

**Board of Directors and Committee Chairs
Meeting, October 28, 2020
Via Zoom
Minutes
Submitted by Julie Huetteman, Secretary**

Call to Order – Wolfork
Wolfork called the meeting to order at 1:00 p.m. ET

Roll Call – Huetteman			
Officers		Regional Representatives	
Terrence Wolfork (1890s), President	x	Danae Wolfe, North Central	x
Steve Siegelin (W), President-Elect	x	Fran Sulinski, North East	x
Julie Huetteman (NC), Secretary	x	Ken Jones, Southern	x
Meredith Weinstein (S), Treasurer	x	Rebecca Sero, Western	
Julie Robinson (S), Past President	x	Cynthia Wilson-Willis, 1890s	
		Vacant, 1994s	
Committee Chairs/Co-Chairs			
Teresa McCoy (NE), Awards & Recognition		Amanda Rysz (NC), Awards & Recognition	x
Suzanna Windon (NE), Finance			
Matt Bengé (S), Marketing			
Catie Croft (1890s), Membership		Ken Jones (S), Membership	x
Celeste Carmichael (NE), Professional Development	x	Danae Wolfe, (NC), Professional Development	x
Steve Siegelin (W), Resolutions & Policy	x	Julie Robinson (S), Nominating	x
Cynthia Wilson-Willis (1890s), Conference		Matt Bengé (S), Conference	
		Latasha Ford (1890s), Conference	x
Liaisons			
Katy Gottwald (S), PILD Representative (2 nd Yr.)	x	Terralon Chaney, (1890s) PILD Representative (1 st Yr.)	
Marina Denny (S), JOE Representative	x		
Webmaster			
Tom Payne			
Guests			

Approval of Agenda – Wolfork			
Siegelin submitted an addition via email prior to the meeting. It contained proposals for a change to the constitution and a change to the operating procedures. These items were placed in New Business.			
MOTION	Accept the agenda with additions from Siegelin.	MOVED/2ND/VOTE	Huetteman/Robinson/passed

Approval of Minutes – Huetteman			
Minutes were emailed to the board prior to the meeting.			
MOTION	Accept the minutes for the September 23, 2020 meeting	MOVED/2ND/VOTE	Robinson/Jones/passed

Reports of Officers:

President's Report – Wolfork
No report

President-Elect's Report – Siegelin
No report

Past President's Report – Robinson
Will be conducted a virtual silent auction with the conference this year. Regional representatives encouraged to generate ideas for items for the silent auction. More information will be communicated soon. Funds from the silent auction support the first timer award given for next year's conference.

Secretary's Report – Huetteman
Reminder to Board members about the End of Year reports that are due 11/20/2020 (except Conference committee report which is due 12/1). The EoY template was emailed prior to the meeting. It is also posted: Box.com > NAEPSPD Board Members Box > Committee plans and reports. Committee chairs may post the completed reports in the 2020 EoY Reports folder, or email to Huetteman.

Treasurer's Report – Weinstein
Treasurer's Report and Budget Update for October 2020 were sent via email. October Treasurer's Report (Sept. 21 – oct. 26, 2020) Account balances total = \$42,699.82 Net income = \$2,371.25 YTD net income: (\$1,477.78) Budget Update, October 2020: (\$4,585.07) Wolfork accepted and filed for audit.

Reports of Regional Representatives:

North Central – Wolfe
No report

North East – Sulinski
Will be reaching out to give more promotion of the upcoming virtual conference.

Southern – Jones
No report

Western – Sero
Not able to attend, but sent report. She had been communicating with the region about the conference. Will be sending an email tomorrow reminding them about the closing of the Early Bird registration.

1890s – Wilson-Willis
No report

Reports of Committee:

Awards and Recognition – McCoy & Rysz
Have finalized the winners and are in process of getting the awards shipped off to awardees so they have them in time for the conference.

Marketing – Benge

No report

Membership – Croft & Jones

- Meeting 10/20 to discuss Conference. For 10-year anniversary, Debra Davis and past presidents are pulling a reception together to be on Tuesday. New member / first timer Reception on Monday, Nov. 30 at 4:00 p.m. right after the board meeting. When the committee has the list of conference registrations for new members / first timers, they will be communicating to connect them with board mentors.
- Weinstein introduced discussion about the fees for members and non-members for the virtual conference in December as posted on the website. Referred to the Membership Committee to review and communicate.
- Wolfe asked question about the member profile on Wild Apricot not populating. This was referred to the Membership Committee to connect with the Webmaster, Tom Payne, or to Rich Poling, who set up the site. Maybe related to the roles for the site.

Nominating – Robinson

Completed election of officers and board members and have results to share.

- President-elect – Julie Huetteman
- Secretary – Catherine Croft
- 1890s – Cynthia Wilson-Willis
- North Central – Teresa McCoy
- Western Regional Representative – Rebecca Sero

MOTION	Accept the nominating report of newly-elected officers and board members	MOVED/2ND/VOTE	Siegelin/Sulinski/passed
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Resolutions & Policy – Siegelin

No report

Professional Development – Carmichael & Wolfe

Met last week. Discussed reflections on this year.

- VSS was great for numbers, reached a lot of people
- We have a hard time reaching people interested in workshops... NAEPSPD needs to work on promoting in different ways, beyond Wild Apricot.
- COVID lessons learned – online learning moved initiatives forward – sparked innovation. Hope to keep this growth mindset going.

Upcoming Conference

- Opportunity for committees to meet? Possibly find a different time to open the invitation to recruit new members for the committee.

Suggestions for next year’s PD Committee

- Lessons learned “Silver Linings of COVID-19” - could be a theme (e.g., Food Preservation numbers skyrocketed, look at hybrid models, Michigan D2L NCIA 7,000 enrollments – mostly adults. Consider an approach like Cornell hosting “Developing Diverse, Innovative, Nimble, Agile Team approaches”. Another theme related to current times: Helping youth, families and communities to understand science and data.
- VSS – yes! Will need talk to Diane and Southern Region PLN
- Quarterly Webinars - identify speakers, promo plan, evaluation plan – we would be open to other states hosting webinars.
- Committee Work – 4 times a year seemed to work
- Host an “Un-conference” (Michelle and Ohio) getting group together, collecting ideas, top 5 topics (roundtable discussions decided by the group). Ohio State might be willing to host.
- Be mindful of allowing breaks
- Relational is important maybe more important than high tech.

- Perhaps include an ignite session, “Engage in 5” or poster session presentations, as a nice way to get to see many ideas in a short time.
- Board discussion about sharing events with ECOP and JCEP for promotion to all organizations and federal partners.

Finance – Windon

No report

Conference – Wilson-Willis, Bengel, & Ford

Committee met with three speakers (Marlon Argueta, Tonya Parker, Drenda Williams) to review their presentations and logistics.

- Argueta will speak about resilience and staying motivated during these uncertain times.
- Parker will speak about diversity and inclusion as it relates to engaging participants in our programming.
- Williams, will speak about USDA reporting and will be on the speakers’ panel.
- In addition, Jessica Creighton, USDA Senior Equal Opportunity Specialist, will speak on the Civil Rights Compliance Review Process during a concurrent session. And, Calvin Mitchell, USDA Director of Awards Management Division, will likely be the keynote speaker and he will provide an update on grant funding.

Shared the tentative agenda. This document was emailed to the board prior to the meeting.

The Logistics Sub-committee will meet later this week. They are working on a shell buildout of the meeting on the website. It will be an unlisted page. The URL will be sent to all who register. Have people lined up to host all the rooms.

Debra Davis will oversee the happy hour with past presidents on Tuesday.

Matt sent out acceptance and rejection letters to all proposal authors. He will share with the team and they will be added to the schedule. He has requested a 5-sentence description from the presenters that he will post on the website.

Working on the welcome for the Conference with Vonda Richardson, Associate Director for Cooperative Extensions Program in the College of Agriculture and Food Sciences, Florida A&M University. The second individual planned to do a welcome is no longer available. The committee is considering asking Debra Davis as the first president of NAEPSDP to do the other welcome.

Current report on conference registration is 59 (55 confirmed, 4 pending).

Reminder that the Early Bird registration ends Nov. 1.

Questions about time slots for Committee meetings, Regional meetings, and the 2021 board meeting (maybe after Siegelin’s closing, 4:15-4:45).

Reports of Liaisons:

JCEP / Extension Leadership Conference (ELC) – Robinson & Wolkoff

JCEP is in the process of hiring a new executive director. Interviews are scheduled for November. ELC will be virtual, February 10-11, 2021.

PILD – Gottwald & Chaney

Conference theme for April 12-15, 2021 (meeting face to face and virtually) Communicating Success, Building for the Future. Looking for suggestions for keynote speakers. Currently discussing pandemic resiliency and its effect on Native Americans and the 1994s.

Journal of Extension – Denny

Email from Denny was shared with the board prior to the meeting. The email shared information on the transition to Clemson Press which will begin January 1, 2021. They have an editorial meeting on Monday. If anyone has questions/suggestions for JOE Board, please contact Denny.

Webmaster - Payne

No report

Unfinished Business

New Business

Robinson shared a proposal for two Extension Leadership Conference (ELC) reps to serve on the ELC planning committee, similar to PILD. Our organization is the only JCEP organization that has not done this. The Extension Leadership Conference planning committee is made up of – all president-elect of the JCEP member organizations. Due to all the volume of president-elect responsibilities, the JCEP board proposed that all JCEP member organizations send two representatives to serve on the ELC planning committee. This could be the Can be anyone that NAEPSDP sends, and it could be the President-elect and one other person. It provides a national leadership role for another NAEPSDP member. It involves taking part in monthly planning meetings. Might that person representing NAEPSDP be added to our board? We will need to check the constitution or operative procedures. At this point, NAEPSDP just needs to decide if we support the JCEP proposal.

Siegelin proposed a constitutional change (requires 30-day notice of the membership prior to the annual meeting). It moves the responsibility of managing elections from the Secretary to the Past-President. It also charges the Past-President to ensure that there are not conflicts of interest in the election processes. Reason: The secretary position is always on the ballot (one-year term) possibly putting the Secretary in the place of supervising an election they are running in. Typically, the Past-President is not running for office.

- Change to the Constitution - Section 4. Duties of the Past President – inserting “shall be responsible for distributing, counting and reporting the results of election ballots, ensure that there is no conflict of interest in the election processes”. In addition, in the constitution, also strike “Secretary” and replace with “Past President” relating to the election (e.g. Article VI: Elections p. 10).

Siegelin proposed a change to the operating procedures (the board passes these changes). It establishes a process for the Regional Representatives to lead the process of selecting the sites of the Annual Conferences instead of the President Elect. This provides the Regional Representatives with a tangible responsibility and may help ensure geographic rotation around the country.

- Addition to the Operating Procedures – Article 3. Conference Site Selection Procedures.
 - This article provides guidance and division of responsibilities for the selection future annual conference sites. Overall, it is desired that conference locations rotate through the regions and are distributed geographically to allow equitable travel distances for members over time and allow membership recruitment near conference sites.
 - Section 1. Responsibility - The current regional representative will lead the selection process for his or her region two years in the future. The regional representative may work individually, involve the current Conference Committee or the Board, form a regional committee, or identify other effective methodologies to complete the selection process. The result of the process will be a recommendation to the Board for its consideration and adoption. The selecting Regional Representative will serve on the Conference Committee.

- Section 2. Site Negotiations - A site negotiation company will be identified by the President and will be utilized to negotiate with the conference site. They may also be able to assist in comparisons of possible sites during the selection phase.
- Section 3. Site Selection Responsibility Rotation - The following rotation for site selection will be followed. Regions are not obligated to choose a site within their own region but should consider geographic distribution of recent conferences.
 1. Western Region
 2. Northeast Region
 3. Southern/1890s Regions (may alternate or collaborate as desired)
 4. Northcentral Region

Siegelin also posted proposed changes in box.com.

MOTION	If JCEP board decides to go forward with the new proposed structure for the ELC planning committee, then NAEPSPD would support it.	MOVED/2ND/VOTE	Huetteman/Siegelin/Passed
MOTION	Accept proposed changes to the Constitution - Section 4. Duties of the Past President – inserting “shall be responsible for distributing, counting and reporting the results of election ballots, ensure that there is no conflict of interest in the election processes”. In addition, in the constitution, also strike “Secretary” and replace with “Past President” relating to the election (e.g. Article VI: Elections p. 10).	MOVED/2ND/VOTE	Robinson/Jones/passed
MOTION	That the Board move forward with this effort to identify a rotation of Regional Representatives who will work to identify the geographic location of the annual conference, and to work to finalize details in the Operating Procedures for this new structure, in a future Board meeting.	MOVED/2ND/VOTE	Robinson/Huetteman/passed

Adjourn

Wolfork ended the meeting at 2:31 p.m.

Next meeting: Wednesday, November 18, 2020, 1:00 p.m. ET via ZOOM.

Last meeting for the 2019 Board: Monday, November 30, 2020, 3:00 p.m. ET via ZOOM at the Virtual Annual Conference.