

Tennessee Association of Agricultural Agents and Specialists

Constitution, By-laws and Policy Handbook

Updated May 2021

Section 1	Constitution and By-laws	3-7
Section 2	Policy Set by Action of Board of Directors	8-15
2-1	Use of Tennessee Association of Agriculture Agents and Specialists Travel Fund (Acct #R121040048)	8
2-2	NACAA AM/PIC Travel Supplement	8
2-3	TAAA&S Board Advisor	8
2-4	Communications Awards Funding	9
2-5	NACAA Voting Delegates	9
2-6	Registered Agent	9
2-7	Undergraduate Scholarship	9
2-8	Distinguished Service and Achievement Award Selection	10
2-9	TAAA&S Early Career Award	10
2-10	Authorization to Pay	10
2-11	Tennessee Association of Agriculture Agents and Specialists Endowment	10-13
2-12	TAAA&S/Hicks Award of Excellence	13
2-13	NACAA Hall of Fame Nomination	14
2-14	Complimentary Membership to Newly-Hired Extension Employees	14
2-15	NACAA Life Member Fee	14
2-16	Legislative Ham Breakfast	14
2-17	Farm Bureau President's Conference Steak Dinner	15
2-18	TAAA&S (State) Friend of Extension Award	15
2-19	Calculation of Foundation Base Funds	15
2-20	TAAA&S Web Site Administration	15
2-21	Life Member State Annual Meeting Registration Fee Waiver	15
2-22	Distribution of Remaining Funds from the 2018 AM/PIC	16
Section 3	Officer Job Descriptions and Succession Order	17-24
3-1	Succession for Board of Directors	17
3-2	Succession of Members of TAAA&S Foundation Board	17
3-3	Job Description for TAAA&S President	18
3-4	Job Description for TAAA&S President Elect	18
3-5	Job Description for TAAA&S First Vice President	19
3-6	Job Description for TAAA&S Second Vice President	20
3-7	Job Description for TAAA&S Third Vice President	20
3-8	Job Description for TAAA&S Past President	21
3-9	Job Description for TAAA&S Secretary	21
3-10	Job Description for TAAA&S Treasurer	22
3-11	Job Description for TAAA&S Region Director	23
3-12	Job Description for TAAA&S Region Secretary/Treasurer	24

Section 4	Committees	25-27
4-1	NACAA State Committee Chairs	25
4-2	TAAA&S State Scholarship Chair - Additional State Duties	25
4-3	TAAA&S State Communications Chair – Additional State Duties	26
4-4	TAAA&S State Recognition and Awards Chair	27
4-5	TAAA&S Professional Excellence Chair	28
Section 5	Appendix	28-43
5-0	Hall of Fame Recipients	28
5-1	Achievement Award Recipients	28
5-2	Distinguished Service Award Recipients	29
5-3	State Friends of Extension Recipients	34
5-4	Outstanding Young Agent (Early Career) Award Recipients	34
5-5	TAAA&S/Hicks Award Recipients	39
5-6	TAAA&S College Scholarship Recipients	40
5-7	UT Extension policy for travel reimbursement to attend NACAA Annual Meeting and Professional Improvement Conference	41
5-8	NACAA Scholarship Criteria	42
5-9	NACAA Award and Voting Delegate Tables	43

Section 1

CONSTITUTION AND BY-LAWS TENNESSEE ASSOCIATION OF AGRICULTURAL AGENTS AND SPECIALISTS

Adopted with revisions April 11, 2008

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be “Tennessee Association of Agricultural Agents and Specialists” herein after referred to as Association or TAAA&S.

ARTICLE II - OBJECT

SECTION I - It shall be the object of this organization to promote the agricultural interests of Tennessee as they relate to Extension and uphold the teachings of the State of Tennessee Land Grant Colleges. Use of the term Extension herein refers to both UT Extension and TSU Extension programs.

SECTION II - It shall encourage mutual helpfulness among its members; encourage a high standard of professional performance among workers, promote programs that will improve professional training, equitable compensations, a retirement program for all Extension workers and adequate coverage by insurance programs.

SECTION III - It shall promote cooperation with other agricultural agencies of the state, but place greater emphasis on Extension to Agriculture activities for all the people of Tennessee.

SECTION IV - We shall continue to cooperate with the National Association of County Agricultural Agents, and in-so-far as possible, coordinate our state program with the national program.

ARTICLE III - MEMBERSHIP

SECTION I - Any member of Extension shall be eligible for membership on the payment of the annual membership fee. Upon two-thirds vote of the membership at any regular meeting any member may be expelled from this organization for any professional irregularity. Before the vote shall be recorded against a member, the member shall have the privilege of speaking in their own behalf.

SECTION II - Any retired member of Extension may become a lifetime associate member of the Association by paying a fee as designated in the By-Laws. Associate members are not eligible to hold offices and vote. The fee for membership will be submitted to the National Association for lifetime membership in the National Association.

SECTION III – The state association is made up of three regional associations based on the Extension administrative regions. Each member is a member of the regional association in

which their headquarters office is physically located.

BY-LAWS
ARTICLE I - OFFICERS

SECTION I – There shall be 13 officers of the Association which will constitute the Board of Directors and thus serve the same purpose as the Executive Committee. The 13 officers of this association shall consist of the following:

- 1) President,
- 2) President-Elect,
- 3) First Vice-President,
- 4) Second Vice-President,
- 5) Third Vice-President
- 6) Secretary,
- 7) Treasurer,
- 8) the immediate Past President,
- 9) Historian,
- 10) Life Member Director

and one Regional Association Director from each of the following groups:

- 11) Western Region Director,
- 12) Central Region Director, and
- 13) Eastern Region Director.

Ten of these officers serve as voting members of the board – the Historian and Life Member Director will be non-voting members of the board with the President only voting in the case of a tie. The officers shall be elected for a period of one year. Election shall be by written ballot if there is more than one nominee for the office. Officers shall serve until their successors are elected and qualified.

SECTION II - One Regional Secretary-Treasurer shall be elected from each Extension Region and the Specialists.

SECTION III - The President, President-Elect, First, Second and Third Vice-Presidents, Secretary, Treasurer and the directors shall be nominated each year by a nominating committee appointed by the President of the Association. A nomination for the Third Vice-President will come from the regional associations on a rotating basis. Beginning July 1, 2008, the nomination for Third Vice President will come from the Central Region followed by the Eastern Region in 2009, the Western Region in 2010 and so on in succeeding years. Election as Third Vice President begins a succession system whereby the person serving as Third Vice president will move up the succession of offices, holding each office for one year. The succession of offices is Third Vice President, Second Vice President, First Vice President, President-Elect, President, and Immediate Past President. The rotation system for succession to the next higher office shall not include the offices of Secretary and Treasurer who hold office at the pleasure of the membership. The Historian and Life Member Director serve at the pleasure of the board of directors.

SECTION IV - The fiscal year of this organization shall be the Calendar Year. However, newly elected officers shall assume duties on July 1 following election at Annual Meeting.

ARTICLE II - DUTIES OF OFFICERS

SECTION I - The President shall preside over all meetings of the Association and of the Board of Directors. The President may call special meetings of the Board of Directors. The President shall perform such duties as usually pertain to this office. The President shall appoint an auditing committee to audit the Treasurer's records prior to the Annual Meeting. The President shall perform such other duties as may be prescribed by the Board of Directors. The President shall be an ex-officio member of all committees.

SECTION II - The President-Elect shall perform the duties of the President in case of the President's absence or disability. The President-Elect shall be chair of the Committee responsible for all arrangements pertaining to the Annual Meeting of the Association and shall assume any other tasks that may be assigned by the President or Board of Directors.

SECTION III - The First Vice-President shall work closely with all state committee chairs. The First Vice-President shall coordinate their activities and assist them in any way to make the activities of these Committees more effective. The First Vice-President shall also assume any tasks that may be assigned by the President or Board of Directors.

SECTION IV - The Second Vice-President shall coordinate the duties of membership and thereby work closely with the TAAA&S Regional Association Directors and State Secretary to encourage membership in this organization. The Second Vice-President shall also assume any tasks that may be assigned by the President or Board of Directors.

SECTION V - The Third Vice-President shall assume any tasks that may be assigned by the President or Board of Directors.

SECTION VI - The Past President shall serve as a liaison between the retired members of the Association and the Board of Directors. The Past President will serve as a mentor for the Vice-President-Elect and assist him or her in completing their duties. The Past President will serve as chair of the Committee of Past Presidents. The Past President shall also assume any tasks that may be assigned by the President or Board of Directors.

SECTION VII - The Secretary shall keep a complete record of all meetings of the Association and of the Board of Directors and shall have general charge and supervision of the books and records of the Association. The Secretary shall make a full report of all matters and business pertaining to the office to the members at the Annual Meeting. The Secretary shall receive all communications, papers, and bills that normally come with such office, keep a record of the membership, send out notices of meetings, and conduct all necessary correspondence and perform such other duties as usually pertain to the office.

SECTION VIII - The Treasurer shall keep a full and complete record of all receipts and expenditures of the Association. The Treasurer is authorized to incur the necessary expenses for materials such as stamps and stationary.

SECTION IX - The Board of Directors shall have general supervision and control of the affairs of the Association and give guidance to the officers of the Association. The Association Director in each Region shall perform duties in his/her Region as usually pertains to the Office of President.

SECTION X - The Secretary-Treasurer in each Region shall assist the Regional Association Director and the Association's Secretary and Treasurer in collecting dues and keep necessary Regional records.

SECTION X I- A quorum of the Board shall consist of one-half of the voting members plus one -- [example: $1/2$ of 10 voting members = $5 + 1 = 6$ members of the voting board members will constitute a quorum].

ARTICLE III - MEMBERSHIP

SECTION I - Any member of Extension shall be eligible for membership on the payment of the annual membership fee. Active membership is allowed for retired members who can or may be serving in a position on the NACAA board or national committee until the national appointment ends. Upon two-thirds vote of the membership at any regular meeting any member may be expelled from this organization for any professional irregularity. Before the vote shall be recorded against a member, the member shall have the privilege of speaking in their own behalf.

SECTION II - Any retired member of Extension may become a lifetime associate member of the Association by paying a fee as designated in the By-Laws. Associate members are not eligible to hold offices and vote. The fee for membership will be submitted to the National Association for lifetime membership in the National Association.

ARTICLE IV - ASSOCIATION MEETINGS

SECTION I - The annual meeting of the Association shall be held as designated in the call by the President. This call to be mailed or emailed to each member and life member at the last known address at least 45 days prior to the date of the meeting.

SECTION II - A Quorum shall consist of 10% of the membership of the Association.

ARTICLE V - VACANCIES

A vacancy in any office or committee shall be filled by appointment by the President until the time of the next annual meeting. If the president's office becomes vacant for any reason the next office in succession (President Elect, then Vice President and so forth) will assume the Presidents duties.

ARTICLE VI - COMMITTEES

At each annual meeting the President and the Board of Directors shall appoint such committee chairs as they deem necessary, to give fullest cooperation with National Committees and the National Program.

ARTICLE VII – CONSTITUTION AND BY-LAWS

The Constitution and By-Laws of this association may be amended at any annual meeting by two-thirds vote of the members present. Any proposed change must be submitted to the Association President at least ninety (90) days before the annual meeting and must be included in the President’s official call for the annual meeting.

ARTICLE VIII – TAAA&S FOUNDATION

The investment and disbursement of funds known as the TAAA&S Foundation funds will be handled according to the following:

SECTION I - The value of the funds invested within the managed investment portfolio as of 12/31/2000 (\$126,605) will be held in reserve. This reserve fund is to be regarded as “protected” and may not be expended for any reason unless approved by the TAAA&S Foundation Board, a two-thirds majority vote of the TAAA&S Board of Directors, and/or a two-thirds majority vote of the total membership (based on the membership count of March 15 of the current year). The “protected” fund balance will be increased each year by ½ of the annual growth rate percentage.

SECTION II - The balance of the foundation funds plus the additional earning from investment portfolio noted in Section I shall be used in accordance with the following priorities:

- < Growth of the fund through managed investment.
- < Meeting commitments, preferably based on recommendations of the TAAA&S Foundation Board to the TAAA&S Board of Directors.
- < Expenditures to benefit the TAAA&S membership.

SECTION III - Expenditures within a given year may be spent at the direction of the TAAA&S Board of Directors, preferably based on the recommendation of the TAAA&S Foundation Board.

SECTION IV - Any TAAA&S member may submit written proposals to the Chair of the TAAA&S Foundation Board with ideas or suggestions for using the funds within the guidelines noted in Section II.

SECTION V - The TAAA&S Foundation shall exist to serve the membership of TAAA&S as long as funds exist to administer, and TAAA&S exists as a viable organization. If TAAA&S ceases to exist as a viable organization, funds which are overseen by the TAAA&S Foundation Board shall become the property of an organization resembling TAAA&S in purpose and goals (as directed by the TAAA&S Board of Directors). If such an organization is not identified or if the TAAA&S Board of Directors fails to act to designate the monies, the funds shall become the property of the University of Tennessee Extension.

SECTION VI – The TAAA&S Foundation Board will be comprised of six active members -- these members being the past three TAAA&S Presidents, the current State President, the current state Treasurer and the Third Vice-President. The TAAA&S Foundation Board shall meet at least once annually. A quorum of the Foundation Board shall consist of one-half of the voting

members plus one - - [example: $\frac{1}{2}$ of 6 members = 3 + 1 = 4 members of the Foundation Board constitutes a quorum.]

Section 2

Policy Set by Action of Board of Directors

2-1 Tennessee Association of Agriculture Agents and Specialists Travel Reimbursement

Travel reimbursement will be made according to the following criteria:

- A. Reimbursement must be claimed using Extension travel guidelines and reimbursed from Account Number R121040048 listed as a “Public Service” Account or other lines as determined by the Board.
- B. Reimbursement will be made according to the following priority.
 - a. DSA and AA recipients receive \$150.00 to attend NACAA Annual Meeting. Left out in most recent approved draft
 - b. State Board members receive reimbursement for mileage and lodging to state board meetings other than the state annual meeting.
 - c. State Board Members receive \$150.00 to attend NACAA Annual Meeting.
 - d. State Board Members receive reimbursement for JCEP Workshop expenses: Registration Fee, Lodging and transportation.
 - e. Two representatives of the Board are eligible for full reimbursement of travel expenses to attend the PILD conference each year. One representative will be reimbursed based on policy approved by the Dean of UT Extension (using UT travel funds) and the other representative will be reimbursed using the TAAA&S travel fund (Acct #R121040048). The two board representatives are typically the President and President-Elect. In the event of the President and/or President-Elect, replacements can be selected from other board members.
 - f. Guidelines to be reviewed each December.
 - g. Issues involving interpretation of travel reimbursement using TAAA&S funds for the NACAA AM/PIC rest with the TAAA&S Board of Directors.

(Entire section 2-1 revised December 3, 2012). (Revised on December 9, 2013)

2-2 NACAA AM/PIC Travel Supplement

Any member attending the NACAA AM/PIC who receives less than a total of \$500.00 from UT travel, TAAA&S Travel Award, Region TAAA&S Awards, County Funds, or NACAA award funds and travel reimbursement will receive \$100.00 from Foundation Funds. The State President must notify the State Treasurer of those members eligible for this travel supplement. (9-27-05)

2-3 TAAA&S Board Advisor

The TAAA&S Board Advisor serves at pleasure of Board of Directors with an automatic re-appointment each year at the annual meeting unless otherwise terminated and is provided \$250 in travel expenses per year. (9-27-05) The role of the TAAA&S Board Advisor is advising board on policy interpretations, matters of historical precedent, and serve as editor of the policy handbook. The board advisor does not have voting

privileges on the board of directors. The board advisor will conduct the installation of new officers at the state annual meeting. (12-3-2012)

2-4 Communications Awards Funding

The \$500 available for Communications Awards was first provided by an outside donor. After the donor discontinued support, the state general fund funded the awards. The board voted on 2-10-98 to increase funding by an additional \$500 that would come from foundation funds. On 4-22-99 board voted to fund entire \$1,000 from foundation funds. On 3-20-07, the board confirmed to pay Communications Award expenses (prize money and the cost of plaques) using Foundation funds with the limit of funds set as the total of all award category maximums based on the following: First Place = \$40.00, Second Place = \$25.00, Third Place = \$10.00 and a \$100.00 cash award for Communicator of the Year.

2-5 NACAA Voting Delegates

Voting delegates for the NACAA Annual Meeting are appointed by the President in office at the time of the request for delegates by NACAA. The spirit of past procedures has been to utilize members of the Board of Directors and spread the delegates across all regions of the association. In order to make effective use of TAAA&S travel funds, the President is encouraged to appoint voting delegates based on those members already planning to attend the AM/PIC.

2-6 Registered Agent

In order to remain registered as an organization with the State of Tennessee, an individual must be designated as “Registered Agent.” The “Registered Agent” receives the notice of the annual renewal of the charter. A fee of \$20.00 is required to remain registered with the state. Changing the “Registered Agent” has a fee of \$20.00 per change. **The State Treasurer** will be designated as “Registered Agent” until such time as a change needs to be made. (12-7-98) (revised 12-8-14)

2-7 Undergraduate Scholarship

The board approved on 4-22-99 fund the scholarship out of foundation funds. On 4-24-2001 board approved adding a second scholarship beginning in 2002.

SELECTION CRITERIA

1. Two \$1000 scholarships will be awarded annually, following submission of proof of registration to the TAAA&S Scholarship Chairman.
2. Recipient must be a child of a TAAA&S member or Life Member in good standing with three or more years of TAAA&S membership.
3. Recipient can be of any major with preference given to (1) agriculture, (2) family and consumer science, and (3) other sciences.
4. Recipient can attend any university with preference given to attendance in the University

of Tennessee System, TSU and the Tennessee Board of Regents system.

5. Preference given to year in college: (1) Freshman, (2) Sophomore, (3) Junior, (4) Senior.
6. Selection committee should use other information on the scholarship application if needed to select recipient. Eg.: leadership activities, grade average, etc.
7. If recipient attends the University of Tennessee, Knoxville majoring in agriculture, the scholarship should be awarded at the Agriculture Awards Banquet if possible. Otherwise, arrangements can be made for the presentation of the scholarship.
8. A recipient can receive the scholarship only one time.

2-8 Distinguished Service and Achievement Award Selection

The Recognition and Awards State Chair is responsible for coordinating the selection of DSA and AA recipients within the guidelines set forth by NACAA. Nominations are accepted from all regions. Members can submit nominations for themselves or co-workers. DSA and AA winners are recognized at the state annual meeting and the NACAA Annual Meeting. NACAA Policy requires DSA and AA attend the respective awards program at the Annual Meeting in order to receive the award. DSA and AA recipients are selected from the entire membership without regard to region. (4-10-08) Per board action, Tennessee recipients of the AA must have been employed by Extension a minimum of three years by March 15 of the year the award is presented. (4-15-10)

2-9 TAAA&S Early Career Award

The TAAA&S Early Career Award (formerly called the Outstanding Young Extension Worker) is a state award awarded to two members per region each year who has less than 10 years of employment with UT Extension. When there are eligible members in each category, one of these awards will be selected from county-based members and one from members whose job assignment is not county based (eg: state specialists, area specialists, region office staff, area agents). If there are no eligible members in one category, both recipients may come from the same category. These awards are presented at the state annual meeting each year. Selection of this award in each region is the responsibility of the Region Association Director. The Region Association Director should forward the selection to the State Recognition and Awards Chair by March 1 each year. A member is eligible to receive this award only one time, regardless of change of regions or job assignment. (4-10-08)(12-3-12)

2-10 Authorization to Pay

The State President shall approve all expenditures of the Association except routine expenditures such as stamps, stationery and other routine obligations of the Association.

2-11 Tennessee Association of Agriculture Agents and Specialists Endowment

Account number F120000006. Listed as an “Academic Support” Account. The balance of this account is not expendable. Earnings from this account are placed in account number R120140005 to fund the TAAA&S/Hicks Award of Excellence each year.



AGRICULTURAL EXTENSION SERVICE
THE UNIVERSITY OF TENNESSEE INSTITUTE OF AGRICULTURE

November 11, 1998

Office of the Dean
P.O. Box 1071

Telephone: 423/974-7114
FAX: 423/974-1068

Knoxville, TN 37901-1071

E-mail: BGHicks@utk.edu

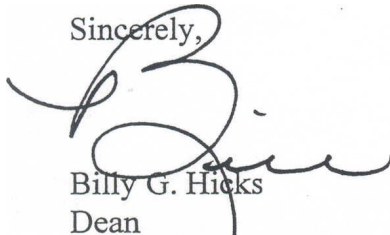
Mr. Bob Williams
President, TAAA&S Agricultural Extension Service P. O. Box 168
Dresden, TN 38225-0168

Dear Bob:

Enclosed are two (2) copies of a fully signed memorandum of agreement between The University of Tennessee Agricultural Extension Service and TAAA&S.

We are pleased to cooperate with the TAAA&S in awarding TAAA&S-Hicks Awards of Excellence.

Sincerely,



Billy G. Hicks
Dean

Enclosure

cDennis Jones

A *A State Partner in the Cooperative Extension System*

THE UNIVERSITY OF TENNESSEE, THE U.S. DEPARTMENT OF AGRICULTURE AND COUNTY GOVERNMENTS COOPERATING The Agricultural Extension Service offers its programs to all eligible persons regardless of race, color, age, national origin, sex or disability and is an Equal Opportunity Employer.

MEMORANDUM OF AGREEMENT between The University of Tennessee Agricultural Extension Service and
The Tennessee Association of Agricultural Agents and Specialists (TAAA&S)

This agreement is entered into by and between The University of Tennessee, hereinafter referred to as the University, and The Tennessee Association of Agricultural Agents and Specialists, hereinafter referred to as TAAA&S, to supersede the previous Memorandum of Agreement governing the commitments for the TAAA&S-Hicks Award of Excellence.

The TAAA&S-Hicks Award of Excellence is anticipated to be presented annually to up to three University of Tennessee Agricultural Extension Service or Tennessee State University Extension faculty who are also members of TAAA&S. Selection will be based upon excellence in Extension programming as described in the attached "Guidelines."

Following are the commitments which have been made upon which the T AAA&S-Hicks Award are based:

.T AAA&S agrees to fund an endowment with The University of Tennessee in the amount of \$60,000. The primary use of the income from this endo_ent will be to help meet the T AAA&S financial commitment to support two of the three annual T AAA&S- Hicks awards.

.The University of Tennessee Agricultural Extension Service agrees to fund one of the three annual T AAA&S-Hicks awards subject to availability of funds in the current operating budget.

- Each TAAA&S-Hicks award is expected to be minimum of \$1,500, subject to availability of funds in the current operating budget and the amount of earnings from the endowment.

- Consistent with the attached guidelines, the T AAA&S Board will collect entries for the award, screen applicants, and recommend candidates to the Dean of The University of Tennessee Agricultural Extension Service.

- If three suitable candidates are not found, one or two candidates may be submitted. If two candidates are submitted and accepted, T AAA&S and earnings from the endowment will fund one award and The University of Tennessee Agricultural Extension Service will fund the other subject to availability of funds in the current operating budget. If only one candidate is selected, the cost will be shared equally between earnings from the endowment and The University of Tennessee Agricultural Extension Service subject to availability of funds in the current operating budget.

If, for any reason, the TAAA&S-Hicks Award is discontinued, the earnings from the Tennessee Association of Agricultural Agents and Specialists Professional Improvement Endowment Fund will be used for the purposes specified in the memorandum of agreement and administrative provisions as amended_

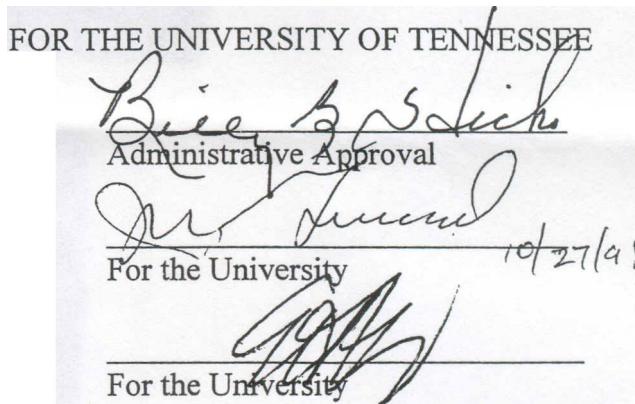
IN WITNESS WHEREOF, the Tennessee Association of Agricultural Agents and Specialists and The University of Tennessee have executed this agreement this _____ day of _____, 1998.

FOR T AAA&S _____ \,

By: &)3 uJ ___

President, TAAA&S


President, TAAA&S Foundation



2-12 TAAA&S/Hicks Award of Excellence

TAAA&S-Hicks Award of Excellence

The TAAA&S-Hicks Award of Excellence will be presented annually to up to three University of Tennessee Extension or Tennessee State University Extension faculty who are also members of TAAA&S. Applicants must have been members of TAAA&S for three consecutive years.

Staff selected should have exhibited excellence in agricultural programming (adult and/or youth areas) over a five-year period. Programs should show a profound effect on agricultural efficiency, development, sustainability, visibility and marketing within the county, area or state.

Nominations will be broadly solicited. Applications may be submitted by/for any UTE/TSU faculty member meeting requirements and applications will address effectiveness of the nominee's performance within the most recent five-year period. Recipients of the \$1500 TAAA&S-Hicks Award of Excellence will be ineligible for consideration for this award again for a period of ten years.

It is suggested that the selection represent different work assignments of UTE/TSU programming, including specialists, county agricultural agents and 4-H agricultural agents, according to their representation in the total TAAA&S membership. If a deserving candidate is not identified in any given year, the award will not be made.

Format for application TAAA&S Award of Excellence:

- 1) One-page letter of support from Region Director (for county/area faculty) or Department Head for State Specialists
- 2) One-page letter from a person familiar with the program
- 3) One-page letter from a person being impacted by the program
- 4) One-page resume emphasizing program impact using a 12-point font

Evidence of program excellence may include:

- ! Adoption of research findings by clientele
- ! Consolidation of research findings from many disciplines into meaningful systems
- ! Effective communication with clientele
- ! Leadership of team outreach efforts
- ! Innovative individual outreach programming

Applications will be evaluated by the TAAA&S Executive Committee. The TAAA&S Executive Committee will recommend candidates to the Dean of the Agricultural Extension Service.

TAAA&S Executive Committee members are ineligible for this award.

Announcement of the annual winners of the TAAA&S-Hicks Award of Excellence will be made at the Vice-President's Annual Promotion and Awards Luncheon. Each winner's program will be highlighted with significant information of how their program has advanced agriculture with their clientele.

2-13 NACAA Hall of Fame Nomination

The State Recognition and Awards Chair will coordinate the selection of the state NACAA Hall of Fame nomination with the TAAA&S Board of Directors and be responsible for seeing that the nominee's application is completed in a timely manner in the NACAA database.

2-14 Complimentary Membership to Newly-Hired Extension Employees

In order to introduce newly-hired Extension Employees (who have never been members) to the Association, a one-time, complimentary membership to TAAA&S and NACAA will be provided by the Association. Those eligible for this one-time complimentary membership include Extension employees with less than five (5) years Extension employment (as of March 15). These five (5) years include Extension employment in any state. Those employees meeting these criteria and wishing to accept the one-time complimentary membership should forward their request to the appropriate Regional Secretary-Treasurer. In essence, TAAA&S will waive the state fee for these complimentary members and TAAA&S will pay the NACAA membership fee.

2-15 NACAA Life Member Fee

TAAA&S will pay one-half of NACAA Life Member Fee which currently stands at \$50.

2-16 Legislative Ham Breakfast

After extensive discussions among the four associations, the decision was made in 2011 to discontinue the Legislative Ham Breakfast due to rising costs and perceived lack of impact with legislators. To continue efforts to thank legislators for supporting Extension, on site visits with the legislators were planned. (2011)

The following paragraph in italics is historical information on the ham breakfast and is retained here for historical purposes: *Many years ago TAAA&S began providing a ham breakfast for members of the Tennessee General Assembly in appreciation for their support of Extension. TAAA&S provided country ham and food preparation help working with the cafeteria vendor in Legislative Plaza. The purpose of this event was to be a "thank you," not a lobbying for additional appropriations session. Upon their request, the Extension Family and Consumer Sciences Association, 4-H Agents Association and Epsilon Sigma Phi were included to make the ham breakfast a joint venture of all the associations. The TAAA&S First Vice President is responsible for coordinating the event with help from the TAAA&S board and the other associations. Costs for this event are divided equally among the four associations.*

2-17 Farm Bureau President’s Conference Steak Dinner

The event was discontinued by mutual consent between Farm Bureau and TAAA&S due to procedural issues with caterers after the 2007 conference.

The following paragraph in italics is historical information on the President’s Conference and is retained here for historical purposes: *TAAA&S is responsible for preparing steaks for one dinner meal at the Tennessee Farm Bureau Federations President’s Conference. TAAA&S coordinates this activity with a representative from Farm Bureau. TAAA&S is responsible for cooking which includes securing grills. TAAA&S pays the cost of 100 steaks, which is approximately one steak for each County Farm Bureau President.*

2-18 TAAA&S (State) Friend of Extension Award

The TAAA&S (state) Friend of Extension Award shall be given at the Annual meeting of the Association and will be selected by the host region of the meeting.

2-19 Calculation of Foundation Base Funds

The base amount will increase each year by one-half of the growth of the account in a calendar year. If the account does not grow, the base amount will not change for that year.

Formula: $((\text{Balance} - \text{Old Base Amount})/2) + \text{Old Base Amount} = \text{New Base Amount}$

Balance = The balance of the account on December 31 of that year.

Old Base Amount = The base amount on January 1 of that year.

New Base Amount = The new base amount on January 1 of the next year.

If the old base amount is greater than the balance, then the old base amount will not change that year.

2-20 TAAA&S Web Site Administration

The board of directors will recruit a volunteer to serve as webmaster for the TAAA&S web site. Third vice-president will serve as board contact with webmaster, with assistance from the state secretary. (12-3-12)

2-21 Life Member State Annual Meeting Registration Fee Waiver

TAAA&S Life Members will have registration fee to state annual meeting waived. Approved by vote of membership at 2013 Annual Meeting. (5-10-13)

2-22 Distribution of Remaining Funds from the 2018 AM/PIC

This section has been added to policy to record and document the approved use of funds remaining from the 2018 AM/PIC held in Chattanooga TN.

Below is the motion that was made at the foundation board meeting that was presented at the state board meeting and passed, then presented at the TAAA&S annual business meeting in Knoxville, TN May 17, 2019.

Direct motion that was made, seconded, and approved.

Motion was made that TAAA&S use the remainder of the funds (\$233,302.06), raised to support the 2018 NACAA AMPIC, be designated to the following efforts:

- \$2,000 towards the TAAA&S Travel Fund” R account.
- \$3,057.18 towards the TAAA&S state funds bank account to recoup the losses of the 2018 TAAA&S state meeting.
- \$228,244.88 invested into a TAAA&S Raymond James account.
- The following line items will be taken out upon appropriate time of need for support:
 1. \$20,000 for support of NACAA Southern Region states hosting a NACAA AMPIC.
 2. \$26,000 towards the Virginia Beach AMPIC (July 19-24, 2020) for each attending TAAA&S member to receive a \$150 travel support award.
 3. \$25,000 to be dispersed at \$2,500 per year over the next 10 years (2020-2029) for support of each annual TAAA&S state meeting.
- The annual yield on investment returned as operating funds to support the following efforts:
 1. Increase communications awards monies.
 2. Establish awards monies to DSA and AA recipients.
 3. Increase other TAAA&S awards monies.

Section 3

Officer Job Descriptions and Succession Order

3-1 Succession for Board of Directors (NOTE: the TAAA&S board consists of a total of 11 voting members including the 6 listed in this table).

	Past Pres	President	Pres Elect	1st V Pres	2nd VP	3rd VP
2008-09	D. Yates	B. Wyatt	C. Kimbro	M. Bedwell	B. Muller	A. Tuggle
2009-10	B. Wyatt	C. Kimbro	M. Bedwell	B. Muller	A. Tuggle	T. McKinley
2010-11	C. Kimbro	M. Bedwell	B. Muller	A. Tuggle	T. McKinley	T. Dugger
2011-12	M. Bedwell	B. Muller	A. Tuggle	T. McKinley	T. Dugger	S. Barker
2012-13	B. Muller	A. Tuggle	A. Shelton	T. Dugger	S. Barker	A. Hopkins
2013-14	A. Tuggle	A. Shelton	T. Dugger	S. Barker	A. Hopkins	R. Goodman
2014-15	A. Shelton	T. Dugger	S. Barker	A. Hopkins	R. Goodman	J.Stefanski
2015-16	T. Dugger	S. Barker	A. Hopkins	R. Goodman	J.Stefanski	S Huff
2016-17	S. Barker	A. Hopkins	R. Goodman	J.Stefanski	S Huff	C Cooper
2017-18	A. Hopkins	R. Goodman	J.Stefanski	S Huff	C Cooper	A Dismukes
2018-19	R. Goodman	J.Stefanski	S Huff	C Cooper	A Dismukes	A smith
2019-20	J.Stefanski	Stefanski/Cooper	C Cooper	A Dismukes	A Smith	L Mobley
2020-21	J Stefanski	C Cooper	C Hicks	A Smith	L Mobley	J DeKoff
2021-22	C Cooper	C Hicks	A Smith	L. Mobley	J DeKoff	J Boone
2022-23	C Hicks	A Smith	L. Mobley	J DeKoff	J Boone	Western
2023-24	A Smith	L. Mobley	J DeKoff	J Boone	Western	Central
2024-25	L. Mobley	J DeKoff	J Boone	Western	Central	Eastern
2025-26	J DeKoff	J Boone	Western	Central	Eastern	Western

3-2 Succession of Members of TAAA&S Foundation Board

*See section 3-2-2

	Past Pres 3	Past Pres 2	Past Pres	Pres	3rd V Pres	Treas
2014-15	B Muller	A Tuggle	A Shelton	T Dugger	J Stefanski	D Bilderback
2015-16	A Tuggle	A Shelton	T Dugger	S Barker	S Huff	D Bilderback
2016-17	A Shelton	T Dugger	S Barker	A Hopkins	C. Cooper	A. Mathenia
2017-18	T Dugger	S Barker	A Hopkins	R Goodman	A Dismukes	A. Mathenia
2018-19	S Barker	A Hopkins	R Goodman	J Stefanski	A Smith	A Mathenia
2019-20	A Hopkins	R Goodman	J Stefanski	S Huff	L Mobley	A Mathenia
2020-21	R Goodman	J Stefanski	D Yates*	C Cooper	J DeKoff	A Mathenia
2021-22	J Stefanski	D Yates*	C Cooper	C Hicks	J Boone	A Mathenia
2022-23	D Yates*	C Cooper	C Hicks	A Smith	Western	Treas
2023-24	C Cooper	C Hicks	A Smith	L Mobley	Central	Treas
2024-25	C Hicks	A Smith	L Mobley	J DeKoff	Eastern	Treas
2025-26	A Smith	L Mobley	J DeKoff	J Boone	Western	Treas
2026-27	L Mobley	J DeKoff	J Boone	Western	Central	Treas
2027-28	J DeKoff	J Boone	Western	Central	Eastern	Treas

- 3-2-1** Past President shall serve as chair of the foundation Board. Past President will take minutes or designate another board member to take minutes. The foundation Board shall meet at least once annually, preferably at the association's annual meeting and at any other time as needed. Board meetings may be called for from the current foundation board or the current state board or at the request of the membership. (December, 2014)
- 3-2-2** In the event that a foundation board member should retire or leave Extension during their term then their replacement would come first, from a past state president or second, from a past state board member from that region to fulfill the unfurnished term. * (2019)

3-3 Job Description for TAAA&S President

- Call and preside over all Board meetings and annual business meeting. Board meetings are usually held during the annual TAAA&S state meeting, the Farm Bureau State Annual Meeting in December and at other times as deemed necessary by the President.
- Work with the state secretary and treasurer in meeting the NACAA membership deadline.
- Attend the NACAA AM/PIC and fulfill the following duties relevant to the AM/PIC
 - Attend state officers' workshop
 - Serve as TN flag bearer in opening ceremony
 - Coordinate States Night Out
 - Attend voting delegates breakfast
 - Attend Southern Region Meeting and give report on Tennessee attendance at AM/PIC
 - Attend delegate session
 - Attend state presidents and vice-presidents luncheon
 - Notify the state treasurer of those eligible for travel supplement under policy section 2-2
- Select the state voting delegates for the NACAA AM/PIC.
- Receive and disburse correspondence from NACAA as needed/required to the appropriate state officer/member.
- Work/assist with all officers in completing their duties.
- Inform the treasurer when appropriate to issue checks for needed expenses, awards, etc and approve all expenditures of the Association.
- Moderate luncheon at the annual Farm Bureau State Annual Meeting.
- Work with appropriate officer/s in planning/conducting activities of the organization.
- Attend the JCEP sponsored Public Issues and Leadership Development Conference (PILD) in Washington DC held each spring.

- Attend the JCEP Conference usually held in late winter.
- Be prepared to attend another of the state association's annual meeting representing TAAA&S when asked.
- Attend the Joint Association Meetings with Extension Administration.
- Understand the association by-laws and adhere to the guidelines/deadlines within.
- Keep the membership updated by e-mail on association business as needed throughout the year.
- Appoint an Audit Committee each year.
- Appoint a Nominating Committee for the Board of Directors each year; Nominating Committee to be chaired by the 1st vice president.
- Issue the official "call for annual meeting" each year.
- Call annual meeting of the TAAA&S Foundation Board and other meetings of this board as needed.
- Coordinate any proposed changes to the Association Constitution and By-Laws.
- Conduct state and region officer orientation at state meeting.

3-4 Job Description for TAAA&S President Elect

- The primary responsibility of the President-elect is to plan and coordinate the annual state meeting. This involves contacting potential sponsors, finding and negotiating with a hotel, meeting publicity activities, handling registration for the meeting, and developing the professional development program including any tours. Maintain sponsor list and forward each year to the new president-elect.
- The President-elect also assists the President with his duties in order to obtain institutional knowledge and ensure a smooth transition.
- Attend state TAAA&S meeting.
- Attend PILD and JCEP
- Attend the Joint Association Meetings with Extension Administration.
- Attend NACAA AM/PIC.
 - Attend state officers' workshop
 - Attend voting delegates breakfast
 - Attend delegate session
 - Attend state presidents and vice-presidents luncheon

3-5 Job Description for TAAA&S First Vice President

- Assist the President with any special projects and duties when requested.
- Attend state TAAA&S meeting.
- Attend NACAA AM/PIC.
 - Attend state officers' workshop
 - Attend voting delegates breakfast
 - Attend delegate session
 - Attend state presidents and vice-presidents luncheon
- Make committee assignments according to those rotating off. Each committee has a chair and vice-chair position.
- Chair the Nominating Committee for the Board of Directors
- Represent TAAA&S in joint planning effort with other associations to conduct legislative contacts.

3-6 Job Description for TAAA&S Second Vice President

- Assist the President with any special projects and duties when requested.
- Attend state TAAA&S meeting.
- Attend NACAA AM/PIC.
 - Attend state officers' workshop
 - If a voting delegate, attend voting delegates breakfast
 - If a voting delegate, attend delegate session
 - Attend state presidents and vice-presidents luncheon
- Assist secretary in compiling annual report.
- Assist committee chairs and committees in completing duties.

3-7 Job Description for TAAA&S Third Vice President

- Assist the President with any special projects and duties when requested.
- Attend state TAAA&S meeting.
- Attend NACAA AM/PIC.
 - Attend state officers' workshop
 - If a voting delegate, attend voting delegates breakfast
 - If a voting delegate, attend delegate session
 - Attend state presidents and vice-presidents luncheon

- Serve as contact person between board and volunteer webmaster with assistance from the state secretary. Oversee content of web page.

3-8 Job Description for TAAA&S Past President

- Assist the president as needed and provide guidance and support
- Attend all Board meetings
- Assist newer Board members in the completion of their duties as needed
- Help with all Board functions.
- Serve as parliamentarian for the business portion of the annual meeting and Board meetings as necessary
- Attend the Joint Association Meetings with Extension Administration.

3-9 Job Description for TAAA&S Secretary

December/January

- Attend board meeting at Farm Bureau convention-take minutes
- Attend Farm Bureau Luncheon
- Membership/Dues Drive; Collect annual memberships from region secretaries-work with State Treasurer
- Update members on national database
- Distribute to and collect from region secretary's annual membership forms
- Send in NACAA membership by January 15

February

- Continue to work on membership/finalize membership-working with State Treasurer
- Send TAAA&S Hicks Award information/guidelines
- Solicit via email, reports from officers/committee chairs, region directors, etc. for state annual report

March

- Send reminders to officers, committee chairs, region directors, etc. for their reports for state annual report
- Send reminder on TAAA&S/Hicks Award information/guidelines
- Work with Second Vice President, send reports to them to prepare annual report

April

- Receive TAAA&S Hicks Award entries – make 10 copies for review at the state meeting
- Attend TAAA&S Board meeting-take minutes
- Attend state meeting-take minutes at board meeting/business meeting
- Receive audit letter concerning regional accounts from Regional directors

May

- Forward winning entries/Hicks Award (to secretary of dean)
 - Keep a copy
 - Will go public July luncheon

September/October

- Plan for Farm Bureau Ag. Agent Luncheon usually early December
 - Farm Bureau contact is the Organization Department
- Notify UT/TSU agents/admin. of date/time/program, etc.
- Send invitations to Life Members about Farm Bureau Luncheon

November

- Collect reservations for Farm Bureau Convention luncheon
- Turn in head count to Farm Bureau via spreadsheet

Other Duties

- Maintain Life Member mailing list; remove deceased members; provide NACAA list of deceased life members when requested
- Update NACAA database as needed
- Attend NACAA AM/PIC
 - Attend state officers' workshop
 - If a voting delegate, attend voting delegates breakfast
 - If a voting delegate, attend delegate session

3-10 Job Description for TAAA&S Treasurer

- Managing, recording and reporting the finances of the Association opening and maintaining an appropriate checking account and certificate of deposits (CDs)
- Maintaining separate account balances for “State” and “Foundation” funds
- Serving as a voting member of the TAAA&S Board
- Attending regular and called Board meetings and making a financial report to the Board
- Attend NACAA AM/PIC
 - Attend state officers' workshop
 - If a voting delegate, attend voting delegates breakfast
 - If a voting delegate, attend delegate session
- Making deposits and payments on behalf of the Association and as directed by the Board

- Filing annual organization papers and remitting fees to the Tennessee Secretary of State by April 1 of each year.
- Communicating/contracting with certified public accountant and filing annual federal tax reports with a due date of May 15 each year.
- Developing the Association’s annual financial report to be presented at the Association’s annual meeting
- Assisting the Secretary with annual membership roster and dues to the National Association of Agricultural Agents and Specialists’ (NACAA)
- Reporting on the status and progress of investment funds
- Paying all expenses and maintaining deposits for the Association’s annual meeting. Coordinate funds with host region.
- Depositing all membership dues and remitting national dues to NACAA
- Providing TAAA&S “W-9” upon requests
- Provide oversight and assistance to region secretary/treasurers in maintaining region financial accounts in Quicken

3-11 Job Description for TAAA&S Region Director (previously known as District/Region Vice President

- Serve as a member of the TAAA&S Board of Directors. Board meetings are usually held during the annual TAAA&S state meeting, the Farm Bureau State Annual Meeting in December and at other times as deemed necessary by the President.
- Attend state TAAA&S meeting.
- Work in conjunction with Region Secretary/Treasurer to recruit members and collect dues within their respective region
- Coordinate and promote professional development programs within the region as deemed appropriate (ex: tours, NACAA Scholarship Applications, NACAA professional improvement program entries, etc.
- Conduct region association business as necessary
- Coordinate any region awards that the region may select to award
- Conduct election of region representative to the state officer rotation in appropriate years
- Coordinate selection of early career award winners

- Encourage nominations from region for the Distinguished Service Award, Achievement Award, the TAAA&S/Hicks Award of Excellence, and the NACAA Hall of Fame Award
- Participate in programs of NACAA (professional improvement programs, poster session, annual meetings, etc.)
- Promote membership with new employees
- Contact retiring members concerning becoming a life member of NACAA
- Appoint audit committee to review region account by March 31 of each year and send a letter of audit completion to the TAAA&S secretary for inclusion in the annual report.

3-12 Job Description for TAAA&S Region Secretary/Treasurer

- Keep accurate records and financial reports for the region association, including region award winners. Quicken will be used to maintain financial records.
- Work with the state secretary and treasurer in collecting annual membership dues.
- Adhere to NACAA deadlines for collecting membership dues.
- Establish a region bank checking account in a location to provide for timely banking transactions.
- Record minutes of any official regional association business meetings.
- Collect annual membership forms (obtained from state secretary) and forward to state secretary by the specified date.
- Collect annual membership dues within region and remit one check to the state treasurer.

Committees

4-1 NACAA State Committee Chairs

State committee chairs for NACAA committees should consult the NACAA web site at www.nacaa.com/committees for the NACAA Committee Handbook. This handbook describes the duties of each state chair. NACAA Committees are organized in three Councils as outlined below:

Professional Improvement Council

- Agronomy and Pest Management
- Ag Economics and Community Development
- Animal Science
- Natural Resources Aquaculture
- Horticulture and Turfgrass
- Sustainable Agriculture

Extension Development Council

- Agriculture Issues and Public Relations
- Early Career Development
- Administrative Skills Development
- Teaching and Educational Technologies

Program Recognition Council

- Communications
- 4-H and Other Youth
- Search for Excellence
- Public Relations
- Professional Excellence
- Recognition and Awards
- Scholarship

Typically chairs and vice-chairs serve 2 years with the vice-chair assuming the chair duties at the end of the chair's term. An exception is the Recognition and Awards Chair serves a three-year term.

4-2 TAAA&S State Scholarship Chair - Additional State Duties

The TAAA&S State Scholarship Chair is responsible for the "TAAA&S Undergraduate Scholarship" program in addition to NACAA responsibilities.

4-3 TAAA&S State Communications Chair – Additional State Duties

The TAAA&S State Communications Chair is responsible to selecting the “TAAA&S Communicator of the Year Award (Sweet Award)” according to the following criteria:

Communications Awards Procedures

State winners receive cash awards as follows:

1st = \$50 2nd = \$35 3rd = \$20

The Fletcher Sweet Award honors the TAAA&S member who earns the title of Communicator of the Year. To be eligible, a member must enter at least four categories in the communications awards program. The winner is based on the number of entries and the quality of entries submitted. Sweet Award recipients must wait two years before they are eligible to receive this award again

Points for the Sweet Communicator of the Year Award are based on the following scale:

State Placing	1 st = 6 points	2 nd = 5 points	3 rd = 4 points
Regional Placing	1 st = 3 points	2 nd = 2 points	3 rd = 1 point

In the event of a tie for the title of Communicator of the Year, the following procedure is employed to determine the winner:

1. Number of state winning entries.
2. Number of entries in the state (includes 1st, 2nd, and 3rd place state entries).
3. Number of region first place entries.
4. Number of entries placing 1st, 2nd, and 3rd in the region.
5. Total number of entries.

The Sweet Award winner receives a plaque and a \$125 cash award.

The “Sweet Award” honors Mr. Fletcher Sweet, retired University of Tennessee Communications Specialist. Mr. Sweet began his career at the University of Tennessee in 1943 in the Public Relations/News Department on the main campus. Three years later, he came to the Agricultural Campus and the Extension Service as an Assistant Editor for the Information Department. In 1973, he became section leader of the Extension Communications section. He retired in 1974, and after a valiant battle with cancer, passed on December 20, 1995.

Previous Sweet Award Winners:

2022 – Rachel Painter
2021- Jason DeKoff
2020 – Thomas Stebbins
2019 – Justin Stefanski
2018 – Amy Dismukes
2017 – Jason De Koff
2016 – Chris Hicks
2015 – Megan Bruch Leffew
2014 - Melissa Henry
2013 - Tonya K. Ashworth
2012 - Thomas Stebbins
2011 - Melissa Henry
2010 - Tonya Ashworth
2009 - Booker T. Leigh
2008 - Thomas Stebbins
2007 - Ronnie L. Barron
2006 - Creig C. Kimbro
2005 - Glen E. Wolfenbarger
2004 – Karla Keen
2003 - Kevin Rose
2002 – Glen Wolfenbarger
2001 - Joseph Donaldson
2000 – John Campbell
1999 – Gary Kirchofer
1998 – David Yates
1997 – Bill Reed
1996 – Ron Rogers
1995 - Rob Holland
1994 – Bill Reed
1993 – Alan Galloway
1992 – Louis “Bo” Freeman
1991 – Bill Reed
1990 – John Campbell
1989 - Darrell Hale
1988 - Ricky Skillington
1987 – Bill Reed

4-4 TAAA&S State Recognition and Awards Chair

The TAAA&S State Chair of the Recognition and Awards Committee should be a previous recipient of the NACAA Distinguished Service Award and is responsible for the following awards:

Distinguished Service Award
Achievement Award
Hall of Fame Award

TAAA&S Early Career Award

Board action (4-15-2010) set term of Tennessee Recognition and Awards Chair at three (3) years and Vice Chair term at two (2) years.

4-5 TAAA&S State Professional Excellence Committee Chair

The TAAA&S State Chair of the Professional Excellence Committee is responsible for collecting names of members applying for the Extension travel supplement as an oral presenter and/or poster presenter at the NACAA Annual Meeting and Professional Improvement Conference. These names should be forwarded to the Assistant/Associate Dean for Agriculture Programs.

Section 5

APPENDIX

5-0 NCAA Hall of Fame Award Recipients

Year	Name
2014	Mark Beeler
2016	Larry Moorehead
2019	John Campbell

5-1 Achievement Award Recipients

Year	Name	County
1978	Jon Baker	Sullivan
1979	Larry Archer	Unicoi
1980	Keith Hart	Carter
1981	Thomas Swanks	Meigs
1982	Jamie Jenkins	Fayette
1983	Tom Peters	Carter
1984	Dewayne Perry	Williamson
1985	David Lockwood	Plant & Soil Science
1986	Mark Beeler	Trousdale
1987	Steve Walker	Macon
1988	Richard Powell	District I
1989	Scott Chadwell	Putnam
1990	Sharon Shelton	Cocke
1991	Gregory Allen	Lake
1992	Richard Buntin	Lauderdale
1993	Jim Castellaw	Fayette
1993	Kevin Ferguson	Rutherford
1993	Alan Galloway	Putnam
1994	Warren Gill	Animal Science
1994	Kevin Rose	Giles
1995	Tim Campbell	Dyer

1995	Nathan Peery	Lincoln
1995	Bruce Steelman	Cannon
1996	James Jones	Overton
1996	Jim Looft	Montgomery
1996	John Wilson	Marion
1997	Rob Holland	Smoky Mtn. Region
1997	Neil Rhodes	Plant Science
1997	Phillip Shelby	Gibson
1998	Emmanuel Bedwell	Hamblen
1998	Jerry Lamb	Rhea
1998	Craig Massey	Fayette
1999	Sheldon Barker	Marion
1999	Doyle Meadows	Animal Science
1999	Tim Roberts	Haywood
2000	Ronald Barron	Cheatham
2000	Michael Buschermohle	Ag Engineering
2000	Wayne Key	Cumberland
2001	Neal Denton	Knox
2001	Karla Kean	Montgomery
2002	Calvin Bryant III	Lawrence
2002	Scott Swoape	Van Buren
2002	Glen Wolfenbarger	Jefferson
2003	Ranson Goodman	Obion
2003	Jonathan Rhea	Jefferson
2004	Melody Rose	Washington
2004	Jeffrey Via	Shelby
2005	<i>No Entries</i>	
2006	Creig Kimbro	Grundy
2006	Brian White	Western Region
2007	Tammy McKinley	Ag Economics
2007	Alice Rhea	Blount
2008	Tracey Sullivan	Haywood
2008	Jeremy West	Scott
2009	Megan Bruch	Center for Profitable Agriculture
2009	Becky Muller	Shelby
2010	Anthony Carver	Grainger
2010	Rebekah Norman	Rutherford
2011	Ty Petty	Unicoi
2011	Jeri Lynn Sims	Western Region
2012	David Bilderback	Eastern Region
2012	Chris Cooper	Shelby
2012	Chris Hicks	Van Buren
2013	Tonya Ashworth	Fayette
2014	Jake Mallard	Madison
2014	Shannon Perrin	Union
2014	Anthony Shelton	Washington
2015	Adam Hopkins	Jefferson
2015	Steven Huff	
2015	Justin Stefanski	Wilson
2016	Justin Rhinehart	Animal Science

2016	Jason De Koff	TSU
2016	Janie Becker	Rutherford
2017	Amy Dismukes	Williamson
2017	Amanda Mathenia	Perry
2017	Lindsey Stevenson Griffin	Haywood
2018	Ronnie Cowan	Lewis
2018	Justin Hargrove	Benton
2018	Blake Ramsey	Hawkins
2019	Matthew Deist	Marion
2019	Thomas Greenlee	Rhea
2020	Jacob Boone	Hancock
2020	Celeste Scott	Madison
2020	Jessica Wilkinson Smith	Roane
2021	Xiurui ‘Iris’ Cui	Montgomery
2021	Seth Whitehouse	Anderson
2021	Kathleen Wilson	Carter
2022	Jenni Goodrich	TSU
2022	Sara Orr	Cocke
2022	Rachel Painter	CPA

5-2 Distinguished Service Award Recipients

Year	Name	County
1978	Glendel Wayne Oxford	Benton
1978	James G. McCall	Cheatham
1978	Paul Carr	Franklin
1978	Arnold Hunter	Greene
1978	George S. Foster	State 4-H Office
1979	J. B. Shepard	Maury
1979	Eugene Bryan	District III
1979	Rural Peace	District IV
1979	Ray Spann	Animal Science-Dairy
1980	William L. Butler	Hardin
1980	Authur D. Brown	Davidson
1980	Harold Robbins	Rhea
1980	William Warren	DeKalb
1980	Edward P. Deere	Blount
1981	Kenneth Johnson	Dickson
1981	C. L. Ayers	Warren
1981	Roger Thackston	Cumberland
1981	Thomas Fortune	Johnson
1981	Herbert C. Holt	Food Tech
1982	Ray Wilkinson	Shelby
1982	Larry Glasgow	District II
1982	Harry Bryan	Knox
1982	George Mays	Communications
1983	Rodger Pile	Montgomery
1983	Jerry Walling	Grundy
1983	Jack C. McDaniel	Jackson

1983	Thomas O. Shelby	Tipton
1984	Tony Webb, Jr.	Rutherford
1984	Robert Childress	Hamilton
1984	Robert Melhorn	Scott
1984	Dr. Charles Hadden	Ent & Plant Pathology
1984	Jesse Francis	District V
1985	Haywood Luck	District I
1985	Robert L. Sliger	Monroe
1985	Billy C. Adcock	White
1985	Charles W. Cavin	Grainger
1985	James L. Pointer	Orn Hort
1986	Joe Winsett	Lincoln
1986	Thomas J. Bundy	Hawkins
1986	Harry E. Williams	Ent & Plant Pathology
1986	Ken J. Goddard	Henry
1986	Ronald B. Johnson	Overton
1987	Dean Northcutt	Coffee
1987	James W. Bond	Hamblen
1987	James T. Matthews	Lawrence
1987	John E. Knepp	Hardeman
1987	Hugh O. Vaigneur	Ag Engineering
1988	Larry Kimery	Gibson
1988	Joe McKenzie	Rutherford
1988	Larry Moorehead	Moore
1988	George Kilgore	Fentress
1988	Gordon Holleman, Jr.	Ag Econ & Res Dev
1989	Leon Dixon	Maury
1989	Don Ledford	Polk
1989	Scott Chadwell	Putnam
1989	Doug Dalton	Knox
1990	George Ira Sellers	Tipton
1990	Thomas Swanks	Meigs
1990	Johnny Basinger	Cannon
1990	William Ray Stockdale	Cocke
1990	Clyde Lane, Jr.	Beef, Sheep, Horse
1991	Lester Brewer	Marshall
1991	Dale Beaty	Warren
1991	Steve Officer	DeKalb
1991	Luther Whitaker	District V
1991	Edward E. Burgess	Ent & Plant Pathology
1992	Billy Keeton	Carroll
1992	Gordon Pafford	District II
1992	Joe Nichols	Hamilton
1992	Mark Beeler	Trousdale
1992	Charles Holland	Sullivan
1993	Jerry Parker	Lauderdale
1993	David Gordon	Bedford
1993	Kelly Amonett	Morgan
1993	Paul McClure	Greene
1993	James B. Neel	Beef, Sheep, Horse

1994	Mike Gordon	Haywood
1994	James D. Taylor	Giles
1994	Ed Burns	Franklin
1994	Gene Moles	Loudon
1994	Estel Hudson	Ag Econ & Res Dev
1995	Margaret Love	Shelby
1995	Herb Lester	District 11
1995	David Hill	Warren
1995	Steve Walker	Macon
1995	Bill Reed	Jefferson
1996	John Bartee	Montgomery
1996	Richard Daniel	Pickett
1996	Marilyn Geraldson	Hamilton
1996	John Jared	District V
1997	Jon Baker	Wilson
1997	John Campbell	Maury
1997	Warren Gill	Animal Science
1997	Dewayne Perry	Williamson
1997	Bob Williams	Weakley
1998	Tim Campbell	Dyer
1998	Louie Freeman	Sequatchie
1998	Joe Hall	Anderson
1998	Richard Powell	Western
1999	Jim Castellaw	Fayette
1999	Alan Galloway	Putnam
1999	J.W. McGuire	Wilson
1999	Bob Whitworth	Tipton
1999	John Wilson	Marion
2000	Russell Evans	Montgomery
2000	Doyle Meadows	Animal Science
2000	Ron Rogers	Dekalb
2000	Ricky Skillington	Marshall
2000	Larry Skinner	Dyer
2001	Ray Burden	Hamilton
2001	Clark Garland	Ag Economics
2001	Paul Hart	Robertson
2001	Ray Humberd	Administration
2001	Michael Smith	Williamson
2002	Troy Dugger	Hickman
2002	Garry Glass	Decatur
2002	Charles Goan	Animal Science
2002	David Perrin	Smoky Mtn. District
2002	Kevin Rose	Giles
2003	Gregory Allen	Lake
2003	Thomas Hill	Forestry, Wildlife, Fisheries
2003	Jeffery Smith	Dickson
2003	William Wyatt	Madison
2004	Ron Blair	Henderson
2004	Craig Massey	Western Region
2004	Emmit Rawls	Ag Economics

2004	David Yates	Eastern Region
2005	Delton Gerloff	Ag Economics
2005	Michael Buschermohle	Bioengineering
2005	Milton Orr	Greene
2005	Glen Wolfenberger, Jr.	Jefferson
2006	Ken Burress	Wayne
2006	Tim Cross	Extension Administration
2006	Darrell Hale	Lincoln
2006	Stephen Harris	Coffee
2007	Walter Battle	Haywood
2007	Joseph Griffy	Stewart
2007	Tim Woods	McMinn
2008	Emmanuel Bedwell	Hamblen
2008	Keith Hart	Carter
2008	Tim Roberts	Shelby
2008	Phillip Shelby	Gibson
2009	Rob Holland	Center for Profitable Agriculture
2009	Booker T. Leigh	Tipton
2009	Tom Stebbins	Hamilton
2010	Sheldon Barker	Sequatchie
2010	Ronald Barron	Cheatham
2010	Anthony Tuggle	Rutherford
2011	Finis Stribling	TSU
2011	Ricky Mathenia	McNairy
2011	Bruce Steelman	Cannon
2012	Karla Kean	Montgomery
2012	Creig Kimbro	Grundy
2012	Jonathan Rhea	Monroe
2013	Ransom Goodman	Henry
2014	Alan Bruhin	Sevier
2014	Melody Rose	Greene
2014	John Teague	Bedford
2015	Jeff Lannom	Weakley
2015	Mitchell Mote	Rutherford
2015	Rebekah Norman	Montgomery
2016	Jeremy West	Scott
2016	Jerry Lamb	Rhea
2016	Michael Berry	Davidson
2017	David Bilderback	Area Farm Manage Specialist
2017	Laurie Mobley	Houston
2017	Ty Petty	Unicoi
2018	John Goddard	Loudon
2018	Steven Huff	Cocke
2018	Megan Leffew	Center for Profitable Ag
2019	Adam Hopkins	Area Farm Manage Specialist
2019	J.C. Rains	Bledsoe County
2019	Lena Beth Reynolds	Eastern Region
2020	Calvin Bryant	Lawrence
2020	Jake Millard	Madison
2021	Jason De Koff	TSU

2021	Matt Horseman	Williamson
2021	Amanda Mathenia	Perry
2022	Christopher Cooper	Shelby
2022	Chris Hicks	Smith
2022	Anthony Shelton	Washington

5-3 State Friends of Extension Recipients

1982- Dan Wheeler, K. C. Dodson
 1983- Rep. Roscoe Pickering, Rep. C. E. DePriest, William Walker III
 1984- Sen. Anna Belle O'Brien, Sen. Tommy Burks, Bill Johnson
 1985- Sen. John Wilder, Sen. Ned McWherter, Rep. Ed Jones
 1986- Gov. Lamar Alexander, William E. Bailey, Clyde York
 1987- Jesse Safely
 1988- Flavius Barker
 1989- A. C. Clark
 1990- Joe Hawkins
 1991- Ray Wilson
 1992- Comm. L. H. "Cotton" Ivy
 1993- Rep. Shelby A. Rinehart
 1994- Sen. Robert Rochelle
 1995- Dan Wheeler
 1996- Jim Webb
 1997- Fred Shuler, Claude Harris
 1999- Dr. Joseph Johnson
 2000- Senator Charlotte Burks
 2001- Nolan Turner
 2002- Chip Blalock
 2003- TN Farmers Coop
 2004- Bill Mayfield
 2005- TN Livestock Producers
 2006- Don Fowlkes
 2007- Joe Gaines
 2008- Mike Hansbrough, Chris Wolkonowski, Robin Mayberry
 2009- Commissioner Ken Givens
 2010- Julius Johnson
 2011- Dr. James Byford
 2012- Kevin Thompson
 2013- Ronnie Sartain
 2014 – Lois Bartee
 2015 – Dr. Warren Gill, MTSU
 2016 – Andy Holt State Representative
 2017 – Lucas Owen, BASF
 2018 – Keith Harrison, TN Department of AG
 2019 – Dr. Bob Coley
 2020 – Anthony Haynes, UT Vice President for Government Relations & Advocacy
 2021 – no recipient
 2022 – Lee Maddox TN Farm Bureau

5-4 Early Career (Outstanding Young Agent) Award Recipients

1979	Jack Milton	Houston
1979	Tom Swanks	Meigs
1979	Billy Adcock	White
1979	Keith Hart	Carter
1979	James Neel	An Science-Beef, Sheep, Horse
1980	Jamieson Jenkins	Fayette
1980	DeWayne Perry	Williamson
1980	Dean Northcutt	Rhea
1980	Ronald Johnson	Overton
1980	Stephen Sutton	Washington
1980	Charles Farmer	Ag Econ
1981	Stephen L. Officer	Dekalb
1981	Rodney Davis	Johnson
1981	John F. Bradley	Lake
1981	Rusty Evans	Montgomery
1981	Emmit Rawls	Ag Econ
1981	Larry Moorehead	Moore
1982	Phillip Smith	Gibson
1982	Ken Burress	Wayne
1982	Dale Beaty	Warren
1982	Kelly Amonett	Morgan
1982	Tom Peters	Carter
1982	John Jared	Plant & Soil Science
1983	Marcus A. Halcomb	Shelby
1983	Robert G. Ary, Jr.	Robertson
1983	John Smith	Van Buren
1983	Mark L. Beeler	Trousdale
1983	Joseph Hall	Anderson
1983	David Lockwood	Plant & Soil Science
1984	Jimmy Lumpkin	Benton
1984	James Johnson	Davidson
1984	James Giffin	Polk
1984	Scott Chadwell	Putnam
1984	Michael Heiskell	Claiborne
1984	Robert Grimes	Communications
1985	Jerry Parker	Lauderdale
1985	John Campbell	Marshall
1985	Ed Burns	Rhea
1985	Steve Walker	Macon
1985	Stephen J. Hale	Greene
1985	Ruth Henderson	State 4-H Office
1986	Robert J. Montgomery	Obion
1986	Michael E. Smith	Williamson
1986	Kim David Frady	Bradley
1986	John J. Goddard	Hawkins
1986	George M. Kilgore	Fentress
1986	George M. Hopper	Forestry, Wildlife, Fisheries

1987	Richard Powell	Shelby
1987	Ricky Skillington	Lawrence
1987	David Hill	Warren
1987	Cynthia McCall	Smith
1987	Howard Still	Hawkins
1987	David Hunter	Ag Econ & Res Dev
1988	Ron Blair	Henderson
1988	Richard Ritter	Perry
1988	Dallas Manning	District III
1988	Ronald Rogers	DeKalb
1988	Ralph Lovely	Blount
1988	Curtis Melton	Food Tech
1989	Jame Yanes	Ent & Plant Pathology
1989	Troy Dugger	Hickman
1989	Herb Byrd	McMinn
1989	Randall Kimes	Clay
1989	Sharon Rice	Cocke
1990	Greg Allen	White
1990	John Teague	Bedford
1990	David Perrin	District III
1990	Eugene Medley	Overton
1990	Milton Orr	Greene
1990	Larry Johnson	Ag Econ & Res Dev
1991	Richard Buntin	Lauderdale
1991	David Qualls	Giles
1991	Louie Freeman	Sequatchie
1991	Alan Galloway	District IV
1991	Donald J. Fowlkes	Plant & Soil Science
1992	Jimmy Castellaw	McNairy
1992	Steve McNeil	Sumner
1992	Sara Steelman	Bledsoe
1992	Richard Daniel	Pickett
1992	Paul Denton	Plant & Soil Science
1993	Curtis Sullivan	Gibson
1993	Kevin Ferguson	District II
1993	Bruce Steelman	Bledsoe
1993	Gregg Upchurch	Putnam
1993	David Yates	District V
1993	Neil Rhodes	Plant & Soil Science
1994	Jeff Lannom	Weakley
1994	Nathan Peery	Lincoln
1994	John Wilson	Marion
1994	Keith Allen	Macon
1994	James McMillion, Jr.	Blount
1994	Mike King	Forestry, Wildlife, Fisheries
1995	Chuck Danehower	District I
1995	Kevin Rose	Giles
1995	Stephen Harris	Coffee
1995	Mitchell Beaty	Putnam
1995	Robert Monceir	Hawkins

1995	Mike Buschermohle	Ag Engineering
1996	Tim Campbell	Dyer
1996	Jeff Smith	Dickson
1996	Harold Woods	Monroe
1996	Reyes Rich	Clay
1997	Curt Lacy	District I
1997	Jerry Lamb	Humphreys
1997	William Reeder	Scott
1997	Rob Holland	District V
1997	Doyle Meadows	Animal Science
1998	Craig Massey	Fayette
1998	Calvin Bryant	Maury
1998	James E. Jones	District IV
1998	Hope Ellis-Ashburn	Roane
1999	Timothy Roberts	Haywood
1999	Wayne Key	Cumberland
1999	Lynn Fillers	Cocke
2000	Mike Dennison	Shelby
2000	Scott Swoape	Van Buren
2000	Neal Denton	Knox
2000	Tim Cross	Ag Econ & Res Dev
2001	Finis Stribling	Hardeman
2001	J Donivan Stockwell	Bledsoe
2001	Emmanuel Bedwell	Hamblen
2001	Robert Burns	Ag Engineering
2002	Jeff Via	Shelby
2002	Larry Mitchell	Bradley
2002	Alan Barefield	Ag Econ & Res Dev
2003	Joseph Donaldson	Giles
2003	Creig Kimbro	Grundy
2003	Gary Bates	Plant Science
2004	Brian White	Western District
2004	Wayne Key	Putnam
2005	Ranson Goodman	Obion
2005	Melissa Henry	Putnam
2005	Charlie Hall	Ag Economics
2006	Tracy Sullivan	Haywood
2006	Ruth Correll	Wilson
2006	Alice Rhea	Blount
2006	Megan Bruch	CPA
2007	Clint Bain	Dyer
2007	Meredith Collins	Marshall
2007	Grant Palmer	Roane
2007	Tammy McKinley	Ag Economics
2008	Jerri Lynn Sims	Montgomery
2008	Anthony Carver	Grainger
2008	Joseph Donaldson	Program Planning & Evaluation
2009	Becky Muller	Shelby
2009	Rebekah Norman	Rutherford
2009	Laura Howard	Eastern Region

2009	Kristy Hill-Campbell	Animal Science
2010	Lee Sammons	Hardeman
2010	Jason Evitts	Trousdale
2010	Amy Ladd	Center for Profitable Agriculture
2010	Jeremy West	Scott County
2010	Shawn Hawkins	Bio-engineering & Soil Science
2011	Chris Hicks	Van Buren
2011	Justin Rinehart	Animal Science
2011	Jake Mallard	Gibson County
2011	Jerri Lynn Sims	Western Region
2011	David Bilderback	Eastern Region
2011	Michael Wilcox	Ag Economics
2012	Darby Payne	Giles County
2012	Justin Stefanski	Wilson County
2012	Wendell Smith	Lawrence County
2012	Amanda Mathenia	Decatur/Perry County
2012	Ty Petty	Unicoi County
2013	Tonya Ashworth	Fayette County
2013	Matt Horsman	Williamson County
2013	Matt Webb	Giles County
2013	Anthony Shelton	Washington County
2014	Laurie Mobley	Houston County
2014	Joetta White	Western Region
2014	Sarah Keenan	Sumner County
2014	Justin Rhinehart	State Specialist
2015	Chris Cooper	Shelby
2015	Justin Hargrove	Obion
2015	Janie Becker	Rutherford
2015	Hal Pepper	Center for Profitable AG
2015	Adam Hopkins	Jefferson
2015	Andrew Griffith	Ag Economics
2016	Lindsey Griffin	Western
2016	Lea Sammons	Western
2016	Johnny Barnes	Central
2016	Jason De Koff	Central
2016	Shannon Dewitt	Eastern
2016	Aaron Smith	Eastern
2017	Matt Webb	Central
2017	Lester Humpal	Central
2017	John Hamrick	Eastern
2017	Adam Hopkins	Eastern
2017	Tyson Raper	Western
2017	Celeste Scott	Western
2018	Matthew Deist	Central
2018	Amy Dismukes	Central
2018	Blake Ramsy	Eastern
2018	Dr. Natalie Bumgarner	Eastern
2018	Ronnie Cowan	Western
2018	Danny Morris	Western
2019	Chris Binkley	Central

2019	Rob Augustin	Central
2019	Jacob Boone	Eastern
2019	Lori Duncan	Eastern
2019	Mary Beth Neal	Western
2019	Ryan Blair	Western
2020	Lucas Holman	Central
2020	Rachel Painter	Central
2020	Tom Rison	Eastern
2020	Hannah Wright	Eastern
2020	Josh German	Western
2020	Heather Kelly	Western
2021	Doug Berney	Central
2021	Seth Whitehouse	Eastern
2021	Eileen Legault	Eastern
2021	Celeste Scott	Western
2022	No recipient	Central
2022	Jenni Goodrich	Eastern
2022	Dr. Sreedhar Upendram	Eastern
2022	Tyson Raper	Western

5-5 TAAA&S/Hicks Award Recipients

1997	James D. Taylor Harry Bryan Dean Northcutt	Giles County Knox County Coffee County
1998	Bob Whitworth Kevin Rose David Perrin	Tipton County Giles County Smoky Mountain District
1999	Jerry Parker Kevin Ferguson David Qualls	Lauderdale County Central District Lincoln County
2000	Chuck Danehower Mike Gordon John Teague	Lauderdale County Haywood County Bedford County
2001	Tim Campbell Scott Chadwell Steve Glass	Dyer County Putnam County Decatur County
2002	Warren Gill Rob Holland Ron Johnson	Specialist, An. Science Center for Profitable Ag. Overton County
2003	John Campbell Dewayne Perry	Maury County Williamson County

	David Yates	Loudon County
2004	Marcus McLemore Rick Skillington	Hardin County Marshall County
2005	Larry Moorehead John Wilson Michael Smith	Moore County Marion County Williamson County
2006	Calvin Bryant Alan Galloway Jim Neel	Lawrence County Putnam County Specialist, An. Science
2007	Ronald Barron Tim Woods	Cheatham County McMinn County
2008	Cynthia Zeitz Tammy McKinley Alice Rhea	Jackson County Ag Economics Eastern Region
2009	Mitchell Mote Megan Bruch Joe Griffy	Rutherford County Center for Profitable Agriculture Stewart County
2010	Jerry Lamb Clyde Lane Rick Thomason	Rhea County Animal Science Johnson County
2011	Ron Blair John Ferrell Kevin Rose	Henderson County Franklin County Giles County
2012	Phillip Shelby	Gibson County
2013	Johnathan Rhea Creig Kimbro Mike Buschermohle	Monroe County Grundy County State Specialist
2014	Jeff Via Becky Muller Lena Beth Carmichael Reynolds	Fayette County Tipton County McMinn County
2015	Jeff Lannom Jeremy West Michael Berry	Weakley Scott Davidson
2016	Melody Rose Alan Bruhin Rebekah Norman	Greene Sevier Montgomery

2017	Troy Dugger Jason DeKoff	Hickman TSU Specialist
2018	Matt Webb David Bilderback	Marshall Area Farm Manage Specialist
2019	Shannon DeWitt John Goddard Laurie Mobley	Union Loudon Houston
2020	Adam Hopkins Justin Hargrove Heath Nokes	Jefferson Benton Warren
2021	Blake Ramsey Dallas Manning	Hawkins Area Specialist
2022	Ryan Blair Bruce Steelman Jason Garrett	Area Specialist Lincoln Overton

5-6 TAAA&S College Scholarship Recipients

<u>Year</u>	<u>Recipient</u>	<u>Member/Parent</u>
2000-	- Matthew Goddard	Ken Goddard
2001	-- Nathan Perry	Dewayne Perry
2002	-- Britnie Chadwell	Scott Chadwell
2003	-- Ryan Hudson Blair and Chris Barron	Ron Blair and Ronnie Barron
2004	-- Stephanie Walker	Steve Walker
2005	-- David Officer	Stephen Officer
2006	-- Lyndsey Johnson	Ron Johnson
2007	-- Cole Carmichael and David Lane	Lena Beth Carmichael, Clyde Lane
2008	– Catherine Mote and Katy Teague	Mitchell Mote, John Teague
2009	– Tyler Bruhin, Sarah Hart	Alan Bruhin, Paul Hart
2010	-- Emily Mote	Mitchell Mote
2011	– Abigale Mote, Thomas Steelman	Mitchell Mote, Bruce Steelman
2012	– no applicants	
2013	—Jared Bruhin, Tori Bryant, John Edwards	Alan Bruhin, Calvin Bryant, Steve Edwards
2014	– Paul Steelman, Peyton Sammons	Bruce Steelman, Lee Sammons
2015	– Stephen McNeil, Gage Goddard	Steve McNeil, John Goddard
2016	– Austin Barry, Allison Parker	Michael Barry, Clint Parker
2017	– Luci Allen, Mckenzie Mathenia	Keith Allen, Ricky Mathenia
2018	– Hunter Goodman, Rhett Bowling	Ranson Goodman, Becky Bowling
2019	– Kade Allen	Keith Allen
2020	– Jana Owen, Lena Sims	Dan Owen, Jerri Lynn Sims
2021	– No applicants	
2022	– No applicants	

5-7 UT Extension policy for travel reimbursement to attend NACAA Annual Meeting and Professional Improvement Conference

Below are the [guidelines](https://liveutk.sharepoint.com/sites/UTIA/EXT/county-director-toolkit/SitePages/default-search.aspx#AnchorTop) related to attending National Agent Association meetings. These can also be found on the LEAD95 Share Point site >Policy and Procedure File > Travel at <https://liveutk.sharepoint.com/sites/UTIA/EXT/county-director-toolkit/SitePages/default-search.aspx#AnchorTop> . Please refer to these policies when planning your travel to these national meetings.

UT EXTENSION GUIDELINES RELATED TO ATTENDING NATIONAL AGENT ASSOCIATION MEETINGS

The University of Tennessee Extension encourages employees (agents, area specialists, and state specialists) who have completed at least one year of current employment with The University of Tennessee Extension to participate in annual meetings of the National Association of County Agricultural Agents, National Extension Association of Family and Consumer Sciences, National Association of Extension 4-H Agents, and Epsilon Sigma Phi.

- Travel to and from the national meetings shall be not more than one (1) day in each direction. Time used in excess of one (1) day will be charged to annual leave.
- A maximum of one National Association meeting per calendar year may be attended, except for State and National Association Officers and recipients of Distinguished Service and other National Service Awards.
- Persons with the rank of Extension Agent Level I and higher ranks who have been employed for one or more years may be permitted to attend.
- Attendance at a National Association meeting shall be limited to not more than six (6) “working days” per year including travel, but excluding annual leave.
- As a general rule, and if possible, one employee trained in agriculture and one employee trained in family and consumer sciences should remain in a county/unit and on the job during the period that other employees are attending national meetings.
- Reimbursement is subject to all University travel policies and restrictions associated with grant-funded programs.

Revised 2018

5-8 NACAA Scholarship Criteria

Application is online at www.nacaa.com. Always consult web site for most current

scholarship criteria.

1. Application must carry signature or electronic submission of State Association President or his/her designee, State Scholarship Chair and State Extension Director.
2. Member vestment will be \$40 to qualify for up to \$1,000 scholarship and a vestment of \$100 (an additional \$60 contribution to the scholarship fund) to qualify for an additional scholarship awards from \$1,001 to \$2,000 (no more than \$1,000 in any one year will be awarded). Effective dates for this change will be the 2013 scholarship requests. Each participant must have made this contribution before the end of the previous year's AM/PIC. (Check with your State Scholarship Committee Chair to confirm this prior to submitting an application. (If one person within the group has not contributed \$40 by the deadline, it disqualifies the entire group).
3. Study or training must start within 12 months of the AM/PIC where scholarship is awarded or before the next scheduled AM/PIC. The study or training cannot be initiated before application is approved by the Scholarship Selection Committee and the Trustees of the NACAA Educational Foundation.
4. Applications will be judged and funded based on completeness, plan for training, how it will be used/ applied post training, and availability of funds.
5. Award is for individual or group professional improvement which may include advanced degrees, graduate credits, tours, seminars, research or other specialized training.
6. Maximum scholarship is \$1000 per year, & a total of \$2,000 during a member's Extension career. (This amount includes scholarships received as an individual or as part of a group.)
7. Scholarship funds will not be awarded until 30 days prior to study or training begins. It is the recipient's responsibility to advise the National Scholarship Chair if impending date of educational activity changes.
8. Report must be made to National Scholarship Chair within 30 days after the training is completed. That report must include a 75-word abstract of the approved educational activity and documentation that the expenses were spent according to the stated educational objectives of the application. The penalty for misuse of NACAA Scholarship Funds is repayment of the funds to NACAA & prohibition from future NACAA Scholarships.
9. Recipients will be selected by the Scholarship Selection Committee with final approval of the Trustees, NACAA Educational Foundation.
10. No scholarship will be awarded a person, if as a result of such grant, any member of the Scholarship Selection Committee, National Board of NACAA, or any Trustee of the Foundation shall derive a private benefit, either directly or indirectly.
11. Selection for Scholarships shall be made on an objective & nondiscriminatory basis, regardless of race, creed, color, gender, or religion of the applicant.
12. Each applicant must be a NACAA member in good standing with their State Association for the past two years.

Applications must be submitted by June 1. Scholarship Committee State Chair must approve the applications for their state by June 15. Applications must be approved by the Regional Vice Chair by July 1.

FOR GROUP APPLICATIONS - All four members must meet criteria, including address, home and office phone, contribution of \$40 to the NACAA Scholarship Fund by the end of the previous AM/PIC, whether they received a previous scholarship and if so, how much.

5-9 NACAA Awards and Voting Delegate Tables

NACAA Distinguished Service Awards & Achievement Awards	
State Membership	Number of Awards
1-75	1
76-125	2
126-175	3

176-225	4
226-275	5
276-325	6
326-375	7
376-425	8
426-475	9

NACAA Voting Delegates	
State Membership	Number of Awards
1-40	1
41-70	2
71-100	3
101-130	4
131-160	5
161-190	6
191-220	7