



**Board of Directors and Committee Chairs  
Meeting, January 23, 2019  
Minutes**

Submitted by Julie Huetteman, Secretary

<b>Call to Order – Robinson</b>
Robinson called the meeting to order at 1:00 p.m. ET.

<b>Roll Call – Huetteman</b>			
<b>Officers:</b>		<b>Regional Reps:</b>	
Julie Robinson (S), President	X	Danae Wolfe, North Central	
Terrence Wolfork (1890s), President-Elect	X	Aly Valentine, North East	
Julie Huetteman (NC), Secretary	X	Todd Hurt, Southern	X
Rich Poling (S), Treasurer	X	Rebecca Sero, West	X
Mike Lambur (S), Past President	X	Cynthia Wilson-Willis, 1890s	
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs:</b>			
Teresa McCoy (NE), Awards & Recognition		Ken Jones (S), Awards & Recognition	X
Suzanna Windon (NE), Finance	X		
Matt Benge (S), Marketing			
Todd Hurt (S), Membership	X	Catie Croft (1890s), Membership	X
Gwyn Shelle (NC), Program	X		
Terrence Wolfork (1890s), Resolutions & Policy	X	Mike Lambur (S), Nominating	X
Diane Mashburn (S), Conference	X	Kristi Farner (NC), Conference	
<b>Liaisons</b>			
Steve Siegelin (W), PILD Representative (2 <sup>nd</sup> Yr)	X	Karen Reddersen (W), PILD Representative (1 <sup>st</sup> Yr)	
Katy Gottwald (S), PILD (when Steve's term ends in April)	X		
Jan Carroll (W), JOE Representative		__ ( ), eXtension/NAEPSDP Fellowship	
<b>Webmaster</b>			
Tom Payne	X		

<b>Agenda</b>
Robinson distributed agenda via email

<b>President's Report – Robinson</b>
No report

<b>Treasurer's and Finance Report – Poling</b>
Poling distributed the 2018 End-of-Year Treasurer's Report, 2018 Final Budget Update, January 2019 Treasurer's Report, and January 2019 and Budget Update via email. Poling gave reminder about the two types of reports - Budget Reports are based on budget year. Treasurer Reports are for actual expenditures occurring January to December 31. For example when people paid for 2019 membership dues in December, that amount appears in the 2018 End of Year Treasurer's Report and in the 2019 Budget Report.

EOY 2018 Treasurer’s Report: Starting balance was \$55,012.28, ending balance was \$55,086.38, and net income for 2018 was \$74.10.

EOY 2018 Budget Update: Budgeted revenue for 2018 was \$47,900.00, actual revenue was \$50,241.76. Budgeted expenses for 2018 were \$47,900.00, actual expenses were \$57,574.29, with ending with negative balance (\$7,332.53).

Determined it was the unexpected higher cost of food and beverage services at the conference that wasn’t in the original conference budget. Poling encouraged committee chairs to review this budget when planning for 2019, including considering location and costs for the conference.

January 2019 Treasurer’s Report: Starting balance was \$55,086.38, and a balance of \$50,830.43 as of January 21, with a net income loss of \$4,255.95.

January 2019 Budget Update: We won’t have a 2019 budget until the March Board meeting. Actual income for the 2019 budget year so far has been \$7,047.28, total expenses to date have been \$362.24, with a balance of \$6,685.04.

Treasurer’s and Budget Reports accepted and filed for audit.

**Secretary’s Report – Huetteman**

Huetteman distributed the minutes from the December 13, 2018 Board Meeting. Minor edits were submitted by Poling, Mashburn, and Huetteman. Reminder to Board to complete the Conflict of Interest form and email to Huetteman. All officers, regional representatives and committee chairs to complete the form. Reminder to committees that the plan of work is due March 1 – send via email to Huetteman. BOX.com shared document access has been set up for officers, and committee chairs. Invites were sent to new chairs. Folders are in place for committees to document activities.

<b>MOTION</b>	Approve the minutes with edits for the December 13, 2018 Board Meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Wolfork/passed
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Regional Representatives:

<b>North Central – Wolfe</b>
No report.
<b>North East – Valentine</b>
<b>No report</b>
<b>Southern – Hurt</b>
No report.
<b>West – Sero</b>
No report.
<b>1890s – Wilson-Willis</b>
No report.

Committee Reports:

<b>Awards and Recognition – McCoy and Jones</b>
Jones reported plans to finalize details for additional award which may be named “Staff Development Award”. Committee to meet yet on this to craft and share with the board. Was determined that the JCEP funds could be used for this one.

<b>Marketing – Bengé</b>
No report. Submitted the committee’s plan of work via email.

**Membership – Hurt and Croft**

Committee has not met yet. Meeting scheduled for 2/19.  
 Current numbers of paid members: 13 life-time, 2 students, 85 full, for a total of 100.

**Nominations – Lambur**

Gave list of positions needing to be filled: President-Elect, Secretary, Treasurer, Southern Region Representative, North East Region representative. He will check on the JOE representative, Jan Carroll, to determine if that one also is to be filled.

**Resolutions and Policy – Wolkorf**

Have not met, but sent email about discussing transferable membership. Have members including Scott Cummings, Karen Ballard, and Carrie Stark.  
 Committee to look at Operating Procedures document on website based on last year’s committee activities.  
 Julie Robinson to look at results of last year’s committee activities and get to Tom Payne to post on website.

**Programs – Shelle**

Sent Doodle poll to those signed up for committee. Hope to plan meeting in February to talk about webinars and summer series. Also looking for a co-chair.

**Finance – Windon**

Audit Committee met Jan. 10. Poling provided financial records from 2018 and Suzanna Windon, Diane Craig, and Joni Rippee completed annual Internal Control Inspection via ZOOM. Found that financial records and procedures were correct. Submitted signed document, “Report on Procedures and Findings from Internal Control Inspection” to Robinson and Huetteman.  
 Submitted the committee’s plan of work. Need to receive a 2019 budget from each committee by March 1 so planning can be completed for the Association’s 2019 budget.

**Conference – Mashburn and Farner**

Met on Jan. 9 to review evaluation results from 2018 conference. Qualtrics results are posted in Conference Committee folder in BOX.com. For 2019 committee ideas/discussion include just one keynote, panel discussion, town hall meetings, extend invites to administrators at UGA and Fort Valley, continue poster session, and keep reception and poster session together (will have larger space for this in Savannah). Treasurer and Conference Co-Chairs to meet to talk about budget. Have current menus and AV costs. Have signed contract for Desoto in hand. Hope to better estimate cost needs and then estimate registration costs.  
 Spring Board meeting at Desoto, Savannah, GA - June 4-6. Guest rooms for Mon, Tues, Wed. Robinson to send out hotel room reservation information. Robinson had previously sent calendar invite for board meeting in Savannah, which starts about 1:00 on June 4.

Updates:

**JCEP Update – Extension Leadership Conference (sponsored by JCEP) - Lambur and Robinson**

Having JCEP winter board meeting (Feb. 4-5) right before Extension Leadership Conference (Feb. 6-7). Early bird registration has passed. Will have live streaming available.

**PILD Update – Siegelin**

Lambur and Siegelin had PILD meeting today. For Federal individuals who may be on furlough, they won’t be able to attend Leadership Conference. All National Program Leaders are impacted by Federal shutdown. Don’t know how long will last and affect the PILD conference in April. PILD conference planning is on schedule, keynotes and breakout sessions have already been identified, have received about 20 proposals for consideration. Looking at extending contract with Hyatt Crystal City for two more years with reasonable out-clauses.

**Journal of Extension Update – Carroll**

Carroll sent note with report. JOE board will meet in March. If anyone has questions, concerns or issues, send to Jan and she will take to the board.

**Webmaster – Payne**

Updated the 2019 board meeting listing. Will be working on updating the board members. If members have a specific photo they would like to be used, please email to Tom. Will also check on access to information for board members.

**Old Business**

No news yet on eXtension Fellowship for 2019. New in 2019, eXtension will not be providing ZOOM as platform. Terry Meisenbach retired last year. Maybe Ashley Griffin is current contact.

**New Business**

Strategic Plan – Discussion of strategic plan conducted 5 years ago (posted on website). Time to start thinking about another one. In past Debra Davis (ex officio to board) spearheaded that process. Robinson suggested we give thought to who we might ask or hire to guide this process, and decide in next board meeting. Poling has notes from Annual Conference open forum sessions and Hurt has notes from Regional meetings and they will send to board members and committee chairs.

Transferring membership – In 2018 a member asked to transfer their membership to another person at their institution. We did not have policy in place for that. Consider adding to our policy. Recommendation for that request in 2018 was they cannot transfer membership. Board would need to decide policy. Resolutions and Policy committee to work on this and bring proposal to board on updates to existing documents.

Membership categories – Treasurer received question asking if individuals could be members if they no longer worked with Extension. Current policy states members have to be Extension professionals. Discussion about whether or not we need to add category for non-Extension members, creating an “associate” (or other name) member for non-Extension individuals, and access they might have concerning: 1) set of criteria different than Extension professionals, 2) refer to other organizations like 4-H which includes “affiliate” members and partner members, 3) Is JCEP consideration needed, 4) access to membership/email list, 5) rates for registrations. Currently student members are defined and don’t have to be Extension. Mashburn will share 4-H guidelines with Membership Committee. Membership Committee to start exploring this, and may need to go to Resolution and Policies committee as it would involve policy or bylaws changes.

Recognizing new life-time members – As new life-time members register there is just the system email sent confirming membership. Are there other things the board might do to recognize them as new life-time member? Discussion about membership chair and president recognizing and congratulating on retirement. If post on website, would need their permission.

**Website updates needed**

About us – “History of organization” PowerPoint slides are out of date. The PowerPoint document may have come from Karen Ballard, Scott Cummings, and Kevin Andrews. List of leadership history is a duplicate (text version of the PowerPoint) of the leadership posting. Content needs to be updated. Poling has been updating the leadership history document. There are still 2018 annual conference links still there. Refer checking out website updating needs to the Marketing Committee.

**Final Announcements and Adjourn**

Could not adjourn as quorum was not met at this time in the meeting. Meeting was recessed at 2:14 p.m. ET until next meeting date.

MOTION

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

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Next meeting: February 27 (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)

**February 27, 2019**

Reconvene previous meeting - recessed January 23, 2019

**Reconvene – Robinson**

Robinson reconvened the meeting at 1:00 p.m. ET

**Final Announcements and Adjourn**

<b>Final Announcements and Adjourn</b>			
<b>MOTION</b>	Adjourn the reconvened January 23, 2019 Board Meeting on February 27, 2019 (1:01 p.m. ET)	<b>MOVED/2<sup>ND</sup>/</b>	Rich Poling/Mike Lambur