



**Board of Directors and Committee Chairs  
Meeting, April 20, 2016  
Minutes**

Submitted by Laura Downey, Secretary

<b>Call to Order - Ballard</b>	
Ballard called the meeting to order.	
Ballard welcomed Aly Valentine, as the NE Representative, and Rhonda Conlon, as the NAEPSDP representative on the Horizon Report.	

<b>Roll Call - Downey</b>				
	<b>Officers:</b>		<b>Regional Reps:</b>	
X	Karen Ballard (S), President			Aly Valentine, North East
	Carrie Stark (W), President-Elect	X		Amanda Taylor, North Central
	Laura Downey (S), Secretary	X		Michael Lambur, Southern
X	Rich Poling (S), Treasurer	X		Cody Stone, West
X	Judy Barth (W), Past President	X		Terrence Wolfork, 1890s
	<b>Committee Chairs:</b>			
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
X	Teresa Byington, Co-Chair, Marketing	X		Judith Barth (W), Chair, Nominating
	Todd Hurt, Co-Chair, Marketing			Carrie Stark (W), Chair, Resolutions & Policy
				Kevin Andrews, PILD Representative (2nd Year)
		X		Jerry Chizek, PILD Representative (1 <sup>st</sup> Year)

<b>Approval of the Agenda - Ballard</b>			
Ballard asked for additions to the agenda, if any. Stone asked that the Board discuss election/selection of a NAEPSDP representative to be added to the Journal of Extension Board of Directors. Lambur requested that a discussion of SEAL be added.			
<b>MOTION</b>	Accept to approve April 2016 Board Meeting agenda	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Stone/passed

<b>Secretary's Report - Downey</b>			
No report			
<b>MOTION</b>	Accept to approve March 2016 Board Meeting minutes	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Barth/passed

**Treasurer's and Finance Report – Poling**

Poling presented an account balance of \$28,274.45 and reviewed expenditures. Poling presented the annual budget, as of April 20, 2016.

**President's Report – Ballard**

Ballard sent out her President's Message. 87 recipients opened the newsletter. In the newsletter, she asked for volunteers to serve on the Finance Committee.

Ballard has made reservations for the June Board Meeting. Committee Chairs are welcome to attend.

Ballard thanked Lambur and Poling for their work on the new website.

Ballard and Poling provided a sneak peek of the new website. Members provided feedback, as requested. Ballard would like to launch the website by May 20.

## Committee Reports

**Awards and Recognition Committee – Davis**

The committee has met and developed the workplan. There is representation from all regions on the committee. New members include Nancy Franz, Joe Hunnings, Linda Marie Manton, and Teresa McCoy. Hunnings has agreed to co-chair the committee and to serve as chair next year.

**Marketing – Byington**

The committee attempted to meet, but there was poor attendance. Another meeting will be held in early May, and the workplan will be submitted by the next Board Meeting. The committee is considering a quarterly newsletter and an association blog.

<b>ACTION ITEM</b>	Submit workplan		
<b>PERSON RESPONSIBLE</b>	Byington and Hurt	<b>DEADLINE</b>	May Board Meeting

**Membership – Lambur**

Lambur created information for the Membership tab on the new website. Wild Apricot, the new web platform, only allows 250 members for an association at the rate of \$40/month. One of the current membership lists includes former members who have not paid dues for several years.

<b>MOTION</b>	Purge the membership list that goes into the new NAEPSPD website of 52 former members who have not paid dues since 2013; Change the Operating Procedure to remove people who have not paid their dues in three years.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Poling/passed
---------------	---	----------------------------------	----------------------

**Nominating Committee – Barth**

Barth reported that Aly Valentine has replaced McCoy as NE Regional Representative. Ballard asked Barth to talk with committee about the possibility of collecting new officer nominations through the new website.

**Resolutions and Policy- Stark**

No report.

**Programs - Poling and Robinson**

The second NAEPSPD webinar of 2016 will be held Thursday, April 21. Future webinars will be held on June 20 and October 20. The Virtual Summer School will be held in August.

The theme of this year's Annual Meeting is *Sustaining Connections, Reaching New Heights Together*. Julie Middleton has agreed to help identify a speaker from Missouri to welcome members to the Annual Meeting. The committee is also looking for keynote speakers. Program Committee members have been asked to select the Annual Meeting logo that they like best.

Poling will be sending out a call for proposals on July 5 (target date). The deadline for submitting proposals is August 19.

**Audit Committee - Simpson and Lambur**

No report

**Regional Representative Reports****North East - Valentine**

No report.

**North Central - Taylor**

Taylor discussed an upcoming meeting where NAEPSPD information could be shared.

**Southern - Lambur**

Lambur sent an email to Regional Reps that they can send to former members, in their respective region, who have not paid dues. Lambur asked the Regional Reps to not send the email until the new website is launched.

**West - Stone**

Stone has been visiting with the Western Region Program Leaders Network, expressing the benefits of joining NAEPSPD. Stone will visit with Western Region Extension Directors this summer at a meeting.

**1890's - Wolfork**

NAEPSPD members attended the eXtension Conference. Wolfork will continue to reach out to 1890 institutions, telling them about NAEPSPD.

**PILD Representative - Chizek**

313 people attended PILD, of which 7 were identified as NAEPSPD members. Andrews took a leadership role at the PILD Representative. Next year's PILD conference will be April 2-5 in Crystal City, VA.

**Old Business****Strengthening Extension through Advisory Leaders (SEAL) - Lambur**

Representatives from SEAL would like for NAEPSPD to manage the SEAL website. For this to happen, an NAEPSPD member with an interest in advisory leadership in Extension needs to be identified. Ballard requested that Lambur write a summary of this need to include in next month's President's Message.

<b>Webinars - Barth</b>			
Barth recommended developing a schedule of when all JCEP organizations are holding webinars. This schedule could help prevent multiple JCEP organizations from holding webinars at the same time.			
<b>ACTION ITEM</b>	Barth agreed to discuss at the possibility of a schedule at the next JCEP Board Meeting.		
<b>PERSON RESPONSIBLE</b>	Barth	<b>DEADLINE</b>	June 2016

<b>NAEPSDP representation on Journal of Extension Board of Directors - Stone</b>
NAEPSDP can elect/select one representative to serve on the Journal of Extension Board of Directors. The term is for 3 years and may be renewed for a second 3-year term. Stone will be asked to provide more information at future meetings.

## New Business

<b>Proposed Web Conversion/Launch Date</b>			
Ballard and Poling provided a sneak peek of the new website. Members provided feedback as the website was reviewed. Ballard would like to launch the website by May 20.			
Committees were asked to upload (to Dropbox) a description of their respective committee work, a membership list, and workplan, as well as an individual photo, by April 29.			
Our agreement with Wild Apricot allows five administrative log-ins. The Board discussed who should get log-in rights.			
<b>MOTION</b>	Adopt the migration hierarchy as identified in this meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Poling/passed
<b>MOTION</b>	Launch the new website on May 20, with uploading support by Board members and committee chairs	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Lambur/passed
<b>MOTION</b>	Administrative rights be given to the President, Secretary, Chair of the Marketing Committee, Chair of the Programs Committee, and Chair of the Membership Committee.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Taylor/passed
<b>MOTION</b>	Adjourn the April 2016 Board meeting	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Barth/passed

Adjourned at 1:47 pm CST.