



**Board of Directors and Committee Chairs
Meeting, March 23, 2016
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Ballard	
Ballard called the meeting to order at 12:02pm CST.	
Ballard welcomed the new committee leaders (Denny, Byington, Hurt) and the new PILD representative (Chizek).	

Roll Call - Downey			
	Officers:		Regional Reps:
X	Karen Ballard (S), President		Vacant, North East
X	Carrie Stark (W), President-Elect		Amanda Taylor, North Central
X	Laura Downey (S), Secretary	X	Michael Lambur, Southern
X	Rich Poling (S), Treasurer		Cody Stone, West
X	Judy Barth (W), Past President		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		Mary Fran San Soucie, (W) Co-Chair, Membership
	Vacant, Finance	X	Rich Poling, Co-Chair, Programs
X	Debra Davis, Chair, Awards & Recognition	X	Julie Robinson, Co-Chair, Programs
	Teresa Byington Co-Chair, Marketing	X	Judith Barth (W), Chair, Nominating
	Marina Denny, Co-Chair, Marketing	X	Carrie Stark (W), Chair, Resolutions & Policy
X	Todd Hurt, Co-Chair, Marketing	X	Kevin Andrews, PILD Representative (2nd Year)
		X	Jerry Chizek, PILD Representative (1 st Year)

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 March 2016 Board Meeting agenda	MOVED/2ND/VOTE	Lambur/Barth/passed

Secretary's Report - Downey			
Downey asked for changes to the February 2016 minutes, if any. No changes were noted. Downey reported that all new committee leaders have been added as a NAEPSDP Dropbox member. Downey reminded Board Members that a signed Conflict of Interest (COI) statement was due to her by March 15 th . Outstanding forms are to be submitted as soon as possible. All signed and returned forms are in Dropbox.			
MOTION	Accept the February 2016 Board Meeting minutes	MOVED/2ND/VOTE	Poling/Lambur/passed

Treasurer's and Finance Report – Poling			
Poling presented an account balance of \$29,406.71 and reviewed expenditures. Poling presented a revised annual budget.			
MOTION	Accept the March Treasurer's report	MOVED/2ND/VOTE	Lambur/Chizek/passed
MOTION	Accept the revised budget to increase PR to \$1,000; Board Expenses to \$1,500; and proposed conference expenses to allow for one additional meal, as made on March 23 rd .	MOVED/2ND/VOTE	Barth/Stark/passed

President's Report – Ballard
Ballard will keep strategic planning as a standing item on the agenda. She is reviewing the 2016 master committee work plan and will identify areas from the strategic plan that are not included in committee work.
The next JCEP Leadership Conference will be held February 15 - 16, 2017 in Orlando, FL. Proposals for this conference can be submitted beginning August 1, 2016.

Committee Reports

Awards and Recognition Committee – Davis
Davis welcomes ideas of additional Awards and Recognition Committee members, including anyone who might want to serve as a Co-Chair and eventually Chair.
It was recommended that Davis ask previous committee members if they would be willing to serve on the Awards and Recognition Committee again.

Marketing – Hurt
Once the Board decides which website platform will be used, the Marketing Committee will develop their work plan.

Membership – Lambur & San Soucie			
The Membership Committee met on March 11th. Members have agreed to participate as reflected in the work plan. The NAEPSPD <i>Voices</i> video interviews, an item on the work plan, are complete. These videos will be useful to the Marketing Committee.			
MOTION	Accept the 2016 Membership Committee work plan	MOVED/2ND/VOTE	Poling/Downey/passed

Nominating Committee – Barth			
The Nominating Committee work plan is finalized. All Nominating Committee members reviewed and commented on the plan, as needed.			
MOTION	Accept the 2016 Nominating Committee work plan	MOVED/2ND/VOTE	Lambur/Stark/passed

Resolutions and Policy- Stark			
Stark will send out a call for changes to the NAEPSDP Bylaws before June so that revisions to the Bylaws can be reviewed by the Board in August.			
MOTION	Accept the 2016 Resolutions and Policy Committee work plan	MOVED/2ND/VOTE	Barth/Lambur/passed

Programs - Poling and Robinson			
The first NAEPSDP webinar of 2016 was held on February 18th. Upcoming webinars will be held on April 21st and June 16th.			
Poling reviewed the proposed agenda of 2016 NAEPSDP Annual Meeting. This year's theme is <i>Sustaining Connections, Reaching New Heights Together</i> .			
The committee was encouraged to keep the non-member fee for attending Annual Meeting higher than the annual membership fee.			
MOTION	Accept the 2016 Programs Committee work plan	MOVED/2ND/VOTE	Chizek/Lambur /passed

Audit Committee - Simpson and Lambur			
No report			

Regional Representative Reports

North East -			
No report.			

North Central - Taylor			
No report.			

Southern - Lambur			
No report.			

West - Stone			
No report.			

1890's - Wolfork			
No report.			

PILD Representative - Andrews			
Five attendees of the PILD Conference are registered as NAEPSDP members. NAEPSDP members hosted a PILD preconference webinar and have other visible roles at the PILD Conference.			

Old Business

North East Representative Election			
Ballard presented nominees of the North East Representative via email. Nominees were discussed.			

MOTION	Elect Aly Valentine as the North East Representative, with Brad Paleg as an alternate.	MOVED/2ND/VOTE	Judy/Rich/passed
ACTION ITEM	Ballard will contact Aly Valentine.	DEADLINE	As soon as possible

Finance Committee Nominations

Ballard requested names of potential members be submitted to her.

This committee needs to create a charter. It was recommended that previous Treasurers serve on the Finance Committee. A general call to the membership could also be given.

ACTION ITEM	In the monthly newsletter, Ballard will ask NAEPSDP members who are interested in serving on the Finance Committee to notify her.	DEADLINE	March 2016
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Strengthening Extension through Advisory Leaders (SEAL) - Lambur

Lambur will distribute the SEAL url to the Board.

Tax Exempt Status Update - Barth

NAEPSDP will not pursue a different tax exempt designation. The Association will maintain its current status as a private foundation. Using past tax returns, Poling will complete the Association's tax form/s.

New Business

External Hosting and Selection of Website Platform

Several Board members attended a Wild Apricot demo. There was consensus that Wild Apricot seems to be a suitable platform for the Association.

MOTION	Purchase a year subscription to Wild Apricot and designate \$1,500 to support conversion to a new NAEPSDP website.	MOVED/2ND/VOTE	Lambur/Barth/passed
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Summer Board Meeting Update

The NAEPSDP Board will meet at Big Cedar Lodge, June 13-15. Ballard will distribute instructions for making reservations. The Board should arrive Monday, June 13th at 3:30 and stay through lunch on Wednesday, June 15th. At the meeting, the Board will discuss the strategic plan, tour the conference site, finalize plans for the Annual Meeting, and conduct other business.

Ballard welcomes other items to add to the agenda.

MOTION	Adjourn the March 2016 Board Meeting	MOVED/2ND/VOTE	Stark/ Davis/passed
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Adjourned at 1:40pm CST.