



**Board of Directors and Committee Chairs
Meeting, October 25, 2017
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Stark
Stark called the meeting to order.

Roll Call - Downey			
Officers:		Regional Reps:	
Carrie Stark (W), President	X	Aly Valentine, North East	
Mike Lambur (S), President-Elect	X	Joy Millard, North Central	
Laura Downey (S), Secretary	X	Todd Hurt, Southern	X
Rich Poling (S), Treasurer	X	Cody Stone, West	
Karen Ballard (S), Past President	X	Terrance Wolfork, 1890s	X
Committee Chairs:			
Joe Hunnings (S), Awards & Recognition		Michael Lambur (S), Chair Policy and Resolution	X
Jodi Azulai (W), Co-Chair Marketing		Todd Hurt (S), Co-Chair Marketing	X
Julie Robinson (S), Co-Chair, Programs	X	Teresa Byington (W), Co-Chair Programs	
Mary Fran San Soucie (W), Co-Chair Membership		Aly Valentine (NE), Co-Chair Membership	
TBD, Chair, Finance		Karen Ballard (S), Chair Nominating	X
Liaisons			
Jerry Chizek (NC)-PILD Representative (2 nd Yr)		Steve Siegelin (W), PILD Representative (1 st Yr)	
Jan Carroll (W)-JOE Representative		Julie Huettelman (NC)-eXtension Fellowship	

Secretary's Report - Downey			
Downey asked for corrections to the July, August, and September meeting minutes and minutes from the electronic vote in August and September, if any.			
MOTION		MOVED/2ND/VOTE	
Approve the July meeting minutes.			Hurt/Lambur/passed
Approve the August meeting minutes.			Lambur/Poling/passed
Approve the minutes of the electronic vote from August 17, 2017.			Poling/Ballard/passed
Approve the September meeting minutes and minutes of the electronic vote from September 29, 2017.			Ballard/Lambur/passed

Treasurer's and Finance Report – Poling			
Poling provided the October 2017 Treasurer's report. NAEPSDP had an account balance of \$55,837.11 as of October 24, 2017. Poling also provided a budget update.			
MOTION	Accept and file Treasurer's Report.	MOVED/2ND/VOTE	Ballard/Hurt/passed

North Central – Millard
No report.

North East – Valentine
No report.

Southern – Hurt
Hurt distributed an email in an effort to recruit more members.

West – Stone
No report.

1980- Wolkfork
No report.

Committee Reports

Awards and Recognition Committee – Hunnings
The JCEP award winner was sent to JCEP and will be presented at the annual conference. Debra Davis will be at the conference and will facilitate this committee meeting.

Marketing – Hurt and Azulai
Hurt reviewed marketing materials for next year's conference. The committee settled on two promotional items to be distributed at this year's conference, a notebook and collapsible tote. The next newsletter is being prepared.

Membership –San Soucie and Valentine
No report.

Finance – Poling
Poling is looking for 2-3 people to review of the books, one board member and maybe a couple of non-board members. This review could be done electronically.
There was discussion about when the annual financial review should be completed. It was determined the review should be done in January.

Nominating Committee – Ballard
The following individuals were elected:
Julie Robinson, President

Steve Siegelin, Secretary
 Rich Poling, Treasurer

Aly Valentine, Northeast Regional Rep
 Todd Hurt, Southern Regional Rep

Ballard recommended developing clearer election procedures to include in the organization's operating procedures.

Ballard will report election results to the membership. Stark will notify those who were not elected before election results are reported.

MOTION	Certify the election report.	MOVED/2ND/VOTE	Poling/Hurt/passed
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Resolutions and Policy- Lambur

Lambur electronically distributed the Bylaws with suggested changes noted. It was recommended that Lambur define what "click here" means when referring to ALPU designation.

Ballard will distribute the changes to Bylaws for member review when she reports election results.

MOTION	Accept the changes to Bylaws, with one revision as noted.	MOVED/2ND/VOTE	Poling/Wolfork/passed
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Programs - Byington and Robinson

The last regularly scheduled webinar will be held on October 27.

As of today, 63 registrants have paid and 12 registrants are being invoiced. New registration types include invited guests and vendors. All presenters have accepted and plan to attend the conference. Conference registration will end November 27. The share board is available. Information about tours are on the website.

We are having difficulty receiving payment from PayPal.

Volunteers are needed to serve as session facilitators and to manage the registration desk. Equipment, primarily projectors, is still needed.

The technology/communication track of the conference will be live streamed. Marketing for this will begin November 1.

A board meeting will be held Monday, December 4, 4-5pm. Registration starts at 3-6pm. The silent auction will be open for set-up on Monday, December 4.

The Programs Committee would like to set a conference cancellation deadline. If a participant cancels by this date, s/he could get a portion of his/her money back.

MOTION	The Programs Committee can set the conference cancelation deadline.	MOVED/2ND/VOTE	Poling/Lambur/passed
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JCEP Update

NAEPSDP has access to Constant Contact as a JCEP organization.

PILD Update

The PILD Conference will focus on civil dialogue in the public arena. The deadline for submitting conference presentation proposals is November 19. A NAEPSDP representative is needed to serve on this committee.

JCEP Leadership Conference

70 proposals for the JCEP Leadership Conference were reviewed and 28 selected for presentation. The Conference theme is Balancing Tradition with Innovation. Ballard and Robinson will facilitate a virtual town hall meeting.

JOE Update

No report.

Old Business

The IRS has confirmed that our tax exempt status was erroneously revoked. We are a tax exempt organization. Poling is completing tax forms for 2017 and will complete an application to change our designation.

The contract with the hotel and site of the 2018 conference has been signed.

New Business

The 2018 spring face-to-face business meeting is scheduled for May 30-31. A contract for that meeting is forthcoming.

Kevin Andrews, previous NAEPSDP webmaster, has officially resigned from Texas A & M. He recommended asking Tom Payne from Texas A & M if he would be willing to serve as the next webmaster.

Annual Committee Reports should be submitted to Downey by November 15. These reports will be presented at the annual meeting.

MOTION	Adjourn the October 2017 Board Meeting	MOVED/2ND/VOTE	Hurt/ passed
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The next meeting will be held on November 21, 2017.