



**Board of Directors and Committee Chairs  
Meeting, March 27, 2019  
Minutes**

Submitted by Julie Huetteman, Secretary

<b>Call to Order – Robinson</b>
Robinson called the meeting to order at 1:01 p.m. ET.

<b>Roll Call – Huetteman</b>			
<b>Officers:</b>		<b>Regional Representatives:</b>	
Julie Robinson (S), President	x	Danae Wolfe, North Central	
Terrence Wolfork (1890s), President-Elect	x	Aly Valentine, North East	
Julie Huetteman (NC), Secretary	x	Todd Hurt, Southern	x
Rich Poling (S), Treasurer	x	Rebecca Sero, West	
Mike Lambur (S), Past President	x	Cynthia Wilson-Willis, 1890s	x
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs:</b>			
Teresa McCoy (NE), Awards & Recognition		Ken Jones (S), Awards & Recognition	x
Suzanna Windon (NE), Finance	x		
Matt Benge (S), Marketing			
Todd Hurt (S), Membership	x	Catie Croft (1890s), Membership	
Gwyn Shelle (NC), Programs		Celeste Carmichael (NE), Programs	x
Terrence Wolfork (1890s), Resolutions & Policy	x	Mike Lambur (S), Nominating	x
Diane Mashburn (S), Conference	x	Kristi Farner (NC), Conference	x
<b>Liaisons</b>			
Steve Siegelin (W), PILD Representative (2 <sup>nd</sup> Yr)	x	Karen Reddersen (NE), PILD Representative (1 <sup>st</sup> Yr)	
Katy Gottwald (S), PILD (when Steve's term ends in April)	x		
Jan Carroll (W), JOE Representative	x	__ ( ), eXtension/NAEPSDP Fellowship	
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			

Officer's Reports:

<b>President's Report – Robinson</b>
No report

<b>Treasurer's Report – Poling</b>
Poling distributed the Treasurer's Report and Budget Update for March via email. Treasurer's Report: Account balance total \$47,820.54 Budget Update (Actual to Date as 2019 budget not yet established): Balance \$3,175.15 Accepted and filed for audit.

<b>Secretary's Report – Huetteman</b>			
Julie Robinson distributed minutes from the January 23 and February 27, 2019 Board Meetings via email. No corrections were given.			
<b>MOTION</b>	Approve the minutes of the January 23, 2019 Board Meeting as presented.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Wolfork/passed
<b>MOTION</b>	Approve the minutes of the February 27, 2019 Board Meeting as presented.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Hurt/Lambur/passed

Reports of the Regional Representatives:

<b>North Central – Wolfe</b>
Emailed update to Robinson, indicating that she is going to start some targeted emails.

<b>North East – Valentine</b>
No report

<b>Southern – Hurt</b>
Pulled report on lapsed memberships and sent to directors.

<b>West – Sero</b>
No report

<b>1890 – Wilson-Willis</b>
Received report from Hurt on those with lapsed memberships.

Committee Reports:

<b>Awards and Recognition Committee – McCoy and Jones</b>			
Emails sent out about eXtension fellowships, and one application has been received. Review and discussion of the Excellence in Extension Staff Development award for the first time this year. Sponsored by JCEP (\$250), and NAEPSDP (\$50), for a total award of \$300.			
<b>MOTION</b>	Motion that we offer the JCEP/NAEPSDP staff development excellence in extension award starting this year.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/passed

<b>Marketing – Bengé</b>
Unable to attend, sent comments to Robinson: “About Us” PowerPoint – in process of being updated. Will be finished in April. June Newsletter – Bengé will be gathering content beginning in April. Facebook pages update – Wolfe created the private FB group for members, and both Alda and Danae have made some FB posts on behalf of the NAEPSDP Board.

<b>Membership – Hurt and Croft</b>
Karen Vines wrote article for June newsletter about her 2018 eXtension fellowship. Hurt is working on spotlight for the southern region. Anna Smith is planning a membership chat in April. The topic will be organizational charts.

Membership numbers: 13 Life, 2 Student, 98 Active, 113 paid total. There are 73 outstanding for renewal.

**Nominating – Lambur**  
No report

**Resolutions and Policy – Wolfork**  
No report

**Programs – Shelle and Carmichael**  
Had first webinar for 2019 yesterday with about 23 attendees. Scott Cummings presented on landgrantimpacts.org site updates. Committee is recruiting topics for upcoming webinars in May, September, and November, along with the summer school series.

<b>Finance – Windon</b>			
Committee met yesterday and discussed the 2019 proposed budget, which was emailed before this meeting for board review.			
<b>MOTION</b>	Accept the proposed budget for 2019.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Huetteman/Wolfork/passed

**Conference – Mashburn and Farner**

Committee met a couple weeks ago on details. Have been working on conference details: menus, IT, budget, fees, etc.

Conference theme is Agents for Change: Creating Extension Connections. Mashburn sent to graphic design specialist for potential graphics.

Registration Fees Set:  
 Early Bird Member: \$455  
 Early Bird Non-Member: \$555  
 Regular Member: \$510  
 Regular Non-Member: \$610  
 Student Member: \$425  
 Student Non-Member: \$455  
 Exhibitor/Vendor: \$500

Conference Tracks (keep existing four): Evaluation & Assessment, Organizational & Staff Development, Program Development & Delivery, and Technology & Communications

Postponed decision about live streaming until more is known about UGA Extension’s IT support.

Setting up subcommittees to work on conference details.

Communication: Mid-April – plan to communicate general information to membership, June – call for proposals, July – opening registration.

Spring Board meeting in Savannah, GA, June 4-6: Robinson has hotel registration information and will email to board members.

**JCEP Update – Lambur and Robinson**

Meeting today about changing dates for future PILD and Extension Leadership Conferences. Anticipate 2020 or later before changes can be made.  
Project underway on certification process for Extension Agents. Expect this to be completed by the end of the year.

**PILD Update – Siegelin and Reddersen**

Last PILD Conference planning meeting coming up in three weeks. Have about 30 registrants short of budgeted amount. Total is about 250 registrants (18 are volunteers). Congress will be in recess that week, so it may be challenging to find legislators to meet.

**Extension Leadership Conference sponsored by JCEP Update – Wolkoff and Robinson**

No Report

**Journal of Extension Update – Carroll**

Met with JOE board in Minnesota last week on strategic plan. Carroll is Chair of Editorial Committee and they are planning to pilot ways to reduce the time to publication. Poor quality submissions contribute to the length of time for review. Editorial committee will now screen submissions before the editor sees them. Institutions are encouraged to review submissions before going to JOE to help improve quality.

**Webmaster - Payne**

Poling reported that he has been working with Payne on new permissions for access to the website for board members.

**Old Business**

Membership Categories: Hurt shared draft text on “affiliate members” to add to the constitution. Discussion about voting, board positions, setting boundaries or limits, available discounts, access to membership list and other constitution items. Committee will take suggestions and reconsider proposed text, maybe adding text about what affiliate members in good standing can do / are eligible for. Continued discussion needed about identifying non-commercial interests. The committee can bring revisions back to the board. The process for moving this forward would be: if the board agrees on the text, then it would be forwarded to the Resolutions and Policy committee to apply to the constitution and bylaws, and finally to a membership vote in December.

Strategic Planning Efforts: Robinson will be meeting with Debra Davis.

Excellence in Extension Staff Development proposed award: Discussed in Committee Report.

Solicitation of the past presidents for donations to support the Past Presidents Award: Debra Davis has done this and donations are coming in.

**New Business**

JOE Board Rep - 3-year term (Fall 2019): With position opening this fall, we are looking for nominations for this position.

2019 Committee Plans of Work: Documents were provided to Board members via the Box.com site for review.

2019 Budget: Discussed in the Committee report.

Steve Siegelin will complete his position as PILD representative in three weeks at the conference. He expressed appreciation to the board. Reddersen and Gottwald will attend PILD and then be the two PILD representatives on our board for April.

<b>MOTION</b>	Approve the 2019 NAEPSPD committee plans of work as submitted.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Lambur/passed
---------------	----------------------------------------------------------------	----------------------------------	----------------------

**Final Announcements and Adjourn**

<b>MOTION</b>	Adjourn the March 27, 2019 Board Meeting (2:06 p.m. ET)	<b>MOVED/2<sup>ND</sup>/</b>	Huetteman/Poling
---------------	---------------------------------------------------------	------------------------------	------------------

Next meeting: **April 24, (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**