

# 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. 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 and to the regional directors. If a member does not have email, a reminder letter is mailed.

NACTA memberships paid (or ongoing) in 2009-2010 consisted of the following:

Category	Number
Institutional Active	432
Active	34
Life	129
Graduate Students	39
Emeritus	10
Complimentary	9
Institutions	112
Library	65
<b>Total</b>	<b>830</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: 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; Sam Houston State University, Huntsville, TX, Abilene Christian University, TX, and Tennessee Tech University, Cookeville, TN. For the record, if you know of some that have been missed, please inform the Secretary.

Total new members for 2009-2010 – 132 Institutional Active (45 from the 2009 Oklahoma State NACTA/SERD Conference) and 21 Active (17 from the 2009 conference). There were 21 new graduate students and three new Life memberships. Approximately 180 did not renew for 2010 - many of them long time members who had paid for the one or 3-year memberships.

We maintain a database of past members' email addresses; periodically 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 eight Canadian members; seven Canadian Institutions and four Canadian libraries. We have two foreign members, and two 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 33 Teaching Awards of Merit and 9 Graduate Student Awards of Merit were presented. This number is down again from 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.

Several institutions were very late or are still in the process of renewing or did not renew for 2010 - Middle Tennessee State University, Murfreesboro, TN (did not renew), Auburn University (pending), Western Illinois University, Macomb, IL (pending), Wilmington College, Wilmington OH, Tennessee Tech University, Cookeville, TN (pending), Morrisville State College, Morrisville, NY (pending), and Texas A&M University (dean change-pending). These schools have been members of NACTA for

## Secretary/Treasurer

several years. There were two new Institutions - Lakeland College, Vermilion, Alberta, Canada and Wright State University-Lake Campus, Celina, Ohio. There have been several dean changes which makes obtaining institutional memberships challenging. 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.

About 100 NACTA members participated in the voting for officers – down from last year.

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

Submitted by:  
Marilyn Parker  
Secretary  
June 2010

## Treasurer's Report

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. Conference book sales monies of \$1031 from the Oklahoma State 2009 conference were deposited into the Foundation Savings account for the EB Knight and Jack Everly awards. 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. These costs will be less next year keeping NACTA in the black provided current memberships levels are maintained or preferably increased.

The ending bank statement for May 2010 is \$34,793.04.

Marilyn B Parker  
NACTA Secretary/Treasurer  
June 2010

## North American Colleges & Teachers of Agriculture Profit & Loss

June 2009 through May 2010

June '09 - May 10

### Ordinary Income/Expense

#### Income

Member Contributions	-2,310.00
Membership Dues	64,325.00
Misc Income	550.00
Position Announcement	100.00
Royalties Income	178.64
Transfer from Foundation	5,600.00

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**Total Income** **\$68,443.64**

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#### Expense

Awards	5,600.00
Conference Expense	4,521.47
Credit Card Fees	1,269.15
Equipment	74.19
Fall Exec Mtg	1,142.46
Honorariums	20,000.00
Insurance	150.00
Journal-Misc Expense	3,472.89
Journal Printing	12,000.00
Membership Refunds	0.00
Misc Expense	388.18
Postage	2,938.81
Professional Fees	1,491.50
Promotional	1,257.00
Secretarial Help	111.75
Supplies	1,609.47
Travel	2,023.06
Web Site Expense	17,858.00

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**Total Expense** **\$75,907.93**

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**Net Ordinary Income** **-\$7,464.29**

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**Net Income** **-\$7,464.29**

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