

2016-2017 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Display and History

Subcommittee Chair: Kayla Craft, Georgia kayc14@uga.edu (2016 NEAFCS - Montana)
Subcommittee Chair-elect: Vacant (2017 NEAFCS - Nebraska) Mitzi Parker
Subcommittee Apprentice: Vacant
Subcommittee Past Chair: Rachel Hubbard, Georgia, rubynell@uga.edu

Strategic Plan 2017-2020 Goal 1: Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming Strategies:
 • Mentor members in understanding awards opportunities and procedures

Subcommittee Goal: To recognize 2017 National awards winners in a public display so members may see: **a)** how award winners put an award-winning package together, **b)** to provide networking opportunities for award winners to educate others about their effective programming, and **c)** promote organizations that sponsor awards. Also, work with historian to compile awards history from 1990 to present.

Objective:

- Set up a professional and attractive exhibit in the NEAFCS Exhibit Hall of award winning applications and recipients for the Awards Programs at the annual session. 2017 NEAFCS will be held October 16-19, 2017 in Omaha, Nebraska.

What? (action steps)	Responsible for (specific name)	When? (specific date)
1. Award applications will include a 5x7 action photo in packet.	Individual Applicants	Awards Due Date 2017
2. Email award winning photo links and application to subcommittee chair.	Awards VP	May – June 2017
3. Communicate needs for exhibit space to VP for Professional Development and National Office. Request tables (usually six), and other equipment as needed.	Subcommittee Chair	August 2017 Or deadline set by National Office
4. For each winning award application there will be a picture displayed, 1 st , 2 nd , and 3 rd for each award category. These will be put on display at NEAFCS.	Subcommittee Chair Ask Dianne for help if needed	July 2017
5. Email first place national winners and instruct them to Print Award Application cover sheet to go in the front of all award winning applications that will be displayed at the conference on the tables under the display boards.	Subcommittee Chair	
5. Order disposable science display boards (or other idea) in blue or white (need at least 4 -6 panels for display), tables (4 to 6). Create a theme or booth idea to compliment the Award Display at the National Conference to stimulate members to visit.	Subcommittee Chair Communicate your ideas with Awards VP	July 2017
6. Schedule committee members to assist with set up and take down of display. Also members to periodically check the table for neatness and organization of applications.	Subcommittee Chair	Prior to Annual Session. Post information via Email on the NEAFCS committee website.

7.	Upload pictures to awards display poster template.	Subcommittee Chair	August 2017
8.	Print and laminate a NEAFCS logo and signs to be used at the Award Display Booth. NEAFCS colors are blue, white and black. Also print copy of current Awards Manual for reference.	Subcommittee Chair	August 2017
9.	Set up exhibit/booth at NEAFCS during the Exhibit Hall Vendor set-up hours. Check Annual Session handbook or check with Awards VP.	Subcommittee Chair and volunteers	October 2017
10.	Arrange for at least two people to be present during Exhibit Take-Down/Check-Out. Create a sign-out system to verify person picking up award winning application to prevent theft. Check schedule for times and dates of check-out.	Subcommittee Chair	October 2017
11.	Work with NEAFCS historian to compile awards history from 1990 to present.	Diane Gertson	October 2016-September 2017
12.	Work with Past Chair to recruit apprentice and committee members.	Chair and Awards VP	October 2017

2016-2017 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Award Sponsorship & Support

Subcommittee Chair: Elizabeth Gardner-McBee, OK, elizabeth.mcbee@okstate.edu

Subcommittee Chair-elect: Mamie Thompson, OK, mamie.thompson@okstate.edu

Subcommittee Apprentice: Joanna Fifner, OH fifner.2@osu.edu

Subcommittee Past Chair: Tonya Johnson, Oregon, tonya.johnson@oregonstate.edu

Strategic Plan 2017-2020 Goal 2: Develop adequate financial resources to continue funding quality awards and recognition.

Strategies:

- Recruit and expand sponsorships for awards and recognition of members
- Continue relationships with and recognition of current award sponsors

Subcommittee Goal: To provide financial support for the Awards Fund through award sponsorship and auction proceeds.

Objective:

- Raise money annually for award fund development through the Silent Auction.
- Continually seek out and recruit new sponsors for awards.
- Establish protocol for award fund development to increase amount and/or number of awards.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Investigate the possibility of new sponsors.	Dianne Gertson & Committee	Winter/Spring 2016-2017
2.	Send Thank You letters to corporate sponsors of awards	Tonya Johnson	December, 2016
3.	Prepare an article for January eNEAFCS newsletter on Silent Auction results from previous year.	Tonya Johnson	January 2017
4.	Recruit helpers as needed for Silent Auction in Omaha, Nebraska, 2017	Liz Gardner-McBee & Committee	Awards Committee Mtg. Montana
5.	Create Silent Auction timeline for future subcommittee chairs.	Dianne Gertson & Liz Gardner-McBee	December 2016
6.	Notify VP Professional Development &/or National Office of needs concerning plans and logistics for silent auction (tables, site, when, etc.)	Liz Gardner-McBee	December 2016
7.	Coordinate with VP Professional Development on sponsorship opportunities and/or Silent Auction donations with display sponsors.	Dianne Gertson & committee	Winter 2016- Spring 2017
8.	Solicit ideas for new awards. Establish task force to establish guidelines and seek board approval for adoption in 2017 award program	Liz Gardner-McBee	Winter 2016-Spring 2017
9.	Provide affiliate presidents with information for memorials, honorarium, and contributions to the awards fund via eNEAFCS article.	Coordinate with Endowment Fund-Dianne Gertson	Spring 2017
10.	Provide affiliate presidents with information on silent auction and hostess needs.	Liz Gardner-McBee	Spring 2017
11.	Train members and board on how auction works and what specific procedures are for this year.	Liz Gardner-McBee	Spring and Summer 2017
12.	Set up, conduct, and tear down silent auction at the NEAFCS annual conference.	Liz Gardner-McBee, committee, and volunteers	Fall 2017 Omaha, Nebraska
13.	Prepare final reports, evaluate, and transition resources to new chairperson	Liz Gardner-McBee & Mamie Thompson	Fall 2017

2016-2017 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Training

Subcommittee Chair: Cheri Burcham, Illinois cburcham@illinois.edu
Subcommittee Chair-elect: Roxie Price, Georgia
Subcommittee Apprentice:
Subcommittee Past Chair: Barbara Hennard, Ohio hennard.1@osu.edu

Strategic Plan 2017-2020 Goal 1: Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming

Strategies:

- **Mentor members in understanding awards opportunities and procedures**

Subcommittee Goal: To increase member participation in NEAFCS awards program.

Objective: Educate NEAFCS Members to apply for national awards and how to encourage NEAFCS members to put together a successful awards application package.

What? (action steps)	Responsible for (specific name)	When? (specific date)
1. Check that updated Awards Manual and Awards Application Form is published on neafcs.org site for access by members	Dianne Gertson	October 2016
2. Send email to all 2015 award winners asking them to mentor a peer to apply	Dianne Gertson	Dec 2016
3. Prepare article for Presidents and Award VPs listserv regarding changes in awards and to promote awards process. Send.	Dianne Gertson	Nov 2016
4. Update and continue to use listserv for Presidents, Vice Presidents, and committee members to provide information on awards process in a timely manner.	Dianne Gertson and national office	Ongoing
5. Contribute monthly "Awards Tips" to the NEAFCS newsletter (or do e-blast to general membership) TOPICS:	Send to Dianne Gertson Monday before the first Friday of each month	Monthly (see below)
*Update re new awards and changes	Dianne	Dec 2016
*Tips on Support materials, action photo. Check affiliate award deadlines as send there first.	(11/30)	Dec 2016
*Edit/proofread your application; have others review it.	(12/30)	Jan 2017
Award Kickoff: Encourage members to begin thinking of 2017 awards	(10/30)	Nov 2016
Tackling the Task: Motivate members to begin award applications for 2017 awards	(4/30)	May 2017
6. E-mail affiliate VPs to remind them of tasks to be done (i.e. affiliate deadlines input, national deadlines)	Dianne Gertson	Dec 2016, Jan 2017
7. Send e-mail to affiliate VPs for input and needs relating to awards	Dianne Gertson	April / May 2017
8. Prepare e-blast to promote the Awards	Dianne Gertson	July / August 2017

	Training for general membership concurrent session at annual conference.		
9.	Conduct an Awards Training concurrent session at Annual Session for general membership (applicants)	Barb Hennard/whoever else on committee that would like to assist	At Annual Session October 16 - 19, 2017 Omaha, NE
10.	Conduct training session for affiliate vice presidents for awards and recognition at Annual Session. Share methods for increasing participation from affiliates.	Dianne Gertson	At Annual Session

2016- 2017 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Ceremony

Subcommittee Chair: Cristin Sprenger, VA, cristin@vt.edu
Subcommittee Chair-elect: Terrie James, AR, tjames@uaex.edu
Subcommittee Apprentice: Sarah Traub, MO, traubs@missouri.edu
Subcommittee Past Chair: Brenda Miller, OK, brenda.k.miller@okstate.edu

Strategic Plan 2017-2020 Goal 1: Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming.

Subcommittee Goal: To recognize and honor 2017 award winners in a professional setting at the NEAFCS Annual Session in Omaha, Nebraska.

Objective:

Plan, organize and implement the Awards Ceremony at the Annual Session in Omaha, Nebraska.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Communicate facility needs for Awards Banquet space with AS planning committee and National Office.	Dianne Gertson	Spring 2017
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Update spreadsheet.	Dianne Gertson & Committee members	July 2017
3.	Plan Awards Ceremonies for all awards at 2017 Annual Session.	Dianne Gertson & Cristin Sprenger	August-September 2017
4.	Review and update web press releases for access by winners.	Dianne Gertson & National Office	September 2017
5.	Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use Awards Ceremony committee list found at neafcs.org to contact. Let Dianne Gertson & RDs know names & email addresses.	Cristin Sprenger	Late September or Early October 2017
6.	Send email to award winners asking them to RSVP for awards banquet. Also remind to RSVP any guests. Limit to 1 guest per person seated at table.	Dianne Gertson & National Office	September 1, 2017
7.	Send reminder email to all award winners asking them to RSVP for awards banquet and give instruction on arrival time to banquet.	Dianne Gertson and National Office	September 15, 2017
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	Dianne Gertson & Cristin Sprenger	Prior to final proof/edit of awards program September 2017
9.	Assign Committee Members from each region to follow up with award winners	Cristin Sprenger	October 1, 2017

	who have not sent RSVP.		
10.	Communicate with National Office about printing awards in order of program for regions and awards ceremony	Dianne Gertson & Cristin Sprenger	August 2017
11.	Conference call with committee to discuss logistics for ceremony.	Cristin Sprenger & Committee members	Late September or Early October 2017
11.	Write Awards Ceremony script using information provided by National Office & Dianne Gertson. Files: 30 Word Summary; Banquet RSVP; Awards RSVP with number of Team Members & Guests	Cristin Sprenger	October 1, 2017
12.	Create seating chart for ceremony.	Cristin Sprenger	October 1, 2017
13.	Review Awards Ceremony Script & Seating Chart.	Cristin Sprenger, Terry James, Brenda Miller	2017 Annual Session
14.	Sort and organize regional award certificates prior to regional meetings.	Cristin Sprenger & Terry James	2017 Annual Session
15.	Distribute regional award certificates to presenters for each Regional Meeting. Have final list of awards for regional meetings for reading.	Dianne Gertson & Cristin Sprenger	2017 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Cristin Sprenger and all committee members	2017 Annual Session
17.	Ask that absentee awards be picked up by state affiliate VP of Awards or affiliate designee at Annual Session. Have a page ready for signatures/states that pick up absentee awards.	Dianne Gertson	2017 Annual Session

2016-2017 ACTION PLAN
Committee: Member Resources
Subcommittee: Journal Editorial

Subcommittee Chair: Co-editor, Sarah Ransom (TN)
sarahloveswriting@gmail.com

Subcommittee Chair-elect: Co-editor, Dana Wright (WV)
dana.wright@mail.wvu.edu

Subcommittee Apprentice: Loren Wells (WV) loren.wells@mail.wvu.edu

Subcommittee Apprentice: Jenny Lobb (OH) lobb.3@osu.edu

Copy Editor: Chris Kniep (WI) ckniep@co.winnebago.wi.us

Academic Integrity Officer: Ashley Dixon (IN) dixon63@purdue.edu,

Marketing Officer: Meagan Brothers (IN) brotherm@purdue.edu

Goal: Raise the profile of the *Journal of National Extension Association of Family and Consumer Sciences* by increasing professional contributions and marketing the Journal to Extension professionals and others.

Objective: Empower NEAFCS members through shared educational opportunities to publish their research and scholarly activities.

	What? (action steps)	Responsible for? (specific name)	When? (specific date)
1	Continue marketing <i>JNEAFCS</i> via prominent website strategy.	Marketing Officer, Co-editors, Apprentices, Subcommittee Members, VP Member Resources	Ongoing
2	Write an article for the eNEAFCS newsletter soliciting submissions.	Marketing Officer	September, 2016
3	Write an article for the eNEAFCS newsletter soliciting reviewers.	Co-editors, Apprentice(s), Subcommittee Members	For January newsletter, 2017
4	Work with Roxie Dinstel to acquire an updated version of the NEAFCS Reviewers list. Forward to Apprentice.	Co-editors	February, 2017
5	Select potential reviewers from the Reviewers List and request their participation via email. Keep a list of those who volunteer.	Apprentices	February, 2017
6	Conduct conference calls/e-mail with reviewers to go over the review form and process and deadlines	Co-editors, Apprentices, Reviewers	March, 2017
7	Notify authors to double check articles for checklist & APA format. Deadline for article submission	Co-editors, Apprentices	March, 2017

	March 1 st . References will be checked.		
8	Receives articles, separates blind copies from full versions, prepares list for review management.	Apprentices	March, 2017
9	Assign 2-3 articles to each volunteer reviewer based on their expertise, as identified on the Reviewers List. Distribute articles (each article should have at least 3 blind reviews.)	Co-editors & Apprentices	March, 2017
10	Track and follow up with reviewers till all articles and reviews are received.	Apprentices	All reviews must be received by April, 2017
11	Upon receipt of reviewed articles match up completed reviews with articles and forward to Editor and Co-Editor.	Apprentices	April, 2017
12	Verify academic references for integrity.	Academic Integrity Officer	May, 2017
12	Send edited articles to authors for first revision.	Co-editors, Apprentices	June, 2017
13	Receive revised articles from authors. Forward to Copy Editor	Co-editors, Apprentices	July, 2017
14	Review edits, and provide further editorial guidance, if needed.	Copy Editor	August, 2017
15	Format and polish articles. Forward to authors for final approval.	Copy Editor	August, 2017
16	Submit articles for posting online the NEAFCS website.	Co-editors, Apprentices, Copy Editor	October, 2017
17	Publish online.	Jody Rosen Atkins	October, 2017
18	Constantly work to improve our <i>JNEAFCS</i> brand through marketing and promotion. Possible venues may include flyers at Annual Session, articles in eNEAFCS newsletter, a booth at Annual Session). More ideas?	Co-Editors, Apprentices, Subcommittee Members, VP Member Resources	Ongoing

2016-2017 ACTION PLAN
Committee: Member Resources
Subcommittee: Exhibits

Subcommittee Co-Chairs: **Kim Edmonds** – khedmonds@vt.edu (Virginia)
Lisa Terry – lterry@montana.edu (Montana)
Subcommittee Chair-elect: vacant
Subcommittee Apprentice: vacant
Subcommittee Past Chair: **Kim Edmonds** – khedmonds@vt.edu (Virginia)

Goal: Provide innovative professional development opportunities and resources for Extension family and consumer sciences professionals through relevant exhibits, the bookstore and resource information.

Objective: Provide educational opportunities and resources to association membership through exhibitor displays, seminars and resource information.

	What? (action steps)	Who? (specific name)	When? (specific date)
1.	Request that the NEAFCS Board offer forum presenters a discount for the 2017 Annual Session (due to low attendance and scheduling conflicts).	Edda Cotto-Rivera Theresa Mayhew	October 2016
2.	Recruit a subcommittee member from the 2017 host affiliate	Lisa Terry Kim Edmonds Edda Cotto-Rivera	October 2016- January 2017
3.	Initiate conference calls, e-mails and other correspondence to subcommittee members	National Office Kim Edmonds Lisa Terry	January – September 2017
4.	<i>Send 2017 exhibit information to past exhibitors</i> Update exhibitor list Develop matrix of exhibitor/sponsor opportunities with price categories	National Office Kim Edmonds Lisa Terry Exhibits Subcommittee	January 2017
5.	<i>Publicize \$50 finder's fee</i> Include periodic updates in NEAFCS e-News Email to all State Presidents	Kim Edmonds Edda Cotto-Rivera Theresa Mayhew	January 2017 – June 2017
6.	<i>State Sales Table</i> Email application form to all State Presidents	National Office Kim Edmonds	January 2017
7.	Training for subcommittee members - provide script of talking points	Edda Cotto-Rivera Kim Edmonds Exhibits Subcommittee	January 2017

8.	<i>Contact potential exhibitors</i>	National Office Kim Edmonds Exhibits Subcommittee	January – August 2017
9.	Facilitate work schedule for Exhibits Subcommittee members: <ul style="list-style-type: none"> • Arrange for Subcommittee member meeting at Annual Session • Assign members to host exhibitors and staff doors/ booths. • Secure Exhibit Committee space • Work with Silent Auction set-up and operation (if in same space) 	Kim Edmonds Lisa Terry	Deadline dates to be set by Board and communicated with Kim Edmonds July – October 2017
10.	Arrange Exhibitor Welcome Orientation	National Office Edda Cotto-Rivera Theresa Mayhew	September 2017
11.	Develop and distribute electronic evaluations to exhibitors	Kim Edmonds	Immediately following 2017 Annual Session
12.	Initiate vouchers for checks to be written to members who have referred exhibitors that did exhibit at the 2017 Annual Session	Kim Edmonds Edda Cotto-Rivera Theresa Mayhew	Immediately following 2017 Annual Session
13.	Send thank you letters to Exhibitors and seminar presenters.	Exhibits Subcommittee	Immediately following 2017 Annual Session
14.	Send notebook/electronic files and orient subcommittee Co-Chair(s)	Kim Edmonds	Immediately following 2017 Annual Session

2016 and 2017 ACTION PLAN
Committee: Member Resources
Subcommittee: Membership, Leadership, Mentoring & Life Members

Subcommittee Chair: Cindy Davies, csdavies@ad.nmsu.edu, (NM)
Subcommittee Chair- Elect: Brittany Coop, brittany.coop@ag.tamu.edu, (TX)
Subcommittee Apprentices:
Subcommittee Past Chair: Dan McDonald, mcdonald@email.arizona.edu, (AZ)

Goals:

1. To encourage membership including life members' participation in NEAFCS.
2. To encourage attendance at Annual Session.
3. To merge Life Members' Subcommittee with Membership, Leadership, and Mentoring Subcommittee.
4. Increase the number of Life Members.
5. Provide member resources for Life Members

Objectives:

1. To encourage members to join national committees, attend Annual Session, participate in Association offerings.
2. To promote continued life members involvement with Annual Session, promote mentoring opportunities and market opportunities for involvement.

	What (Action steps)	Who (Specific name)	When (Specific date)
1.	Provide orientation event for First Timers at Annual Session including brief history of NEAFCS provided by a life member and a description of the four committees.	Subcommittee members; Plan 1st timers event. Cindy & committ	Annual Session Date/time, TBD by national board
2.	Provide session for life members the opportunity to form a mentor/mentee relationship with some younger or less experienced members (Chat and greet session).	Life-time member on subcommittee (Luann Boyer can help connect with Life Members)	Annual Session Date/time, TBD by national board
3.	Develop a "benefits" brief on attending Annual Session using social media, i.e., NEAFCS' Webinar, Facebook, others. As part of the benefits brief use evaluation criteria such as I wish I knew as a new employee...., use action photos from past Annual Sessions.	Subcommittee (Cindy will submit article about 1 st timer and lifetime events) Announce event on Facebook.	March 2017
4.	State Affiliate MR VPs will contact new FCS hires within the first two months and encourage NEAFCS membership.	State MR VPs & Subcommittee members	Ongoing

	What (Action steps)	Who (Specific name)	When (Specific date)
5.	Establish a Life Member Subcommittee in State Affiliates. Put together "What's Next" handout explaining Life Membership to recent FCS retirees'	State MR VPs & Cindy Davies, Subcommittee members	Late Spring 2017
6.	Arrange "round table" at next session to encourage state affiliates to promote student memberships, and assign state or life member mentors to encourage state &/or national participation.	State affiliate MR VPs	Annual Session
7.	Keep updated list of institutions involved with FCS (began in 2016)	Brittany Coop	Ongoing
8.	Inform university departments with FCS affiliations about the student membership category.	State affiliate MR VP and Brittany Coop	Ongoing
9.	Identify state affiliates with scholarships for course work or to attend Annual NEAFCS conference. Encourages affiliate to cover dues for student	?	March 2017
10.	Explore possibility of scholarship through NEAFCS endowment or president's special interest project for first time members.	Cindy Davies	June 2016
11.	Use leftover First Timer pins for 2016 session for 2017 session	VP MR will check with mgt. co.	2017 Annual Session
12.			

VP Members Resources Officer: Edda Z. Cotto-Rivera ecrivera@uga.edu

**NEAFCS
ACTION PLAN 2016 - 2017**

Committee: Member Resources

Subcommittee: Diversity

Subcommittee Chair: Diana Romano (OK) Diana.romano@okstate.edu

Subcommittee Chair-elect: Ines Beltran (GA) inesbeltran@bellsouth.net

Subcommittee Apprentice: Karim Martinex (NM) karmarti@nmusu.edu

Subcommittee Past Chair: Lorrie Coop (TX) Ljcoop@ag.tamu.edu,

Goal: To create an awareness of diversity issues facing NEAFCS members.

Objective: Provide members opportunities to share successful diversity programming.

Involve diverse members in the Association.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Provide members with programming resources in the area of diversity through NEAFCS newsletter/website. Members will submit articles to: 1. Edda Cotto- Rivera 2. Julie Cascio	1. Karim Martinez 2. Ines Beltran 3. Gwen Crum	1. February 15 2. June 15 3. September 15
2.	Teleconference with members to discuss updates and outreach efforts (Call Edda to set up)	Diana Romano	January 2017 July 2017
4.	Judge Diversity Award Applications	Ines Beltran Diana Romano Gwen Crum	February/March, 2017
5.	Research and develop diversity poster session for NEAFCS 2017 with support from VP Member Resources	Karim Martinez ? Tracy Armstrong ?	NEAFCS 2017
6.	Plan and present webinar for members regarding ways to reach Spanish speaking audiences. Edda will send information later.	Karim Martinez Ines Beltran	April 2017
	What?	Responsible for	When?

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	(action steps)	(specific name)	(specific date)
7.	Present Mary Wells Diversity award at annual Conference	Karim Martinez or Lorrie Coop	September, 2017
8.	Present a pre-conference session at NEAFCS 2018	Ines Beltran	September 2018

2016-2017 ACTION PLAN
Committee: Professional Development
Subcommittee: Webinar

VP for Professional Development: Karen DeZarn, TX(kjdezarn@ag.tamu.edu,

Subcommittee Chair: Amy Elizer, TN (aelizer@utk.edu)

Subcommittee Chair-Elect: Leslie Shallcross AK (lashallcross@alaska.edu)

Subcommittee Apprentice: Alexis Roberts GA (roberts9@uga.edu)

Subcommittee Past Chair: Gisele Jefferson, CO (gisele.jefferson@colostate.edu)

Subcommittee Members: Julie Cascio, AK (jmcascio@alaska.edu), Mary Ann Lienhart Cross, IN (lienhart@purdue.edu), Vicky Hayman, WY (vhayman@uwyo.edu), Joanne Kinsey, NJ (jkinsey@njaes.rutgers.edu), Sonja Koukel, NM (sdkoukel@gmail.com), Leslie Shallcross, AK (LAShallcross@Alaska.edu), Julia Zee, HI (zee@hawaii.edu), Alexis Roberts, GA (roberts9@uga.edu), Kristen Sumpter, GA (ksumpter@uga.edu), Leif Albertson, AK (leif.albertson@alaska.edu), Patty Merk, AZ (pmerk@cals.arizona.edu)

Goal: Provide innovative professional development opportunities via online webinars for NEAFCS members.

Objective:

- Solicit Webinar Session proposals.
- Review each proposal using NEAFCS online submission system.
- Select presentations for online presentation for members.
- Market approved webinars through NEAFCS venues.





















	What (Action steps)	Who (Specific name)	When (Specific date)
1.	Prepare sub-committee Reports <ul style="list-style-type: none"> • Mid-Year • End of Year Report 	Chair Chair-elect	Approximately - February 2017 September 2017
2.	Revise a “Call for Proposals” for 2016-17 Webinar Series. Submit to VP. Solicit webinar proposals from members, including members who presented at Annual Session. Invite others (i.e., partner members, sponsors) whose work aligns with Extension for “Partner Spotlight” webinars.	Chair & National HQ Chair Members VP	November 2016 Ongoing













	What (Action steps)	Who (Specific name)	When (Specific date)
3.	Recruit members for Webinar Sub-committee <ul style="list-style-type: none"> • Encourage state VPs for Professional development to join and recruit other state members • Use eNEAFCS newsletter to recruit potential members • Use NEAFCS website to recruit potential members 	Members VP	Ongoing
4.	Recruit additional Webinar Series Reviewers. <ul style="list-style-type: none"> • Via eNEAFCS 	Members	Ongoing
5.	Review and select webinars for 2016-2017. Utilizing process similar to concurrent/showcase selection: <ul style="list-style-type: none"> • Check for online proposal submissions • Online blind review process • 3 reviewers for each proposal • 1 reviewer per region, but not from the same state as applicant • Lowest score is dropped • Must have an average score of 80 or higher to be accepted • Prepare schedule; include a variety of topics and minority options • Review program tracks and make recommendations for next year Provide evaluative feedback to members submitting proposals selected and non-selected proposals.	All subcommittee members, recruited reviewers, and NEAFCS VP for Professional Development	All reviewers will receive instructions on process and procedures in January 2017, and as they volunteer Included with the announcement of accepted/non-accepted proposals

	What (Action steps)	Who (Specific name)	When (Specific date)
6.	Schedule Webinars (up to 9 webinars per year – scheduled through the national office – skip month of NEAFCS conference) <ul style="list-style-type: none"> • Invite presenters of accepted proposals • Schedule with National Office, 2:00 pm EST • Submit presentation announcement (include all time zones) for website and eNEAFCS to VP (to forward to National Office) • Identify host for webinar (notify National Office); Webinar Host Guidelines • Thank presenter after webinar 	Chair or other member	One month prior to presentation
7.	Market webinars as opportunities for professional presentations and as a valuable benefit of membership. Inform members that Webinar Archives are available for viewing anytime on website, and webinar attendees receive Participation Certificate from National Office. Build awareness of professional development opportunities. Submit short article for eNEAFCS to VP for Professional Development by first Friday of each month.	Chair Members	Ongoing

Members (15 members)

 [Add Members](#)

<u>Name</u>	<u>Position</u>		Edit		Remove
Karen DeZarn (Admin)	VP		Edit		Remove
Amy Elizer (Admin)	Chair		Edit		Remove
Alexis Roberts (Admin)	Member		Edit		Remove
Gisele Jefferson (Admin)	Member		Edit		Remove
Joanne Kinsey (Admin)	Member		Edit		Remove
Julia Zee (Admin)	Member		Edit		Remove
Julie Cascio (Admin)	Member		Edit		Remove
Kristen Sumpter (Admin)	Member		Edit		Remove
Leif Albertson (Admin)	Member		Edit		Remove

<u>Name</u>	<u>Position</u>	
Leslie Shallcross (Admin)	Member	 Edit  Remove
Mary Ann Lienhart Cross (Admin)	Member	 Edit  Remove
Pamela Dooley (Admin)	Member	 Edit  Remove
Patricia Merk (Admin)	Member	 Edit  Remove
Sonja Koukel (Admin)	Member	 Edit  Remove
Vicki Hayman (Admin)	Member	 Edit  Remove

2016-2017 ACTION PLAN

Committee: Professional Development

Subcommittee: Program Development

**Subcommittee co-Chair for 2017: Jami Dellifield, Ohio dellifield.2@osu.edu and
Pat Brinkman, Ohio brinkman.93@osu.edu**

Subcommittee Chair-Elect: Marcia Parcell, Indiana mparcell@purdue.edu

Subcommittee Apprentice: Candace Heer, Ohio heer.7@osu.edu

NEAFCS President: Theresa Mayhew, New York tcm5@cornell.edu

Vice president for Professional Development: Karen DeZarn, Texas kjdezarn@ag.tamu.edu

Goal: Provide innovative professional development opportunities for Extension Family and Consumer Sciences professionals

Objective:

- Review Concurrent Session and Showcase of Excellence proposals and select presentations for Annual Session; prepare schedule.
- Evaluate Annual Session, 2016
- Write reviews for Pre-conferences and keynote speakers for Annual Session
- Present a seminar to support members in preparation of proposals for Annual Session; recruit and prepare reviewers for Annual Session. (bi-annually)

	What (Action steps)	Who (Specific Name)	When (Specific date)
1.	Prepare sub-committee Reports <ul style="list-style-type: none"> • Mid-Year • End of Year Report 	Pat Brinkman Jami Dellifield	September 2016 September 2017
2.	Develop a “Call for Proposals” for 2017 NEAFCS Meeting Webinar on “How to Submit a Successful Concurrent Session/Showcase of Excellence Proposal Do webinar on how to review a proposal.	VP for Professional Development & National Management Firm – Jody & Erin Pat Brinkman Pat Brinkman & Jami Dellifield	October 2016 System open 12/15/2016 to 2/15/2017. December 2016 Possibly early Feb. 2017
3.	Recruit members for Program Development Sub-committee <ul style="list-style-type: none"> • Encourage state VP for Professional development to join and recruit other state members • Use eNEAFCS newsletter to recruit potential members • Use NEAFCS website to recruit potential members 	NEAFCS President VP Professional Dev. Karen DeZarn	Ongoing
4.	Recruit additional Concurrent Session and Showcase of Excellence Proposal Reviewers. <ul style="list-style-type: none"> • Via e-NEAFCS 	All Program Development sub-committee members	Each state asked to provide at least 2 reviewers.

<p>5.</p>	<p>Review and select Concurrent Session and Showcase of Excellence presentations for 2017</p> <ul style="list-style-type: none"> • Online blind review process • 5 reviewers for each proposal • 1 reviewer per region, but not from the same state as applicant • Highest and Lowest score is dropped • Must have an average score of 85 or higher to be accepted • Prepare schedule; include a variety of topics and minority options • Review program tracks and make recommendations for next year <p>Provide evaluative feedback to members submitting proposals selected and non-selected proposals</p>	<p>All Program Development sub-committee members & recruited reviewers</p> <p>Pat Brinkman (review process) & Jami Dellifield (schedule and letters)</p>	<p>All reviewers will receive instructions on process and procedures in February 2017</p> <p>Included with the announcement of accepted/non-accepted proposals.</p>
<p>6.</p>	<p>Evaluate 2016 Annual Session</p>	<p>National Office VP Professional Dev.</p>	<p>October 2016</p>
<p>7.</p>	<p>Recruit writers to review 2016 Pre-conferences and Keynote Speakers</p> <p>Monday Pre-Conference – Wildflower Reflections: Families, Property, and Estate Planning -Presenter –Dr. Marsha Goetting</p> <p>Monday Pre-Conference –Different Kinds of minds Contribute to Society - Presenter – Dr. Temple Grandin</p> <p>Keynote Speaker - Keynote – Dr. Waded Cruzado, Pres. Montana State University</p> <p>Tuesday – In-Depth Sessions – (your choice)</p> <p>Tuesday – Concurrent Session (your choice)</p> <p>Wednesday – General Session –Take This Job and LOVE It!- Karen McNenny</p> <p>Wednesday – Showcase of Excellence (your choice)</p> <p>Thursday – Concurrent Session and/or Showcase of Excellence – (your choice)</p>	<p>Committee Members needed to write articles for eNEAFCS</p>	<p>September 2016</p> <p>300 – 500 word limit</p>

8.	Confirm continuing education credits for 2017 Pre-Conferences and Annual Session	National Office	June 2017
9.	Identify and recruit writers for professional development articles for eNEAFCS newsletter. Article should be on a personal or professional development subject – 300-500 words and reviewed.	Author/Topics Jan. – February March – April – May – June – July – August –	Articles need to be emailed to by Committee chair the last Friday of the month proceeding the assigned month. Committee chair will send to Vice President for Professional Development by 1 st Friday of the month.
10.	Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development	Program Development sub-committee members	Ongoing
11.	Improve communication with subcommittee members – keep members informed and engaged.	Karen DeZarn	Conference calls/e-mail updates
12.	Present seminar at NEAFCS annual meeting on how to submit a successful concurrent session/showcase of excellence proposal <ul style="list-style-type: none"> • Support members in proposal preparation • Support members as reviewers of proposals 	Program Development Committee Members Pat Brinkman Jami Dellifield Marcia Parcell Candace Heer	Submit proposal – Let VP for Professional Development know October 16-19, 2017

2016-2017 ACTION PLAN
Committee: Public Affairs
Subcommittee: Advocacy

Subcommittee Chair: Julie Garden-Robinson, julie.garden-robinson@ndsu.edu

Subcommittee Chair-elect: Shauna Henley, shenley@umd.edu

Subcommittee Apprentice: Hope Wilson, [hopewilson@cals.arizona.edu](mailto:hopedwilson@cals.arizona.edu)

Subcommittee Past Chair: Diane Milne, milned@missouri.edu

Goal: Build unity, pride and visibility of NEAFCS membership.

Objectives:

1. Provide resources, ideas, and links related to marketing NEAFCS to members and the Extension system.
2. Oversee selection of marketing materials that showcase the professionalism and wide-ranging scope inherent in our association.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Update, revise materials and web page to promote Living Well, NEAFCS public relations campaign.	VP Public Affairs and subcommittee members	September, 2016 – March, 2017
2.	Join forces with AAFCS to promote the December 3 "Dining In for Healthy Families" FCS public relations campaign. Move Dining In resources to Public Relations link on web page.	VP Public Affairs and subcommittee members	October, 2016 – December, 2016
3.	Encourage members to add the FCS and Living Well logos to their email signatures.	Subcommittee members	Ongoing
4.	Encourage members to "like" and use the NEAFCS Facebook site and NEAFCS Twitter.	Subcommittee members	Post at Annual Session, JCEP, PILD
5.	Share clips and links to FCS resources via social media platforms like Facebook, Twitter, Instagram, Pinterest and blogs. Identify 4 resources to share, dates to share it and name of "post-er"	Subcommittee members	June, 2016
6.	Discuss how to promote and effectively use Twitter and Facebook accounts to expand our reach.	Subcommittee members	Annual Session Subcommittee meeting 2017
7.	Prepare articles for e-NEAFCS and e-blast blurbs on an as needed basis.	VP Public Affairs	Ongoing
8.	Encourage members to display a copy of the NEAFCS Creed in their office and to share it with program advisory committee members, etc.	Subcommittee members	Ongoing

2016-2017 ACTION PLAN
Committee: Public Affairs
Subcommittee: Education

Subcommittee Chair: Mary Liz Wright, maryliz@illinois.edu
Subcommittee Chair-elect: Michelle Allen, lm-Allen@tamu.edu
Subcommittee Apprentice: Lisa Gonzalez, liscgo@umd.edu
Subcommittee Past Chair: Linda Combs, lrcombs@uky.edu

Goal: Increase knowledge of public issues and the relationship between the Extension system and the legislative process

Objectives:

1. Encourage members to participate on public affairs committees, educational activities and workshops.
2. Support impact reporting at the local, state and national levels.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Provide 20 PILD 1st Timer scholarships. Begin promoting in November. Release applications in mid-December. Applications due February 1.	VP Public Affairs/NEAFCS Board	November 2016 – February 2017
2.	Encourage PILD concurrent session abstract submissions due November 1. Use e-blasts to get the word out.	VP Public Affairs and Subcommittee	September 2016 September 2017
3.	Use e-NEAFCS and e-blasts to promote attendance at PILD. Send e-blasts to both Affiliate Presidents and VPs Public Affairs.	VP Public Affairs and Subcommittee	October 2016 – March 2017, September 2017
4.	Regularly utilize [Public Affairs] list-serve/email to communicate with Affiliate VPs Public Affairs	VP Public Affairs	Ongoing
5.	Update impact statement data on-line submission form. Promote importance and significance of having each state submit data on their programs and initiatives, etc. by designated deadline.	VP Public Affairs	November 2016 – February 1, 2017
6.	Provide an impact statement template to promote local and state submissions. Post examples of local fact sheets on NEAFCS web page.	VP Public Affairs and subcommittee	November 2017
7.	Recruit members to draft NEAFCS IMPACT 2017 by topic area. Send member submissions for content. Edit, print.	VP Public Affairs and subcommittee	September 2016 and January 2017 – March 2017
8.	Distribute NEAFCS IMPACT 2017 by email link 2 weeks prior to PILD to self-print and have some extra copies available at PILD for NEAFCS members for meetings with their elected representatives, to NIFA Program Leaders and to JCEP Board members.	VP Public Affairs	April 2017
9.	Make Impact Statements available at Annual Session in Omaha, Nebraska for PA and President Affiliate Officer and PA Committee meetings.	VP Public Affairs	October 2017
10.	Prepare Info-graphic on emerging issues (Dining In, food preservation revival and reducing food waste) for use by members.		Ongoing
11.	Have The Power of Impact Statements poster placed on NEAFCS website	VP Public Affairs	November 2017

2016-2017 ACTION PLAN
Committee: Public Affairs
Subcommittee: Marketing & Communications

Subcommittee Chair: Diana Doggett, ddoggett@uky.edu

Subcommittee Chair-elect: Susan Howington, showing@uga.edu

Subcommittee Apprentice: Shauna Henley, shenley@umd.edu

Subcommittee Past Chair: Sandra Grenci, Grenci@njaes.rutgers.edu

Goals: Promote relevance and impact of our profession and programs to both internal and external audiences.

Objectives:

1. Communicate the value of Family and Consumer Sciences to families and communities.
2. Enhance the Family and Consumer Sciences image/brand and work of Extension professionals.
3. Build new partnerships with external organizations that share a common mission and vision with FCS educators.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Promote NEAFCS branded clothing or other items through Land's End and member merchandise from other suppliers in e-NEAFCS, via the website, and through Regional Directors. Submit print articles to VP PA. Set schedule.	Subcommittee	Ongoing with heightened activity in months leading up to Annual Session.
2.	Promote all NEAFCS branded merchandise through social media. Develop 3 to 6 blurbs and schedule of posts. Determine who will post.	Subcommittee	At annual session PA committee meeting and ongoing
3.	Offer to help review recruitment documents or social media campaigns created by Advocacy or Education subcommittees	Subcommittee	At annual session PA committee meeting and ongoing
4.	Canvas membership at JCEP Leadership & PILD conferences for new merchandise ideas.	VP Public Affairs & Subcommittee	February & April 2017
5.	Review remaining merchandising inventory and determine what new merchandise to order. Coordinate selection and ordering/re-ordering of any new/existing items.	VP Public Affairs & Subcommittee	September 2106, December 2016 May, 2017 October 2017
6	Present list of proposed new merchandise to Board. Coordinate selection and ordering/re-ordering of any new/existing items.	VP Public Affairs	June 2017
7.	Make arrangements for NEAFCS Marketing Sales Table at Omaha, Nebraska. Recruit volunteers to staff the sales table via Sign Up Genius.	VP Public Affairs and Subcommittee	June - September 2017
8.	Increase NEAFCS branded member merchandise awareness with a dedicated webpage. Design the mock up web page to submit to headquarters through VP PA. Encourage photo submission of members in NEAFCS branded clothing to post on the web page through VP PA.	Subcommittee	September 2107 and on-going.