



**Board of Directors and Committee Chairs  
Meeting, February 22, 2018  
Minutes**

Submitted by Steve Siegelin, Secretary

<b>Call to Order – Lambur</b>
Lambur called the meeting to order at 1:02 p.m. ET.

<b>Roll Call – Siegelin</b>			
<b>Officers:</b>		<b>Regional Reps:</b>	
Mike Lambur (S), President	X	Aly Valentine, North East	X
Julie Robinson (S), President-Elect	X	Joy Millard, North Central	
Steve Siegelin (W), Secretary	X	Todd Hurt, Southern	
Rich Poling (S), Treasurer	X	Cody Stone, West	
Carrie Stark (W), Past President	X	Terrance Wolfork, 1890s	X
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs:</b>			
Teresa McCoy (NE), Awards and Recognition	X	Ken Jones (S), Awards and Recognition	X
Suzanna Windon (NC), Finance	X	Laura Downey (S), Finance	
Jodi Azulai (W), Marketing	X	Danae Wolfe (NC), Marketing	X
Todd Hurt (S), Membership		Julie Huetteman (NC), Membership	X
Marina Denny (S), Programs	X	Sarah Baughman (S), Programs	X
Julie Robinson (S), Julie Robinson		Carrie Stark (W), Nominating	
<b>Liaisons</b>			
Jerry Chizek (NC)-PILD Representative (2 <sup>nd</sup> Yr)	X	Steve Siegelin (W), PILD Representative (1 <sup>st</sup> Yr)	X
Jan Carroll (W)-JOE Representative		Karen Vines (S)-eXtension Fellowship	
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			

<b>Adoption of the Agenda – Lambur</b>			
Lambur asked for additions to the agenda. There were none.			
<b>MOTION</b>	Approve the Agenda as emailed.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Stark/Passed

<b>New Business</b>
New Board Member Orientation
<b>President</b> – Preside and schedule board meetings; appoint and work with committees, most have co-chairs; sign contracts with Treasurer; schedule conference and select location; vote to break a tie; and serve on JCEP Board.

**President Elect** – Fulfills the president’s roles in his/her absence, assist the president with duties, board member, chair policy committee, ex officio member of the Programs Committee, and serve on the JCEP Board.

**Secretary** – Keeps the records of the organization, jointly works with Treasurer on membership lists, maintains permanent records, take the minutes, and handles correspondence.

**Treasurer** – Financial management of bank accounts, credit cards, etc.; ex officio member of the Membership, marketing, and Finance committees; IRS filings and taxes; anything related to the finances; prepares financial reports for the Board; and prepares records for the annual financial review.

**Past President** – help answer questions from the board, serve on the JCEP Board of Directors; and chairs the nominating committee.

**Regional Directors (Aly)** – Work with universities and colleges in the regions; recruiter; promote membership; and serve as a conduit for the association to the members and universities.

**Membership committee** – Work with the Treasure on membership lists; superintend auto email messaging content for the association; and utilize opportunities to welcome new and retain existing members.

**Awards** – Recruit, identify and recognized contributions of members and solicit nominees. A new award, the Past Presidents’ Early Career Award, (up to four awards now) is being added this year.

**Programs** – to plan and conduct professional development activities for the membership such as webinars, plan annual conference, and Virtual Summer School. All events are also recruiting opportunities, especially the virtual programs.

**Marketing** – Quarterly e-newsletter; website updates; social media; marketing materials inventory and resources; give-away incentives; and collaborates with the Programming and Membership Committees.

**Finance** – Met on February 26, 9:00 -11:00 am. to develop annual POW. Review the finances of the organization annually and provides oversight on financial management.

**Nominating** – We recruit candidates for open positions.

**Resolution and Policy** – Review the Constitution and Bylaws. Follow prescribed processes to update the documents when needed. Operating procedures can be approved by the board.

**PILD** – Plan the PILD Conference with representatives from the other associations.

**JOE** – Serve on the Editorial Board of JOE. Jan Carroll is the incoming chair of the editorial committee.

**Secretary’s Report – Siegelin**

Siegelin distributed the minutes from the January 18, 2018 Board Meeting and the Finance Committee’s Financial Review Report via email on February 21, 2018.

Two corrections: Webinar date changed since the February meeting to February 22, 2018, 1:00 PM ET and the PILD Orientation webinar was confirmed to be on Eastern Time.

Update on the Box.com migration. A few board members are still having trouble accessing box.com (these are now resolved). Many committee folders do not have records for the past two years. This was due to limited storage space. These folders should be repopulated if possible. Committees can now begin using their Box.com folders as the cloud storage solution for committee work.

<b>MOTION</b>	Approve the minutes of the January 18, 2018 Board Meeting	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/Passed
---------------	---	----------------------------------	-----------------------

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

Poling distributed the Treasurer’s Report and Budget Update on February 20, 2018 via email.  
 Account balances total \$56,442.42  
 Monthly income \$1,342.14

Budget update: Only major expenses so far this year are conference down payments and shipping of banners.

Wild Apricot is raising their rates for web hosting. Will be \$540 plus international exchange fees. Will gain unlimited administrators. We should reevaluate who should and should not have admin authority. We can now have an online store. Can have auto renewing memberships. Rich will make the adjustment to the budget for approval.

Poling is asking for approval to purchase tax preparation software of approximately \$100. The forms that we need are not always available in the consumer tax software.

Budget requests are due March 1, 2018. Please submit requests by this date.

<b>MOTION</b>	Accept and file the February 2018 Treasurer's Report and Budget Update	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Valentine/Robinson/Passed
<b>MOTION</b>	Purchase tax software appropriate to the forms needed. Estimated cost is \$100.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Valentine/Robinson/Passed
<b>MOTION</b>	Accept the Finance Committee Financial Review Document.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Wolfork/Passed

**North Central – Millard**

No report.

**North East – Valentine**

No report.

**Southern – Hurt**

No report.

**West – Stone**

No report.

**1890 – Wolfork**

No report.

**1994 – Vacant**

No report.

**Awards and Recognition Committee – McCoy and Jones**

Past Presidents' award needs to be approved, officially, by the board. This is funded by the past presidents. Will prepare a proposal for consideration in the March meeting. JCEP: First two awards are due in May. Poling and chairs will work on developing a donation path from the past presidents' to the association.

**Finance – Downey and Windon**

See details in Board Orientation.

March 1, 2018 is the due date for any budget requests to the Finance Committee.

### Marketing – Azulai and Wolfe

Met in January. On the Membership call in February. Developing virtual resources for membership to aid in recruiting with peers and at other conferences.

A question for the board: Banner shipping costs have not been expensed from Marketing for two years, should we still budget for these? Answer: When shipping to our own conference, it is a conference expense. When shipping to another conference it is expensed to Marketing. Recommended budgeting \$100. (Poling)

Would like to have a representative from the Marketing Committee on the Program Committee. Lambur asked Program Committee to accept a member from Marketing, Denny concurred.

Board Shirts: Please send Jodi your sizes

LinkedIn: Not aware of past efforts, but some thought was put into whether we could use it for blog type activity, but we haven't. Should we consider Twitter? Twitter may be a better platform. We need a dedicated person to spearhead any social media platform.

### Membership – Hurt and Huetteman

Met on February 8, 2018

- Coordinating with Poling to identify and track membership.
- Working on clarifying the language in new member emails for those paying by check.
- Identified priorities: Most of the focus will be on retaining and engaging new members.
- Completed a gap evaluation of membership and shared the results with the Regional Representatives.
- Identifying people that are slipping away from NAEPSDP and communicating with them.
- Looking for other groups that have members that may be interested in NAEPSDP.
- EdTech lists are another possible recruiting avenue
- We have connections with the *Journal of Extension* and *The Journal of Human Sciences and Extension*
- Interacting with Marketing Committee for more collaboration
- Wolkoff will be restarting the membership videos
- Establishing an online CAFÉ setting for informal virtual chats.
- 108 members at this date

### Nominating Committee – Stark

No Report

### Resolutions and Policy– Robinson

No Report

### Programs – Denny and Baughman

- First webinar of the year is at 3:00 p.m. ET today (February 22, 2018).
- The Zoom Pro account has a *beta* version of a transcription service, but will still budget for transcription services in case the Zoom *beta* isn't sufficient.
- Co-chairs have drafted the POW and it is out for committee review.
- Annual Conference

- Baughman is procuring keynote speakers. Looking at NIFA.
- Will work on the conference theme at the March 7, 2018 meeting
- Considering a poster session
- Will have a round-table discussion as one of the sessions.
- Will also publish an electronic proceedings. Hoping to up the quality of the abstracts
- Asked about budgeting for the liability insurance needed in Las Vegas. We should keep this insurance as a separate line item as it is an annual board expense (Poling and Stark). Lambur will research insurance for this year.

#### **JCEP Update – Lambur and Stark**

Lambur, Robinson, and Stark and many others attended the meeting last week. The JCEP Board is looking forward some feedback from the group.

Stark will be asking about the JCEP Leadership Conference format. They are considering regional, multi-regional, or national formats.

290 people attended the Leadership Conference in Orlando, FL in person, with 280 virtual participants in the Town Hall Meeting. Several NAEPSPD members attended.

#### **PILD Update – Chizek and Siegelin**

PILD Update - Chizek and Siegelin

- 2018 Conference in Washington DC on April 8-11, 2018
- New in 2018, optional post-conference workshop entitled “Civil Dialogue in the Public Arena” on Wednesday-Thursday, April 11-12, 2018 (afternoon-morning)
- Registration is now open. Early bird registration is now open through March 9<sup>th</sup>.
  - \$400 conference, \$455 conference with optional workshop.
- New this year, coordinating PILD and National 4-H Conference Delegates’ Hill visits on Wednesday, April 11<sup>th</sup>. Note was drafted to Extension Directors and Administrators to head-up.
  - PILD orientation webinar (March 8 @ 2 pm)
- 2019 venue – staying at the current location - Hyatt Regency Crystal City.
  - Tentative Dates: April 14-18, 2019.
- Investigating alternative site(s) for 2020.

#### **Journal of Extension Update – Carroll**

- Carroll has agreed to chair the editorial committee and have calls scheduled with the editor and the committee before our f2f meeting in Columbus.
- What items do you want addressed by the JOE Board – please let Carroll know by March 16 so she can be prepared for the board meeting.
- JOE is recruiting reviewers – Please share the invitation in the newsletter and/or directly with colleagues who may be interested/available: You can apply to become a *JOE* reviewer by sending the name and email address of a reference who can speak to your ability to serve as a reviewer and a file containing your curriculum vitae to *JOE* peer reviewer representative Robert Ricard at [robert.ricard@uconn.edu](mailto:robert.ricard@uconn.edu). <https://joe.org/about-faqs.php#gq08>.

#### **Old Business**

Denny – Asked about renewing memberships (for the next year) at the time of registering for the Annual Conference in December. No Board action is required for this.

**New Business**

<b>MOTION</b>		<b>MOVED/2<sup>ND</sup>/VOTE</b>	/Passed
---------------	--	----------------------------------	---------

**Final Announcements**

Info on the May meeting details to come in the next month

<b>MOTION</b>	Adjourn the February 22, 2018 Board Meeting	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Robinson
---------------	---	----------------------------------	-----------------

Next and subsequent meetings (all meetings are from 1:00 to 2:00 p.m. ET, via Zoom, unless otherwise noted)

**March 15**

**April 19**

**May 30-31** – Face-to-face meeting at the 2018 conference site, Hilton Old Town Alexandria

**June 21**

**July 19**

**August 16**

**September 20**

**October 18**

**November 15**

**December 10-13** – National Conference Hilton Old Town Alexandria