



**Board of Directors and Committee Chairs
Meeting, July 19, 2018
Minutes**

Submitted by Steve Siegelin, Secretary

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| Call to Order – Robinson |
| Robinson called the meeting to order at 1:06 p.m. ET. |

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| Roll Call – Siegelin | | | |
| Officers: | | Regional Reps: | |
| Mike Lambur (S), President | | Aly Valentine, North East | |
| Julie Robinson (S), President-Elect | X | Joy Millard, North Central | X |
| Steve Siegelin (W), Secretary | X | Todd Hurt, Southern | X |
| Rich Poling (S), Treasurer | X | Cody Stone, West | |
| Carrie Stark (W), Past President | | Terrance Wolfork, 1890s | X |
| | | Vacant, 1994s | |
| Committee Chairs/Co-Chairs: | | | |
| Teresa McCoy (NE), Awards and Recognition | | 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 | |
| Todd Hurt (S), Membership | X | Julie Huetteman (NC), Membership | X |
| Marina Denny (S), Programs | X | Sarah Baughman (S), Programs | X |
| Julie Robinson (S), Julie Robinson | X | Carrie Stark (W), Nominating | |
| Liaisons | | | |
| Steve Siegelin (W), PILD Representative (2 nd Yr) | X | Karen Reddersen (W), PILD Representative (1 st Yr) | |
| Jan Carroll (W)-JOE Representative | | Karen Vines (S)-eXtension Fellowship | X |
| Webmaster | | | |
| Tom Payne | | | |
| Guests | | | |
| Mark Sumner | X | | |

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| President’s Report – Robinson |
| No report. |

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| Secretary’s Report – Siegelin | | | |
| Siegelin distributed the final draft of the minutes from the May 30-31, 2018 Board Meeting Minutes on July 19, 2018. The time period of the two reports from the Treasurer have been corrected. | | | |
| MOTION | Approve the minutes of the May 30-31, 2018 Board Meeting, as corrected. | Moved/2nd/Vote | Poling/Hurt/Passed |

Treasurer's and Finance Report – Poling

Poling distributed the Treasurer's Report and Budget Update for July via email.
Account balances total \$53,568.07
Net income (May 28 to July 17,2018) \$386.06
YTD net income: \$1,444.21

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| MOTION | Accept and file the July 2018 Treasurer's Report and Budget Update | MOVED/2ND/VOTE | Millard/Siegelin/Passed |
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North Central – Millard

Sent out the member recruitment letter to North Central institutions (created by Hurt).

How do we reach out to institutions that do not have an extension contact?

Hurt: If there is no extension contact in the list Hurt sent out, there is no extension program for that institution and can be ignored.

North East – Valentine

No report.

Southern – Hurt

Sent a note to all the southern region institutions to recruit members.

West – Stone

No report.

1890 – Wolfork

Reached out to Central State University (new 1890 in Ohio) to recruit a new staff development employee.

1994 – Vacant

No report.

Awards and Recognition Committee – McCoy and Jones

New links are up on the website for the awards.

Now using Qualtrics for awards applications.

Working on an outstanding poster award for the 2018 Conference.

Working on a staff development award for 2019.

Working with eXtension on the next iteration of the Fellowship Award.

Will work with JCEP on the JCEP award. Need to market this award as well. JCEP is migrating to supporting the associations' awards but dropping the national award. Lambur, Robinson, and Stark will help liaise between NAEPSPD and JCEP.

Lambur has sent out the award email solicitation.

Finance – Downey and Windon

Will be reviewing the feedback on the proposed financial procedures from the Board's May meeting in collaboration with the Resolutions and Policy Committee.

Marketing – Azulai and Wolfe

June newsletter was sent out by Benge.

Wolff has created a rough draft of a marketing toolkit. This will be shared with the committee and board when it is ready for review.

Wolff is creating a semi-private Facebook group for discussion more appropriate within NAEPSPD.

Several emails have been sent out to connect people to LinkedIn (85 members).

How do we order the giveaway book for conference? Where do we ship them?

Rich will make the purchase. The Programs Committee will help with registration and speaker numbers. They will be shipped to Baughman.

The next meeting will be scheduled for late summer or early fall.

Membership – Hurt and Huetteman

The committee is tapping into what is available for the new members at the conference, collaborating with the Programs committee.

Continuing to work with Poling on streamlining the emails sent to new and renewing members by Wild Apricot.

The last Chat Zone was successful, the board participated at a high level. Need to schedule the next Chat Zone, possibly at the end of the RFP for posters and presentations (after the meeting the Chat Zone was scheduled for August 6, 2:00 p.m. EDT).

Working on a letter to the 1994's for recruitment, including the call for proposals.

Four new full memberships and one new student membership have come in since our last meeting.

Nominating Committee – Stark

No Report

Resolutions and Policy– Robinson

Following up with the finance committee on their new policy.

Received the NACDEP template for position responsibilities and procedures, will review and consider recommending the appropriate portions of the template. Includes a timeline for annual activities. One person liked the specificity of the document and thought it would be helpful to those interested in getting involved.

Will bring both of the above back to the Board.

Programs – Denny and Baughman

The committee met in July.

June 21 Webinar went well. Michigan State hosted Zoom, 29 attendees with good interactions.

Robinson is organizing The Virtual Summer School. Massive marketing efforts. Denny is getting a lot of phone calls about the school and recordings.

The Call for Proposals is out. They are also soliciting reviewers via the submission proposal process. Marketing will do a weekly email reminder.

Keynote speakers are confirmed.

We based our Call for Proposals on the AIAEE's (Association of International Agriculture and Extension Education) process and are seeking their rubric for evaluation and may utilize it, if appropriate.

Early bird registration will end on November 1, 2018, \$395. Regular registration will be \$450

Collaborating with related committees to support the conference.

Will work with Robinson and Poling on setting up registration on Wild Apricot.

Thinking about recommending to the Board that the committee be split into two committees, Professional Development and Conference. This is a Constitution and Bylaws change that requires action by the membership. Will work with Resolutions and Policy to split the committee into two and bring the proposal to the Board.

In the past sponsorships have been sought via personal relationships. The last two years were the first formal solicitation of requests. We did not receive any sponsorships for 2018.

JCEP Update – Robinson

Will be looking into the process for the JCEP award.

PILD Update – Siegelin and Reddersen

The PILD Planning Committee held their first meeting and we are getting organized. Lambur is the chair of the 2019 PILD Conference (April 14-17, 2019)

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| Journal of Extension Update – Carroll |
| No Report |

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| eXtension Fellowship |
| <p>A lot of change is occurring and the Fellowship is a moving target at this point. There have been a lot of conference calls to determine the path forward.</p> <p>Vines is developing a chapter on program development as a part of her fellowship. She will likely submit a proposal for a workshop.</p> <p>The fellowship stipend has not been paid yet. Huetteman indicated that payments in the past were at the end of the fellowship.</p> |

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| Extension Leadership Conference sponsored by JCEP Update - Robinson |
| <i>"Extension Leadership Conference Sponsored by JCEP" ~ Feb 4-6, 2019, San Antonio, TX</i> |

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| Old Business |
| None |

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| New Business |
| None |

Final Announcements

- Remember contributions to the Silent Auction.

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| MOTION | Adjourn the July 19, 2018 Board Meeting (2:14 p.m. ET) | MOVED/2ND/VOTE | Hurt/Siegelin |
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Next and subsequent meetings (all meetings are from 1:00 to 2:00 p.m. ET, via Zoom, unless otherwise noted)

August 16

September 20

October 18

November 15

December 10-13 – National Conference Hilton Old Town Alexandria