



**Board of Directors and Committee Chairs  
Meeting, September 20, 2018  
Minutes**

Submitted by Steve Siegelin, Secretary

<b>Call to Order – Lambur</b>
Lambur called the meeting to order at 1:02 p.m. ET.

<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	
Steve Siegelin (W), Secretary	X	Todd Hurt, Southern	X
Rich Poling (S), Treasurer	X	Cody Stone, West	
Carrie Stark (W), Past President		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		Danae Wolfe (NC), Marketing	
Todd Hurt (S), Membership		Julie Huetteman (NC), Membership	X
Marina Denny (S), Programs	X	Sarah Baughman (S), Programs	
Julie Robinson (S), Julie Robinson		Carrie Stark (W), Nominating	
<b>Liaisons</b>			
Steve Siegelin (W), PILD Representative (2 <sup>nd</sup> Yr)	X	Karen Reddersen (W), PILD Representative (1 <sup>st</sup> Yr)	X
Jan Carroll (W)-JOE Representative		Karen Vines (S)-eXtension Fellowship	
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			

<b>Agenda – Lambur</b>			
Lambur asked for additions.			
<b>MOTION</b>	Adopt the agenda as emailed.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Hurt/Passed

<b>President’s Report – Lambur</b>			
Insurance: preliminary quotes			
General liability \$321, a blanket employee dishonesty policy \$175			
Director and Officer policy still out with the underwriter,			
The total cost will be ~\$1,000			
Official action will be taken in the future			

Send pictures to Tom for the website  
 Reviewed the past discussion on the who and how to market events from other organizations. Those events will go to the Program Committee to be vetted and distributed  
 AV costs for the conference have been pared down to ~\$4,000.  
 Lambur is attempting to address the spam emails that appear to be generated following emails to the board listserv.  
 Congratulations to Suzanna Windon for her new position at Penn State.

**Secretary’s Report – Siegelin**

Siegelin distributed the final draft of the minutes from the August 16, 2018 Board Meeting Minutes via email. No corrections have been offered.

<b>MOTION</b>	Approve the minutes of the August 16, 2018 Board Meeting as emailed.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Poling/Passed
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**Treasurer’s and Finance Report – Poling**

Poling distributed the Treasurer’s Report and Budget Update for September via email.  
 Account balances total \$61,311.72  
 Net income (August 15 – September 18,2018) \$7,032.15  
 YTD net income: \$6,299.44

<b>MOTION</b>	Accept and file the September 2018 Treasurer’s Report and Budget Update	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Wolfork/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**

Committee is meeting next week.  
 Contributor Award - 2  
 Past President’s Award - 2

First-Timers Award – 6  
 Still waiting for details on the eXtension award  
 JCEP award - 0

**Finance – Windon**

Met Aug 17, 2018, working on the operating procedures with Robinson (Resolutions and Policy). Final recommendation is now in the hands of Resolutions and Policy. Robinson will correct the reference to the appendix when finalized.

<b>MOTION</b>	Motion to approve the financial policy and procedures with the freedom for Robinson to address the appendix reference on page 6 when the information is available.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Wolfork/Poling/Passed
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**Marketing – Wolfe**

**Toolkit:** Tom posted the marketing toolkit on the website and Matt will include a link to it in the next newsletter.

**Conference book giveaway:** We need to decide on number of books to purchase for conference giveaway. Our budget is \$1200 for conference materials and Marina indicated that Mississippi State University Extension will cover the costs of programs and printing (thank you, Marina and MSUE!). Books are \$9.38 each if we purchase more than 100. Shipping is free and books will be shipped to Mike.

**Lapel pin:** Committee discussed the possibility of getting NAEPSDP enamel lapel pins in 2019 and giving them to all members at the 2019 conference then having a short new member initiation where pins are given to all new members each year after that. We'll start to research options for 2019.

**Conference marketing:** Jodi has been sending periodic emails about conference registration and Danae has posted on Facebook page and will continue to market via social media. We encourage all board members to send conference information to their respective universities as appropriate.

**What help do you need?** Please let us know what marketing help you may need for conference!

**Membership – Hurt and Huetteman**

Have not met since the last meeting.  
 Continue to refine automatic emails with Poling

147 members, highest ever  
     11 lifetime members  
     6 students  
     130 members (33 new members)

**Nominating Committee – Stark**

Nominations close tomorrow. We have received nominations for every office that is open. Nominees will be confirmed and then the ballots distributed.

### **Resolutions and Policy– Robinson**

See the operations or procedures discussion in the Finance Committee report.

Anticipating a constitution and bylaws proposal ready for the board in October to split the Program Committee into Conference and Educational Programs.

Poling asked if a decision had been made about establishing web administrators list.

### **Programs – Denny and Baughman**

Met Sept. 5

The final webinar for the year was intended to involve NIFA, but they have asked to not do this do to many changes happening at NIFA (moving, etc.). Not planning on developing a replacement webinar at this time.

The conference: proposals have been reviewed. Each proposal had at least three reviewers. 56 complete proposals received. 47 total proposal were accepted. 10 round tables, 3 Ignites, 9 posters, 25 workshops. 33 registrations at this time. Will rent a projector for the main room. Some confusion with proposal submitters about their membership expiring at the end of 2017 (even though they paid dues near the end of 2017). The conference sleeping room rate is available from Monday through Thursday. Denny will contact the hotel to see if we can get an extension for the few who want it.

Marketing suggested having discussion themes at table during the meals, etc. Other communication ideas are being considered.

Next meeting is Nov. 7.

Comp rooms: One room has traditionally gone to the keynote speaker. A reservation must be made for the speaker

### **JCEP Update – Stark, Robinson**

#### **PILD Update – Siegelin and Reddersen**

Reddersen is working on negotiating the bus tours for Sunday night.

The call for proposals will go out in early October.

Lambur is leading the committee selecting plenary speakers

#### **Journal of Extension Update – Carroll**

The Special Edition on Innovation is now public. Please encourage your colleagues and other stakeholders to review at <https://www.joe.org/>.

### **eXtension Fellowship**

No report.

**Extension Leadership Conference sponsored by JCEP Update - Lambur**

Call for proposals is out. We may need to provide current emails to JCEP for our membership

**Old Business**

None

**New Business**

None

**Final Announcements**

<b>MOTION</b>	Adjourn the September 20, 2018 Board Meeting (2:23 p.m. ET)	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Hurt
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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)

**October 18**

**November 15**

**December 10-13** – National Conference Hilton Old Town Alexandria