

April 1, 2013

MEMO TO: All District 12 County Faculty

SUBJECT: **District 12 Spring Faculty Meeting**
May 14-16, 2013 • South Padre Island

The District 12 Spring Faculty Meeting will be held on **May 14-16, 2013** at the **KOA Campgrounds on South Padre Island**. All Extension Agents are expected to attend this annual planning meeting. The agenda has been attached for your reference and use in requesting county travel support as appropriate. It is subject to change.

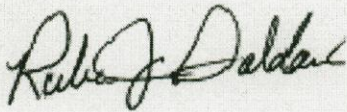
Registration: There will be a \$140 registration fee per person. This fee includes meals as indicated on the agenda, lodging for both nights, and related meeting expenses. Registration will be online through the Texas A&M AgriLife Extension Conference Services website at <http://agrilifevents.tamu.edu> and will be open between April 15 and May 10. Do NOT send money or registration forms to the District Office. There will be no onsite registration. All registration must be completed online by May 10, 2013.

As part of registration, you will have the option to select a bay cruise and dinner on one of the nights. You must be registered for these in order to participate. The alternative option for that evening will be bay fishing for those who wish to bring boats or wade fish. In addition, we will be hosting an agent BBQ cookoff. If you'd like to enter this contest, the team captain should list the team name and members when he/she registers. An entry fee will be collected on site and rules will be sent separately. We will need judges for this event so if you don't plan to compete, sign up to judge.

Lodging: We have reserved 18 cabins and have made assignments for all agents in advance. These assignments will be shared upon arrival. Each cabin is equipped with a combination of a queen bed, twin bunks, and a sleeper sofa depending on the size. In addition, each cabin has a patio and a full kitchen, including refrigerator, pots/pans/dishes, cooktop, and microwave oven. In addition, each cabin has a BBQ pit and all linens are provided. Additional towels are encouraged for use at the beach or pool.

Finally, I want to thank the **Professional Development Committee** (Luisa-Chair, Ronnie, Jaime, Josie, Larry, Barbie, Raul, Monty, Elaine, & Luis) for their input in planning this meeting with special thanks to Luisa for her leadership on the committee. Further information about this property can be viewed at <http://koa.com/campgrounds/south-padre/>.

Sincerely,



Ruben J. Saldana
District Extension Administrator



Luis H. Saldana
Extension Program Specialist

AgriLife Research & Extension Center
Texas A&M AgriLife Extension Service
South District 12 | 2401 East Highway 83 | Weslaco, Texas 78596

Tel. 956.968.5581 | Fax. 956.969.5539 | rjsaldana@ag.tamu.edu | <http://southtexas.tamu.edu>



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/08/13
TOTAL NUMBER OF EMPLOYEES:
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Barbara Storz, CEA-Horticulture; Adelita F. Munoz, CEA-FCS; Christina L. Perez, CEA-4-H; TRAVELING: Brad Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: District 12 Spring Faculty Meeting
EVENT DATE(S) FROM: 05/14/13 TO: 05/16/13
DEPARTURE DATE: 05/14/13 RETURN DATE: 05/16/13
LOCATION OF EVENT: CITY: South Padre Island STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
To obtain statutorily required continuing professional education.
To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Includes rows for Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, Lodging, Meals, and Other Expenses.

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- X Trip expenses are necessary and will be incurred for official county business.
X Reasonable efforts to minimize the use of county funds have been explored. Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
X

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: DATE: DEPARTMENT CONTACT PERSON: PHONE NO.
Barbara Storz 4/9/13 Noralinda Cruz 383-1026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

3-1100-461-00-380-001-0-583+584

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service
DATE: 4/8/2013

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 5/14/2013 To: 5/16/2013
Estimated Time Leave: 10:30 AM Est. Time Return: 3:30 PM
Destination: South Padre Island, Texas
Reason for Trip: District 12 Spring Faculty Meeting

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Brad Cowan
DL Number: #07015432 ✓ (Texas Only)
Birth Date: 9/7/1954 ✓
Expiration Date: 9/7/2013 ✓

Name of Driver: Barbara Storz
DL Number: #10272682 ✓ (Texas Only)
Birth Date: 1/20/1945 ✓
Expiration Date: 1/20/2014 ✓

Name of Driver: Christina L. Perez
DL Number: #20474044 ✓ (Texas Only)
Birth Date: 4/23/1984 ✓
Expiration Date: 4/23/2014 ✓

Checklist:
Ins. Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Vehicle VIN#: 1FMRE11262HA49041 ✓
Tag Number: 824-672 ✓
Asset Number: 37766 - 2002 Ford Econoline Van

Vehicle VIN#: 1FTWW30525EB48635 ✓
Tag Number: 884-793 ✓
Asset Number: 42595 - Ford F350 Pickup

Signed: Barbara C. Storz
Department Head/Designee

Dated: 4/8/2013

D.B.M. Safety Division Checked Insurances:

[Signature]
Date: 4-9-13 8:25 PM

Nora Cruz

From: Christina Perez
Sent: Thursday, April 04, 2013 12:35 PM
To: Nora Cruz
Subject: FW: 2013 District 12 Spring Faculty Meeting - South Padre Island
Attachments: 2013 District 12 Spring Faculty Meeting Agenda.pdf; 2013 District 12 Spring Faculty Meeting-Letter.pdf

From: Martha Bloom
Sent: Thursday, April 04, 2013 12:04 PM
To: EXT - D12 CEA 4H; EXT - D12 CEA ANR; EXT - D12 CEA FCS; EXT - County Offices D-12
Cc: Elaine Fries; Monty Dozier; Ruben Saldana; Luis Saldana; WESLACO - Extension; Lou Garza
Subject: 2013 District 12 Spring Faculty Meeting - South Padre Island

Attached, please find the letter and draft agenda for our upcoming 2013 District 12 Spring Faculty Meeting scheduled to take place in South Padre Island on May 14-16.

Thank you and have a good day.

RJS/mb

Sincerely,

Martha Bloom

Senior Office Assistant
Texas A&M AgriLife Extension-District 12 Office
2401 East Highway 83
Weslaco, TX 78596
E-mail: mbloom@ag.tamu.edu
Ph: 956-968-5581
Fax: 956-969-5639

- 9:30 a.m. **4-H Program Update & Discussion Items** - Luis Saldana
- Q&A Session on Texas 4-H Inc.
 - 4-H Event Updates
 - Feedback on Annual 4-H Summaries
- 11:00 a.m. **2012/2013 4-H Event Reports & Evaluation**
- Planning Committee Chairs
- 11:30 a.m. **Lunch** (Pier 19)
- 12:30 p.m. **TAE4HA Meeting** - (Lounge)
- 1:30 p.m. **Cluster Planning Session 1 - 2013-2014 District 4-H Events**
- Planning Committee Chairs
- 2:30 p.m. **Cluster Planning Session 2 - 2013-14 District 4-H Events**
- Planning Committee Chairs
- 3:30 p.m. **2013/2014 District 4-H Event Reports & Feedback**
- Planning Committee Chairs
- 4:00 p.m. **Association Meetings**
TCAAA - Kitchen
TEAFCS - Lounge
- 5:00 p.m. **District 12 County Agent BBQ Cookoff**
- Courtesy of Professional Development Committee
- 7:30 p.m. **BBQ Award Ceremony**

Thursday, May 16, 2013

- 8:00 a.m. **Breakfast – Kitchen**
- 8:30 a.m. **Program Development Training**
- Dr. Jeff Ripley
- Break
- 10:00 a.m. **Program Development Group Scenarios**
- 11:30 a.m. **Completion of 4-H Event Planning & Wrap - Up**
- 12:00 p.m. **Adjourn - Have a Safe Trip Home!**

District 12 Spring Faculty Meeting
KOA Campgrounds - South Padre Island
May 14 - 16, 2013

DRAFT – AGENDA -- DRAFT

Tuesday, May 14, 2013

Cluster Meeting Areas:
North – Rec Area
South - Kitchen
East - Lounge
West - Patio

1:00 p.m. **Registration** – The Commons

1:30 p.m. **Welcome**

- Dr. Ruben Saldaña

Enhancing 4-H Program Management through 4-H Connect

- Dr. Toby Lepley & Luis Saldaña

Presentation of Service Awards

- Dr. Ruben Saldaña

District Program Review & Administrative Items

- Dr. Ruben Saldaña

RPD Updates

- ANR – Dr. Monty Dozier (Commons Kitchen)

- FCS – Dr. Elaine Fries (Commons Lounge)

**4-H Agents should report to ANR session first, then move to FCS Session once dismissed by Monty Dozier*

5:00 p.m. **Boarding for Bay Cruise aboard Osprey, Pier 19** (optional)

5:30 p.m. **Social & Bay Cruise on Osprey, Pier 19**

Bay Fishing (optional, on your own)

7:30 p.m. **Dinner – Pier 19**

Wednesday, May 15, 2013

8:30 a.m. **2013 TEAFCS State Conference Update (all agents) – Commons Lounge**
(complimentary continental breakfast available)

TEAFCS Annual Meeting Committee will provide an update on progress for the 2013 meeting and outline agent & association support needed district-wide for final tasks & responsibilities.