



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

Submitted by Laura Downey, Secretary

Call to Order - Ballard	
Ballard called the meeting to order at 12:01 pm.	

Roll Call - Downey			
	Officers:		Regional Reps:
X	Karen Ballard (S), President	X	Aly Valentine, 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	X	Cody Stone, West
X	Judy Barth (W), Past President		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
	Teresa Byington, Co-Chair, Marketing	X	Judith Barth (W), Chair, Nominating
X	Todd Hurt, Co-Chair, Marketing	X	Carrie Stark (W), Chair, Resolutions & Policy
			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.			
MOTION	Accept to approve the July 2016 Board Meeting Agenda	MOVED/2ND/VOTE	Lambur/Valentine/passed

Secretary's Report - Downey			
Downey asked for corrections to the June Board Meeting Minutes and Minutes of Electronic Board Action, if any. Ballard identified corrections needed to the June Board Meeting Minutes. Downey reviewed the NAEPSDP calendar and reminded committee chairs to put all revised work plans/charters in Dropbox under the work plan folder.			
MOTION	Accept to approve June 2016 Board Meeting Minutes with revisions noted by Ballard	MOVED/2ND/VOTE	Barth/Stark/passed
MOTION	Accept to approve Electronic Board Action Minutes	MOVED/2ND/VOTE	Lambur/Poling/passed

Treasurer's and Finance Report – Poling

Poling presented an account balance (as of 7/19/16) of \$29,756 and reviewed expenditures. Poling provided a 2016 budget update.

MOTION	Accept Treasurer's Report	MOVED/2ND/VOTE	Stone/Barth/passed
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President's Report – Ballard

Ballard distributed the Position Description for NAEPSPD JOE Representative, as well as the JOE Representative application.

Members recommended revising the section of the application related to the required Letter of Support. It was recommended to be stated as: A letter of support Director/Administrator or immediate Supervisor that acknowledges the institution's willingness to allow your participation in JOE Board activities and financial support for travel associated with JOE Board Meetings for 3 years.

It was recommended to more clearly state the Representatives commitment to the NAEPSPD Board. Suggested language was: After each JOE Board Meeting, the Representative will be responsible for attending the virtual NAEPSPD Board Meeting and providing a report from the JOE Board Meeting.

A lifetime member can serve as the JOE Representative and would be responsible for his/her own expenses.

Ballard reported that Poling will convene the Finance Committee and serve as Chair. Members of the Finance Committee include Cochran, Pope, and Young. The Committee's Charter is forthcoming.

Ballard reminded the group of the August 1 deadline for members to be considered for awards & fellowship opportunities. August 31 is the deadline for members to receive a discount rate for the NAEPSPD Annual Conference.

Ballard reported on the final expenses from the mid-year Board Meeting at Big Cedar Lodge. The final bill totaled \$2,237.13. The Board approved expenses of \$1,500.

Ballard reminded the Board that she would be attending the National Association of County Agricultural Agents Meeting as a JCEP Representative. NAEPSPD will have a free space to exhibit. The National Association of County Agricultural Agents asked if NAEPSPD could share any AV equipment. Board agreed to share equipment with the National Association of County Agricultural Agents.

Ballard will mail marketing cards for Regional Representatives and Board Members to distribute to potential new members and conference attendees.

Ballard reminded the Board of JCEP Leadership Conference Call for Proposals.

Ballard continues to work through notes on the Strategic Plan from the June Board Meeting.

Ballard and Lambur presented a webinar on partnering AEA and NAEPSPD. The webinar sparked good conversation among attendees, as well as several follow-up emails.

Ballard encouraged the Board to begin thinking about succession planning, specifically how Chairs and Vice Chairs are appointed, so that 2 years of leadership are identified.

The Board will meet at 4:00pm on December 5 to get focused and prepared for the Annual Conference.

Stark will notify the Board of details about the Board Meeting to be held at the conclusion of the Annual Conference.

MOTION	Accept to approve the JOE Term and Draft Board Position Description for NAEPSPDP Representative, with the noted revisions	MOVED/2ND/VOTE	Lambur/Rich/passed
MOTION	Motion to approve the additional expense of \$737.13 for the June Board Meeting at Big Cedar Lodge.	MOVED/2ND/VOTE	Lambur/Stark/passed

Committee Reports

Awards and Recognition Committee - Davis

Davis reported that the Call for Awards went out July 5. Awards application are all due August 31. Davis encouraged Regional Representatives to nominate members for awards and recognition opportunities. Look for people who are paid now, or those who need to renew membership.

Since the June Board Meeting, Wolkoff and Davis worked with eXtension to develop guidelines for the establishment of NAEPSPDP/eXtension Fellowship.

At the next meeting, Davis will present a proposal for the NAEPSPDP Past President’s Award.

The Strategic Plan mentions an award for multistate efforts. Davis talked with Chris Geith, eXtension, about this. Geith would like recipients of the NAEPSPDP/eXtension Fellowship to automatically be considered for such an award. eXtension is willing to fund part of this award, in equal partnership with NAEPSPDP.

Marketing - Hurt, Byington, Andrews

Hurt reported that Andrews will provide training on the new website over Zoom at 3pm on June 28.

Byington will distribute a call for newsletter items and has requested a name for the newsletter. Names suggested include # NAEPSPDP News, Growth Rings, NAEPSPDP Buzz, and NAEPSPDP Grapevine.

Julie Robinson has offered to put together the first blog post on the Virtual Summer School. Jana Wolf volunteered to be marketing materials coordinator.

Membership - Lambur and San Soucie

Lambur reported that Human Resources Managers and Administrators are listed under the “Who Should Join” tab on the website.

Lambur is reaching out to the Ag and Extension Educator Association and SRPLN. He also sent a note for members to update their profile and expertise. Regional Representatives will meet before the August Board Meeting.

Currently, we have 109 members, 105 are paid and 4 pending; 7 lifetimes membership; 6 student memberships.

Nominating Committee - Barth

No update

Resolutions and Policy- Stark

Stark distributed a request for changes to the Constitution and Bylaws on July 18. Suggested revisions need to be submitted by September 1. Once submitted, she'll share with the Committee. The Committee's work will be sent to the Board by the October Board Meeting.

Programs - Poling and Robinson

The deadline for submitting proposals for the Annual Conference is August 19. The call of proposals has been distributed to NAEPSDP members, Ag Education members, as well as SRPLN committees. The proposal submission form is online.

The Committee is pursuing speakers for the conference based on recommendations from Julie Middleton. Registration fees have been set. No on-site registration will be available. Consideration needs to be given to how to handle additional fees for activities.

Hurt recommended that we roll membership fees with conference registration in future years.

Poling will investigate an option on the registration form that will allow spouse/guests to attend meals.

Robinson reported that there were 35 attendees at the last NAEPSDP webinar. It has been transcribed and posted to Youtube.

8 members attended Ballard's Welcome Home webinar. That webinar is currently being transcribed and will be posted to Youtube.

The next webinar is on October 20.

The Virtual Summer School will be held August 15-18. Overall topic is Social Media.

Stark is pursuing possible locations for the 2017 Annual Conference.

Audit Committee - Simpson and Lambur

No report

Regional Representative Reports

North East - Valentine

Valentine will reach out to individuals identified on the regional membership list from Lambur.

North Central - Taylor

No report.

No report.

Southern - Lambur

Lambur reached out to SRPLN. Poling will follow-up with the information sent to SRPLN

West - Stone

Stone is working on communication about the Virtual Summer School and Annual Conference.

1890's - Wofork

No report

PILD Representative - Chizek

The 2017 PILD conference will be held April 2-5 in Arlington, VA.

MOTION	Adjourn the July 2016 Board Meeting	MOVED/2ND/VOTE	Valentine/Poling/passed
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Adjourned at 1:30 pm CDT.