

York County Extension Association

Executive Board Handbook

15 Oak Street, Suite 302
Springvale, ME 04083
324-2814 or 1-800-287-1535

York County Extension Association Executive Committee Handbook

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York County Extension Association Executive Committee

Summary

The York County Extension Association works closely with Extension faculty and staff at the University of Maine Cooperative Extension (UMCE) to determine Extension educational needs and to carry out the county partnership responsibilities authorized by the Maine State Legislature.

York County residents are served by a statewide network of faculty and staff, serving the public in the areas of Agriculture, Natural Resources, 4-H/Youth Development and Nutrition. For a complete list of York County Extension office staff and their program areas, please see the Staff Listing in this handbook or online at <http://umaine.edu/york/staff/>. Extension programs also rely heavily on the help of volunteers to reach the public.

Member Job Description

Position Summary:

As a member of the York County Extension Association's Executive Committee, you will help promote University of Maine Cooperative Extension programs that meet the needs and interests of area residents.

Responsibilities:

1. Be familiar with programs and staff of the York County Extension Office.
2. Attend regularly scheduled meetings (Bimonthly on 2nd Tuesday of the month).
3. Participate, as needed, on organizational sub-committees such as finance, membership, annual meeting or public relations.
4. Participate on search committees as necessary.
5. Prepare, secure and oversee the operations of the county budget.
6. Promote the work of the Extension and ensure accountability to citizens, county commissioners, legislators and other community leaders.

Time Commitment:

Election of Executive Committee members is held annually to fill any vacancies. The commitment is for a three-year term. Meetings are usually held bimonthly on the 2nd Tuesday of the month at 6:30 p.m. Sub-committees meet at a time and place convenient to their members to accomplish specific tasks.

Qualifications:

1. Interest in University of Maine Cooperative Extension and its educational programs
2. General knowledge of people and their needs and issues in your geographic area
3. Specific skills, knowledge and expertise as sought by the membership committee
4. A genuine commitment to helping people help themselves

Benefits:

You will have an opportunity to meet new people from a variety of backgrounds, improve the quality of life for people in York County, and participate in county, state and national programs.

Functions of County Executive Committees

1. To advise program staff on development of a county plan of work that is defined by issues and needs assessments conducted by the staff and County Executive Committee. From that Plan of Work, individual faculty craft their own Plans of Work for reporting in the Maine Program Reporting System.
2. To secure adequate county funds to operate the county office and be responsible for oversight management of those funds.
3. To have input into the development of professional and faculty job descriptions and to be represented on search committees as part of the formal UMaine hiring process.
4. Throughout the year to act as UMaine Extension promoters and advocates and to contribute to marketing UMaine Extension to local and county entities who could partner with us to more effectively serve the public.

What the Executive Committee is...

- A group of lay leaders
- Leaders with knowledge and experience in University of Maine Cooperative Extension programming
- The key board that assists the staff in carrying out University of Maine Cooperative Extension programs and policies

What the Executive Committee is not...

- The county staff personal support group
- A special interest group
- A "Rubber Stamp" group

Individual Committee Member Responsibilities...

- Participate in the governance of the organization
- Work on committees and task forces
- Serve as ambassadors, advocates, and community representatives
- Ask "Are we accomplishing what we want to accomplish?"
- Focus on the future and where we want to be
- **Enjoy your volunteer experience on the York County Executive Committee!**

YORK COUNTY EXTENSION ASSOCIATION EXECUTIVE COMMITTEE

2023-2024

Officers	Name	Email	Address	Town	Phone Number	Terms		Affiliations
						Officer 2YR Term	3 YR Term	
President	Sherrie Morrow	sherriemorrow@gmail.com	65 Drown Lane	Lyman	615-586-2546	11/21-11/23 11/23-11/25	11/20-11/23 11/23-11/26	Master Gardener
Vice President	Kevin Dawson	luckyman124@hotmail.com	23 Dover Eliot Road	South Berwick	207-251-8931	11/21-11/23 11/23-11/25	11/20-11/23 11/23-11/26	Master Gardener
Treasurer	Nathan Cole	nathan.cole@hilton.com	566 Hooper Road	Shapleigh	207-641-5253	11/22-11/24	11/19-11/22 11/22-11/25	4-H
Secretary	Ellen McAdam	mcdorch@gmi.net	201 Hanson Ridge Road	Springvale	207-324-5054 207-432-6874	11/20-11/22 11/22-11/24	11/18-11/21 11/21-11/24	Local Farmer
Members	Beath Geary	beth@gearymarketing.com	27 Fairview Drive	Wells	207-632-4737		11/21-11/24	Master Gardener
	Amy Wentworth-Godfrey	arwg01@gmail.com	167 Sam Wentworth Road	Lebanon	207-459-6829		11/21-11/24	Master Gardener
	Jackie Lipsky	jmrussel@mail.naz.edu	1481 Bragdon Road	Wells	207-251-4656		11/21-11/24	4-H, Homemakers, Master Gardener
	Kate Coddair	kcoddair@gmail.com	3 Woodhaven Dr	Kennebunk	(207) 450-1759		11/23-11/26	Master Gardener
	Shallie Hurd	azstardust@live.com	328 Ossipee Hill Rd	Waterboro			11/23-11/26	Local Farmer, 4-H Parent
	Debbi Michaud	dmichaud_5@hotmail.com	17 Duke Lane	Lyman			11/23-11/26	Local Farmer
	Sean Gorham	sean@seangorham.com	433 US Route 1 unit 115	York			11/23-11/26	Master Gardener

Board members: term is 3 years, eligible for 2 consecutive terms.

Officers: term is 2 years, may serve 2 consecutive terms.

**YORK COUNTY EXTENSION STAFF
2023-2024**

**15 Oak Street, Suite 302
Springvale, ME 04083
324-2814 or 1-800-287-1535**

EDUCATORS

Ankit Singh - York County Sustainable Agriculture and Maine
Ornamental Horticulture

4-H PROGRAM PROFESSIONAL

Erin McDonald

NUTRITION ASSOCIATES

Mikaela Greenwald - EFNEP

HORTICULTURE PROFESSIONAL

Mary Wicklund

ADMINISTRATIVE ASSISTANTS

Elizabeth Belanger

MAINE SEA GRANT/EXTENSION ASSOCIATE

Kristen Grant (located at Wells Reserve)

**CONSTITUTION AND BYLAWS
YORK COUNTY EXTENSION ASSOCIATION**

ARTICLE I:

The name of this organization shall be York County Extension Association.

The purpose of the York County Extension Association shall be to cultivate, foster and promote interest and participation in the educational programs of the University of Maine Cooperative Extension (UMCE) in York County. The mission of UMCE is to help Maine people improve their lives through an educational process that uses research-based knowledge focused on issues and needs. UMCE addresses the needs of county residents within, but not limited to, the issues concerning agriculture, natural resources, families, youth and communities. This Association shall also encourage and cooperate with other organizations and individuals that assist in carrying out the plan of work.

ARTICLE II:

The purpose of this Association shall be carried out through the adoption and promotion of a plan of work that shall be based on the results of a thorough needs assessment of the people of York County. The plan of work outlines goals and objectives and specific program activities and the allocation of staff time to each program area.

The plan of work is developed in conjunction with the Executive Committee of the York County Extension Association and is approved annually. The Plan of Work outline's goals and objectives of specific program activities and the allocation of staff time to each program area.

ARTICLE III: Membership

The membership of this Association shall be all interested citizens of York County. The University of Maine Cooperative Extension offers its educational programs to all eligible people regardless of race, sexual orientation, color, national origin, religion, sex, age, or handicap.

ARTICLE IV: Executive Committee

New members of the Executive Committee shall be elected at each Annual Meeting. This committee shall include the officers of the Association. The Executive Committee may choose to fill a vacancy or add new members as necessary, attempting to maintain a board of 8-12 members. Any Board member missing from 2 consecutive meetings without a reason offered, or 3 consecutive meetings, even with a reason, will be contacted by the Executive Committee President who will to determine his/her interest in continuing on the Board. The Board will then determine whether the member continues.

ARTICLE V: Officers

The officers of this Association shall consist of a President, Vice President, Secretary, and Treasurer. Each of the officers shall be elected for a term of two (2) years by Executive Committee members at the Annual Meeting. Their term of office shall begin immediately after the Annual Meeting and said members shall not serve in the same capacity consecutively for more than two (2) terms.

The officers shall be chosen because of special qualifications to perform the regular duties of their offices and because they are recognized leaders or potential leaders in the county.

The officers of the Association shall act as officers of the Executive Committee. Each Executive Committee member shall be elected for a term of three (3) years by members present at the Annual Meeting. Their term of office shall begin immediately after the Annual Meeting and said members shall not serve consecutively for more than 2 full terms. Members who have just completed two full consecutive terms may be re-elected after an absence of one year or more.

In selection of Executive Committee members, attention shall be given to obtaining as broad a representation from the major segments of the social, economic and cultural life of the county as is possible. Members also need to have the ability to look beyond their personal interests and desires to view the current and future needs of the county and its people.

ARTICLE VI: Duties of Officers and Committees**SECTION 1. PRESIDENT**

The President shall perform such duties as usually pertain to the office of President, shall preside at all annual and special meetings of the Association and meetings of the Executive Committee, may call special meetings of the members of the organization or of any of the committees whenever he/she deems it advisable. In the absence of the Secretary, the President shall appoint a member to take minutes at Association and Executive Committee meetings. The president shall, on the application in writing of any fifty members of the organization (interested citizens of York County), call a special meeting of the organization.

SECTION 2. VICE-PRESIDENT

The Vice-President shall perform the duties of the President in case of absence, and prepare for the position of President. The Vice-President shall chair the nominating committee.

SECTION 3. SECRETARY

The Secretary shall perform duties as usually pertain to the office of Secretary, shall record and keep the minutes of all regular and special meetings of the Association and Executive Committee. He/she shall see that minutes are typed and included with the agenda of the next meeting. He/she shall notify all Executive Committee members in writing of all meetings of the Association a minimum of seven (7) days prior to the date of the meeting.

SECTION 4. TREASURER

The Treasurer shall have charge of all funds of the Association; shall deposit them or arrange for their deposit in such bank as the Executive Committee shall direct; after approval of all vouchers by the county coordinator, the Treasurer, or other authorized signatory, shall sign all checks for the disbursement of funds of the Association; and shall make such reports as the Executive may direct, shall submit annual financial reports to the President of the County Association, the County Commissioners, and the Director of the Cooperative Extension, University of Maine.

The Treasurer officer shall be bonded annually, and the cost of the bonding shall be paid by the University of Maine Cooperative Extension Administration in Orono through the office of the Dean and Director.

The Treasurer shall chair the financial/budget subcommittee.

SECTION 5. EXECUTIVE COMMITTEE

Duties of the Executive Committee shall be:

- to prepare and approve an annual financial budget of funds to be derived from the county, and to present the same to the County Extension Association at its Annual Meeting.
- in case of vacancy in the County Extension staff, to interview and make recommendations to the Director of Extension on appropriate and acceptable candidates.
- to develop and approve a four year Plan of Work, and review and update annually.
- to provide support of county programs as needed through activities, such as planning, delivering and evaluating programs, public relations and fund raising.

ARTICLE VII: REMUNERATION

All members of the Executive Committee shall serve without remuneration, but may be reimbursed for necessary travel and hotel expenses. The amount of reimbursement shall be determined by the Executive Committee.

ARTICLE VIII: MEETINGS**SECTION 1. ANNUAL MEETING**

The Annual Meeting of the County Extension Association shall be held on a date decided upon by the County Executive Committee.

SECTION 2. EXECUTIVE COMMITTEE

The Executive Committee shall hold regular meetings at a time and place agreed upon by the committee. Special meetings of the Executive Committee may be called by the President, and shall be called when requested by four members of the Executive Committee.

ARTICLE IX: QUORUM

SECTION 1. The members present at an Annual or a special meeting of the Association shall constitute a quorum for transaction of business.

SECTION 2. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

ARTICLE X: ORDER OF BUSINESS

Robert's Rule of Order will be used as necessary for conducting business sessions. The following order of business is suggested.

- a. Reading of the Minutes
- b. Reports of the Secretary and Treasurer
- c. Reports of Committees
- d. Unfinished Business
- e. New Business
- f. Adjournment

ARTICLE XI: AMENDMENTS

The constitution and by-laws of the County Extension Association may be amended by a majority of the members present at any regular meeting or at any special meeting called at the request of fifty members of the Association. Notice in writing of the proposed changes must be given to all members of the Association at least two weeks previous to the time of the meeting.

Revised, October, 2007

FY 2024 YCEA Budget Request to York County

York County Extension Association (YCEA)

15 Oak Street, Suite 302

Springvale, ME 04083

YCEA Executive Committee President: Sherrie Morrow

Extension Staff County Coordinator: Erin McDonald

Estimated Annual Clients: 22,500 +

FY 2024 Budget Request to York County: \$84,500

	FY 2023 Approved Budget	FY 2024 Request
Support Staff (1.5 FTE, plus temp office support)	47,000	47,000
Professional Program Support	5,000	2,775
Rent	26,250	27,700
Office Supplies	1,000	1,000
Field Supplies	2,200	2,200
Equipment, Maintenance	800	500
Information Technology	0	0
Janitorial	1,800	1,800
Insurance	525	525
Utilities	1,000	1,000
Telephone	425	n/a
Total	\$88,725	\$84,500

Financial Data and Funding Sources

Nationwide, our Cooperative Extension partnership includes federal, state, and local governments, authorized to bring educational resources from universities to local communities. The following table shows what York County received from our three funding partners in 2023. This means that **because York County provided \$88,725 last year to support the County Extension Office, an additional \$951,794 in state and federal resources also supported York County families** through the faculty, specialists, research and publications of the University of Maine Cooperative Extension.

Federal, State and County Resources Supporting the York County Extension Office

UMaine Extension in York County	2022
Local Salaries and Benefits	\$330,542
Prorated Support from UMaine*	\$577,300
Computer Equipment & Networking	\$4,425
Statewide Animal Diagnostic Lab	\$18,929
Marketing, Publications, Video	\$769
Local Programming & Supplies	\$4,998
Postage	\$1,443
Telephone	\$6,665
Travel	\$6,721
Total State contribution	\$951,794
York County Appropriation**	\$88,725
Total	\$1,040,519

** Prorated Support from UMaine reflects travel, postage, telephone, computer equipment & networking, salaries & benefits for state-wide faculty and administrative staff. Federal and state dollars are earmarked for York County Extension faculty salaries, program initiatives, and specialists support from the University in agriculture, 4-H youth development, and nutrition education.*

*** County funds, per the County Extension Act, provide operation funds for office rent, equipment, supplies, and administrative office and bookkeeping support at the local level.*

Program Description

The mission of the University of Maine Cooperative Extension (UMaine Extension) is to help Maine people improve their lives through education that uses research-based knowledge focused on the issues facing individuals, families, and communities today. UMaine Extension supports the University's public education and service role by conducting Extension programs in every Maine county. All York County residents are eligible for the educational programs and resources we offer.

Here in York County, we are supported by Extension specialists in Orono, around the state and country, as we deliver educational programs, teach practical life skills and provide research-based information on a wide range of topics. Programs coordinated out of our York County office include:

❖ **Agriculture and Natural Resources** – This program supports our diverse agricultural industry with Integrated Pest Management (IPM), farm business management and marketing education, and provides outreach education to homeowners for gardening methods, insect and plant disease identification and control, soil testing, and composting. It includes the York County Master Gardener volunteer program, Kids Can Grow gardening classes, beekeeping courses, and the Garden Angel and Maine Harvest for Hunger programs.

❖ **4-H and Youth Development** – This program provides education and support to 4-H club leaders and members in York County. Programs include Acton Fair, Fashion Revue, Public Speaking, Fall Fest, Wildlife Habitat Education Program and after-school and summer workshops, with a special emphasis on STEM. York County 4-H supports youth in developing life skills, with opportunities in career exploration, community service, and leadership.

❖ **Nutrition and Health** – The York County Expanded Food and Nutrition Education Program provides nutrition education in areas of stretching food dollars, planning healthy meals/snacks and teaching cooking skills for limited income families in school, home and community settings. Education is delivered to groups at schools, food pantries, other community gatherings, and through one-on-one home visits.

Signed: _____
Sherrie Morrow
President, York County Extension Association

Date: _____

The County Extension Act

The County Extension Act explains the role of county government in funding local Extension offices:

Cooperative extension work shall consist of the giving of practical demonstrations in agriculture and natural resources, youth development, and home economics and community life and imparting information on those subjects through field demonstrations, publications and otherwise. For the purpose of carrying out this chapter, there may be created in each county or combination of two counties within the State an organization known as a "county extension association," and its services available to all residents of a county. The county extension is viewed as a unique and important educational program of county government. The executive committee of each county extension association shall prepare an annual budget as requested, showing in detail its estimate of the amount of money to be expended under this chapter within the county or counties for the fiscal year. The executive committee shall submit to the board of county commissioners on a date requested by the county commissioners, and the county commissioners may, if they deem it justifiable, adopt an appropriate budget for the county extension program and levy a tax therefor. The amount thus raised by direct taxation within any county or combination of counties for the purposes of this chapter shall be used for the salaries of clerks, provision of office space, supplies, equipment, postage, telephone, a contribution toward the salaries of county educators and such other expenses as necessary to maintain an effective county extension program.¹

¹*Excerpted from Title 7, Chapter 7 of the Maine Revised Statutes, §191–§195.*

Background Information on Funding and Programs of University of Maine Cooperative Extension in York County

(Note: Key talking points are in bold print)

University of Maine Cooperative Extension Mission:

"Putting Knowledge to Work with the People of Maine"

The mission of University of Maine Cooperative Extension is to help Maine people improve their lives through an educational process that uses research-based knowledge focused on issues and needs.

Goals

The overarching goal of the University of Maine Cooperative Extension is to help Maine's people help themselves, through education. More specifically, the organization's goals are to assist and empower Maine people by

- helping them make informed decisions in the productive and sustainable use of natural resources;
- strengthening families and individuals and enabling them to increase personal well-being;
- improving the long-term vitality of Maine and its citizens;
- strengthening the democratic process by helping people participate in the definition and resolution of public policy issues; and helping them develop leadership skills and become engaged volunteers for better communities.

Guiding Principles

The Extension mission and goal statements incorporate the chief elements of our educational purpose, method and place in the land-grant university. Highlighted below, these elements constitute the guiding principles of Extension education:

- **Extension's ultimate goal is to help people help themselves, through education.**
- Extension's goal is accomplished by helping people acquire and apply new knowledge and skills.
- Extension's methods are varied and oriented toward education which helps people learn how to solve their problems.
- Extension's place in the land-grant system provides a base for reliable, credible information.
- **Extension provides the people of Maine with important local access to the University of Maine.**
- Extension's program priorities are determined in partnership with the United States Department of Agriculture (USDA), the land-grant university and the county Extension associations.

The County Extension Act

Note: this important act describes why we have a unique relationship with county government as compared to other intergovernmental and social service agencies. Cooperative Extension in Maine and across the nation is based on a three way partnership between, Federal, State and local County Government. In Maine the University of Maine, our federal land grant institution, provides funding for faculty who work both out of the county offices, and as state wide program specialists. Federal dollars support program initiatives and publications. **County funds provide for a local office to allow cooperative extension to function at the grass roots level.**

Without funding from the county we would have no office, no secretaries, no copy machines and supplies to carry out our programs and to bring in the other important Federal and State resources.

The County Extension Act explains the role of county government in funding local Extension offices:

“Cooperative Extension work shall consist of the giving of practical demonstrations in agriculture and natural resources, youth development, and home economics and community life and imparting information on those subjects through field demonstrations, publications and otherwise. For the purpose of carrying out this chapter, there may be created in each county or combination of two counties within the State an organization known as a “county extension association,” and its services available to all residents of a county. The county extension is viewed as a unique and important educational program of county government. The executive committee of each county extension association shall prepare an annual budget as requested, showing in detail its estimate of the amount of money to be expended under this chapter within the county of counties for the fiscal year. The executive committee shall submit to the board of county commissioners on a date requested by the county commissioners, and the county commissioners may, if they deem it justifiable, adopt an appropriate budget for the county extension program and levy a tax therefor. The amount thus raised by direct taxation within any county or combination of counties for the purposes of this chapter shall be used for the salaries of clerks, provision of office space, supplies, equipment, postage, telephone, a contribution toward the salaries of county educators and such other expenses as necessary to maintain an effective county extension program.”

Our Programs

University of Maine Cooperative Extension is the major outreach program of the University of Maine, with offices statewide. UMCE provides Maine people with research-based educational programs to help them lead fuller, more productive lives.

We have four major program areas:

- 4-H and youth development
- Human Development
- Nutrition and Health
- Sustainable Agriculture and Natural Resources

Why is County financial support so important?

Funding from York County government is crucial to our programming. Our state and federal partners provide the national Extension educational network and the salaries for county-based

faculty along with the administrative and technological infrastructure for supporting educational programs in our county. County government provides funding for office space, secretarial and bookkeeping support, equipment and supplies to offer educational programs for county citizens. The county Extension office and its staff comprise the vital hub of the programs, workshops, information flow and volunteer efforts described in the enclosed materials. **To operate at the county level we rely solely on the support from our York County government partner for the functioning of the office. Although county funding represents only 7% of our total budget, it is crucial since it is the only funding partner that can pay for our physical operations - the space, equipment and supplies, secretarial support. Without this funding in 2009, our excellent staff and programs cannot operate in the county.**

It is important to note here again that state and federal funds cannot and do not supplant county funds. County funds – per the county Extension Act – are necessary to supply the physical location and secretary and supply support in order to bring in the state and federal support.

UMaine Extension has been working with volunteers for over 90 years, assisting the citizens of York County.

Many of our programs are preventive and save taxpayer money in the long run. These include 4-H, which prevents delinquency, and nutrition programs that help the elderly and poor stay healthier. Other programs help keep farming viable and retain some of the rural Maine character in York, the state's fastest growing county.