

**Board of Directors and Committee Chairs
Meeting, December 8, 2016
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Ballard
Stark called the meeting to order at 12:20 pm.

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

Secretary's Report - Downey
Downey will distribute the NAEPSDP Conflict of Interest form in early January 2017. Officers and Regional Representatives should return these to Downey by January 15 th .

Treasurer's and Finance Report - Poling
Poling distributed reimbursable forms for Board members to use if they have reimbursable expenses.
Poling requested that an estimate of committee expenses be submitted to him by March 1 st . The Board will approve the final budget of the year at the March meeting, including committee expenses. Poling also asked that the Board identify expenses for which there is not currently a line item and expenses for which a line item is no longer needed.

President's Report - Stark
Stark is looking forward to a productive year.

Committee Reports

Awards and Recognition Committee -Davis for Hunnings

The Awards and Recognition Committee met on 12/8. Two potential new committee members joined this meeting. Attendees discussed the following criteria for the Past President award. It was suggested to use the same criteria for other awards, such as the Outstanding Contributor Award, but require applicants to have been a member in NAEPSDP at least 2-3 years.

In regards to NAEPSDP scholarship funds, committee members recommended that the organization use scholarships as a tool for Regional Representatives to recruit members to attend Annual Conference. It was agreed that scholarship recipients would have to be a member of NAEPSDP.

In regards to the Outstanding Contributor Award, the committee recommended adding the following criteria: (a) have a certain number of years of experience in PSD and (b) have been a member of NAEPSDP for a certain length of time. Lambur suggested that continuous years of membership, not just years of membership, be stated as the criteria.

Marketing - Hurt

Four new members joined the Marketing Committee meeting on 12/8. The meeting began by reviewing the 2016 Plan of Work, of which one item remains---development of a policy on the use of social media. Yolanda Surrency has agreed to search for best management practices related to use of social media by an organization.

A recommendation was made to change the website heading of "Who Should Join" to a list of job responsibilities that would reflect the nature of work of NAEPSDP members. Just as the Membership Committee highlights a member, a suggestion was made to also highlight a committee and the work they do. This could be a way to recruit new committee members.

At this time, no one has volunteered to be prepare the newsletters.

Shirts for new Board Members need to be ordered and these charges come out of the Marketing budget.

Membership -San Soucie and Valentine

The Membership Committee met on 12/8. Committee members discussed adjusting language used in recruitment efforts/materials so that informal leaders would be interested in joining. Committee members identified 2017 goals. The Committee would like to highlight a new members who attended this year's Annual Conference. Jackie Takacs, from University of Maryland Extension, has agreed to be highlighted.

Lambur interviewed five conference attendees this year.

Finance - Poling

The Finance Committee chair will be identified soon. Current members of the Finance Committee have started developing a Plan of Work and will be ready to start work in 2017. Key work items for this committee include developing a final budget and conducting the annual financial review.

Nominating Committee - Ballard

Ballard would like the Nominating Committee to include representation from all regions.

Resolutions and Policy- Stark

Lambur discussed committee chairs as voting members. Because chairs are appointed by the President, making a committee chair a voting member could give the President additional power. This year, the Board can discuss the possibility of committee members selecting their respective chair or a member who could have a vote on behalf of their respective committee. As a voting member, a committee chair would need to attend face-to-face meetings.

Programs - Byington and Robinson

The Programs Committee met on 12/8 and discussed action items on their Plan of Work. The committee will continue to work on organizing the Annual Conference and four webinars in 2017. In regards to webinars, the committee liked the idea of the coordinating webinars with Programs Committee leaders in other JCEP organizations. Committee members decided to use eXtension to host the webinars this year.

The next Programs Committee meeting will be on 1/10. The webinar dates will be set at that meeting.

The committee is using Qualtrics to evaluate this year's Annual Conference.

Regional Representative Reports

North East - Valentine

On behalf of all regions, Valentine reported that the Regional Representatives would like to continue meeting monthly prior to each Board meeting. Also, Regional Representatives would like to continue having regional meetings as part of the Annual Conference, but time on the agenda for reporting from these regional meetings might not be needed.

North Central - Millard

No report

Southern - Hurt

No report

West - Stone

No report

1890's - Wolfork

No report

PILD Representative - Chizek

No report

New Business

Board Meetings will continue to be held on the 3rd Wednesday of each month at noon Central Standard Time. Stark mentioned that there may be a few conflicts that could require a change of date.

The summer face-to-face meeting of the Board will be May 31-June 2 at Green Valley Ranch Resort/Spa/Casino in Las Vegas. The meeting will start the afternoon of May 31 and end at noon on June 2.

MOTION	Adjourn the December 8, 2016 Board Meeting	MOVED/2ND/VOTE	Lambur/Ballard/passed
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