



**Board Meeting
May 30-31, 2018**

Hilton Old Town Alexandria

**Zoom will be open on Wednesday 5/30 from 10:30am – 5:00pm
and Thursday 5/31 from 8:30am – 12:00pm**

<https://virginiatech.zoom.us/j/5402311634>

669/900-6833 or 929/436-2866

Meeting ID: 540 231 1634

MINUTES

Wednesday May 30

Breakfast on your own

8:40 a.m. – Madison Room

Call to Order – Lambur
Lambur called the meeting to order at 8:42 a.m. ET

General Announcements

Roll Call – Siegelin			
Officers:		Regional Reps:	
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	
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	X
Suzanna Windon (NC), Finance	X	Laura Downey (S), Finance	
Jodi Azulai (W), Marketing		Danae Wolfe (NC), Marketing	X
Todd Hurt (S), Membership	X	Julie Huetteman (NC), Membership	X
Marina Denny (S), Programs		Sarah Baughman (S), Programs	X

Julie Robinson (S), Julie Robinson	X	Carrie Stark (W), Nominating	X
Liaisons			
Steve Siegelin (W)-PILD Representative (2 nd Yr)	X	Karen Reddersen (NE), PILD Representative (1 st Yr)	X
Jan Carroll (W)-JOE Representative		Karen Vines (S)-eXtension Fellowship	
Webmaster			
Tom Payne			
Guests			

9:00 a.m. - Tour of the facility - A`Lyce J. Evans, Hilton Alexandria Old Town

10:00 a.m. – Refreshment break

10:30 a.m. – Opening of the Zoom Meeting

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

Adoption of the Agenda – Lambur			
Lambur asked for additions to the agenda. There were none.			
MOTION	Accept the Agenda.	MOVED/2ND/VOTE	Passed

Secretary's Report – Siegelin
Siegelin distributed the minutes of the April meeting via email, and has corrected the date in the heading of the minutes and a minor typographic error.

MOTION	Approve the minutes of the April 18, 2018 Board.	MOVED/2ND/VOTE	Passed
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Treasurer's and Finance Report – Poling

Poling distributed the Treasurer's Report and Budget Update for May via email.
 Account balances total \$54,753.98
 Monthly net income (\$1,810.08)
 YTD net income: (\$258.30)

MOTION	Accept and file the April 2018 Treasurer's Report and Budget Update and amended budget.	MOVED/2ND/VOTE	Passed
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North Central – Millard

Reviewed current state memberships and discussed plans to increase recruiting.

Northeast – Valentine

Discussed the limited membership from the region.

Southern – Hurt

No report.

West – Stone

No report.

1890 – Wolfork

Kentucky State University attended the 2017 conference. Still working on recruiting other institutions and getting institutions that have attended in the past, but not recently.

1994 – Vacant

No report.

Awards and Recognition Committee – McCoy and Jones

MOTION		MOVED/2ND/VOTE	
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Finance – Downey and Windon

Draft - NAEPSDP Financial Committee

**Recommended Fiscal Policy Operating Procedures for the NAEPSDP
 Operating Procedure Handbook**

Proposed Revisions, May 2018

Association Committees

Each standing and/or select committee with the association has a set of duties and responsibilities to accomplish the work of their respective committee. The following section defines and describes the work of each committee within the association.

Standing Committees

Finance Committee – The Finance Committee is charged with preparing and presenting to the Board of Directors an annual budget and monitoring the expenditures of the Association during the year. The Finance Committee will also coordinate the financial aspects of fund development activities of the Association, including fundraising activities and donations. A subcommittee of the Finance Committee will conduct a review of the Association’s financial records annually and at any change in the office of the Association Treasurer, and report to the Board of Directors and the Association membership the findings of that review at the annual meeting of the Association. The NAEPSDP Treasurer will serve as an ex officio member of the Finance Committee.

TABLE OF CONTENTS

<u>Fiscal Policies</u>	
NAEPSDP Budget	
Guidelines for the Use of NAEPSDP Funds.....	
NAEPSDP Board Member Fiscal Responsibility for Participating in NAEPSDP Events	
Guidelines for NAEPSDP Contracts.....	
Guidelines for Securing Funds.....	
NAEPSDP Registration Refund Policy.....	
Late Registration Fee For Workshops/Conferences.....	
Event/Activity Cancellation Insurance	
NAEPSDP Expense Reimbursement Policies.....	
NAEPSDP Board Meeting Expenses.....	
Travel Expense Reimbursement for NAEPSDP Members.....	
Guidelines for Reimbursement of Expenses for Invited Guest(s).....	
Procedure for Submitting for Reimbursable Expenses	
Gift and Special Recognition Expenses	
Annual Financial Review Procedures.....	
Conference Planner/Executive Services	

Fiscal Policies:

NAEPSDP Budget

The fiscal year for the NAEPSDP will be January 1 through December 31 of each year. An annual budget will be prepared by the Association Finance Committee and submitted to the Board of Directors by March 1 for approval. All Association committee chairs and Board members will submit requests for anticipated expenses for Association business for that fiscal year to the Chair of the Finance

Committee by March 1. The Board of Directors will have final approval authority for the annual budget at the Board meeting in March of that year. If any revisions or reallocation of funds within the approved budget need to be made during the fiscal year, those changes must be approved by the Board of Directors. The Association Treasurer will provide the Board of Directors with a budget update report at each Board meeting indicating the current status of expenditures and income related to the approved budget items. The Treasurer will also prepare and present a budget update report to the membership at the Association annual business meeting.

Guidelines for the Use of NAEPSDP Funds

NAEPSDP funds can be used for expenses that were included in the Association's annual budget that was approved by the Board of Directors. If expenses are submitted for payment for activities or items that were not included in the approved annual budget, the Board of Directors will determine if those expenses will be eligible to be paid with Association funds.

NAEPSDP Board Member Fiscal Responsibility for Participating in NAEPSDP Events

Unless specifically approved by the Board of Directors for payment with Association funds, any expenses incurred by Board members for participation in NAEPSDP events will be the responsibility of the individual Board member. This includes, but is not limited to, meals, lodging and travel expenses. Guidelines for reimbursement of Board member expenses are specifically designated in the Association Constitution and Bylaws.

Guidelines for NAEPSDP Contracts

Any contract or agreement between NAEPSDP and another entity or individual, either private or public, not already approved in the annual Association budget, must be approved by the Board of Directors before the contract or agreement is finalized. The Association President will have sole authority to sign such contracts or agreements on behalf of the Association. Any contract or agreement between NAEPSDP and another entity or individual must be in compliance with NAEPSDP's Conflict of Interest policy.

Guidelines for Securing Funds

Any activities related to fund development, not already approved as part of a Committee's Plan of Work, must be approved by the Association Board of Directors prior to the initiation of those activities. **Final acceptance of donations to the Association must be approved by the Board of Directors.**

NAEPSDP Registration Refund Policy

Registration refund policies for NAEPSDP sponsored workshops, conferences and events will be established for each event or activity by the appropriate NAEPSDP committee in charge of planning that event or activity. The registration refund policy for the NAEPSDP Annual Conference will be established by the Programs Committee. Refunds will be made by the Association Treasurer based on the refund policy established for each event or activity.

Late Registration Fee for Workshops/Conferences

Late registration fee policies for NAEPSDP sponsored workshops, conferences and events will be established for each event or activity by the appropriate NAEPSDP committee in charge of planning that event or activity. The late registration fee policy for the NAEPSDP Annual Conference will be established by the Programs Committee. Late registration fees will be reflected in the registration process of each event or activity. Enforcement of the established late registration fee policy for an event or activity will be the responsibility of the Association Treasurer.

Event/Activity Cancellation Insurance

Whenever feasible, event cancellation insurance for major NAEPSDP sponsored events and activities will be secured by the Association. It will be the responsibility of the appropriate committee or planning group for a specific event or activity to identify a reliable and cost-effective provider of cancellation insurance for that event or activity. If the expense associated with acquiring cancellation insurance for an event or activity is not included in the approved budget for the fiscal year in which the event or activity takes place, the Board of Directors must approve the allocation of funds for that cancellation insurance expense prior to finalizing that payment. The Association President, or another NAEPSDP officer designated by the Board of Directors, will be authorized to sign the cancellation insurance contract on behalf of the Association.

NAEPSDP Expense Reimbursement Policies

Travel Expense Reimbursement for NAEPSDP Board Members

NOTE: Specific policies and guidelines for NAEPSDP Board Member reimbursement of expenses are outlined as follows in the Association's Constitution and Bylaws:

“Article IV: Officers and Board of Directors

Section 5a. Supporting Expenses for Board Members

Depending on the annual budget, support for expenses incurred by Board members attending meetings as a representative of NAEPSDP may be available. The availability of support for these expenses will be determined on an annual basis by the Board of Directors according to the following guidelines.

1. The NAEPSDP Board will determine if members will be eligible to receive a stipend to offset meeting expenses. The amount of the stipend, if available, will be determined by the Board, based on the availability of funds for this purpose.
2. Board members applying for stipends will need to submit a budget request as early as possible prior to the meeting or activity to the NAEPSDP Treasurer. This should include an estimate of all travel-related expenses for the meeting in question. This will be shared with the Board and a decision will be made by the next Board meeting after the request is received.
3. If available, the travel expense stipend will be awarded as a check to the Board member to offset actual travel expenses, up to the amount of the stipend. If the total actual travel expenses incurred are less than the amount of the approved stipend, the amount of the stipend will be the lesser of the two amounts. To receive the stipend check, the board member must submit to the treasurer, within 30 days after the travel has been completed, copies of all receipts related to the travel involved and a brief outline of the travel itinerary (i.e., date(s), locations, purpose of travel, list of expenses incurred, etc.).
4. The relative priority for considering travel stipend requests will be for required meetings that a Board member needs to attend for which they need financial support. This could include: the

annual summer Board meeting, NAEPSDP annual conference, JOE Board meetings, JCEP meetings, state affiliate meetings or other meetings or activities that the NAEPSDP Board determines are necessary for a Board member to attend as a representative of NAEPSDP.”

NAEPSDP Board Meeting Expenses

Unless specifically approved prior to a Board meeting by the Association Board of Directors, any expenses related to participation in an Association Board meeting will be the sole responsibility of the Board member or any other Association member attending that Board meeting. Expenses will be included in the annual Association budget to cover some expenses related to Association Board meetings. The amount of the expenses for Board meetings will be determined by the Finance Committee in consultation with the Association President prior to submission of the annual budget for approval. Funds for Board meeting expenses will normally be used for face-to-face Board meeting expenses to cover meeting facility costs, some meals and other group expenses incurred as a part of a face-to-face meeting. The Board of Directors can determine if Association funds can be used for other expenses associated with Board meetings or to allocate additional funds if the actual amount of expenses incurred for Board meetings exceeds that allocated in the annual budget. Documents for eligible expenses incurred for Board meetings will be submitted to the Association Treasurer for payment.

Travel Expense Reimbursement for NAEPSDP Members

Unless specifically approved prior to the travel event by the Association Board of Directors, any expenses related to travel by a member of NAEPSDP on behalf of the Association (including to ECOP meetings) will be the sole responsibility of that member. If travel expenses are approved by the Board of Directors, in order to receive reimbursement, the individual who incurs the expenses must submit to the Association Treasurer an expense reimbursement request document describing the expenses incurred, the date and location where the expenses were incurred, what the expenses were for, and the amount of each individual expense item. In addition to the document describing the expense items, dated receipts must be provided for each expense item listed on the reimbursement request document. Reimbursable expenses will be those established prior to the travel event by the Board of Directors. Limits on the reimbursable amount for each expense item will also be determined by the Board of Directors prior to the travel event.

Guidelines for Reimbursement of Expenses for Invited Guest(s)

Anticipated expenses associated with invited guests to NAEPSDP events and activities should be included in the annual NAEPSDP budget, whenever possible. Expenses incurred for invited guests to NAEPSDP sponsored events and activities that are not in the approved annual budget must be approved prior to the event or activity by the Association Board of Directors. The Board will determine for what those funds can be allocated (e.g., travel expenses, speaker fee, honorarium, etc.). The Board must also approve any expenses for invited guests that are above the expected amount that was included in the annual budget. Requests for funds to cover invited guest expenses that were not in the annual budget should be made to the Association Treasurer, who will then bring the request to the Board of Directors for action.

Reimbursement of expenses for an invited guest will require the submission by the individual who invited the guest an expense reimbursement request document describing the expenses incurred, the date and location where the expenses were incurred, what the expenses were for and the amount of

each individual expense item. In addition to the document describing the expense items, dated receipts must be provided for each expense item listed on the reimbursement request document. It will be the responsibility of the individual who invited the guest to collect and submit the incurred expenses documentation to the Association Treasurer for payment to the invited guest or to another person who may have incurred the expenses on behalf of the invited guest. Limits on the reimbursable amount for each expense item will be determined by the amount approved in the annual budget or, if the expense is not in the approved budget, by the Board of Directors prior to the event or activity.

Procedure for Submitting for Reimbursable Expenses

Any individual seeking reimbursement for expenses incurred by that individual for items, events or activities either in the approved Association annual budget or approved by the Board of Directors must submit to the Association Treasurer the Association's expense reimbursement request form describing the expenses incurred, the date and location where the expenses were incurred, what the expenses were for and the amount of each individual expense item. In addition to the document describing the expense items, dated receipts must be provided for each expense item listed on the reimbursement request form. Reimbursable expenses and the amount limits for those expenses will be those established in the approved Association annual budget or approved by the Board of Directors prior to the expenditure of the funds by the individual seeking reimbursement.

Gift and Special Recognition Expenses

Anticipated expenses associated with the purchase of gifts (e.g., speaker gifts) and items for special recognition (e.g., award plaques) should be included in the annual NAEPSDP budget, whenever possible. Expenses incurred for gifts and special recognition that are not in the approved annual budget must be approved prior to the expenditure of funds for these items by the Association Board of Directors. For gift and special recognition expenses that are not in the approved annual budget, the Board will determine the amount of funds that can be spent for those expenses. Requests for funds for gifts and special recognition that were not in the annual budget should be made to the Board of Directors for action. Whenever possible, approved expenses for gifts and special recognition items should be direct billed to the Association Treasurer. If this is not possible, the individual who paid for the expense should submit a request for reimbursement to the Association Treasurer along with the documentation indicated in the "Procedure for Submitting for Reimbursable Expenses" section above.

Annual Financial Review Procedures

The financial records of the Association will be reviewed by the members of the Financial Review Subcommittee of the Finance Committee annually. The review will take place at the conclusion of the Association's financial year and the results will be presented to the Board of Directors at the January meeting. The financial review will be conducted and recorded using the "Report on Procedures and Findings from Internal Control Inspection" form. (See Appendix ?)

If there is a change in the person serving in the office of Treasurer of the Association other than through the standard election process at the Association's annual meeting, the Financial Review Subcommittee will conduct a review of the Association financial records as soon as possible when the office of Treasurer is transferred to the new individual filling that office. In this case, the report of the Financial Review Subcommittee will be provided to the President of the Association for presentation at the next Association Board meeting.

Conference Planner/Executive Services

The Board of Directors may engage the services of a conference planner to assist in the planning and conduct of the Association annual meeting and other conferences or meetings conducted by the Association. The Association President or a person designated by the President will be the sole individual, when authorized by the Board of Directors, who can enter into agreements for these services on behalf of the Association.

The Board of Directors may also authorize agreements with individuals or companies to provide executive services to the Association. These services may include normal business operations of the Association and other duties as authorized by the Board of Directors. The President of the Association will be the sole individual, when authorized by the Board of Directors, who can enter into agreements for these services on behalf of the Association.

Note: A section on director and officer insurance will be added and clarified conference insurance strategies.

No action was taken on this draft. It will come back to the board through the Resolutions & Policy Committee.

MOTION		MOVED/2 ND /VOTE	
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11:45 p.m. – Lunch

1:00 p.m. – Reconvene (Break at 3:00 p.m.)

Marketing – Azulai and Wolfe

Discussion of a variety of marketing strategies and tools that could be used. Considering giving **Read this for Your Next Meeting** as the conference gift instead of a token marketing item (padfolio, bag, ect.)

Considering having the 2019 Save the Date as a tear away as a part of the 2018 program instead of a separate card.

Working on a tool kit for networking with NAEPSPD and other colleagues at other conferences.

A later discussion reviewed the plan to capture new marketing videos at the 2018 conference.

Membership – Hurt and Huetteman

Working on messaging and a letter for Regional Representatives to use for with Extension Directors to encourage them to support NAEPSPD for their middle managers. The group reviewed the letter and offered suggestions to the committee through an extensive discussion. The letter will be personalized and distributed by the regional representatives.

The committee is working with Poling to review the automatic emails that are sent to new members. They are drafting new emails and trying reduce the number of the emails sent out. Discussed whether separate emails are needed for login information and initial password. Changing the wording on emails to be less confusing to members that use the bill me later option.

There are dozens of created emails that are currently templates in our system. Discussion on whether we should delete or archive the older templates. The committee is going to work on reducing the clutter.

Todd asked the board to help build participation in the Chat Zone. They have had their first one, the next one will be on June 18, 2018, 2:00 p.m. ET.

A side discussion occurred on who should have what level of access people should have to administrative Wild Apricot. We will compile a suggested list with level of access they should have.

Membership

- 17 new members (one lifetime, eight students included)
- 11 life members
- 64 lapsed members at the time of the meeting
- 118 total current members

Why did we have 50% new conference attendees, yet we didn't have noticeable growth in attendance?

MOTION		MOVED/2 ND /VOTE	
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Nominating Committee – Stark

Still recruiting committee members and will start soliciting for nominations in August. An outgoing member asked if they are responsible to find her replacement. Suggestions/nominations should be forwarded to Stark.

Resolutions and Policy– Robinson

Will be working with the Finance Committee on the previously discussed procedures.

Considering JCEP Playbook format for roles in the form of a handbook with procedures and a chronological listing of activities by month. Hoping this format will be helpful to ensure consistency from year to year.

MOTION		MOVED/2 ND /VOTE	
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Programs – Denny and Baughman (Robinson reporting)

NAEPSDP Programs Committee

Notes/Report for Board Meeting 5/30/18

Report

Webinars

- Marketing committee member Gwyn Shelle joins us for the last committee meeting to help plan for both webinars and the conference.
- Hosting
 - Michigan State Extension is going to take over the webinar hosting
- Virtual Summer School
 - o **July 23rd-26th ~ Diversity and Inclusion** - Julie and Rich will work on subcommittee to plan

Conference

- Theme is Extension Excellence: Breaking down Barriers
- Agenda / changes
 - o A draft agenda has been developed.
 - o Will have 2 keynoters on Tuesday: Caroline Crocoll to open the general session and Shayla Rivera after lunch.
 - o Have added poster sessions and a round table/share fair
 - o Reduced Ignite Session to 30 minutes
 - o Switched “passing of the torch” to new co-chairs from the business meeting to committee meetings.
 - o Awards ceremony moved to last day
 - o Mississippi State Extension has agreed to pay for the cost of printing the programs for 2018
 - o Proceedings will be published electronically
- Call for proposals
 - o Will go out in July after next committee meeting.
 - o Maintain same 4 tracks (Evaluation, Program Development & Delivery, Organizational & Staff Development, and Technology)
 - o Possibly minimize incidents of presentations that don't have a lot of information and/or tools for participants to walk away with by formalizing the proposal submission with an abstract template.
 - o Committee members to review current proposal submission process in preparation for discussion at July meeting.
- Marketing
 - o Marketing Committee to investigate option of providing a copy of book, Read This Before Your Next Meeting, to each registered attendee, in lieu of canvas bags and notebooks/pads.
 - o Possibly add BYOB (Bring Your Own Bag) notice to attendees in marketing and/or bring leftover bags from 2017 conference to avoid angst of those that MUST have a bag.

Questions for board:

1. 1890s & 1994s – Would they like to meet separately or with the southern & western regions respectively. Also see a need to target 1994s, maybe with a scholarship?
 - a. Wofork recommended combining with the Southern Region
 - b. 1994s, if any attend, will attend the geographic region where they reside.
 - c. Increase marketing to the 1994s.
2. How feel about only having refreshments at the breaks?
 - a. There is a minimum expense requirement for food, so cost savings may not be helpful.
 - b. Suggested that there is a meals subcommittee.
3. Wednesday afternoon time – would like to offer a list of suggestions, we don't have enough people / funds to organize formal outings. One option is to have a board where people can get together based on interests.

- a. Considering having a sign-up board for people that want to do the same things during the free time.
- 4. Interest in using the SCHED app?
 - a. 40% utilization in 2017.
- 5. Streaming and AV for technology track? Separate virtual conference registration option?
 - a. Made \$50 profit last year.
 - b. Valentine will explore whether Maryland can provide the technical implementation.

The budget was reviewed. Lambur will forward the hotel contract to the committee to ensure that food cost requirements are met. These requirements do not include tax and gratuities.

Notes related to conference space:

- Round tables process
 - o Lunch -> business meeting -> roundtables
 - Will need some kind of holder for table topics or numbers
- Need 7 spaces for committee meetings
- Silent auction / exhibit booths in same room like last year
- Poster Session – confirm there’s enough space in the common area and consider how posters can be displayed there

NAEPSDP 2018 Annual Conference
Extension Excellence: Breaking Down Barriers

December 11-13
 Hilton Old Town – Alexandria, VA

DRAFT AGENDA

MONDAY, DECEMBER 10, 2018

- | | |
|------------------|---|
| 3PM – 6PM | Registration
Silent Auction & Exhibit Booths Setup
Poster Session Setup |
| 4PM – 5PM | NAEPSDP Board Meeting |
| 5:15PM – 6:30 PM | Newcomer’s Reception |

TUESDAY, DECEMBER 11, 2018

- | | |
|---------------------|--|
| 7AM – 4PM | Registration |
| 7AM – 8AM | Breakfast
Poster Session Setup |
| 8AM – 4PM | Silent Auction & Exhibit Booths open
Poster Session open (viewing only) |
| 8AM – 9:30AM | General Session |

	<ul style="list-style-type: none"> • Welcome: Mike Lambur, NAEPSPD President • Keynote: Caroline Crocoll (NIFA Division Director for FCS)
9:30AM – 9:45AM	Morning Break (Refreshments only)
9:45AM – 11AM	NAEPSPD Regional Breakout Sessions <ul style="list-style-type: none"> • Northeast Region • North Central Region • Southern Region & 1890s • Western Region & 1994s
11:15AM – 12PM	Concurrent Session 1
12PM – 1PM	Lunch
1PM – 1:45PM	Keynote: Shayla Rivera
2PM – 2:45PM	Concurrent Session 2
3PM – 3:45PM	Concurrent Session 3
4PM – 5PM	Poster Session (authors present for Q&A) President's Reception (light hors d'oeuvres, cash bar???)
WEDNESDAY, DECEMBER 12, 2018	
7AM – 3PM	Registration Silent Auction & Exhibit Booths open
7AM – 8AM	Breakfast
8:15AM – 8:45AM	Ignite Sessions
9AM – 10AM	NAEPSPD Committee Meetings <ul style="list-style-type: none"> • Awards & Recognition • Finance • Membership • Nominating • Marketing • Programs • Resolutions & Policy
10AM – 10:15AM	Morning Break (Refreshments only)
10:15AM – 11AM	Concurrent Session 4
11:15AM – 12PM	Concurrent Session 5
12PM – 1:15PM	Lunch NAEPSPD Business Meeting
1:30PM – 3PM	Concurrent Session 6 - Round Table Discussions/Share Fair

3PM	Silent Auction Ends (<i>check-out Thursday morning</i>) Exploration Opportunities & Activities
THURSDAY, DECEMBER 13, 2018	
7:30AM – 8:30AM	Breakfast NAEPSDP Board Meeting
8AM – 8:30AM	Silent Auction Check-Out
8:45AM – 9:45AM	General Session
	<ul style="list-style-type: none"> • Remarks: 2019 NAEPSDP President • Awards Ceremony • Announcements & Invitation to 2019 Conference
9:45AM – 10AM	Morning Break (Refreshments only)
10AM – 10:45AM	Concurrent Session 7
11AM – 11:45PM	Concurrent Session 8
12PM	Adjourn
The 2019 conference will be December 3-5, 2019, DoSoto Hotel, Savannah, GA	

JCEP Update – Lambur and Stark
The 2018 Leadership Conference is in San Antonio. JCEP is considering rebranding the Leadership Conference to break the stereotype that it is for officers only.
JCEP is going to better coordinate association webinars to avoid scheduling conflicts

PILD Update – Siegelin and Reddersen
<ul style="list-style-type: none"> • PILD considered the downtown Hilton but elected to stay at the Hyatt Crystal City. • Lambur will chair the 2019 conference • The 4-H contingents in town at the same time, joined PILD on Tuesday afternoon to coordinate state visits. This was well received. • Fantastic keynote and capstone speaker addressing civility, inclusivity, and peace. Lambur will send a link to the board. • Volunteer attendance was down noticeably in 2018. Considering scheduling to coincide with CARET.

Journal of Extension Update – Carroll
Have been looking for reviewers. As is the Journal of Human Sciences in Extension.

eXtension Fellowship
No report

Old Business
None

New Business
Motion to enter into a contract with DeSoto Hotel for the 2019 conference in Savannah. With a sizeable deposit (~\$5,000) with weeks of signing the contract. MSC Poling/Valentine/Passed

5:00 p.m. – Recess

TBD – Dinner at Virtue Feed & Grain - <http://virtuefeedgrain.com/>
Final Announcements

Thursday May 31 ~ Review of the Strategic Plan ~ Changes Graciously Provided by Todd Hurt

**NAEPSDP Strategic Planning 2016-2020
Task Force Recommendations
June 2016 Board of Directors Implementation Review
Report Date: 7/20/2016**

The ***National Association of Extension Program and Staff Development Professionals (NAEPSDP)*** provides an organized forum for extension program and staff development professionals who are actively engaged in, or have a strong commitment to, program and staff development in the Cooperative Extension System to come together (both physically and virtually) to:

- Improve communication and collaboration by discussing issues, needs and opportunities of mutual interest and building and sharing resources.
- Advocate for the profession by promoting its importance within the land grant system.
- ~~Enhance multi-state efforts.~~
- Discuss, develop, sponsor, and promote educational training programs and activities that advance sound program and staff development practices.
- Advance the professional status of program and staff development extension professionals by encouraging continuous self-improvement.

Strategic Planning Task Force Members:

Karen Ballard, Southern Region
Jan Carroll, Western Region
Jerry Chizek, North Central Region
Laura Downey, Southern Region
Christine Geith, *eXtension*

Julie Huetteman, North Central Region
Joe Hunnings, Southern Region
Tyrone Miller, 1890
Carrie Stark, Western Region
Aly Valentine, Northeast Region

** Input into this plan was also provided by all attendees at the 2015 NAEPSPD Annual Conference*

Facilitator:
Debra Davis

Primary Goals:

1. **ENGAGE MEMBERS** ~~ENGAGEMENT~~—Provide opportunities for all members to be engaged in the Association.
2. **DEMONSTRATE RELEVANCE & EXCELLENCE**—Professional and program development are validated and honored as foundations for quality extension teaching and outreach.
3. **IMPROVE MULTI-STATE COLLABORATION**—Support and encourage multi-state collaborations and partnerships in areas of common interest and need.
4. **PROVIDE PROFESSIONAL DEVELOPMENT**—Develop a comprehensive framework of learning opportunities which also includes emerging and cutting-edge topics to support extension PSD professionals in their own professional growth.
5. **BENEFIT MEMBERS** ~~BENEFITS~~—Members recognize value and are willing to maintain their membership.

Implementation Review Color Coding

Yellow: Tasks in Progress

Gray: Implemented

Green: Priority Development

Strike through: Board removed priority

<i>Purpose:</i>	<i>Goals:</i>	<i>Action Steps:</i>
IMPROVE COMMUNICATION AND COLLABORATION BY	MEMBER ENGAGEMENT —Provide opportunities for all members to be engaged in the Association.	1) Recruit new members from Middle Managers, IT, HR and Area Directors/Directors/Administrators, Ag Extension Education Departments , & emerging leaders throughout extension disciplines

<p>DISCUSSING ISSUES, NEEDS AND OPPORTUNITIES OF MUTUAL INTEREST AND BUILDING AND SHARING RESOURCES</p>	<p>2016 Committee Work Plan Inclusion:</p> <ul style="list-style-type: none"> ✓ Membership ✓ Marketing ✓ Program ✓ Nominating 	<ul style="list-style-type: none"> a) Provide Welcome (new member) packets with letters from regional rep, an explanation of member benefits, opportunities to get involved b) Create New Member section on Website which includes photos and contact information for names of new members so that others can reach out and welcome them c) Offer reduced registration fee for first annual meeting 2 first timer scholarships offered in 2017. d) Recognize new members at Annual Conference with ribbons on nametags, special activities and induction (Amanda/Membership Comm/Planned for 2016) Implemented in 2017 <p>2) Identify additional opportunities for members to be engaged whether or not they attend the Annual Meeting</p> <ul style="list-style-type: none"> a) Create small interest groups (SIGs)/learning networks centered on member needs. Encourage all members to participate in at least one SIG. <ul style="list-style-type: none"> i) Identify SIG areas ii) Charge SIGs with responsibility to: <ul style="list-style-type: none"> (1) Identify the training needs of SIG members (2) Conduct virtual round table discussions on topics of interest at annual conference. (3) Establish a blog (Todd/Marketing Committee) Implemented and was not successful. Marketing committee suggested trying a Facebook Group. iii) Support activities in SIGs to engage members b) Create an on-line discussion board where members can pose questions and dialogue on topics (Blog/Forum – Todd/Jody/Marketing Comm 2016) Implemented for Southern region on website and was not used. c) Establish monthly or quarterly E-Newsletter and invite contributors from across organization. Regional representatives should help identify potential contributors. (Teresa B./Marketing/2016)
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<p>ADVOCATE FOR THE PROFESSION BY PROMOTING ITS IMPORTANCE WITHIN THE LAND GRANT SYSTEM</p>	<p>DEMONSTRATE RELEVANCE & EXCELLENCE—Professional and program development are validated and honored as foundations for quality extension teaching and outreach.</p> <p>2016 Committee Work Plan Inclusion:</p> <ul style="list-style-type: none"> ✓ Marketing ✓ Program ✓ Awards & Recognition 	<p>1) Build a strong leadership presence in JCEP</p> <ul style="list-style-type: none"> a) Officers attend meetings b) Ensure a budget process to support travel to JCEP <p>2) Initiate a structured process for consistent communication with NIFA & ECOP Program Committee</p> <ul style="list-style-type: none"> a) Have an Extension Director liaison that has the responsibility to participate with NAEPSDP either in Annual Meeting or in board meetings (Engage in conversation with Chuck Hibbert Ed Jones (Virginia) regarding ECOP responsibilities and goals and what NAEPSDP can contribute) b) Further investigate the pros and cons of a relationship with ECOP. c) Reach out to the planning and accountability staff at NIFA to get them engaged in the Association <p>3) Actively Encourage participation at national meetings of other Extension associations and leadership conferences.</p> <ul style="list-style-type: none"> a) Identify a member of NAEPSDP to represent the Association at each national meeting to make a presentation or set up the exhibit and distribute materials. (Establish shipping plan and schedule). b) Invite educators in content areas to attend annual conference to learn more about the program development process <p>4) Add value to the Extension System by providing opportunities for scholarly activity among members. (JOE Board & eXtension fellowships)</p> <p>5) Quantify the value of investment in PSD to the organization</p>

	<p>IMPROVE MULTI-STATE COLLABORATION—Support and encourage multi-state collaborations and partnerships in areas of common interest and need.</p> <p>2016 Committee Work Plan Inclusion:</p> <ul style="list-style-type: none"> ✓ Program ✓ Awards & Recognition ✓ Program ✓ Marketing 	<ol style="list-style-type: none"> 1) Facilitate program and staff development multi-state efforts <ol style="list-style-type: none"> a) Encourage the development of multi-state projects among SIGs <ol style="list-style-type: none"> i) Conduct needs assessment to identify issues, potential multi-state projects and opportunities for multi-state programming ii) Explore the availability of funds to support multi-state efforts b) Host in-depth topic sessions on multi-state issues at annual conference, regional meetings, monthly webinars and electronic round tables. <ol style="list-style-type: none"> i) May lead to the identification of potential multi-state grant or research projects that could result in peer reviewed journal articles 2) Develop awards structure to recognize multi-state efforts and highlight those efforts at the annual conference, during one quarterly Webinar, in the E-newsletter and through social media outlets. 3) Strengthen collaboration with extension 4) Encourage and support opportunities for multi-state research and programming resulting in scholarly publications
<p>DISCUSS, DEVELOP, SPONSOR, AND PROMOTE EDUCATIONAL TRAINING PROGRAMS AND ACTIVITIES THAT ADVANCE SOUND PROGRAM AND STAFF DEVELOPMENT PRACTICES</p>	<p>PROVIDE PROFESSIONAL DEVELOPMENT—Develop a comprehensive framework of learning opportunities which also includes emerging and cutting-edge topics to support extension PSD professionals in their own professional growth.</p> <p>2016 Committee Work Plan Inclusion:</p> <ul style="list-style-type: none"> ✓ Membership ✓ Marketing ✓ Program 	<ol style="list-style-type: none"> 1) Build a relationship with AEA-EEE-TIG and establish a clear presence at NERAOC and Middle Managers conferences (AEA-EEE-TIG Webinar on partnerships with NAEPSPD July 2) Identify NAEPSPD members who are already actively involved in these related professional development activities 3) Use more interactive technology to allow others to take advantage of NAEPSPD opportunities <ol style="list-style-type: none"> a) Explore holding virtual annual conference occasionally and consider making parts of the in-person conference virtual (keynote, capnote, selected presentations) to allow more members to participate. Charge a fee to those “attending” the conference virtually 4) Recommend that the conference planning committee consider a targeted focus which includes opportunities to address emerging issues

		<p>5) Develop mechanisms for PSD resource sharing perhaps through <i>eXtension</i> or on association Website</p> <p>6) Identify cutting-edge and innovative topics for high-quality Webinars</p> <p>7) Identify additional ways to provide professional development</p> <p>8) Insure compliance with ADA, 504 and copyright guidelines for all digital learning resources</p>
<p>ADVANCE THE PROFESSIONAL STATUS OF PROGRAM AND STAFF DEVELOPMENT EXTENSION PROFESSIONALS BY ENCOURAGING CONTINUOUS SELF-IMPROVEMENT</p>	<p>MEMBER BENEFITS—Members recognize value and are willing to maintain their membership.</p> <p>2016 Committee Work Plan Inclusion:</p> <ul style="list-style-type: none"> ✓ Membership ✓ Marketing ✓ Program ✓ Awards & Recognition 	<p>1) Provide financial support through scholarships, awards and mini-grants for members to participate in professional growth opportunities and to recognize multi-state collaboration, innovation, etc.</p> <ul style="list-style-type: none"> a. Conduct fund raiser to support these awards and other business of the Association <p>2) Identify and provide additional member-only benefits which support the professional growth of members. Possibilities include:</p> <ul style="list-style-type: none"> a. Access to special Webinars b. Enrollment in SIGs c. Access to Members-only portion of Website <ul style="list-style-type: none"> i. Access to Member directory with areas of expertise identified <p>3) Provide opportunities for networking and mentoring</p> <ul style="list-style-type: none"> a. Explore digital networking b. On-line discussion boards on Website

Review of the Strategic Plan ~ Discussion Notes Graciously Provided by Aly Valentine

Notes from Strategic Plan Discussion

Member Engagement – Ideas for new members section on web-site, we had scholarships for 2017 for new members. We can continue to offer two scholarships while we have funds but we cannot sustain fee registration for 1st time conference attendees. We have not been “inducting” but instead we are welcoming individuals

SIGS – We have organically created these opportunities, the formal structure is not something that we are capable of implementing at this time. We continue to seek avenues to offer the networking and small group learning circles at the annual conference, through the monthly seminars, and possibly the NAEPSDP chats.

Blogs – While helpful they have not worked because they do not fit our organization. We have talked about a FB group instead of just a FB page – FB groups mean everyone can see and interact with the content. In theory it could become self-managing but the board would need to commit to engaging initially. Phase 1 – we create the group for us and then consider how we can expand to others across Extension with the goal of potentially growing the membership.

Newsletter – We have a quarterly newsletter. Reps are not seeking input from the membership. We can potentially cross pollinate this with the FB group. Encourage the presenters from the conference and particularly the monthly webinar presenters to provide information to the newsletter.

Establish an ad-hoc committee to gear up the webinars for 2019 – make this a goal for the conference.

Succession Planning – We are doing some of this very informally – have a board discussion at one of our next meetings, including Carrie in order to have an inclusive discussion.

Dialogue with the board – We have become more engaged and appear less closed to the larger organization. We could use the newsletter to create some board engagement.

Quarterly President’s message not monthly.

Multi-state work – Is this feasible for administration and staff development when the Extension systems are so different. There is great merit in sharing ideas and networking; it is beyond the scope of a professional organization to seek funding, etc. Our goal is to bring folks together and we have done that.

Provide professional development – move graduate students to membership engagement.

What are we missing???? Have we not attained our goals for the association? We are now established and “legitimate”. Rework the language for a more pro-active stance.

12:00pm – Adjourn

MOTION	Adjourn the Summer Meeting of the Board at 10:30 a.m. ET	MOVED/2 ND	Valentine/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)

~~June 21~~ ~ Cancelled

July 19

August 16

September 20

October 18

November 15

December 10-13 – National Conference Hilton Old Town Alexandria