



**Board of Directors and Committee Chairs
Meeting, June 14-15, 2016
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Ballard	
Ballard called the meeting to order at 8:48am.	

Roll Call - Downey			
	Officers:		Regional Reps:
X	Karen Ballard (S), President	X	Aly Valentine, North East
X	Carrie Stark (W), President-Elect	X	Amanda Taylor, North Central
X	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 Wolkoff, 1890s
	Committee Chairs:		
X	Mike Lambur, Co-Chair, Audit Committee	X	Michael Lambur (S), Co-Chair, Membership
	Marcie Simpson, Co-Chair, Audit Committee	X	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
X	Todd Hurt, Co-Chair, Marketing	X	Carrie Stark (W), Chair, Resolutions & Policy
		X	Kevin Andrews, PILD Representative (2nd Year)
			Jerry Chizek, PILD Representative (1 st Year)
	Guest		
X	Jodi Azulai		

Secretary's Report - Downey			
Downey asked for corrections to the May Board Meeting minutes, if any.			
MOTION	Accept to approve May 2016 Board Meeting minutes.	MOVED/2ND/VOTE	Lambur/Stone/passed

Treasurer's and Finance Report - Poling			
Poling presented an account balance (as of 6/14/16) of \$30,294 and reviewed expenditures. Poling provided a 2016 budget update.			
Board Members discussed the possibility of accepting membership dues in the calendar year, with dues being for that calendar year. Members paid after September 1, 2015 will be paid until December 31, 2016.			
Barth brought to the Board's attention that this change would have to be voted on and approved by the membership since the membership year is included in the Constitution and Bylaws.			
MOTION	Accept membership dues in a calendar year (beginning	MOVED/2ND/VOTE	Stone/Valentine/passed

	January 1) and for that calendar year, with no proration.		
ACTION ITEM	Send multiple messages to NAEPSDP members to communicate the change in membership year.		
PERSON RESPONSIBLE	President, Membership Committee, Marketing Committee	DEADLINE	Ongoing
ACTION ITEM	Amend the Bylaws to reflect the change in membership year.		
PERSON RESPONSIBLE	Resolutions and Policy Committee	DEADLINE	November 2016

President's Report - Ballard			
Ballard discussed the Board schedule for July-December 2016.			
Ballard spoke of the need to support Stark's leadership in revising the Operating Procedures and asked Board Members to volunteer to work on reviewing and revising and/or develop section/s of the Operating Procedures, as needed. The following Board Members will review and revise and/or draft the section of the Operating Procedures noted below:			
Barth/San Soucie/Ballard—Section related to vacancies on the Board and vacancies on committees Poling—Fiscal guidelines on different payments related to the Board Poling/Robinson/Andrews—Web content management Valentine/Lambur/Taylor/Stone/Wolfork—Regional Representative job responsibilities			
ACTION ITEM	Submit revised and new sections of the Operating Procedures to Downey and Stark.		
PERSON RESPONSIBLE	Members identified above	DEADLINE	August 1, 2016
Ballard discussed membership engagement and fund development, specifically methods for securing financial resources to support the organization's work. An example of such would be conference sponsors.			
The Board discussed changes that needed to be made to the Bylaws. The following Board Members will review and revise and/or develop the section of the Bylaws noted below:			
Stark/Resolutions and Policy Committee Members—Membership dues/deadlines Stark/Resolutions and Policy Committee Members—Voting options Stark/Resolutions and Policy Committee Members/Poling—Audit/Fiscal Committee Downey/Wolfork—Document/History retention Valentine/Davis/Ballard—Strategic Plan			
Unassigned sections to be developed are related to PILD representatives and participation on the Journal of Extension Board of Directors.			

Miscellaneous Discussion			
Committee Charters include the following items: purpose; key responsibilities; members of the committee; and collaboration with other committees, if needed.			
Regional Representative responsibilities include: recruit from region; communicate with members from a respective region about webinars, dues, and conference registration; identify and recruit regional members for leadership roles, encourage engagement and identify committee/representative replacements, when needed; convene regional gathering at the Annual Conference; educate and recruit			

individuals from our regions to apply for NAEPSDP awards; communicate identified needs of a region to the Programs Committee; and encourage participation/presentation at the Annual Conference.

Committee Reports

Awards and Recognition Committee - Davis			
Davis presented the Awards and Recognition Committee's Charter and work plan. Davis discussed activities on the work plan that have been completed and those activities that need to be completed.			
MOTION	Accept to approve the Awards Committee Charter	MOVED/2ND/VOTE	Poling/Barth/passed
Based on conversation, it was decided that the Awards and Recognition Committee will review applications, select a recipient for each award, and present the selected recipient to Board for review.			
It was suggested that time at a future meeting be dedicated to consideration of additional funding for awards/mini-grants/scholarships. Lambur recommended focusing scholarships on students or junior Extension professionals. Lambur also recommended that NAEPSDP consider an Early Career Award. He also suggested a "donations" feature to collect funds for awards/scholarships. A silent auction at the Annual Conference could also be a method of raising money.			
Only members whose dues are paid by August 1 are eligible for NAEPSDP awards.			

Marketing - Hurt, Byington, Andrews			
Hurt presented the Marketing Committee's Charter and work plan. Hurt/Byington/Andrews discussed current activities of the Marketing Committee.			
MOTION	Accept to approve the Marketing Committee Charter.	MOVED/2ND/VOTE	Lambur/Barth/passed
The Committee has named Kevin Andrews as the webmaster.			
ACTION ITEM	Train selected Board Members and Committee Members on management of the new website.		
PERSON RESPONSIBLE	Andrews	DEADLINE	July 2016
Regional Representatives will be asked to identify issues/needs to be addressed in an NAEPSDP e-newsletter, blog, and other correspondence to members. Regional Representatives will be pivotal in identifying talent and expertise in the organization. Regional Representatives will be asked to identify members from their region to be highlighted in NAEPSDP materials. For example, each newsletter could highlight a member from a particular region.			
NAEPSDP marketing materials were discussed, including the window shade exhibit to be used at other professional organizations' conferences. Numerous upcoming professional organizational conferences were discussed as possible places to market NAEPSDP. Lambur recommended that the Marketing Committee coordinate use and maintain marketing materials.			
\$1,000 is in the budget for public relations/marketing materials. The Marketing Committee will be responsible for using that money to replenish marketing materials. Shipping of the banners to/from other professional conference will come out of the \$1,000.			
ACTION ITEM	Send existing marketing materials to the Marketing Committee for review		
PERSON RESPONSIBLE	Ballard	DEADLINE	No date determined
ACTION ITEM	Order a NAEPSDP shirt for the following new Board Members: Byington, Hurt, Stone, Valentine, and Wolfork		

PERSON RESPONSIBLE	Andrews	DEADLINE	July 1
ACTION ITEM	Explore the possibility of establishing a FedEx and/or UPS account for shipping of marketing materials.		
PERSON RESPONSIBLE	Hurt	DEADLINE	No date determined

Membership - Lambur and San Soucie			
Lambur presented the Charter of the Membership Committee and discussed progress on the work plan. The work plan reflects completed activities.			
MOTION	Accept to approve the Membership Committee Charter.	MOVED/2ND/VOTE	Stone/Wolfork/passed
Newer NAEPSPD members will be asked to be on the Voices videos this year. This committee will continue to focus on recruiting new members, identify members to conduct webinars or contribute to the newsletter.			
San Soucie recommended that Human Resource personnel and Program Leaders be listed under the <i>Who Should Join?</i> tab on the new website.			
There was a discussion about NAEPSPD reaching out to Agricultural and Extension Education (academic) programs.			
ACTION ITEM	Make a connection with the American Association of Agricultural Educators		
PERSON RESPONSIBLE	Marketing Committee	DEADLINE	No date determined
Stone requested a list of members by region, including those who have not renewed their membership.			
It was recommended that we discuss with JCEP how to coordinate the marketing of one JCEP organization, such as NAEPSPD, at the annual meeting of other JCEP organizations.			

Nominating Committee - Barth			
Barth presented the Nominating Committee Charter. Board members discussed rewording of the Charter.			
MOTION	Accept to approve the Nominating Committee Charter.	MOVED/2ND/VOTE	Lambur/Wolfork/passed
Valentine recommended including Regional Representatives on the Nominating Committee.			
Barth revised the work plan. Upon discussion, it was clarified that only a member can nominate someone for an officer position. Similarly, only a member can run for an officer position.			
Based on further discussion, Barth revised the Nominating Committee Charter. A revised Charter was presented.			
MOTION	Accept to approve the revised Membership Committee Charter.	MOVED/2ND/VOTE	Poling/Stone/passed

Resolutions and Policy- Stark			
Stark presented the Resolutions and Policy Charter. Board members discussed rewording of the Charter.			
Board Members discussed changes to the Bylaws and Constitution. Stark is using the JCEP Handbook as a guide as she updates our Operating Procedures.			

Discussion about changes to organizational documents include the following:

- Add language related to the Strategic Plan in the Operating Procedures, specifically language related to updating or adjusting the Strategic Plan.
- Explore what constitutes a quorum for an electronic vote.
- Elected officers assume their position at the conclusion of the Annual Meeting, instead of on January 1, with the exception of the Treasurer.
- Add language about removal of Officers.
- Include key dates in the Operating Procedures, either under committee information or after committee charter.
- Remove duplicated information/material across the various organizational documents.
- Change the name Audit Committee to Financial Review Committee.
- Clarify what a “slate” is. Debra recommended that we review Robert’s Rule, section 12 for a better understanding of “slate” of officers.

ACTION ITEM	Review section/s of organizational documents related to your committee. Email or track changes and send to Downey and Stark.		
PERSON RESPONSIBLE	Chair/Vice-chair of each committee	DEADLINE	August 1
Karen is chairing JCEP Leadership Conference in 2017. Call for proposals to go out this month. September 30 th deadline for proposals.			
MOTION	Accept to approve the Resolutions and Policy Committee Charter.	MOVED/2ND/VOTE	Poling/Taylor/passed

Programs - Poling and Robinson

Poling reviewed the Program Committee Charter and work plan. Board members suggested revisions to the Charter.

Current Program Committee efforts are focused on distributing a *Call for Proposal* flyer and finalizing the proposal template in Qualtrics. The following items could be considered in the future: a virtual conference and the possibility of increasing the Annual Conference registration fee.

MOTION	Accept to approve the Programs Committee Charter.	MOVED/2ND/VOTE	Lambur/Valentine/passed
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Chris Geith at eXtension has proposed an NAEPSPD/eXtension fellowship. It was decided that the Awards and Recognition Committee would select the recipient.

Board Members discussed bringing past NAEPSPD webinars into compliance with ADA regulations. It was decided that webinars will be transcribed as funds become available. The discussion was tabled until the August meeting.

ACTION ITEM	Include this discussion on the agenda of the August Board Meeting		
PERSON RESPONSIBLE	Ballard	DEADLINE	August 2016
ACTION ITEM	Report on the inventory of webinars from 2011-2015.		

PERSON RESPONSIBLE	Robinson	DEADLINE	August 2016
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Audit Committee - Simpson and Lambur
No report

Regional Representative Reports

North East - Valentine
Valentine met with McCoy to discuss her Regional Representative role. Valentine will reach out to NAEPSPD members from the North East region to consider how to further recruit in the region.
Valentine recommended that the Regional Representatives join a monthly conference call. Stone recommended sharing communications across the regions.

North Central - Taylor
Taylor has recruited four new members from the North Central region. These members will be able to attend the Annual Conference. She is updating the regional listserv and is interested in organizing a regional gathering of PSD Extension professionals.
Davis recommended having Regional gatherings at Annual Conference.

Southern - Lambur
Lambur is composing an email to share with folks in the Southern Region. He'll share this communication with other Regional Representatives.

West - Stone
Stone is visiting with Directors from Western Region. Director's buy-in could mean support for travel/membership. He is also reaching out to Human Resource professionals in the region.

1890's - Wolfork
Wolfork continues to reach out to possible members at the 1890 institutions. He knows of several individuals who are interested in joining now that the new website is available.

Old Business

Strategic Plan Review—Davis			
Davis reviewed the Strategic Plan and identified areas in which the Board and Committee/s are already making progress. On flip chart, Davis highlighted areas not being addressed.			
Lambur recommended that "area of expertise" be added to the member profile.			
It was recommended that time be set aside at the Annual Meeting to report progress on the Strategic Plan and to ask, "Are we doing what you want us to do?"			
ACTION ITEM	Add the following columns to the Strategic Plan: "status" and "key individuals/groups involved"		
PERSON RESPONSIBLE	Davis	DEADLINE	No date determined
ACTION ITEM	Discuss how to update the Strategic Plan and how to reflect this process in the Operating Procedures.		
PERSON RESPONSIBLE	Davis and Valentine	DEADLINE	No date determined

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

NAEPSDP members will be given the opportunity to serve on the Journal of Extension Board of Directors. The position would most likely start January 2017. In brief, this representative would be responsible for representing NAEPSDP membership to the JOE Board and for identifying reviewers/contributors in the field of Program and Staff Development. It is a 3-year terms and 2 consecutive terms can be served.

The question was raised whether the JOE Representative would have an Ex Officio position on this Board, similar to the PILD Representative.

It was recommended that an application should be developed for interested members. Items on the application to include: Name, Institution, Role in Institution, Commitment to Program and Staff Development Scholarship, and a brief Vitae. A Letter of Commitment from their respective university needs to be included with the application.

ACTION ITEM	Develop a form that could be used to apply for the JOE Representative position.		
PERSON RESPONSIBLE	Downey and Stone	DEADLINE	July Board Meeting

MOTION	Adjourn the June 2016 Board meeting	MOVED/2ND/VOTE	Taylor/Lambur/passed
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Adjourned at 10:49 am CDT on 6/15/16.