### Call to Order – Ballard

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.

### Roll Call – Downey

<table>
<thead>
<tr>
<th>Officers:</th>
<th>Regional Reps:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Karen Ballard (S), President</td>
<td>Aly Valentine, North East</td>
</tr>
<tr>
<td>Carrie Stark (W), President-Elect</td>
<td>X Amanda Taylor, North Central</td>
</tr>
<tr>
<td>Laura Downey (S), Secretary</td>
<td>X Michael Lambur, Southern</td>
</tr>
<tr>
<td>X Rich Poling (S), Treasurer</td>
<td>X Cody Stone, West</td>
</tr>
<tr>
<td>Judy Barth (W), Past President</td>
<td>X Terrence Wolfor, 1890s</td>
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<table>
<thead>
<tr>
<th>Committee Chairs:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>X Mike Lambur, Co-Chair, Audit Committee</td>
<td>X Michael Lambur (S), Co-Chair, Membership</td>
</tr>
<tr>
<td>X Vacant, Finance</td>
<td>X Mary Fran San Soucie, (W) Co-Chair, Membership</td>
</tr>
<tr>
<td>X Debra Davis, Chair, Awards &amp; Recognition</td>
<td>X Julie Robinson, Co-Chair, Programs</td>
</tr>
<tr>
<td>X Teresa Byington, Co-Chair, Marketing</td>
<td>X Judith Barth (W), Chair, Nominating</td>
</tr>
<tr>
<td>Todd Hurt, Co-Chair, Marketing</td>
<td>Carrie Stark (W), Chair, Resolutions &amp; Policy</td>
</tr>
<tr>
<td></td>
<td>Kevin Andrews, PILD Representative (2nd Year)</td>
</tr>
<tr>
<td>X Jerry Chizek, PILD Representative (1st Year)</td>
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### Approval of the Agenda – Ballard

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.

**MOTION** Accept to approve April 2016 Board Meeting agenda  
**MOVED/2nd/VOTE** Lambur/Stone/passed

### Secretary’s Report – Downey

No report

**MOTION** Accept to approve March 2016 Board Meeting minutes  
**MOVED/2nd/VOTE** 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.

**ACTION ITEM** Submit workplan
**PERSON RESPONSIBLE** Byington and Hurt
**DEADLINE** 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.

**MOTION** Purge the membership list that goes into the new NAEPSDP 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.

**MOVED/2nd/VOTE** 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 NAEPSDP 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 NAEPSDP 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 NAEPSDP. Stone will visit with Western Region Extension Directors this summer at a meeting.

1890’s – Wolfork

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

PILD Representative – Chizek

313 people attended PILD, of which 7 were identified as NAEPSDP 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 NAEPSDP to manage the SEAL website. For this to happen, an NAEPSDP 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.
Webinars – Barth
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.

**ACTION ITEM** Barth agreed to discuss at the possibility of a schedule at the next JCEP Board Meeting.

**PERSON RESPONSIBLE** Barth

**DEADLINE** June 2016

**NAEPSDP representation on Journal of Extension Board of Directors – Stone**
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**

**Proposed Web Conversion/Launch Date**
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.

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<thead>
<tr>
<th>MOTION</th>
<th>MOVED/2nd/VOTE</th>
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<tbody>
<tr>
<td>Adopt the migration hierarchy as identified in this meeting.</td>
<td>Lambur/Poling/passed</td>
</tr>
<tr>
<td>Launch the new website on May 20, with uploading support by Board members and committee chairs</td>
<td>Poling/Lambur/passed</td>
</tr>
<tr>
<td>Administrative rights be given to the President, Secretary, Chair of the Marketing Committee, Chair of the Programs Committee, and Chair of the Membership Committee.</td>
<td>Poling/Taylor/passed</td>
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<thead>
<tr>
<th>MOTION</th>
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<tbody>
<tr>
<td>Adjourn the April 2016 Board meeting</td>
<td>Poling/Barth/passed</td>
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</table>

Adjourned at 1:47 pm CST.