



**Annual Meeting of the Membership  
Meeting, December 7, 2016  
Minutes**

Submitted by Laura Downey, Secretary

<b>Call to Order - Ballard</b>	
Ballard called the meeting to order at 12:02 pm by welcoming members and guests. Ballard recognized Andrew Guests and Meagan O'Reilly from USDA/NIFA. Guests and O-Reilly provided remarks on how their work could support PSD professionals. Ballard also recognized Mark Stillwell, a member of the JCEP Marketing Team.	

<b>Roll Call - Downey</b>			
	<b>Officers:</b>		<b>Regional Reps:</b>
X	Karen Ballard (S), President	X	Aly Valentine, North East
X	Carrie Stark (W), President-Elect	X	Amanda Taylor, North Central
X	Laura Downey (S), Secretary	X	Michael Lambur, Southern
X	Rich Poling (S), Treasurer	X	Cody Stone, West
X	Judy Barth (W), Past President		Terrence Wolkfork, 1890s
	<b>Committee Chairs:</b>		
X	Mike Lambur, Co-Chair, Audit Committee	X	Michael Lambur (S), Co-Chair, Membership
	Marcie Simpson, Co-Chair, Audit Committee	X	Mary Fran San Soucie, (W) Co-Chair, Membership
X	Rich Poling, Finance	X	Rich Poling, Co-Chair, Programs
	Joe Hunnings, Chair, Awards & Recognition	X	Julie Robinson, Co-Chair, Programs
	Teresa Byington, Co-Chair, Marketing	X	Judith Barth (W), Chair, Nominating
X	Todd Hurt, Co-Chair, Marketing	X	Carrie Stark (W), Chair, Resolutions & Policy
			Kevin Andrews, PILD Representative (2 <sup>nd</sup> Year)
		X	Jerry Chizek, PILD Representative (1 <sup>st</sup> Year)

<b>Secretary's Report - Downey</b>			
Downey asked for corrections to the 2015 Annual Membership Meeting Minutes, if any.			
<b>MOTION</b>	Approve the 2015 Annual Membership Meeting Minutes.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Valentine/Hurt/passed

<b>Treasurer's and Finance Report - Poling</b>	
Poling reviewed current account balances, reviewed expenditures and answered questions about the 2016 budget report.	
Poling presented a proposed budget for 2017. The budget could be adjusted based on what committees need for their work.	

<b>MOTION</b>	Accept and file the Treasurer's report	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Cummings/Taylor/passed
<b>MOTION</b>	Accept the proposed 2017 budget	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Denny/Wolfork/passed

**President's Report - Ballard**  
 Ballard expressed her appreciation for the productive year. Specifically, she recognized board members and committee chairs and co-chairs for their leadership to the organization.

**Committee Reports**

**Audit Committee - Lambur**  
 Lambur reported that he and Poling had completed the association's financial review.

**Awards and Recognition Committee -Hunnings**  
 Davis presented the NAEPSDP Outstanding Contributor Award to Dr. Scott Cummings.  
 Davis recognized recipients of the JCEP Creative Excellence Award.  
 4 eXtension/NAEPSDP fellowships were offered this year. One fellowship was awarded to Julie Huetteman at Purdue University. Davis encouraged others to apply for the 3 remaining awards.  
 Davis also recognized Jan Carroll (Western Region) who was selected to be the NAEPSDP Board Representative on the Journal of Extension Board.  
 Additional awards will be available through NAEPSDP in the future, including an award for Extension professionals with fewer than 10 years in PSD. This award will be supported by past presidents of this association.  
 Over \$1,000 was raised at this year's silent auction to support a first time conference attendee next year.

**Marketing - Hurt and Byington**  
 Hurt presented report on the launch of new website, newsletter, blog, and website.

**Membership - Lambur and San Soucie**  
 Lambur reported that NAEPSDP has 143 members, exceeding the number of members all previous years. Lambur encouraged members to view and distribute the NAEPSDP voices videos.

**Nominating Committee - Barth**  
 Nominations were sought from the full membership. An on-line nomination survey was distributed during the month of September, 2016. In addition, nominations were taken by email from any member to the nominations committee chair.

A ballot was designed and distributed via Qualtrics on October 7, 2016 and closed on October 21, 2016. Ballots were sent to all eligible members of NAEPSDP. Reminders were sent to solicit votes. Subsequent to the closing of the election process, an error was discovered in the election for the 1890 Representative. The error was fixed and a second opportunity to vote was sent to the 4 1890 paid members. Election for the 1890 Representative closed on October 26, 2016 with all 4 members voting. Eighty (80) total election responses were received. Based on the completed ballots, the following results are presented for certification by the board. The Board certified these individuals to serve for the calendar year 2017 unless noted.

- President-Elect - Michael Lambur
- Secretary - Laura Downey
- North Central Regional Representative - Joy Millard (2-year term)
- Western Region Representative - Cody Stone (2-year term)
- 1890 Representative - Terrance Wolfork (2-year term)

Notification of these results were sent to the membership 30 days prior to this meeting.

With the election of Michael Lambur as President-Elect, a vacancy is created in the Southern Region Representative position. Per the Bylaws, this vacancy in an unexpired term will be filled by the Board. Todd Hurt has agreed to serve the remainder of Lambur’s term as the Southern Regional Representative.

**Resolutions and Policy- Stark**

Proposed changes to the Constitution and Bylaws were shared by Carrie Stark.

Reference “Memorandum of NAEPSDP Committee Report & Recommendations” for specific details on each proposed resolution.

Stark presented each resolution individually by describing the proposed changes and providing justification for the change. Stark called for a motion on each resolution to be accepted, a second was provided, and items were discussed (as needed). Lastly, a vote was called.

Recommended changes were made to the following sections of the Constitution--Article III, Article IV, Article VI, and Article VII.

Recommended changes were made to the following sections of the Bylaws--Articles I and II, Article III, Article IV, and Articles VI-VII.

<b>MOTION</b>	Accept proposed changes to Constitution--Article III	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Barth/Valentine/passed
<b>MOTION</b>	Accepted proposed changes to Constitution--Article IV	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Taylor/Siegelin/passed
<b>MOTION</b>	Accept proposed changes to Constitution--Article VI	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Sexton/Middleton/passed
<b>MOTION</b>	Accept proposed changes to Constitution--Article VII	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Denny/Reddersen/passed
<b>MOTION</b>	Accept proposed changes to the Bylaws--Articles I and II	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Denny/Lambur/passed

<b>MOTION</b>	Accept proposed changes to the Bylaws—Article III	<b>MOVED/2<sup>ND</sup>/VOTE</b>	moved/Cummings/passed
<b>MOTION</b>	Accept proposed changes to the Bylaws—Article IV	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Sexton/J. Robinson/passed
<b>MOTION</b>	Accept proposed changes to the Bylaws—Article VI-VII	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Mashburn/Hurt/passed

<b>Programs - Poling and Robinson</b>			
Programs Committee met seven times, once face-to-face in San Diego and six times via Zoom.			
2016 Webinar attendance (excluding VSS)			
<ul style="list-style-type: none"> <li>• February 18 webinar – 8 participants</li> <li>• April 21 webinar – 15 participants</li> <li>• June 16 webinar – 35 participants</li> <li>• October 20 webinar – 14 participants</li> </ul>			
Virtual Summer School			
<ul style="list-style-type: none"> <li>• Total attendance 456</li> <li>• 42 states represented</li> <li>• A partner has approved the continuation of the collaboration to conduct the VSS for 2017</li> </ul>			
Robinson reviewed the process taken by the committee to plan the annual conference.			

## Regional Representative Reports

<b>Valentine and Taylor</b>			
At this summer’s face-to-face board meeting, the roles of Regional Representatives were better clarified. A charge for Regional Representatives was developed to guide each Regional Representative’s efforts. These roles include promotion of the association throughout a respective region, facilitation of regional meetings at this conference, exploration of ways to engage with regional members and encourage participation in the association.			

## Old Business

Lambur proposed an increase in NAEPSPD membership fee from \$60 to \$75. The increase would go into effect January 1, 2017.			
<b>MOTION</b>	Increase NAEPSPD membership fee from \$60 to \$75 as of January 1, 2017.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Cummings/Stone/passed

## New Business

Installation of 2017 Officers was conducted by Judith Barth.			
Leadership Team			

Officers

President – Carrie Stark  
President-Elect - Michael Lambur  
Treasurer – Rich Poling  
Secretary - Laura Downey  
Past-President – Karen Ballard

Regional Representatives

North East – Aly Valentine  
North Central - Joy Millard  
Southern Region – Todd Hurt  
Western - Cody Stone  
1890 - Terrance Wolfork

Ballard presented Stark with the quill.

Stark provided comments as the incoming President. She encouraged members to join a committee or find another way to be engaged with the association. Stark recognized Ballard for all of her contributions to the association.

<b>MOTION</b>	Adjourn the 2016 Annual Membership Meeting	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Valentine/seconded/passed
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Adjourned.