



**Board of Directors and Committee Chairs  
Meeting, October 18, 2018  
Minutes**

Submitted by Steve Siegelin, Secretary

<b>Call to Order – Lambur</b>
Lambur started the meeting at 1:01 p.m. ET without a quorum present (five eligible members present). A quorum was reached at 1:10 p.m. ET with two additional board members joining the meeting. All discussed items requiring action were revisited for approval.

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

<b>Agenda – Lambur</b>			
Lambur asked for additions.			
<b>MOTION</b>	Adopt the agenda as emailed.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/Passed

<b>President’s Report – Lambur</b>			
Insurance: preliminary quotes General liability, (\$2M) Director and Officer (\$1M),			

The total cost will be ~\$886  
 This is a budgeted expense, no action is needed.

Teresa Mayhew and Casey Mull will be attending our Annual Conference on behalf of the JCEP Bpard.  
 They receive free registration.

**Secretary's Report – Siegelin**

Siegelin distributed the final draft of the minutes from the September 20, 2018 Board Meeting Minutes via email. No corrections have been offered.

<b>MOTION</b>	Approve the minutes of the September 20, 2018 Board Meeting as emailed.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/Passed
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**Treasurer's and Finance Report – Poling**

Poling distributed the Treasurer's Report and Budget Update for September via email.  
 Account balances total \$71,046.25  
 Net income (September 19 – October 16,2018) \$9,734.53  
 YTD net income: \$16,033.97

<b>MOTION</b>	Accept and file the October 2018 Treasurer's Report and Budget Update	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Wolfork/Passed
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**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**

- We have awarded three first-time attendee conference scholarships. These attendees will receive recognition at the conference with a presentation of a check for the registration fee and a certificate.
- The committee has chosen an Outstanding Contributor winner and the first Past Presidents' Early Career Award winner. These winners will be announced at the Conference. Both will receive the NAEPSDP table-top award and the accompanying financial award.

- We will announce the JCEP Award next week and have a two-week open period for submittals.
- We are still awaiting word of the eXtension fellowships.

**Finance – Windon**

Met on October 8, 2018 with Wild Apricot to consider utilizing their payment systems instead of continuing with PayPal. We may be eligible for a discount as a non-profit organization. The committee is considering the option, but not with urgency.

**Marketing – Azulai**

- Azulai shared that our Facebook page is currently at 161 followers. The pinned "Save the Date" conference post has reached 261 people since it was posted in January. Please use LinkedIn for job posts, too. We have 87 members on LinkedIn, feel free to post jobs there, too as well as conference information, etc.
- Newsletter goes out October 22 or so
- Board Shirts —Jodi still needs to work on making NAEPSPD shirts available to anyone that wishes to purchase them.

**Membership – Hurt and Huetteman**

151 total members, up 24 from last year  
 11 lifetime members  
 7 students members  
 133 regular members (33 new members)  
 Only 40 lapsed members at this time

**Nominating Committee – Stark**

Hoping to have the ballot to the membership shortly after this meeting.

**Resolutions and Policy– Robinson**

- Administrative access to website in addition to the web master, see attached policy (adopted in this meeting)
- A discussion and review of the bylaws regarding formation of committees occurred as the board considered changing the responsibilities the Programs Committee so that various roles can be divided between two committees.

<b>MOTION</b>	Approve the web policy as finalized during this discussion. See the attached adopted policy.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Hurt/Poling/Passed
<b>MOTION</b>	Create a select committee for the Annual Conference on a one-year basis.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Robinson/Passed

**Programs – Denny and Baughman**

- 100% of accepted presentations have responded that they will attend the conference.

- Denny shared a draft conference agenda. Possible 4<sup>th</sup> session in Sessions 3, 6, and 7 with open discussion fora.
- JCEP has an online schedule manager that we can buy into for the conference. Mike will check on this option.

**JCEP Update – Stark, Robinson**  
No Report

**PILD Update – Lambur**  
Call for proposals is out.  
Working with a potential keynote speaker.

**Journal of Extension Update – Carroll**  
The Special Edition on Innovation is now public. Please encourage your colleagues and other stakeholders to review at <https://www.joe.org/>.

**eXtension Fellowship**  
No report.

**Extension Leadership Conference sponsored by JCEP Update - Lambur**  
Call for proposals has been extended to November 9, 2018 and they are in need of more proposals. Will work with Marketing Committee to recruit NAEPS in this process.

**Old Business**  
Job posting - Payne

- Gave a 3, demo of the job posting page on the NAEPSDP webpage. Will hide posting after 30 days. Mike, Rich and Tom will meet to discuss.

**New Business**  
None

**Final Announcements**  
None

<b>MOTION</b>	The meeting was recessed due to lack of quorum.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	
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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)  
**November 15**  
**December 10-13** – National Conference Hilton Old Town Alexandria, 4:00 to 5:00 p.m.

**Electronic Business Conducted between meetings.**

**Certification of the election ballot.**  
The results of the election are:

President-Elect Terrence Wolfolk

Secretary Julie Huetteman

Western Region Rep Rebecca Sero

NC Reg Rep Danae Wolf

1890's Reg Rep Cynthia Wilson-Willis

<b>MOTION (ELECTRONIC)</b>	The NAEPSPD Board of Directors certifies that the ballot voting results, as presented by the Nominating Committee, are correct and accepted for the 2018-2019 Board of Directors.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Poling/Passed (8 in favor, zero opposed)
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**Board Meeting via Zoom**

**November 15, 2018**

**(1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**

<https://virginiatech.zoom.us/j/5402311634>

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 929 436 2866

Meeting ID: 540 231 1634NEAPSDP Board Meeting

**AGENDA**

Call to Order –Lambur reconvened the meeting began on October 18, 2018 at 1:03 p.m. ET.

Roll Call of Members

<b>Officers</b>		<b>Regional Reps</b>	
Mike Lambur (S), President	X	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	X
Carrie Stark (W), Past President	X	Terrence Wolfork, 1890s	X
<b>Committee Chairs</b>			
Teresa McCoy (NE), Co-chair Awards	X	Julie Huetteman (NC), Co-chair Membership	X
Ken Jones (S), Co-chair Awards		Todd Hurt (S), Co-chair Membership	
Marina Denny (S), Co-Chair Programs	X	Laura Downey (S), Co-chair Finance	X
Sarah Baughman (S), Co-chair Programs	X	Suzanna Windon (NC), Co-chair Finance	X
Danae Wolfe (NC), Co-chair Marketing		Carrie Stark (S), Chair Nominating	
Jodi Azulai (W), Co-chair Marketing	X	Julie Robinson (S), Chair Resolutions and Policy	X
<b>Liaisons</b>			
Steve Siegelin (W), PILD Rep (2 <sup>nd</sup> Yr)	X	Karen Vines (S), eXtension Fellowship	
Karen Reddersen (NE), PILD Rep (1 <sup>st</sup> Yr)	X	Tom Payne (S), Webmaster	
Jan Carroll (W), JOE Board Rep			

<b>Agenda – Lambur</b>			
Lambur asked for additions. With one addition by Julie Robinson			
<b>MOTION</b>	Adopt the agenda.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/Passed

**President’s Report – Lambur**

Job listings website: Met with Payne. Lambur will superintend the site for the next year. It seems to be very easy and straight forward. He will notify the membership of the service.

**Secretary's Report – Siegelin**

Siegelin distributed the final draft of the minutes from the October 18, 2018 Board Meeting Minutes via email. Rich has several corrections to the minutes. It was determined that we would review those corrections and address the minutes at our meeting in December.

Siegelin congratulated Julie Huetteman as the incoming Secretary and looks forward to a smooth transition in December.

<b>MOTION</b>		<b>MOVED/2<sup>ND</sup>/VOTE</b>	
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**Treasurer's and Finance Report – Poling**

Poling distributed the Treasurer's Report and Budget Update for September via email.

Account balances total \$90,338.93

Net income (August 15 – September 18,2018) \$19,292.68

YTD net income: \$35,326.65

Have used a Square Card in the past. A chip reader is available for \$49.99.

<b>MOTION</b>	Accept and file the September 2018 Treasurer's Report and Budget Update	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Robinson/Passed
<b>MOTION</b>	Authorize Poling to purchase a new Square chip reader	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Robinson/Passed

**North Central – Millard**

Pleased to see that there are several new members in the region.

**North East – Valentine**

No report.

**Southern – Hurt**

No report.

**West – Stone**

No report.

**1890 – Wolfork**

Cynthia Wilson-Willis has been elected as the new 1890 Representative. Kentucky State is excited to be involved.

**1994 – Vacant**

No report.

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

They are all set for the awards. There are still some details to work out with JCEP for JCEP award.

Still seeking volunteers for judging the poster session.

**Finance – Windon and Downey**

Need to know the due date for final reports.

MOTION

MOVED/2<sup>ND</sup>/VOTE

**Marketing – Azulai and Wolfe**

We found that we already have a Land’s End organizational site that allows people to order NAEPSDP logo items directly. Now people can order whatever they want through an NAEPSDP page on the Land’s End website. We will abandon using Columbia as the source for the Board shirts.

November newsletter has been released, thanks to Matt Benge.

Will add “bring your own bag” and a reminder for the silent auction to future conference attendee emails.

Job announcements to the LinkedIn account.

Wolff will be stepping away from the committee to be the North Central Regional Representative, Azulai will continue for continuity for one more year.

**Membership – Hurt and Huetteman**

Wolfork is leading the effort to capture new member videos for marketing purposes on the website, seeking a wide diversity of people and types of videos. Hurt is working on figuring out how to have these member videos loop on the website.

Regular members: 138

Life: 11

Student: 7

Total: 154

New members by region:

NC: 21

NE: 6

S: 15

W: 7

1890: 1

**Nominating Committee – Stark**

The results of the elections have been distributed to the membership.

Thanked those that volunteered to serve.

Please bring and bid on silent auction items in Alexandria.

**Resolutions and Policy– Robinson**



Will share the new financial guidelines and the trial split of the Programs and Conference at the Annual Meeting.

### **Programs – Denny and Baughman**

Shared the draft agenda (most recent) and reviewed the Annual Conference agenda, see attached.

- Will utilize Sched over the JCEP option. Poling will activate and share the URL for the program
- Reviewed language regarding the, to be approved, change in the Program Committee structure.
  - Committee signup sheets will be up during the conference.
  - Some chairs will continue on in their leadership and others will be incoming.
  - Robinson and Lambur will communicate with existing, continuing, and incoming chairs on roles, transitions, etc.
- Caroline *Crockle* will be replaced as a keynote by Aida Balsano.
- Detailed agenda is color coded by discipline track.
- Have added facilitated discussion sessions to fill empty breakout slots.

Working on signage for outside the rooms, roundtables, facilitator packets, and garnering supplies for the poster session.

Wednesday (12/5) is the published last day to for Lambur or Baughman to receive items shipped prior to the conference.

K-State, 4-H Common Measures, and JCEP will have displays on site.

We are not providing bags as a giveaway. Please bring your own bag if you want one.

A computer and printer will not be provided by NAEPSDP.

University Maryland is providing the easels for the posters. Denny is shipping trifold for the poster.

Annual Business Meeting Agenda has been distributed. Past President (Stark) leads the installation of officers. Award presentations will take place during the Thursday morning general session.

JCEP presentation will be on Wednesday, award will be on Thursday morning.

### **JCEP Update – Stark, Robinson**

eXtension is going to help fund JCEPs certificate program in engagement competencies.

There will be a small committee working on developing this concept. eXtension will fund a fellow to develop the program. They have backed away from conducting a needs assessment at this time. NAEPSDP's role is shifting as a result.

### **PILD Update – Siegelin and Reddersen**

Reddersen has submitted the bus contracts to JCEP.

Proposals are due December 7, 2018.

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

No Report

### **eXtension Fellowship**

I'm home with a cold and we just lost power so I may not be able to join the meeting. In report, I did give a presentation on engaged program planning at the 1890 leadership academy on Tuesday. I also completed a chapter on engaged program development for use with their e-fieldbooks. I also learned this week that eXtension is planning to use the model for the fellowship with NAEPSDP to extend fellowships to the other professional organizations under the JCEP umbrella.

I look forward to seeing everybody in Arlington next month. Please let me know if there are any special requests for my presentation to the board at that time.

**Extension Leadership Conference sponsored by JCEP Update - Lambur**

Proposals for presentations are being reviewed at this time.

There will be some tracks will be streamed.

There is an Urban Extension Preconference in San Antonio and they would like NAEPSDP to provide a representative. The preconference is by invitation only. Robinson will facilitate the process for connecting someone from NAEPSDP with this conference.

**Old Business**

None

**New Business**

None

**Final Announcements**

Rich shared the next steps in website administrative access.

Lambur thanked everyone for their service and encouraged continued growth.

Stark is completing her final board meeting, participating since 2012.

<b>MOTION</b>	Adjourn the October 18, through November 15, 2018 Board Meetings	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Robinson/Hurt
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Next Meeting:

**December 10, 4:00 to 5:00 p.m.**

**Electronic Business Conducted between meetings.**

<b>MOTION (ELECTRONIC)</b>	That the Board approve the allocation of additional funds from the Association's treasury to cover the additional necessary 2018 annual conference expenses that may be above and	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/Passed (8 in favor, zero opposed)
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	beyond the amount in the original approved budget.		
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