Annual Meeting of the Membership  
Meeting, December 12, 2018  
Minutes  
Submitted by Steve Siegelin, Secretary

Call to Order – Lambur
Lambur called the meeting to order at 12:30 p.m.
Lambur welcomed members and recognized past presidents and the JCEP Board Representatives, Terri Mayhew (NEAFCS) and Casey Mull (NAE4-HA).
Lambur called for any additions to the agenda. There were no additions to agenda.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Approve the 2017 Annual Membership Meeting Agenda</th>
<th>MOVED/2ND/VOTE</th>
<th>Cummings/Valentine/passed</th>
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Attendance – Siegelin
59 of the 96 conference attendees were present for the meeting. A quorum was present.

Secretary’s Report – Siegelin
The minutes were distributed by Poling via email and Siegelin has placed paper copies on the tables. Two minor corrections have been made. An extra “$” was deleted, and an errant “h” was removed from Teresa McCoys name. Siegelin asked for corrections, additions, or deletions to the 2017 Annual Membership Meeting Minutes.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Approve the 2016 Annual Membership Meeting Minutes with the noted corrections</th>
<th>MOVED/2ND/VOTE</th>
<th>Hurt/Vines/passed</th>
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Treasurer’s and Finance Report – Poling
Poling presented account balances, as of December 8, 2018, of $70,452.12. From January 1 to December 8, 2018 total membership income was $15,439.84, year to date total expenditures was $32,107.38 year to date total income was $47,547.22, and net income was $15,439.84.

Poling presented a proposed budget for 2018 with a total income of $50,600 and total expenses of $50,600 and a balance of $0.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Accept and file for audit the 2018 Treasurer’s report and budget</th>
<th>MOVED/2ND/VOTE</th>
<th>Wolfork/Siegelin/passed</th>
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<tbody>
<tr>
<td>Regional Representatives' Combined Report - Hurt</td>
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<td>They identified a lot of topics for our various educational venues. They asked what got first timers to attend and suggestions for the future: Growing our graduate student participation and the breadth of topics is appealing. Received a suggestion to provide the conference agenda earlier and to provide team building opportunities.</td>
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<thead>
<tr>
<th>Marketing Committee report – Azulai and Wolfe</th>
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<tbody>
<tr>
<td>We have documented fifteen percent growth in Facebook page; please engage in the Facebook page. In 2019 the committee will create a semi-private Facebook page. A marketing kit is available for marketing NAEPSDP at other events. Branded NAEPSDP clothing, via Land's End, is now available via a link on the website.</td>
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<tr>
<th>Programs Committee report– Denny and Baughman</th>
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<tr>
<td>Reviewed the types and number of proposals that were submitted the the 2018 conference. The Virtual Summer school addressed the topic of Diversity Inclusion of 101 for Extension Personnel with total attendance of 991. Three additional webinars were offered with a total of 150 attendees. There were ninety-six registrants for the 2018 conference. Developed and implemented a new Poster Session with two awards. They will evaluation the 2018 conference and publish electronic proceedings. Reviewed the agenda and upcoming activities for the remainder of the conference.</td>
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<th>Membership Committee report– Hurt and Huetteman</th>
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<td>They thanked the committee for their work and support. 11.5% increase in members. Added a welcome new members page on the website. Significantly improved the automatic emails sent when a member joins NAEPSDP. Crafted verbiage for marketing and sent targeted emails to recruit members. Recording new videos during the conference to promote the association on the website.</td>
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<th>Finance Committee - Windon</th>
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<td>The committee is completing its first year as a committee. They thanked Poling for his mentorship. They developed new Financial Policies and Procedures which were adopted/approved by the board. Reviewed the 2018 budget. They equested budget proposals from committee chairs for the 2019 budget by March 1, 2013. They provided a review of financial practices of the Treasurer and the association, all activities were appropriate.</td>
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<th>Resolutions and Policy Committee report – Robinson</th>
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<td>They supported the Finance Committee in Financial Policies and Procedures development; developed a website administration permissions plan; both were approved by the board. They reviewed and helped the board find a solution that create a Select Committee for the Annual Conference. The Programs Committee (standing) will focus on educational programing outside the Annual Conference.</td>
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<th>Awards and Recognition – Jones and McCoy</th>
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<td>They awarded three first time attendees, outstanding contributors, JCEP Excellence, and two poster awards. These will be announced on Thursday morning. In 2019 there will be a new award for excellence in Staff Development. They converted application processes into Qualtrics. Established new rubrics and developed a operations manual.</td>
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**Journal of Extension Liaison - Carroll**

No Report.

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**eXtension Fellow - Vines**

She learned more about eXtension and NAEPSDP; developed tools as a part of the fellowship; attended the Extension Impact Collaborative; and attended the 1890s Leadership Academy. She was able to help eXtension better understand the roles of agents and specialists. She plans to work on a history and roles for eXtension and hoping to develop an article and possibly webinars about the history and role of eXtension. eXtension hopes to develop fellowships for each JCEP association. eXtension is restructuring with the hope to be a more flat organization and the streamline their processes.

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**Webmaster - Payne**

No Report

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**Old Business - Lambur**

None

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**Recognition of 2017-2018 NAEPSDP Board of Directors, Committee Chairs, and Liaisons – Lambur**

**2018 Board of Directors**

Mike Lambur, President
Julie Robinson, President-elect
Rich Poling, Treasurer
Steve Siegelin, Secretary
Carrie Stark, Past President

Aly Valentine, Northeast Regional Representative
Joy Millard, North Central Regional Representative
Todd Hurt, Southern Regional Representative
Cody Stone, Western Regional Representative
Terrance Wolfork, 1890s Regional Representative

**Committee Chairs**

Sarah Baughman and Marina Denny, Programs Committee
Jodi Azulai and Danae Wolf, Marketing Committee
Teresa McCoy, Awards and Recognition Committee
Julie Huetteman and Todd Hurt, Membership Committee
Laura Downey and Suzanna Windon, Finance Committee
Carrie Stark, Nominating Committee
Julie Robinson, Resolutions and Policy Committee

**Liaisons**

Steve Siegelin, second year PILD representative
Karen Reddersen, first year PILD representative
Jan Carroll, JOE representative

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**Nominating Committee Report – Stark**
Announced a last minute addition to the auction. Start described the responsibilities of the Past-President as supporting the president, leading the silent auction, and the superintending the election and installation process.

Stark installed the 2018-2019 Board of Directors and committee chairs. She gifted and shared the symbolism of the quill for the association.

**Board of Directors**
Julie Robinson, President
Terrence Wolfork, President-elect
Rich Poling, Treasurer
Julie Huetteman., Secretary
Michael Lambur, Past President

Aly Valentine, Northeast Regional Representative
Danae Wolfe, North Central Regional Representative
Todd Hurt, Southern Regional Representative
Rebecca Sero, Western Regional Representative
Cynthia Wilson-Willis, 1890s Regional Representative

**Committee Chairs**
Kristi Farner and Diane Mashburn, Conference Committee
Gwyn Shelle, Programs Committee
Matt Benge, Marketing Committee
Teresa McCoy and Ken Jones, Awards and Recognition Committee
Todd Hurt and Catherine Croft, Membership Committee
Suzanna Windon, Finance Committee
Michael Lambur, Nominating Committee
Terrence Wolfork, Resolutions and Policy Committee

**Liaisons**
Karen Reddersen, second year PILD representative
To be selected, first year PILD representative
Jan Carroll, JOE representative

**Immediate Past President Remarks – Lambur**
Lambur provided closing remarks, highlighting successes over the last year, and noted the benefits of participating in the organization. Lambur presented the NAEPSDP quill to Robinson as incoming President.

**Incoming President Remarks – Robinson**
Robinson presented Lambur with a memento of her time as President and made closing remarks, thanking the 2018 board and membership.

**New Business - Robinson**
None

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<td>Adjourn the 2018 Annual Membership Meeting (1:21)</td>
<td>Stark/Vines</td>
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