



**Board of Directors and Committee Chairs
Meeting, July 19, 2017
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Stark
Stark called the meeting to order and recognized Terry Meisenbach from eXtension.

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	X
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	X	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)	X	Steve Siegelin (W), PILD Representative (1 st Yr)	
Jan Carroll (W)-JOE Representative		Julie Huettelman (NC)-eXtension Fellowship	X

Secretary's Report - Downey			
Downey asked for corrections to the June meeting minutes, if any. Poling suggested revisions and Downey agreed to make the revisions.			
MOTION	Approve the June 2017 meeting minutes, with suggested revisions.	MOVED/2ND/VOTE	Poling/Lambur/passed

Treasurer's and Finance Report - Poling			
Poling provided the June 2017 and July 2017 Treasurer's report. NAEPSDP had an account balance of \$42,848.11 as of June 20, 2017 and an account balance of \$44,983.52 as of July 17, 2017. Poling also provided a budget update.			
MOTION	Accept Treasurer's Report from June-July 2017	MOVED/2ND/VOTE	Lambur/Wolfork/passed

2017 eXtension Fellowship Update - Julie Huettelman
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Hutteman provided an update on activities completed since January 2017, including participation in a Diversity and Inclusion Collaborative and participation in a series of webinars. She has been invited to participate in eXtension evaluation committee meetings.

2018 eXtension Fellowship Opportunity - Terry Meisenbach

eXtension has partnered with Journal of Extension and NAEPSDP to continue fellowships in 2017-2018. One fellowship will be related to program design/development and one fellowship will be related to program evaluation. Additional fellowships are being offered through eXtension—one related to diversity and inclusion and one related to behavioral health. In fall 2017, an impact collaborative team will come together (including Julie Hutteman). eXtension fellowship applications are due Aug 31, 2017.

Documents describing fellowship and requirements are listed on our website.

Regional Representative Reports

General report - Millard, Hurt, and Wolfork

Previously, Regional Representatives discussed getting in touch with former members who have not paid dues.

Hurt will provide a current spreadsheet of members and identify those who have not paid dues. Stark will ask Aly and Mary Fran to draft an email that Regional Representatives can send to members who have not paid dues.

Committee Reports

Awards and Recognition Committee - Hunnings

Award announcements are on our website. An email about awards has been sent to members. A reminder will be sent in early August.

Marketing - Hurt and Azulai

Azulai provided a reminder about the Face Book page and invited anyone interested to post there.

She has requested sponsorship/s for the annual conference, but has not received a response to these requests.

Hurt commented on another great newsletter from Matt Binge.

Membership -San Soucie and Valentine

No report.

Finance - Poling

No report.

Nominating Committee - Ballard

The Nominating Committee will meet this month and a webinar will be held on July 28 in an effort to recruit future leaders in NAEPSDP. Ballard will market the webinar to membership and beyond.

Resolutions and Policy- Lambur

Lambur distributed (via email) draft policies for supporting Board member travel and supporting state affiliates. He has received some comments and welcomes more. He will send another draft soon.

Programs - Byington and Robinson

The webinar held on June 22 (presenter Teresa Byington) was the highest attended webinar so far. One more regularly scheduled webinar will be held in October.

The Virtual Summer School is to be held August 7-10.

The call for conference proposals was distributed and a reminder is scheduled. The committee is still talking with hotel vendors about internet and audiovisual equipment. NAEPSPD members will be asked to provide some equipment for presenters. NIFA personnel will be asked to submit a conference proposal on changes to Extension reporting.

Stark will check with Extension professionals in Las Vegas about the availability of computers/projectors. Wireless internet will not be available for conference participants in the conference center this year.

Azulai asked Robinson for a list of attendees on the June 22 webinar, and recommended that non-members be contacted by their Regional Representative.

Lambur distributed a bid (via email) from the Hilton Alexandria Old Town for the 2018 annual conference.

JCEP Update

Stark recognized Ballard and Robinson for their hard work on the JCEP Accessibility Summit held July 10-14. All sessions were recorded. The Summit had 306 attendees (some duplicated) throughout the week. Ballard is working on summarizing Summit evaluations.

There is a JCEP call next week. JCEP has purchased constant contact for associations to use.

PILD Update

The next PILD Conference will be April 8-11, 2018, and the theme is Cultivating a Climate of Civil Dialogue. Conference planners are interested in possible keynote speakers and policy-oriented presentations. Please send ideas to Jerry.

JOE Update

No report.

Old Business

As of now, no conference sponsorships have been received.

Poling talked with several people at the IRS. In brief, our tax exempt status was revoked in September 2013. There is no record of receiving a revocation notification.

An IRS agent will file a referral to have our tax exempt status reviewed. This agent will also find out whether the forms we filed are acceptable. If revocation stands, we might be obligated to pay taxes for those years.

Poling is exploring a change in exempt status to 501(c)6. Most JCEP organizations have a 501(c)6 status. To begin this process, we must complete a form and pay an application fee of \$850.

MOTION	Motion to authorize expenditure/s up to \$1000 for necessary fees related to filing for 501(c)6 status.	MOVED/2ND/VOTE	Ballard/Lambur/passed
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New Business

Downey reported that the NAEPSPD Dropbox is out of space. She and Lambur will review and make recommendations for material to be deleted.

Ballard mentioned the NAEPSPD National Leadership Recruitment Webinar on July 28. This is an effort to generate new interest in organizational leadership.

Stark was contacted by the state affiliate in Ohio. They are interested in developing a state president/president-elect job description. Poling recommended that they look over other state association job descriptions. They could certainly look at our descriptions, but Poling recommended they initiate a first draft. Stark will review this draft.

Azulai requested that information on the website related to member benefits be updated. The Membership Committee will be asked to update the information. Stark will ask committee chairs to review current information on the website and update as needed. The Executive Board could review the remaining sections.

A chair for the Financial Committee has not been found at this time. Azulai has someone in mind, and Poling has someone in mind for next year.

MOTION	Adjourn the July 2017 Board Meeting	MOVED/2ND/VOTE	Poling
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