



**Board of Directors and Committee Chairs
Meeting, November 16, 2016
Minutes**

Submitted by Laura Downey, Secretary

| Call to Order - Ballard | |
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| Ballard called the meeting to order at 12:03 pm. | |

| Roll Call - Downey | | | |
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| | Officers: | | Regional Reps: |
| X | Karen Ballard (S), President | | Aly Valentine, North East |
| | Carrie Stark (W), President-Elect | | Amanda Taylor, North Central |
| X | Laura Downey (S), Secretary | X | Michael Lambur, Southern |
| | Rich Poling (S), Treasurer | X | Cody Stone, West |
| X | Judy Barth (W), Past President | X | Terrence Wolfork, 1890s |
| | Committee Chairs: | | |
| X | Mike Lambur, Co-Chair, Audit Committee | X | Michael Lambur (S), Co-Chair, Membership |
| | Marcie Simpson, Co-Chair, Audit Committee | X | Mary Fran San Soucie, (W) Co-Chair, Membership |
| | Rich Poling, Finance | | Rich Poling, Co-Chair, Programs |
| | Joe Hunnings, Chair, Awards & Recognition | X | Julie Robinson, Co-Chair, Programs |
| | Teresa Byington, Co-Chair, Marketing | X | Judith Barth (W), Chair, Nominating |
| X | Todd Hurt, Co-Chair, Marketing | | Carrie Stark (W), Chair, Resolutions & Policy |
| | | | Kevin Andrews, PILD Representative (2 nd Year) |
| | | | Jerry Chizek, PILD Representative (1 st Year) |

Downey noted that there was not a quorum. It was decided that present members could motion/second and voting on items would take place electronically at the conclusion of the meeting.

| Secretary's Report - Downey | | | |
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| Downey asked for corrections to the October Board Meeting Minutes and Minutes from electronic board activity in October, if any. | | | |
| MOTION | Approve the October 2016 Board Meeting Minutes. | MOVED/2ND/VOTE | Barth/Lambur/passed by electronic vote |
| | Approve the Minutes of electronic board action accepting the election process and results (with edit indicated in revised minutes). | | Barth/Lambur/passed by electronic vote |

Treasurer's and Finance Report – Poling

Poling presented an account balance (as of 11/15/16) of \$59,661.84 and reviewed expenditures. Poling provided a 2016 budget update.

President's Report – Ballard

Ballard requested that each committee chair prepare a report and submit to Downey by November 30th. Downey will get the reports posted on the website. Chairs will also share their respective report at the Annual Meeting.

Ballard noted that over the last year the majority of the strategic plan had been accomplished.

Two board meetings will take place at Big Cedar Lodge. Ballard will notify us of the time/location of the meeting to be held December 5.

Committee Reports

Awards and Recognition Committee –Hunnings

Julie Huettman has accepted the eXtension fellowship. She will be recognized at the Annual Meeting.

Marketing – Hurt and Byington

Hurt reported that Byington would like feedback on new newsletter template. Several members stated that they liked the new template, but Lambur would prefer if all material was not centered.

Byington is asking for submissions for the next newsletter that will be distributed around Feb 1. Another member, not from the North East region, needs to be spotlighted. The last blog was from Steve Sieglin and the blog targeted Middle Managers. Ballard suggested that the next newsletter include: Julie Huettman NAEPSPD/eXtension fellowship and Rhonda Conlon as the NAEPSPD representative on the Horizon Report.

Hurt will bring 125 eye glass cleaners and 100 copies of the membership handout to the conference.

Membership – Lambur and San Soucie

There are currently 143 members, with a couple still pending.

As conference attendees check in at the conference, they will be asked if they are attending for the first time. If so, they will be provided a ribbon for their nametag. These first-time attendees will be introduced at the opening reception and a member of the Membership Committee will be assigned to them. One first-time attendee will be given a gift certificate to gift store at Big Cedar Lodge.

Nominating Committee – Barth

The election was successfully conducted.

Resolutions and Policy– Stark

Ballard and Stark will talk discuss the process for reviewing changes to the Constitution and Bylaws with the membership at the Annual Meeting.

Programs – Poling and Robinson

Robinson reported the number of participants at each of the NAEPSPD webinars in 2016. The Program Committee had asked for feedback on how to improve the webinars. It was recommended that we check

with other JCEP organizations to make sure our webinars dates do not conflict with other JCEP organization activities. Another possible platform for the webinars has been suggested. These comments will be shared with next year's Chair/Co-Chair of the Programs Committee.

85 individuals are registered for the conference. The conference budget was based on 90 registrants. Menu requests have been submitted to Big Cedar Lodge. Indoor and outdoor morning activities at the conference are being arranged.

Robinson reminded the group about Rich's request for session facilitators. Please respond.

Ship items to Rich or Julie if someone wants to include information in packets for attendees.

Conference sessions will be evaluated electronically.

Attendees will be able to sign up for the activities on Wednesday afternoon. Attendees will be on their own Wednesday evening supper.

It was decided that lunch at the Thursday Board Meeting will not be provided.

A silent auction will be held at the conference this year to raise funds for first-time attendees at next-year's conference. Board members were asked to bring an item for the silent auction. Barth asked Robinson to notify attendees about the silent auction. Robinson will check on how to use square to receive payments at the auction.

Lambur has circulated questions to be used to facilitate discussion at regional meetings at the conference. The questions will be finalized in coming weeks. The Regional Representatives will facilitate those regional discussions.

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| Audit Committee - Simpson and Lambur |
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| No report |
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Regional Representative Reports

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| North East - Valentine |
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| No report. |
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| North Central - Taylor |
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| No report. |
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| Southern - Lambur |
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| No report. |
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| West - Stone |
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| West reported that he is preparing for the conference and regional meetings. |
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| 1890's - Wolkfork |
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| The Professional Agricultural Workers Conference (PAWC) will be held at Tuskegee University December 4-6, the same time our conference is held. NAEPSPD will be promoted at the PAWC. |
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PILD Representative - Chizek

PILD has extended their call for proposals for their annual conference.

Old Business

Last month the Board discussed the possibility of an increased membership rate in 2017. The suggested amount was \$75.

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| MOTION | Recommend to the membership that they approve an increase in the annual NAEPSPD Extension Professional Membership fee from \$60 in 2016 to \$75 beginning in January 2017. | MOVED/2ND/VOTE | Lambur/Barth/passed by electronic vote |
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New Business

Downey discussed a request to distribute the ECOP Civil Discourse National Survey to NAEPSPD members.

Ballard discussed a request to distribute a survey as part of a dissertation about the Extension work environment.

It appears as if NAEPSPD was approached with both requests because of our membership in JCEP.

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| MOTION | Approve distribution of two surveys (information sent in the November Board Meeting attachments) to NAEPSPD members and encourage members to participate in these surveys. The surveys include the ECOP Civil Discourse National Survey and a dissertation study about Extension work environment. | MOVED/2ND/VOTE | Barth/Lambur/passed by electronic vote |
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| MOTION | Adjourn the November 2016 Board Meeting | MOVED/2ND/VOTE | Barth/Stone/passed by electronic vote. |
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Adjourned.