



**Board of Directors and Committee Chairs
Meeting, October 23, 2019
Minutes**

Submitted by Julie Huetteman, Secretary

Call to Order – Robinson
Robinson called the meeting to order at 1:01 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	
Julie Huetteman (NC), Secretary	X	Todd Hurt, Southern	X
Rich Poling (S), Treasurer	X	Rebecca Sero, West	X
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	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	
Terrence Wolfork (1890s), Resolutions & Policy	X	Mike Lambur (S), Nominating	X
Diane Mashburn (S), Conference	X	Kristi Farner (NC), Conference	X
Liaisons			
Karen Reddersen (NE), PILD Representative (2 nd Yr.)		Katy Gottwald (S), PILD Representative (1 st Yr.)	
Marina Denny (S), JOE Representative	X	Teresa McCoy (NE), eXtension/NAEPSDP Fellowship	
Webmaster			
Tom Payne			
Guests			
Debra Davis	X		

Officer's Reports:

President's Report – Robinson
Debra Davis is with us today and will speak later in the meeting on the strategic planning activities.

Treasurer's Report – Poling
Poling distributed the Treasurer's Report and Budget Update for Sept. 24 – Oct. 21, 2019 via email. Treasurer's Report Account balances total \$78,299.76 Net income (September 24 – October 23, 2019) \$21,104.57 YTD net income: \$23,213.38

Budget Update – October 2019: \$32,593.69

Robinson accepted and filed for audit.

Secretary’s Report – Huetteman

No minutes to share today due to recessed meeting. Will have September and October minutes at the next meeting.

The ballot for voting on new officers and board members was sent to 156 active members on Sept. 26. A reminder email was sent on Oct. 7. The survey was closed the morning of Oct. 11. There were 72 responses. Results were shared with the officers. Robinson emailed the nomination results document to the board prior to this meeting.

Notice to Committee Chairs - End of Year reports will be due before the conference in Savannah. A document template is provided. When you save your document, add the committee name to the file name, and post it in the 2019 EoY Reports folder in box.com before Nov. 27.

Schedule of Board meetings in Savannah

2019 board = Monday 12/2 at 4 p.m.

2020 board = Thursday 12/5 at 7:30 a.m.

Annual Meeting in Savannah = Wednesday, 12/4 at 11:45 a.m.

MOTION	Accept the results of the nominations for the 2020 board.	MOVED/2ND/VOTE	Poling/Wolfork/passed
---------------	---	----------------------------------	-----------------------

Reports of the Regional Representatives:

North Central – Wolfe

Sent email on Friday to alert Region on early bird registration deadline.

Specific to the Ohio state association, sent invitation to Department of Agricultural Communication Education and Leadership encouraging faculty who don’t have Extension appoints, but work very closely with Extension, as well as inviting graduate students who are getting degrees in Extension, encouraging them to join.

North East – Carmichael

No report.

Southern – Hurt

New member from Mississippi State.

West – Sero

Had six new members join through early bird registration. She reached out and welcomed them. Will also reach out and communicate ahead of the hotel room block deadline.

1890 – Wilson-Willis

No report.

Committee Reports:

Awards and Recognition – McCoy and Jones

All awardees have been contacted. Committee is getting the awards purchased. There were questions from the Conference Committee about the poster presentations. They have a rating scale in place. Looking for help with additional judges.

Marketing – Bengé

No report.

Membership – Hurt and Croft

We have largest membership ever. Broke the record. 156 paid members which includes 26 new members. Also have two new members for 2020.

First time conference attendee via ZOOM webinar date will be November 4 at 1:00 ET.

Nominating – Lambur

Working on treasurer position. May need help with the silent auction at the conference.

Resolutions and Policy – Wolfork

Shared changes to the Constitution and Bylaws that have been approved by the board this year.

- Approved by board April 24, 2019
 - Article III: Membership. Section 1. Membership
 - Addition of the Affiliate Member category and definition. (page 1)
 - Description of Affiliate Members in good standing (page 2)
- Approved by board February 27, 2019
 - Bylaws – Article I: Membership and Fees
 - Memberships are non-transferable. (page 7)
- Approved by board June 4-6, 2019
 - Bylaws – Article III: Committees
 - Added the Conference Committee (page 8)
- Approved by board July 24, 2019
 - Bylaws – Article III: Committees
 - Changed name of Programs Committee to Professional Development (page 8)

Additional items

- From a motion during the June 4-6 meeting – Revised Definitions of Committees in the Operating Procedures
 - *Professional Development Committee* – The Professional Development Committee is responsible for the educational and professional development activities of the association, including the webinar series and other relevant activities, separate from the annual conference. The Professional Development Committee is made up of a Committee Chair, a Committee Co-Chair/Vice-Chair, and committee members from the paid membership of the association. The Association President-Elect serves as an ex-officio member of the Professional Development Committee. The Professional Development Committee must work closely with each of the other standing committees in order to accomplish their work and assist the other committees in accomplishing their efforts.
 - *Conference Committee* – The Conference Committee is responsible for the annual conference. The Conference Committee is made up of a Committee Chair, a Committee Co-Chair/Vice-Chair, and committee members from the paid membership of the association. The Association President-Elect serves as an ex-officio member of the Conference Committee. The Conference Committee must

work closely with each of the other standing committees in order to accomplish their work and assist the other committees in accomplishing their efforts.

- Discussion about definition of “good standing” for officers and board members – Article III: Membership, Section 1. Membership
 - Add a grace period to January 31
 - Allow officers and board members to pay membership dues before first day of the annual conference. Those members submit a signed letter to the secretary.
 - Second paragraph revised to read:
 - Active and Life Members in good standing (current membership fees paid no later than January 31 of the membership year) of the Association shall be eligible to vote or hold elected or appointed positions in the Association and are hereinafter referred to as ‘eligible members.’ Individuals who are elected or appointed to positions must be in good standing or submit a signed letter to the secretary indicating that their institution will pay their membership dues at the time of the annual conference payment. If they don’t attend the annual conference, then the membership dues will be paid by the first day of the annual conference.
- Discussion on Article VII: Voting. Section 1. Eligible Members (page 6)
 - Add the affiliate members to the listing of eligible members for voting
 - Delete “and” after Student, and Insert “and Affiliate” between Life and members.

All board approved changes will to be communicated to the membership by November 4, and then included on the agenda for the Annual Meeting in Savannah for voting.

MOTION	Accept the descriptions for the Professional Development Committee and the Conference Committee.	MOVED/2ND/	Poling/Lambur/passed
MOTION	In Article III. Section 1., second paragraph, insert text “no later than January 31 of the membership year” in first sentence after (current membership fees paid. In Article III. Section 1., second paragraph, insert text, “Individuals who are elected or appointed to positions must be in good standing or submit a signed letter to the secretary indicating that their institution will pay their membership dues at the time of the annual conference payment. If they don’t attend the annual conference, then the	MOVED/2ND/	Hurt/Poling /passed

	membership dues will be paid by the first day of the annual conference.” after the first sentence.		
MOTION	Article VII: Voting. Section 1. Eligible Members, first sentence, delete “and” before Life, and insert “and Affiliate” between Life and members.	MOVED/2ND/	Poling/Huetteman/passed

Programs – Shelle and Carmichael

Upcoming webinar, October 25, Who, Me, an Author? Tips for Publishing Your Extension Work (Theresa Ferrari, OSU) 119 registered at the moment.

Finance – Windon

No report.

Conference – Mashburn and Farner

- Less than two months away from the conference. 79 registrations.
- Will send reminder of the closing of the hotel block at the end of the day on October 31
- For the post-conference event there are 14 registered, but we need 6 more to meet the minimum.
- Have been recruiting volunteers for onsite help. Will have lots of opportunities for board members to volunteer, too.
- Planning to have board member basket at the Silent Auction so all are encouraged to bring something to add to the basket, something small, maybe a gift card.
- All presenters are confirmed, and they will be getting an email (agenda, timeslot, and key information) shortly as the scheduling has been set.
- Sched App will be used.
- Designer is putting the program together.

JCEP Update – Lambur and Robinson

JCEP is working on a certification for process skills for Extension agents.

PILD Update – Reddersen and Gottwald

Call for proposals still open for the conference in April 2020 in Washington, DC.

Extension Leadership Conference sponsored by JCEP Update – Wolkoff and Robinson

Conference in San Antonio in February 2020. The call for proposals has closed.

Journal of Extension Update – Denny

No Report.

eXtension / NAEPSPD Fellow – Teresa McCoy

Teresa McCoy will give a report on her fellowship, since it's still ongoing. Karen Vines will do an ignite session at the annual conference since she has finished her fellowship.

Webmaster - Payne

No report.

Old Business

Debra Davis shared an updated strategic plan document based on input from the committees.

- Discussion about other items missing or added. Debra will make more edits in preparation for the meeting in Savannah.
- Looking to get input on ideas for topics/activities at annual meeting in Savannah.
- This information will be included in the November newsletter to prepare for discussing the key topics/activities at the annual meeting in Savannah.
- The final document will be voted on by the board, but not by membership.

New Business

Final Announcements and Adjourn

MOTION	Adjourn the October 23, 2019 Board Meeting (2:49 p.m. ET)	MOVED/2ND/	Huetteman/Poling
---------------	---	------------------------------	------------------

Next meeting: **November 20, (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**