



**Board of Directors and Committee Chairs
Meeting, August 16, 2018
Minutes**

Submitted by Steve Siegelin, Secretary

Call to Order – Lambur
Lambur called the meeting to order at 1:12 p.m. ET.

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

Agenda – Lambur			
MOTION	Adopt the agenda as emailed.	MOVED/2ND/VOTE	Poling/Stark/Passed

President’s Report – Lambur
<p><i>Should we post job announcements through NAEPSDP:</i> Job announcement request from NMSU to be posted on our website. Discussed the ramifications doing this on the JOE job site. NACAA charges and doesn’t not cross check with JOE. Other associations post on their websites or forward emails to their the membership and do not cross check with JOE.</p>

Discussion: Maryland recruits everywhere they can. Who at NAEPSDP would manage the job site on our site? We could just email out requests to the membership. Posting related jobs on our site is a service to our membership.

Lambur will consult with Payne to see if an automated site on Wild Apricot is feasible.

Liability Insurance:

- Last year we purchased liability insurance for the conference and D&O for ~\$1,900.
- We can buy conference only insurance for less, but we lose the D&O coverage, exposing the individual board members to liability.
- Lambur will follow up and get a break down of conference only, and conference and D&O coverage and bring it back to the board.

Secretary’s Report – Siegelin

Siegelin distributed the final draft of the minutes from the July 19, 2018 Board Meeting Minutes via email. No corrections have been offered.

MOTION	Approve the minutes of the July 19, 2018 Board Meeting as emailed.	MOVED/2ND/VOTE	Robinson/Stark/Passed
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Treasurer’s and Finance Report – Poling

Poling distributed the Treasurer’s Report and Budget Update for August via email.

Account balances total \$54,279.57

Net income (July 18 to August 14,2018) \$711.50

YTD net income: (\$732.71)

MOTION	Accept and file the August 2018 Treasurer’s Report and Budget Update	MOVED/2ND/VOTE	Robinson/Siegelin/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

Award Application Status

- One application for Past President’s Award
 - One application for First Time Attendee Award
 - None for Outstanding Contributor Award
 - None for JCEP Excellence Award
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- Qualtrics system is working well, the website has been cleaned up and streamlined and is working well.
 - Will sponsor two new awards for posters, working on judging protocols.
 - The two eXtension Fellowships will be available for next year. Will likely have to move the deadline back to accommodate eXtension’s yet to be announced changes to the program.
 - Need guidelines for award evaluation and scoring.
 - Working towards a staff development focused award for next year.
 - Working on discovering how to select the JOE representative in the future.
 - Trying to develop a resource to make the processes easier for future co-chairs.
 - Next meeting is later in September.
 - Ken presented awards on the last Chat gathering.
 - Membership Committee will target first time members.
 - Encouraging people to nominate or apply is desired.
 - Deadlines for all awards is August 31 (unless the eXtension is shifted).

Finance – Windon

Meeting August 17, 2018 with Resolution and Policy to discuss the recommendations for financial procedures.

Marketing – Wolfe

- Next meeting will be held on September 12, 2018.
- The giveaway books will cost \$9.38 each.
- Working on the Marketing Tool Kit (five-page document) to support marketing NAEPSPD at other events. The kit is being reviewed.
- Please let the Marketing Committee know if you need support from them.

Membership – Hurt and Huetteman

- Emails have been edited for new membership and have been implemented and seem to be working; also reduced the number of CCs in these emails.
- Getting the word out to a variety of formal and informal groups that have members with similar interests.
- Putting association related flip charts out at the Conference to gather member interest in joining committees and other service to the organization.
- Wolfork is reviving the member video project for the conference this winter.
- 134 members (11 life, 5 student, 118 full), 26 new members this year.
- Thanks to Jones, Denny, and Poling, Lambur, and Robinson for their leadership during the recent Chat gathering.
- Is planning on writing a commentary for JOE promoting association membership to the JOE readership.
- Have worked with other board members to cover communications in the Western Region.

Nominating Committee – Stark

- Preparing the email to request nominations to the membership.

Active election positions for this cycle:

- President Elect, three-year cycle
- Secretary, one-year term
- North Central Region Representative, two-year term
- Western Region Representative, two-year term
- 1890s Representative, two-year term

Resolutions and Policy– Robinson

- Meeting August 17, 2018 with the Finance Committee to review the policy recommendations developed for financial management.
- Continuing work on developing the procedures template for each entity within the organization to draft their procedures.

Programs – Denny and Baughman

Presentation submissions to date:

- 19 submissions at this time. (6 student, 9 faculty, 8 other professional)
- 14 are first-time submissions
- 15 for Organizational & Staff Development, 5 for Program Development and Delivery, 1 for Evaluation and Assessment, and 1 for Technology and Communications
- 14 oral, 4 poster, 3 round table presentations, and 1 Ignite
- 14 willing to serve as reviewers
- 28 concurrent sessions to fill
- Will extend the deadline to 8/26
- Working on cancelation insurance for the conference
- Next meeting is on September 5, 2018

JCEP Update – Stark, Robinson

- JCEP is considering a certification/credentialing program as a revenue generation program. Want to make sure that extension professionals are contemporary and well-equipped in professional practice (not in subject matter knowledge). Things like cultural competency, etc.
- JCEP is asking NAEPSDP to consider facilitating a needs assessment to support the development of this new program.
- Do we want to take on this role for JCEP?
- JCEP Board meets next week.

MOTION	NAEPSDP is willing to take the lead on creating the needs assessment for the certification program on behalf of all JCEP member organizations.	MOVED/2ND/VOTE	Stark/Wolfork/Passed
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PILD Update – Siegelin and Reddersen

“Public Issues Leadership Development Conference” ~ April 14-17, 2019, Crystal City, VA

- The committee is getting organized with sub-committees
- Lambur is the chair of the event
- Siegelin is leading the RFP process
- Reddersen is leading the pre-conference tours
- Things will ramp up in the next few months with the RFP process and registration

Theme: Enhancing Leadership Capacity for Emerging Issues

Journal of Extension Update – Carroll

No Report

eXtension Fellowship

Preparing for the Extension Collaborative Impact Summit in October.

Extension Leadership Conference sponsored by JCEP Update - Lambur

“Extension Leadership Conference Sponsored by JCEP” ~ Feb 4-6, 2019, San Antonio, TX

Call for proposals will go out in a couple of weeks with a deadline in early October.

Old Business

None

New Business

Could we rotate pictures on the website to keep it fresh?

Final Announcements

Vines and Lambur were recently published in JOE
Please recruit award nominations and presentations.

MOTION	Adjourn the August 16, 2018 Board Meeting (2:23 p.m. ET)	MOVED/2ND/VOTE	Hurt/Robinson
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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)

September 20

October 18

November 15

December 10-13 – National Conference Hilton Old Town Alexandria