



**Board of Directors and Committee Chairs  
Meeting, December 7, 2017**

**Minutes**

Submitted by Steve Siegelin, Secretary

<b>Call to Order – Stark</b>	
Lambur called the meeting to order.	

<b>Roll Call – Downey</b>			
<b>Officers:</b>		<b>Regional Reps:</b>	
Mike Lambur (S), President	X	Aly Valentine, North East	X
Julie Robinson (S), President-Elect	X	Joy Millard, North Central	X
Steve Siegelin (W), Secretary	X	Todd Hurt, Southern	X
Rich Poling (S), Treasurer	X	Cody Stone, West	X
Carrie Stark (W), Past President	X	Terrance Wolfork, 1890s	X
<b>Committee Chairs:</b>			
TBD, Awards & Recognition		Julie Robinson (S), Chair Policy and Resolution	X
Jodi Azulai (W), Co-Chair Marketing	X	Denae Wolfe (NC), Co-Chair Marketing	X
Marina Denny (S), Co-Chair, Programs	X	Sarah Baughman (S), Co-Chair Programs	X
Todd Hurt (S), Co-Chair Membership	X	Julie Huetteman (NC), Co-Chair Membership	X
Suzanne Windon (NC), Chair, Finance	X	Carrie Stark (W), Chair Nominating	X
<b>Liaisons</b>			
Jerry Chizek (NC)-PILD Representative (2 <sup>nd</sup> Yr)	X	Steve Siegelin (W), PILD Representative (1 <sup>st</sup> Yr)	X
Jan Carroll (W)-JOE Representative		Julie Huetteman (NC)-eXtension Fellowship	X

<b>Secretary’s Report – Downey</b>			
No Report			
<b>MOTION</b>		<b>MOVED/2<sup>ND</sup>/VOTE</b>	

<b>Treasurer’s and Finance Report – Poling</b>			
No Report			
<b>MOTION</b>		<b>MOVED/2<sup>ND</sup>/VOTE</b>	

<b>North Central – Millard</b>			
No report.			

<b>North East – Valentine</b>			
No report.			

<b>Southern – Hurt</b>			
No report.			

<b>West – Stone</b>
Stone is now serving as Interim Director of Montana State University Extension. His responsibilities began on September 1, 2017.

<b>1890– Wolfork</b>
No report.

Committee Reports

<b>Awards and Recognition Committee –</b>
No report.

<b>Marketing – Azulai and Wolfe</b>
No report.

<b>Membership – Hurt and Huetteman</b>
No report.

<b>Finance – Windon</b>
No report.

<b>Nominating Committee – Stark</b>
No report.

<b>Resolutions and Policy– Lambur</b>
No Report.

<b>Programs – Denny and Baughman</b>
No Report.

Discussions

Reactions to the conference from the group:

- Awesome
- Session have been full
- Think about a track for people that have been in Extension for a while, some of us want to go to the next level.
- Discussion sessions around topic areas.
  - Table topics where individuals experience two or more topics
- Have a Pre-Conference session, especially for first timers
- Thank you Carrie, Julie, and Teresa.
- Opening session was inspiring and enlightening

Committees

- Please review POW and Reports, they will be uploaded to the website within a week

Web Authority

- We have five people.
  - President, transfer from Stark to Lambur
  - Treasurer, Poling
  - Secretary, Siegelin
  - Membership, Hurt
  - Marketing/Programs, Azulai

#### Operating Procedures

- Due March 1, 2018
  - a. Budget requests
  - b. POW

#### Strategic Plan

- President wants to review the Strategic Plan further
  - a. Need to revisit and ensure it is an organic and authentic driver

#### Board Meetings

- When
  - Third Thursdays, 1:00 p.m. to 2:00 p.m. ET.
  - Via Zoom
- Should we have board orientation?
  - We have a video to send out
  - Board orientation during January Meeting
  - Could we edit the committee info video be split to individual committee meetings?

#### Summer Meeting

May 30, 8:00 am to May 31, midday, Hilton Old Town Alexandria, VA, Rooms are \$199 for Summer meeting. Mike will get information out later.

Do we do follow up communication to attendees to encourage participation?

- People did volunteer via the survey?

Board Members sign Conflict of Interests by Jan 15, 2018, each year.

President needs to be added to the bank accounts.

#### Treasurer

- Official expenses by the board can be reimbursed, Poling will send it out.

Suzanna Windon: The Ohio State University has established the first state affiliate chapter of NAEPSDP. Interested in officer descriptions. Millard and Robinson will work with OSU to support the development of structures. Windon is the incoming president and Wolfe is the president-elect. They were officially recognized by Ohio JCEP in October 2017.

We have committee descriptions in our founding documents.

Regional reps need to meet following this meeting to prepare for reports the morning session.

Committee meetings should result in next steps for the committee before adjourning today.

Can we reach states that don't attend or participate in NAEPSPD? Membership committee should look at this.

Motion to adjourn at 7:50am by Aly Valentine.

Next and subsequent meetings (all meetings are from 1:00 to 2:00 p.m. ET, via Zoom, unless otherwise noted)

**January 18**

**February 22** – Note: The 15<sup>th</sup> is the third Thursday in February. However, Carrie, Julie, and I (and maybe others) will be at the JCEP Leadership Conference in Orlando at this time. I hope this alternative date will work for most/everyone.

**March 15**

**April 19**

**May 30-31** – Face-to-face meeting at the 2018 conference site, Hilton Old Town Alexandria

**June 21**

**July 19**

**August 16**

**September 20**

**October 18**

**November 15**

**December 10-13** – National Conference Hilton Old Town Alexandria