



**Board of Directors and Committee Chairs
Meeting, July 24, 2019
Minutes**

Submitted by Julie Huetteman, Secretary

Call to Order – Robinson
Robinson called the meeting to order at 1:02 p.m. ET.

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

Officer's Reports:

President's Report – Robinson
No report.

Treasurer's Report – Poling
Poling distributed the Treasurer's Report and Budget Update for July 2019 via email. Treasurer's Report Account balances total \$46,061.30. Net income (June 25 – July 22, 2019) \$1,930.02 YTD net income: \$9,025.08

Budget Update:
Balance \$2,233.74

Discussion about the income for the post-conference tour. Does this need to be kept separate, or do we want to count it along with the conference total income? Decided on plans to keep a separate column in spreadsheet for post-conference tour.
Robinson accepted and filed report for audit.

Secretary's Report – Huetteman

Robinson distributed unapproved minutes from June 26, 2019 Board Meeting via email. No action needed at this time due to recessed meeting. Will have final version next month for review and approval.

Reports of the Regional Representatives:

North Central – Wolfe

Scheduled ZOOM meeting, but had no registrants. Will send another update in August. Have received updated information from Membership Committee on new members.

North East – Carmichael

Sent message to Northeast Region members and recent members about Virtual Summer School and Annual Conference. The Northeast Region has not met since the last meeting. The next Northeast Regional meeting via zoom will be held in October.

Southern – Hurt

No report.

West – Sero

No report.

1890 – Wilson-Willis

No report.

Committee Reports:

Awards and Recognition – McCoy and Jones

Announcement has been sent out, deadline is August 30. Forms are available on the website. Will send reminders before the deadline. Will reach out to Webmaster about putting information front and center on website. Saving all templates for this process for the future.

Marketing – Bengé

No report.

Membership – Hurt and Croft

Hurt sent information to Poling to report. Have 2 new members since our last meeting. Currently - 130 paid members, 13 life, 1 student, 116 regular, 12 new members.

Nominating – Lambur

Looking for nominations for: President-elect for 3 years, Secretary for 1-year term, Regional Representatives for South, Northeast and 1994 for 2-year terms, and for Treasurer for 2-year term. Hope to have slate of nominations for board to review by next meeting. Contact committee if you have suggestions or questions.

Resolutions and Policy – Wolfork

Wolfork presented discussion about Article 3 regarding board members being required to pay membership fee by January 1. The committee discussion resulted in a recommendation to allow a 6-month grace period for that. Board discussion about institutions that may not pay for memberships unless included with conference registration, and the timing that would be needed to meet the 6-month grace period. Discussion about option to consider that when individuals take on a leadership position, they sign off, and add text or check a box to indicate that their fee would be paid with their conference registration. Wolfork to share with committee to discuss and draft amendment related to Article 3 allowing individuals in that position, to send a signed letter to the secretary, indicating that their institution will pay membership at time of conference payment, and if they don't attend conference, they will pay membership dues at that time. Wolfork to take Article 3 discussion to committee.

Board discussion about committees.

- Conference committee discussion was to make it a standing committee.
- Change name of Programs committee to Professional Development committee.

Wolfork to communicate changes to membership ahead of the annual business meeting.

MOTION	Make Conference Committee a standing committee.	MOVED/2ND/	Poling/Lambert/passed
MOTION	Change name of the Programs Committee to Professional Development Committee.	MOVED/2ND/	Lambert/Wolfe/passed

Programs – Shelle and Carmichael

Had received 14 proposal submissions for Virtual Summer School. Those not selected to present, were sent an email inviting them to submit for the conference.

Virtual Summer School -- after end of series, sent an overall evaluation to attendees. Will follow-up on that. 280 people registered, 110 unique attendees. Recordings are on the website. Consider sharing those with colleagues. Looking to share these recording via Marketing Committee, social media.

Next, two more webinars planned in September and November.

Finance – Windon

No report.

Conference – Mashburn and Farner

Registration is up. (Can include membership.)

Proposals are up. Have received 4 submissions.

Discussion about opening session – keynote or panel, workshop, or round table format? Possible topic - Publications and scholarship. Looking for suggestions on keynote speakers.

JCEP Update – Lambur and Robinson

No Report. Meeting will be tomorrow and include project updates.

PILD Update – Reddersen and Gottwald

Robinson reported that a planning session was held on the purpose of PILD. Results will be discussed at the board meeting tomorrow.

Extension Leadership Conference sponsored by JCEP Update – Wolfork and Robinson

Robinson reported a planning meeting was held (the President-Elects met). Will shortly send out call for proposals and save the data communication.

Journal of Extension Update – Carroll

Carroll completes term in September. Marina Denny in conversation with Robinson and Carrroll about that role. JOE board meets in Vermont in September and will vote on strategic planning.

eXtension-NAEPSDP Fellowship Update – McCoy

No report.

Webmaster - Payne

No report.

Old Business

JOE Board representative update – Carroll completing her term in September. Robinson looking for individuals interesting in filling that role.

Strategic Planning update – Robinson to check with Debra Davis on the report. Will include Davis in the August agenda to move strategic plan forward.

New Business

Final Announcements and Adjourn

MOTION	Adjourn the July 24, 2019 Board Meeting (2:13 p.m. ET)	Moved/2ND/	Lambert/Huetteman
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Next meeting: **August 28, 2019, (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**