



**Board of Directors and Committee Chairs  
Meeting, March 15, 2018  
Minutes**

Submitted by Steve Siegelin, Secretary

<b>Call to Order – Lambur</b>	
Lambur called the meeting to order at 1:01 p.m. ET.	
Clarified that POWs need to be reviewed and approved in the April meeting and then posted on the web.	

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

<b>Adoption of the Agenda – Lambur</b>			
Lambur asked for additions to the agenda. There were none.			
<b>MOTION</b>	Approve the Agenda as corrected.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Poling/Passed

<b>Secretary’s Report – Siegelin</b>	
Siegelin distributed the minutes from the February 22, 2018 Board Meeting and the Finance Committee’s Financial Review Report via email on February 21, 2018.	

One correction: Webinar date changed after the meeting.

<b>MOTION</b>	Approve the minutes of the February 22, 2018 Board Meeting with the corrected date of the meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Hurt/Robinson/Passed
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**Treasurer's and Finance Report – Poling**

Poling distributed the Treasurer's Report and Budget Update on March 15, 2018 via email.  
Account balances total \$56,289.57  
Monthly net income \$-152.85  
YTD net income: \$1,277.29

Budget update: Nearing our goal for member registrations (revenue). Have had some expenses.

<b>MOTION</b>	Accept and file the March 2018 Treasurer's Report and Budget Update	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Robinson/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**

Past Presidents' Early Career Award. Need to determine the amount of the award. Contribution is \$50/year/president. Discussed the logistics of budgeting, collecting, and criteria from the award. An online donation website is being established for donations or people can mail in checks.

Question: Is the first-time attendee award (registration fee support) limited. Poling clarified that the Awards Committee assigns the awards based on available funding. Funding originates from the silent auction. Poling will provide the co-chairs with the current balance from the Silent Auction.

The Awards webpage needs to be updated to the current co-chairs. Ken will communicate with Tom Payne.

The paid membership deadline for award eligibility is August 31, 2018. Hurt suggested making the award applications available to active members on the website.

**Finance – Downey and Windon**

The committee met earlier this week. Reviewed the budget requests from the committee (Award, Finance, Marketing, and Programs all submitted requests).

The revised budget proposal was presented (see attached)

- Finance: \$150 in operating expenses for tax preparation
- Awards, no change
- Marketing: request: \$1,550, final: financial committee approved \$1,600 down from \$2,000
- Programming: request: \$38,100
- Web hosting was increased as discussed in March
- Increase in liability insurance expenses

Discussed first time attendees award funds during their meeting.

Silent Auction: Made over \$1,000 at silent auction with approximately \$200 in carryover from previous years. Poling will get exact numbers to the Awards Committee

Meeting again in May to discuss operating procedures for the committee.

<b>MOTION</b>	Approve the adjusted budget as presented	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Mallard/Passed
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**Marketing – Azulai and Wolfe**

Available men’s sizes in the board shirts are dwindling, the shirt we have used in the past is being discontinued. Women’s sizes are still available.

The newsletter was sent out recently.

Clarified that the Program Committee uploads videos to the YouTube channel.

Still working on recruiting committee members to serve as liaisons to other committees.

**Membership – Hurt and Huetteman**

What if we host NAEPSPD Members CAFÉ monthly online Zoom emeeting for casual and interactive conversations? It would be a very informal gathering of peers across the country. Considering whether there is a best day or time. Could we have a topic of discussion? Conference evaluation results include topics of interests that may be helpful in targeting discussions. Todd will use his UGA Zoom account.

Chairs met with Poling to learn from his experience and understanding of membership lists.

Membership at the date of this meeting:

- 111 active members (17 new members, 11 life members, 3 student members, 80 regular members)
- 70 lapsed members

The committee will reach out to the lapsed members.

**Nominating Committee – Stark**

No Report

<b>Resolutions and Policy– Robinson</b>
Researching examples of operational procedures for NAEPSPD to provide to committees for consideration of ways to strengthen our operational procedures. Most examples are from other JCEP organizations. The committee will be asking the committees to develop or recommend procedures for the committees.

<b>Programs – Denny and Baughman</b>
<b>Webinar</b> April 19, Anil Chaudhary, Penn State, Network Analysis, 3:00 p.m. ET June 21, Rebecca Mott, University of Missouri, Voice Thread, 3:00 p.m. ET  Developed a general theme for the conference, but not a title yet. Considering ‘barriers to change’, based on a Freakonomics podcast of removing barriers to change instead incentivizing change. Pursuing keynote speakers. Getting geared up for the call for proposals for the 2018 conference. Adding a poster session. Considering session lengths, have discussed roundtable discussions

<b>JCEP Update – Lambur and Stark</b>
The JCEP Leadership Conference Committee is beginning planning for 2019.

<b>PILD Update – Chizek and Siegelin</b>
Registration is a little lower than in the past. Early bird registration ended on March 9, 2018.

<b>Journal of Extension Update – Carroll</b>
JOE is looking for article reviewers.

<b>eXtension Fellowship</b>
Vines was highlighted in the current NAEPSPD newsletter. The fellows are beginning to meet. She is working on program planning. She is willing to host one of the new Cafés.

<b>Old Business</b>
None

<b>New Business</b>
None

<b>MOTION</b>		<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/
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**Final Announcements**

As you review the committee POWs consider whether the plans our helping us fulfill our mission as an organization.

Info on the May meeting details to come in the next month

<b>MOTION</b>	Adjourn the March 15, 2018 Board Meeting (1:56 p.m. ET)	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Siegelin
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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)

**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