



**Board of Directors and Committee Chairs  
Meeting, September 21, 2016  
Minutes**

Submitted by Laura Downey, Secretary

<b>Call to Order - Ballard</b>	
Ballard called the meeting to order at 12:00 pm.	
Ballard welcomed Dr. Joe Hunnings as the new Awards & Recognition Committee Chair.	

<b>Roll Call - Downey</b>			
	<b>Officers:</b>		<b>Regional Reps:</b>
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	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
	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 <sup>st</sup> Year)

<b>Secretary's Report - Downey</b>			
Downey asked for corrections to the August Board Meeting Minutes, if any. Downey asked for clarification as to whether she may revise the 2015 Annual Meeting Minutes (developed by Simpson, former Secretary). The group recommended that Downey revise the Minutes.			
<b>MOTION</b>	Accept to approve August 2016 Board Meeting Minutes	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Barth/Stone/passed

<b>Treasurer's and Finance Report - Poling</b>	
Poling presented an account balance (as of 9/20/16) of \$29,926.49 and reviewed expenditures. Poling provided a 2016 budget update.	
Poling clarified that the next tax return will be due in 2017.	

<b>President's Report - Ballard</b>
-------------------------------------

Ballard reminded the group that more transparency in committee reports was part of the strategic plan. In response, Ballard proposed committees use Qualtrics to submit monthly reports. The reports could be downloaded, exported to a PDF document, and posted on website before Annual Conference.

Ballard reminded the group that proposals for the 2017 JCEP leadership conference are due in September. She encouraged the Regional Representatives to share information about the conference with individuals in their region and for Board members to submit a proposal.

## Committee Reports

### **Awards and Recognition Committee -Hunnings**

One nomination for the NAESPDP Contributor Award has been received. One application for a NAESPDP/eXtension fellowship has been received. One nomination for the JCEP Creative Excellence Award has been received. An application for the NAESPDP representative on the JOE Board has not been received. Board members discussed possible JOE representatives and will make contact with the individuals identified.

### **Marketing - Hurt and Byington**

Hurt reported the second newsletter will be distribute by November 1. Hurt requested that members send information to Byington by October 17. A member from the North East region will be spotlighted in this newsletter. Byington will talk to Andrews about using another template for the newsletter, a template that makes it easier to view on mobile devices.

Since July, the blog has had six posts. Posts have been primarily related to social media.

There is a new widget on the NAESPDP homepage that lists the last three blog posts.

The committee is working on a revised NAESPDP brochure, 2-page front/page. Barth recommended printing 500 copies and Lambur suggested that the brochure be available electronically so it could be printed, as needed. Hurt will remove membership fees from the brochure, as recommended by Board members, and put under the Resource tab on the NAESPDP website.

The committee has not found someone to coordinate use of marketing materials.

### **Membership - Lambur and San Soucie**

Lambur reported that NAESPDP has 142 total members, of which 138 are active. Membership was reported by region.

Stone motioned to have one rate for members who want to attend the 2016 Annual Conference, even if they joined after August. This motion died for lack of a second.

Regional representatives have developed a list of their responsibilities. Lambur will distribute this list over email and post online.

### **Nominating Committee - Barth**

Barth reported the 2017 slate of Officer nominees as follows:

President-elect—Lambur;  
Secretary—Laura Downey;  
Western Regional Representative-Stone; and

1890 Representative—Wolfork.

At this time, a nomination for the North Central Regional Representative has not been received.

Barth will work with Downey to develop and distribute the 2017 ballot.

<b>MOTION</b>	Accept the 2017 slate of officers as presented	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Valentine/Poling/passed
---------------	--	----------------------------------	-------------------------

### **Resolutions and Policy- Stark**

Stark has received three proposed changes (via email) to the Bylaws/Constitution. Ballard requested a Word document that shows the current and recommended changes. Stark will distribute prior to the next Board meeting.

### **Programs - Poling and Robinson**

The Virtual Summer School (VSS) had 456 participant across the 4 days. Evaluation of the VSS has closed. Findings will be shared with presenters.

The Program and Staff Development Committee of the Southern Region Program Leadership Network has approved collaboration with NAEPSDP for a VSS in 2017.

The next NAEPSDP webinar will be October 20 at 10:30am CDT.

Poling reviewed the latest draft of the Annual Conference agenda and reported that 39 proposals were submitted for presentation at the Conference. Thirty-two proposals have been accepted for presentation.

Based on last year's conference, most people paid using PayPal. The Programs Committee decided to add \$15 to the Annual Conference registration fee to cover loss of income, if PayPal is used.

Annual Conference Registration will end November 28.

Ballard reported that conference insurance has been secured at a reasonable rate.

<b>MOTION</b>	Co-sponsor a 2017 Virtual Summer School with the Program and Staff Development Committee of the Southern Region Program Leadership Network	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stone/Lambur/passed
---------------	--	----------------------------------	---------------------

### **Audit Committee - Simpson and Lambur**

No report

## Regional Representative Reports

### **North East - Valentine**

Valentine reported making contact with Extension professionals in the North East region.

### **North Central - Taylor**

No report.

**Southern - Lambur**

Lambur emailed the Southern Region Program Leadership Network about NAEPSDP. He would like to focus attention on recruiting middle managers from the region.

**West - Stone**

Stone reported an increase in membership from the West region.

**1890's - Wofork**

Wofork continues to reach out to Extension professionals at 1890 institutions.

**PILD Representative - Chizek**

The PILD Committee has met and is finalizing the schedule of speakers.

**New Business**

Poling asked the Board to look at membership rates in the future. Ballard will add this to next month's agenda.

<b>MOTION</b>	Adjourn the September 2016 Board Meeting	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Lambur/passed
---------------	--	----------------------------------	---------------------

Adjourned at 1:44 pm CDT.