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

Roll Call – Downey

<table>
<thead>
<tr>
<th>Officers:</th>
<th>Regional Reps:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Stark (W), President</td>
<td>Aly Valentine, North East</td>
</tr>
<tr>
<td>Mike Lambur (S), President-Elect</td>
<td>Joy Millard, North Central</td>
</tr>
<tr>
<td>Laura Downey (S), Secretary</td>
<td>Todd Hurt, Southern</td>
</tr>
<tr>
<td>Rich Poling (S), Treasurer</td>
<td>Cody Stone, West</td>
</tr>
<tr>
<td>Karen Ballard (S), Past President</td>
<td>Terrance Wolfork, 1890s</td>
</tr>
</tbody>
</table>

Committee Chairs:

<table>
<thead>
<tr>
<th>Joe Hunnings (S), Awards &amp; Recognition</th>
<th>Michael Lambur (S), Chair Policy and Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jodi Azulai (W), Co-Chair Marketing</td>
<td>Todd Hurt (S), Co-Chair Marketing</td>
</tr>
<tr>
<td>Julie Robinson (S), Co-Chair, Programs</td>
<td>Teresa Byington (W), Co-Chair Programs</td>
</tr>
<tr>
<td>Mary Fran San Soucie (W), Co-Chair Membership</td>
<td>Aly Valentine (NE), Co-Chair Membership</td>
</tr>
<tr>
<td>TBD, Chair, Finance</td>
<td>Karen Ballard (S), Chair Nominating</td>
</tr>
</tbody>
</table>

Liaisons

<table>
<thead>
<tr>
<th>Jerry Chizek (NC)-PILD Representative (2nd Yr)</th>
<th>Steve Siegelin (W), PILD Representative (1st Yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Carroll (W)-JOE Representative</td>
<td>Julie Huetteman (NC)-eXtension Fellowship</td>
</tr>
</tbody>
</table>

Secretary’s Report – Downey
Stark asked for corrections to the October meeting minutes, if any.

**MOTION**  Approve the October meeting minutes.  **MOVED/2nd/VOTE**  Poling/Lambur/passed

Treasurer’s and Finance Report – Poling
Poling provided the November 2017 Treasurer’s report. NAEPSDP had an account balance of $59,460.97 as of November 20, 2017. Poling also provided a budget update. Ballard asked where the auction and resulting scholarship are reflected in the budget. At this time, these are not reflected in the budget but can be added in the future.

**MOTION**  Accept and file Treasurer’s Report.  **MOVED/2nd/VOTE**  Hurt/Ballard/passed
North Central – Millard
No report.

North East – Valentine
No report.

Southern – Hurt
No report.

West – Stone
No report.

1890– Wolfork
No report.

Committee Reports

Awards and Recognition Committee – Hunnings
No report.

Marketing – Hurt and Azulai
No report.

Membership –San Soucie and Valentine
No report.

Finance – Poling
No report.

Nominating Committee – Ballard
A notification of newly elected officers and a link to revised Constitution and Bylaws were sent to members after the last board meeting.

Resolutions and Policy– Lambur
Lambur recommended sending out the link to Constitution and Bylaws again closer to the conference. Stark will send a link to the Constitution and Bylaws, minutes from the last annual membership meeting, and regional questions. These will be sent to all members. Robinson can also send the regional questions to conference attendees.

Lambur circulated a draft of updated operating procedures to the Board for review. These only need to be approved by the Board. Return comments to Lambur.

Lambur identified 2018 committee chairs/co-chairs and liaisons as:
Marina Denny and Sarah Baughman, Programs Committee
Denae Wolf and Jodi Azulai, Marketing Committee
To be selected at annual meeting, Awards and Recognition Committee
Julie Huetteman and Todd Hurt, Membership Committee
Suzanna Windon, Finance Committee
Carrie Stark, Nominating Committee
Julie Robinson, Resolutions and Policy Committee

Steve Siegelin, second year PILD representative
To be selected, first year PILD representative
Jan Carroll, JOE representative

Ballard will induct new officers and chairs/co-chairs at the annual membership meeting.

### Programs – Byington and Robinson

The last webinar was held October 27 and had 43 attendees. The committee has received positive responses to all webinars this year.

105 individuals are registered for the conference and 10 individuals have registered for the virtual sessions. Conference registration ends November 27 and the registration deadline for the virtual sessions is November 29.

Electronic evaluations will be conducted for each conference session. A short link to the evaluation will be provided to session attendees.

Registrants who cancel before November 27 will receive a 75% refund. No refund will be issued for a registrant who cancels after November 27.

There was discussion about whether the recordings of the virtual sessions would/could be posted for someone who paid to attend the virtual sessions. There is a way to post a link to sessions on the NAEPSDP website for only those who paid to attend the virtual sessions. The Programs Committee will determine the length of availability of these recordings.

There are comp rooms available based on the contract with the hotel. Lambur suggested applying comp rooms to our master account at the hotel/conference center this year. Ballard suggested a procedure be developed that describes the handling of comp rooms in the future.

A ribbon will be provided to self-identified first-time conference attendees.

The evening reception will be held in the Presidential suite.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>The recordings of virtual sessions will be made available to registered participants through a code or security point and will be available to paid members through the member portal.</th>
<th>MOVED/2nd/VOTE</th>
<th>Ballard/Poling/passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTION</td>
<td>The comp room credit, with exception of the room for one night for the speaker, will be applied towards hotel charges.</td>
<td>MOVED/2nd/VOTE</td>
<td>Ballard/Lambur/passed</td>
</tr>
</tbody>
</table>

### JCEP Update
JCEP Excellence Award is currently being judged. JCEP Program’s Committee is contracting with Julie Robinson to conduct the virtual town hall meeting this year.

[Recording of Meeting ended]

The next meeting will be held on December 4, 2017.