



**Board of Directors and Committee Chairs
Meeting, September 20, 2017
Minutes**

Submitted by Laura Downey, Secretary

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

Roll Call - Downey			
Officers:		Regional Reps:	
Carrie Stark (W), President		Aly Valentine, North East	
Mike Lambur (S), President-Elect	X	Joy Millard, North Central	X
Laura Downey (S), Secretary	X	Todd Hurt, Southern	
Rich Poling (S), Treasurer	X	Cody Stone, West	
Karen Ballard (S), Past President	X	Terrance Wolfork, 1890s	
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	
Julie Robinson (S), Co-Chair, Programs	X	Teresa Byington (W), Co-Chair Programs	
Mary Fran San Soucie (W), Co-Chair Membership	X	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 Huetteman (NC)-eXtension Fellowship	

Secretary's Report - Downey
Downey asked for corrections to the July and August meeting minutes and minutes from the August electronic vote. Poling asked Downey to revise the August meeting minutes so that the deadline for conference early bird registration is clearly stated as October 30. Downey agreed to make this change.

Treasurer's and Finance Report - Poling
Poling provided the September 2017 Treasurer's report. NAEPSDP had an account balance of \$57,052.36 as of September 20, 2017. Poling also provided a budget update.

North Central - Millard
No report.

North East - Valentine
No report.

Southern – Hurt
No report.

West – Stone
No report.

1980- Wofork
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
<p>Ballard distributed a request for officer nominations on September 1. Nominations, submitted through Qualtrics, closed on September 14. Ballard contacted all individuals nominated as potential officers. Some of these individuals asked not to be on the ballot.</p> <p>Nominees are:</p> <p>President-elect: Julie Robinson (University of Arkansas) Secretary: Steve Siegelin (Montana State University) Treasurer: Rich Poling (Life Member) Southern Region Representative:</p> <ul style="list-style-type: none"> • Todd Hurt (University of Georgia) • Sarah Baughman (Virginia Tech) <p>Northeast Region Representative:</p> <ul style="list-style-type: none"> • Aly Valentine (University of Maryland) <p>The Qualtrics survey also asked participants to identify committees on which they would like to participate. Poling recommended sending another survey, after the annual meeting, as a way for members sign-up for committees. Downey will develop an election ballot to be distributed through Qualtrics in early October.</p>

Resolutions and Policy– Lambur
Lambur distributed a revised version of the policy on supporting expenses of board members and policy on state affiliations.

APLU does not identify "1994 institution" as an Extension region. This region, however, is identified as a region in NAEPSDP by-laws.

Programs - Byington and Robinson

The last regularly scheduled webinar will be held on 10/27.

Mark Bell has been confirmed as this year's conference keynote speaker. He is only requesting for funds to cover his travel and lodging at the conference. A representative from Kansas State University Global Campus asked to be a vendor and have a booth at this year's conference. The Programs Committee set a vendor fee of \$100, if the representative registers for the conference. If they do not register for the conference, the fee will be \$200. At this time, this is the only vendor request received. Poling suggested the Regional Reps let others in their region know about this vendor opportunity. Poling and Robinson will develop a statement for Regional Representatives to send to individuals in their region.

60 conference session proposals have been received. The Committee will select four ignite presentations and 32 session presentation. The Committee decided to livestream the Technology and Communications track (8 presentations). Poling and Robinson will set up a separate registration event in Wild Apricot for those interested in participating in the conference. Board members discussed when to advertise the livestream sessions and the registration fee for those who participate from a distance. The Board recommended charging \$75 dollars (contingent upon a minimum number of participants). The Programs Committee will set the minimum number of participants.

39 individuals have registered for the conference.

Internet connection for the Annual Business Meeting and keynote is over \$2,000. The cost of AV equipment is over \$3,000. Robinson continues to work with vendors to keep costs down.

The menu sub-committee will meet to select meals and snacks.

Ballard will distribute a notice for the silent auction.

Robinson has identified possible individuals to serve as the Chair/Co-chair of the Programs Committee next year.

JCEP Update

The JCEP Programs Committee has asked Karen Ballard and Julie Robinson to produce the National Town Hall Meeting at the 2018 JCEP Leadership Conference.

PILD Update

The PILD Conference call for proposals has been released.

JOE Update

No report.

Old Business

Poling talked with IRS and found out the referral submitted 60 days ago had not been acted upon. He has filed another referral. He will find out in 30 days or less whether our status has been revoked or revoked in error. If revoked, we will have to deal with back taxes.

Lambur confirmed with Old Town Alexandria Hilton that our 2018 conference will be held at that location. Lambur is expecting a draft contract from Old Town Alexandria Hilton. The conference will be held December 10-13, 2018. Internet connectivity at the conference will be \$200 a day. Lambur has confirmed the dates of the summer Board meeting with Board members.

New Business

Ballard reported that as she and Downey reviewed bylaws and procedures regarding election procedures. Based on this review and this year's election process, Ballard recommends the inclusion of more details about the election process in the operating procedures.

The 2017 Plans of Work have not been posted on the website. We need a procedure for ensuring updated plans are included each year. Ballard confirmed the Board needs to approve the plans before they can be uploaded to the website. Downey will conduct an electronic vote to approve the plans and have them posted on the website, once approved.

Given the cost of AV equipment at this year's conference, the Programs Committee might be over budget. Robinson asked about the procedure for redistributing funds within the Programs Committee approved conference budget.

Lambur will contact Stark about the 2017 financial review.

MOTION	Adjourn the September 2017 Board Meeting	MOVED/2ND/VOTE	
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The next meeting will be held on 10/18/2017.