



**Board of Directors and Committee Chairs
Meeting, February 17, 2016
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Ballard
Ballard called the meeting to order at 12:01pm CST.
Ballard welcomed the new 1890s representative, Mr. Terrence Wolfork.

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

Approval of the Agenda - Ballard			
Ballard asked for additions to the agenda, if any. No items were added to the agenda.			
MOTION	Accept to approve February 2016 Board Meeting Agenda	MOVED/2ND/VOTE	Lambur / Stark/ passed

Secretary's Report - Downey			
Downey asked for changes to the January 2016 minutes, if any. No changes were noted. Downey reported that she had corresponded with Marcie Simpson about Dropbox and all new Board Members, Regional Reps, and Committee Chairs have been added as a NAEPSDP Dropbox member. Downey also reported that she will be responsible for submitting approved documents to Texas A & M (web support) for uploading on the NAEPSDP website. Downey requested that each Board member submit a signed Conflict of Interest (COI) form to her by March 15 th . She will upload all signed forms to Dropbox.			
MOTION	Accept the January 2016 Board Meeting Minutes	MOVED/2ND/VOTE	Poling / Barth/ passed
ACTION ITEM	Return COI forms to Downey		
PERSON RESPONSIBLE	Board members	DEADLINE	March 15, 2016

Treasurer's and Finance Report – Poling

Poling filed paperwork to be in good standing with the Louisiana Secretary of State.

Poling reviewed a current membership list/spreadsheet. Lambur suggested that NAEPSPDP invest in a member management software. Products are available for \$40/month, with no processing fees; automatically updates; and could keep more consistent records. Currently, Kevin Andrews maintains one membership list. Another membership list is maintained off-line. Poling and Lambur will contact Andrews for more information about the current web-based system that records membership.

President's Report – Ballard

Ballard reminded the group that committee work plans are due March 1st.

Ballard will get a newsletter out this month.

Ballard and other NAEPSPDP members recently attended the JCEP Leadership Conference. NAEPSPDP members presented 5 of the 21 concurrent sessions (24%) at the JCEP Leadership Conference. In preparation for a meeting at the Conference, Ballard drafted a report to share on behalf of NAEPSPDP. As Ballard prepared the report, she realized that the association does not have mission and vision statements.

NAECDEP formally requested collaboration with NAEPSPDP on Evaluation Capacity Building.

It is time to select dates for the summer NAEPSPDP Board Meeting, to be held at Big Cedar Lodge. At that Board Meeting, we will continue planning for the Annual Meeting, as well as discuss our mission, vision, and progress on the Strategic Plan.

Ballard asked the group to consider a NAEPSPDP Silent Auction and Fund Development for New Member/Early Career Scholarship Support. She volunteered to coordinate this silent auction.

ACTION ITEM	Develop a master work plan by combining committee work plans		
PERSON RESPONSIBLE	Ballard and Downey	DEADLINE	March 31, 2016
ACTION ITEM	Draft NAEPSPDP mission and vision		
PERSON RESPONSIBLE	Ballard	DEADLINE	As soon as possible
ACTION ITEM	Distribute Doodle poll to select possible dates for summer NAEPSPDP Board Meeting		
PERSON RESPONSIBLE	Ballard	DEADLINE	As soon as possible
MOTION	Establish NAEPSPDP Silent Auction and Fund Development for New Member/Early Career Scholarship Support	MOVED/2ND/VOTE	Poling / Barth/ passed

Committee Reports**Awards and Recognition Committee – McCoy**

Ballard reported that JCEP has an award for creative excellence, given at the JCEP annual conference. The purpose of this award is to recognize professionals at all levels of their career.

Membership – Lambur & San Soucie
The Membership Committee met on February 15 th . This committee has 14 members. After reviewing the Strategic Plan, the Membership Committee has decided to focus on three areas over the next year. The areas include: (1) develop a new member packet; (2) consider member retention by identifying additional services around networking, specifically digital networking; and (3) display at conferences. Videos on membership benefits will be posted on the website.

Marketing – Ballard
Ballard has asked Graham Cochran from Ohio State to consider chairing this committee.

Nominating Committee – Barth
All five past presidents of NAEPSDP have agreed to serve on the Nominating Committee. Barth recommended having broader representation on this committee, including representation from all regions.

Policy and Resolutions – Stark
No report.

Programs – Poling and Robinson
The Programs Committee will meet on March 2 nd . The first NAEPSDP webinar of 2016 will take place on February 18 th . The presenter will speak on a needs assessment used with Iowa State Extension for strategic plan. The second webinar will be on April 21 st .

Audit Committee – Simpson and Lambur
No report.

Regional Representatives

New Member Spotlight – Ballard			
Ballard asked the group to consider spotlighting a new member on the NAEPSDP website.			
ACTION ITEM	Identify new members and provide a brief bio about the person, including name, title, picture, hobby, and interests.		
PERSON RESPONSIBLE	Lambur (as Chair of Membership Committee) with assistance from Regional Reps	DEADLINE	2016

North East – McCoy
No report.

North Central – Taylor
Taylor reported that NAEPSDP gained new members from Illinois.

Southern – Lambur
No report.

West – Stone

No report.

1890's
No report.

Old Business

2016 Proposed Budget - Poling			
Rich presented the 2015 NAEPSPD actual budget and presented/discussed the NAEPSPD 2016 proposed budget. The 2015 actual budget was \$36,234.24. The proposed 2016 budget is \$36,416.45.			
MOTION	Adopt the 2016 budget as proposed	MOVED/2ND/VOTE	Mike/Judy/passed

PILD Committee Representation Election			
NAEPSPD needs another PILD Committee Representative, preferably from a non-southern region. Ballard distributed the list of nominees to the Board via email.			
MOTION	Jerry Chizek as PILD Committee Representative and Alda Norris as an alternate.	MOVED/2ND/VOTE	Judy/Rich/passed

Finance Committee Nominations			
Poling and Ballard are working to form the Finance Committee. Ballard asked Regional Reps to submit names of potential Finance Committee members.			

Committee Work Plans due March 1st			
Committee work plans are due to Ballard and Downey by March 1 st . Include a list of committee members and budget request by March 1 st .			

New Business

Strengthening Extension through Advisory Leaders (SEAL) - Lambur			
SEAL has requested that NAEPSPD assist with keeping SEAL documents accessible to Extension professionals. SEAL might be interested in NAEPSPD providing a link to SEAL materials on the NAEPSPD website. Lambur will have additional conversations with a SEAL contact.			

Membership Request - Jim Curry and Lambur			
Organizational documents do not state that membership is available to individuals in former US territories with USDA-NIFA Land Grant Programs.			
MOTION	Extend membership to members of former US territories	MOVED/2ND/VOTE	Mike/Rich/passed
ACTION ITEM	Make necessary changes in organizational documents to reflect that membership is available to individuals in former US territories		
PERSON RESPONSIBLE	Resolutions and Policy Committee	DEADLINE	2016

Operational Procedures: Monthly Board Business Schedule -- Ballard

Ballard will set up a clear business schedule related to the work of the Board. Consider the following items:

- Committee Work Plan Presentations & Approval
- Proposed Policies & Resolutions Revision Proposal
- FY17 Annual Conference Site Proposal
- Officer Nominations
- Annual Conference Schedule Proposal
- Committee Annual Reports Presented to Board
- FY17 Budget Proposal & Approval
- Audit Committee Report

ACTION ITEM	Notify Ballard of the approximate date when the aforementioned items will be presented to the Board.		
PERSON RESPONSIBLE	Board Members/Committee Chairs/Co-Chairs	DEADLINE	As soon as possible

Adjourned at 1:35pm CST.