



**Board of Directors and Committee Chairs
Meeting, January 18, 2018
Minutes**

Submitted by Steve Siegelin, Secretary

Call to Order – Lambur	
Lambur called the meeting to order at 1:03 p.m. ET.	
Lambur asked if we need an orientation to the board? It was generally agreed that it would be helpful for new members. Lambur will schedule a separate meeting for orientation.	

Roll Call – Siegelin			
Officers:		Regional Reps:	
Mike Lambur (S), President	X	Aly Valentine, North East	
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	
Carrie Stark (W), Past President	X	Terrance Wolfork, 1890s	X
		Vacant, 1994s	
Committee Chairs/Co-Chairs:			
Teresa McCoy (NE), Awards and Recognition	X	Ken Jones (S), Awards and Recognition	
Suzanna Windon (NC), Finance	X	Laura Downey (S), Finance	X
Jodi Azulai (W), Marketing	X	Danae Wolfe (NC), Marketing	X
Todd Hurt (S), Membership	X	Julie Huetteman (NC), Membership	X
Marina Denny (S), Programs	X	Sarah Baughman (S), Programs	X
Julie Robinson (S), Julie Robinson	X	Carrie Stark (W), Nominating	
Liaisons			
Jerry Chizek (NC)-PILD Representative (2 nd Yr)	X	Steve Siegelin (W), PILD Representative (1 st Yr)	X
Jan Carroll (W)-JOE Representative		Karen Vines (S)-eXtension Fellowship	X
Webmaster			
Tom Payne	X		
Guests			

Adoption of the Agenda – Lambur			
Lambur asked for additions to the agenda. There were none.			
MOTION	Approve the Agenda as emailed.	Moved/2nd/Vote	Poling/Hurt/Passed

Secretary's Report – Siegelin	
Siegelin distributed the minutes from the November 21, December 4, and 7, 2017 Board Meetings via email on January 17, 2018.	

Resources for the Board

- Target and Important Dates
- Board Contact Information, including mailing addresses
- Conflict of Interest form

Emailed written reports by those making reports are appreciated.

MOTION	Approve the minutes of the November 21, 2017 Board Meeting	MOVED/2ND/VOTE	Stark/Poling/Passed
MOTION	Approve the minutes of the December 4, 2017 Board Meeting	MOVED/2ND/VOTE	Hurt/Wolfork/Passed
MOTION	Approve the minutes of the December 7, 2017 Board Meeting	MOVED/2ND/VOTE	Poling/Millard/Passed

Siegelin welcomed those joining the meeting since convening; which led to clarification that PILD liaison time of service is tied to the PILD Conference occurrence in April and a discussion the eXtension fellows. We have a vacancy that can be filled. One fellow was not eligible because the fellow’s state was not a part of eXtension.

Lambur sent updated Constitution, Bylaws, and videos to Payne to be placed on the webpage.

Treasurer’s and Finance Report – Poling

Poling described that Treasurer’s Reports are based on the calendar year. Budget Updates are based on the budget year. For example, 2018 dues paid in 2017 show up in the 2017 Treasurer’s Report and in the 2018 Budget Update.

EOY 2017 Treasurer’s Report: The starting balance for 2017 was \$41,597.51, ending balance was \$55,012.28 for a net income for 2017 of \$13,414.77.

Denny asked if it is possible to allow payment of the next year’s dues at the time of registering for the conference. Poling will explore the options.

EOY 2017 Budget Update: Budgeted revenue for 2017 was \$48,080.00, actual revenue was \$54,941.17. Budgeted expenses for 2017 were \$46,020.00, actuals expenses were \$45,226.40.

Poling provided the January 2018 Treasurer’s report. NAEPSPD had an account balance of \$55,012.28 on January 1, 2018 and \$55,100.28 as of January 17, 2018 with a net income of \$88.00.

Poling provided the January 2018 Budget Update.

Azulai asked and Poling confirmed the increase of the Marketing Committee budget to \$2,000 from \$1,000.

MOTION	Accept and file the 2017 Treasurer’s Report	MOVED/2ND/VOTE	Hurt/Stark/Passed
MOTION	Accept and file the 2017 Budget Report	MOVED/2ND/VOTE	Stark/Hurt/Passed
MOTION	Accept and file the January 2018 Treasurer’s Report	MOVED/2ND/VOTE	Siegelin/Robinson/Passed

MOTION	Accept and file the 2017 Budget Update	MOVED/2ND/VOTE	Hurt/Stark/Passed
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North Central – Millard
No report.

North East – Valentine
No report.

Southern – Hurt
No report.

West – Stone
No report.

1890 – Wolfork
No report.

1994 – Vacant
No report.

Awards and Recognition Committee – McCoy and Jones
<p>The 2018 Awards Committee members are Teresa McCoy & Ken Jones (Co-Chairs), Karen Ballard, Debra Davis, Nancy Franz, and Linda Marie Manton.</p> <p>The Co-Chairs are preparing the 2018 Committee Plan of Work to share with the committee and then submit to the board. A committee meeting is being planned for March.</p> <p>A new award will be added this year: The Past President’s Early Career Award. A description is included below. Funding for this award comes from donations made by NAEPSDP Past Presidents.</p> <p>We welcome any other volunteers from the Association who would like to serve on this committee.</p> <p>NAEPSDP PAST PRESIDENTS’ EARLY CAREER AWARD NAEPSDP Past Presidents’ Early Career Award Applications/Nominations Due August 31</p> <p>The National Association of Extension Program and Staff Development Professionals annually honors a member of the association with the Past Presidents’ Early Career Award. This award recognizes an Extension professional with less than 10 years of experience in the profession who has made creative, innovative or other notable contributions to the profession.</p> <p>Nominees must be members in good standing with the organization (current year’s dues paid) and must have held membership in the Association for a minimum of two (2) years during the 10-year period. Nomination statements should focus on</p>

the creative, innovative or other notable accomplishments of the candidate in the areas within the Extension program and staff development area.

Self-nominations are accepted. All nomination materials must be submitted using the online form below by August 31. The award, which includes a plaque and a cash award, is presented at the NAEPSPD Annual Meeting. This award is funded by the past presidents of NAEPSPD.

To nominate yourself or someone else, please complete the online application/nomination form below.

Criteria for selection as the NAEPSPD Past Presidents' Early Career Award includes:

- **Responsibility and History:** Nominee's responsibilities and history in program and staff development.
- **Creativity & Innovation:** Nominee's exceptional creativity and/or innovation in the program and staff development profession.
- **Other Notable Contribution:** Other notable contributions made to the profession by the nominee.
- **Unique Qualities:** Unique qualities of the nominee that you most want to highlight for the awards committee.

Finance – Downey and Windon

Completed the financial review of 2017, on January 8, 2017 and has been submitted to Lambur and Siegelin Planning for future work. The report will be circulated to the Board for review and acceptance at our next meeting.

NEASPD was sent notice by the IRS that it has not submitted its 2016 taxes to the IRS, this is not accurate. Poling and the Finance Committee are following the situation. Poling has been working with the IRS to resolve the issue by providing documentation of submission of our return and application for an extension.

Marketing – Azulai and Wolfe

Meeting on January 11, 2018.

The committee is working on collaborations with the Membership Committee.

Payne is now the administrator for our Linked In account.

Reaching new members via other association meetings and conferences.

Norris and Wolfe are proctoring our Facebook content for marketing. Send Facebook content to Norris or Wolfe.

Benge is editing our quarterly news letter. Includes the President's letter. Shelle and Siegelin are serving as reviewers.

The save the date information has been posted on the website and Facebook.

What are alternatives for traditional swag items? Looking for alternatives to totes and notebooks.

- Ideas: value added gifts. A book was suggested by Wolfe
- It would be great to integrate with the conference theme
- Considering integrating the “save the date” document into the paper program.

Lambur will get the number of Board shirts needed to the committee.

The President’s letter is out-of-date on the website. Tom will hide the old letter.

Repurposing a middle managers recruitment blog post for the purpose of recruiting middle managers to our association. Azulai and Siegelin will work on strategies.

Do we need anything new for marketing at other conferences? We have a banner and window shades (aka roll up displays). Getting displays up has challenges including getting permission or paying for booth space. Having something to carry during a conference and hand out to potential future NAEPSDP members would be helpful. Will create a marketing toolkit for the Board Members to utilize.

If we have leftover save the date cards, they can be taken to the JCEP Leadership Conference.

Payne has updated the Board portion of the website with photos. Please check to see if you are happy with your photo.

Current website administrators: Azulai, Denny, Hurt, Payne, and Poling

Membership – Hurt and Huetteman

Met in December in Las Vegas, 11 people attended, plus the regional reps. Meeting quarterly throughout the year. The first meeting is on February 8, 2018. Lots of ideas were generated. Drafting the POW. Coordinated with the Marketing Committee. The Marketing Co-Chairs are joining the Membership meetings. Requesting help from Payne to get access to the membership lists. Poling will be interacting with the Co-Chairs on roles in membership tracking.

Lambur referenced the NAEPSDP Voices interviews and asked if the committee is interested in picking those up again.

Need to determine who owns the YouTube channel.

Nominating Committee – Stark

Stark will be looking for committee members.

Resolutions and Policy– Robinson

Constitution and Bylaws were updated at the 2017 Membership Meeting. The Operating Procedures still need review.

Programs – Denny and Baughman

First meeting was January 10, 2018. Looking for more representation from the North Central, Western, and 1890 regions.

The 2018 Programs Committee members are:

- Sarah Baughman – Virginia – Co-Chair
- Anil Chaudhary - Pennsylvania
- Marina Denny – Mississippi – Co-Chair
- Kristi Farner - Georgia
- Katy Gottwald – Texas
- Diane Mashburn – Arkansas
- Michelle Payne - Texas
- Rich Poling – Arkansas
- Julie Robinson – Arkansas
- Meredith Weinstein – North Carolina

The Co-Chairs are preparing the 2018 Committee Plan of Work to share with the committee and then submit to the board. A committee meeting is planned for March 7th (1:00 PM EST).

The February webinar is scheduled for February 22th (1:00 PM EST) on “How to Make a Good PowerPoint” by Danae Wolfe (The Ohio State University). More information will go out to the NAEPSDP members soon. The remaining 2018 webinar dates are:

- April 19th
- June 21st
- July 16th-19th (Virtual Summer School. Theme: Diversity and Inclusion)
- October 18th

We welcome any other volunteers from the Association who would like to serve on this committee.

2017 conference evaluations are indicating concerns by newer members of perceived cliques among the longer-term members. Specifically, the Board Member shirts were noted as a negative.

Baughman is looking for keynote speaker options. Please send idea to her.

JCEP Update – Lambur and Stark

February , 2018. Several members are attending. There is a time for association meetings and an associations’ night out.

PILD Update – Chizek and Siegelin

Registration is open now for the April 8-11, 2018 (early bird is \$400, \$455 with of post conference). There is a new post conference, *Civil Dialogue in the Public Arena* being help Wednesday afternoon the 11th through Thursday morning the 12th. Coordinating with PILD and National 4-H Conference delegate visits to Capitol Hill on the 11th. PILD Orientation March 8 at 2:00 p.m. (ET).

For 2019 PILD will stay at the Hyatt Regency Crystal City with datas of April 14-18, 2019. Other conference sites are being considered for 2020.

Old Business

None

New Business

- Link to the Journal of Human Sciences and Extension – Poling
 - We will link to this journal and the Journal of Youth Development
- Dropbox migration – Siegelin

- Some members have access to Box.com with unlimited storage as a cloud solution. Ownership of folders is easy to reassign as changes occur. NAEPSPD files could be moved into Siegelin’s Box.com account, resolving the storage issues we currently face with our Dropbox account.
- After discussion, Siegelin will migrate/copy the Dropbox files to Box, remove access to Dropbox and share access through Box.com. This will likely take place over one the next two weekends.

MOTION	Migrate to Box.com via Montana State University	MOVED/2ND/VOTE	Poling/Wolfork/Passed
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Final Announcements

None

MOTION	Adjourn the January 18, 2018 Board Meeting	MOVED/2ND/VOTE	Siegelin/Passed
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Next and subsequent meetings (all meetings are from 1:00 to 2:00 p.m. ET, via Zoom, unless otherwise noted)

February 22 – Note: The 15th is the third Thursday in February. However, several will be attending the JCEP Leadership Conference in Orlando at this time.

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