Kirkwood Community College, Cedar Rapids, IA; Oregon State University

- ✓ Those which pay for individual memberships (1-3 year memberships), or either a one-time payment, or a yearly renewal: Purdue University, University of Nebraska, University of Illinois, Texas A&M University, Commerce, Virginia Tech, Sam Houston State University, Huntsville, TX
- ✓ Colleges not renewed: SUNY Cobleskill, NY; Missouri State University, Springfield; BYU-Idaho
- ✓ *Note: If you are aware of changes in deans of schools, please let the secretary know*

## Canada / Foreign Members, Institutions, Libraries (numbers included in above count)

- ✓ Canadian members – 8 / Foreign members – 3
- ✓ Institutions – 6
- ✓ Libraries – 2 Canadian / 5 Foreign

## Teaching Award of Merit / Graduate Student Certificates

- ✓ Member institutions receive notification by email when they renew and another reminder in February or March for the certificates (we are willing to ‘overnight’ a certificate)
- ✓ Total 72 certificates awarded this year (48 Faculty and 24 Graduate students) which is an improvement from last year (50 total last year)
- ✓ Mix of NACTA member and non-member
- ✓ Continued importance and awareness of this award to institutions

## Online Voting

- ✓ Approximately 80 votes were cast for the officer elections
- ✓ We are considering going back to the email voting procedure, possibly using the polling feature of email.

*Action Item:* Encouraging new memberships and retaining memberships is an ongoing theme. Why did 200 members not renew for 2014?

The NACTA Secretary appreciates the additional help of Karen Earwood, Miriah Pace and Nada Olson, with all aspects and the varied responsibilities of the NACTA work.

Submitted by Marilyn B. Parker  
NACTA Secretary, June 2014

# Treasurer's Report - June 2014



## Membership dues

- ✓ Major factor in keeping NACTA financially viable
- ✓ Critical to maintain current membership levels or increase
- ✓ Dues increase in June 2007 has been beneficial
- ✓ Three-year membership payment option is working well
- ✓ Also, those paying the life membership through the \$200 per year plan is also working well
- ✓ Membership dues paid through PayPal or QuickBooks Intuit will save on credit card fees

## Profit and Loss Statement

- ✓ Created by QuickBooks
- ✓ The accounting firm of Deagle & Ames in Twin Falls, Idaho conducted a compilation of the financial records of NACTA to verify the records and the accounting process
- ✓ This report is for the NACTA checking account only and maintained at DL Evans Bank in Rupert, ID
- ✓ Detailed Profit & Loss statement is available for any NACTA member

## Income sources (additional)

- ✓ Virginia Tech 2013 Conference of \$4660
- ✓ Silent Auction Books sales at the conference and through books donated by Cengage and sold online; these monies support the EB Knight, Jack Everly, and Bob Gough Teaching Tips awards
- ✓ Royalties from ProQuest and Gale (Cengage)

## Donations

- ✓ CHS Foundation donation of \$5000 received for the development and printing of the Awards Banquet Program booklet and Abstract booklet (Volume 58 Supplement 1) for all conference participants; this will show on next year's financial records as it was received the first week of June

## Expenses

- ✓ Administrative help for the Journal, website upkeep, conference preparation, membership maintenance (individuals, institutions, libraries), and accountant help
- ✓ Scanning of all historical records and memberships continues
- ✓ Pre-Conference for Dr Y Lincoln was a loss of about \$375

## Bank Balance

- ✓ Bank statement for the checking account ending May 2014 is \$60,680. (PDF of Disbursements attached separately)

Submitted by Marilyn B Parker  
NACTA Treasurer, June 2014

**NORTH AMERICAN COLLEGES & TEACHERS OF AGRICULTURE, INC.  
STATEMENTS OF FINANCIAL POSITION  
AS OF MAY 31, 2014 AND MAY 31, 2013**

ASSETS

	<u>May 31, 2014</u>	<u>May 31, 2013</u>
<u>Assets</u>		
Cash	\$ 59,766	\$ 52,022
Total Assets	\$ 59,766	\$ 52,022

LIABILITIES AND NET ASSETS

<u>Liabilities</u>		
None	\$ -	\$ -
<u>Net Assets</u>		
Unrestricted	59,766	52,022
Total Net Assets	59,766	52,022
Total Liabilities and Net Assets	\$ 59,766	\$ 52,022

**NORTH AMERICAN COLLEGES & TEACHERS OF AGRICULTURE, INC.  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED MAY 31, 2014 AND MAY 31, 2013**

	<u>May 31, 2014</u>	<u>May 31, 2013</u>
<b><u>Revenue, Gain and Support</u></b>		
Membership dues	\$ 62,216	\$ 62,396
Royalties income	1,068	354
Foundation awards	3,500	4,000
Position announcements	100	550
Conference income	4,661	1,979
Miscellaneous income	1,976	1,475
	<u>73,521</u>	<u>70,754</u>
<b><u>Expenses</u></b>		
Awards	4,100	4,600
Bank charges	20	-
Conference expense	10,263	4,711
Credit card fees	1,010	1,437
Honorariums	20,244	24,134
Insurance	150	150
Journal expense	10,749	10,109
Miscellaneous expense	79	1,006
Office expense	193	-
Membership refunds	-	525
Postage	1,849	1,409
Professional fees	1,155	2,972
Meetings	544	662
Foundation dues	2,205	-
Administration	5,117	4,015
Supplies	1,010	878
Travel	3,439	3,869
Website expense	3,650	6,645
	<u>65,777</u>	<u>67,122</u>
<b>Total Expenses</b>	<u>65,777</u>	<u>67,122</u>
<b>Increase (Decrease) in Net Assets</b>	7,744	3,632
<b>Net Assets - Beginning</b>	<u>52,022</u>	<u>48,390</u>
<b>Net Assets - Ending</b>	<u>\$ 59,766</u>	<u>\$ 52,022</u>