



**Board of Directors and Committee Chairs  
Meeting, February 27, 2019  
Minutes**

Submitted by Julie Huetteman, Secretary

<b>Call to Order – Robinson</b>
Robinson called the meeting to order at 1:01 p.m. ET.

<b>Roll Call – Huetteman</b>			
<b>Officers:</b>		<b>Regional Representatives:</b>	
Julie Robinson (S), President	x	Danae Wolfe, North Central	x
Terrence Wolfork (1890s), President-Elect	x	Aly Valentine, North East	x
Julie Huetteman (NC), Secretary	x	Todd Hurt, Southern	x
Rich Poling (S), Treasurer	x	Rebecca Sero, West	
Mike Lambur (S), Past President	x	Cynthia Wilson-Willis, 1890s	x
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs:</b>			
Teresa McCoy (NE), Awards & Recognition	x	Ken Jones (S), Awards & Recognition	x
Suzanna Windon (NE), Finance	x		
Matt Benge (S), Marketing	x		
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	x
<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			

Officer's Reports:

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

<b>Treasurer's and Finance Report – Poling</b>
Poling distributed the Treasurer's Report and Budget Update for February 24, 2019 via email. Treasurer's report: Account balances total \$ 46,035.59 Had one major expense, initial deposit to the DeSoto Hotel. Membership activity has slowed down quite a bit. Income: \$ 1,224.00 Budget Update: Don't have official 2019 budget yet. Working from the actual to date for now.

Balance: \$ 2,390.20			
<b>MOTION</b>	Motion to approve the Treasurer's Report and Budget Update	<b>MOVED/2<sup>ND</sup>/</b>	Valentine/Wolfork/passed

**Secretary's Report – Huetteman**

Minutes from recessed January 23, 2019 Board Meeting and today's reconvening will be emailed and available for approval at the March meeting. Minutes from December 10, 2018 meeting emailed by Robinson with meeting agenda. Received minor edits from Poling via email. Question about the University of MD and a contribution to the 2018 conference poster session. Valentine indicated there was a donation from Dr. Hanson Dean and Director for \$500. Poling has not received it. Valentine will check into it.  
Reminder: Conflict of Interest forms and the POW and budget information due this week.

<b>MOTION</b>	Approve the minutes of the December 10, 2018 Board Meeting	<b>MOVED/2<sup>ND</sup>/</b>	Lambur/Wolfork/passed
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Reports of the Regional Representatives:

**North Central – Wolfe**

No report. Would like membership list for NCR from Membership Committee and general membership list, also. Hurt will provide membership list to all Regional Representatives.

**North East – Valentine**

No report

**Southern – Hurt**

No report

**West – Sero**

Unable to attend today

**1890 – Wilson-Willis**

No report

Committee Reports:

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

Prior to the meeting a draft was emailed of a description for a new award for "Excellence in Extension - Staff Development Award" (\$300). We have JCEP \$250 we can use as we choose for an award, and would like to use it toward this new award. That way NAEPSPD would only have an additional \$50 to contribute. Lambur reported we need to include language that it is sponsored by JCEP. It is included in the draft. Maybe also add the language on the plaque. Could use logo and/or combine NAEPSPD/JCEP award. All are asked to email Jones or McCoy if you have feedback. At the March meeting we will plan to vote and proceed.

Committee chairs had emailed current committee members, and two have asked to rotate off. So they have asked Karen Vines from the Southern Region to step in. They are also looking for a new member from the North Central Region. Having more members will help now and when the judging awards is done.

Did include in 2019 budget, some money for the annual poster competition at the conference.

eXtension Fellows – Changes have been occurring since last year. Updated information for 2019, including larger award amount, was emailed ahead of this meeting. The fellows would be editors of an eFieldbook on evaluation and program development. Applicants have to be at an eXtension member institution. Applications come to us and we forward on to eXtension to make the decision. Start date is April 1. Robinson shared that NACDEP is receiving a new fellowship. They are interested in our process. Robinson to connect them with McCoy and Jones to provide what we do for our fellowships.

Robinson shared APLU Innovation Awards information with Awards Committee Co-chairs. Deadline is coming up. Committee to share information.

<b>MOTION</b>	Motion to go ahead and advertise the eXtension fellowships to our membership.	<b>MOVED/2<sup>ND</sup>/</b>	Poling/Lambur/passed
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### **Marketing – Bengé**

Updates – Facebook page created by Wolfe for members only to add value to our memberships  
 Bengé will be updating “About Us” PowerPoint presentation on website.  
 Spring newsletter coming out March 1. Then the next will be the June 1<sup>st</sup> for the summer.

### **Membership – Hurt and Croft**

Committee met on March 19, worked on POW, and came up with topics to address throughout year, but most will take place at the annual conference.

- Establishing mentors for first-time conference attendees –Croft and Wilson-Willis will work on this. Working with the Conference committee and planning to put something on the conference registration form to indicate first-time attendee.
- Writing articles for the website and newsletter articles throughout the year. Vikram Koundinya will do this. Will coordinate with the Marketing committee.
- Conducting multiple Member Chats throughout year, April – October, Anna Porter will be key contact.
- Marketing Committee connection throughout the year
- Add a ribbon bar at the conference, including first-time attendees, expertise and interest area ribbons.
- Creating affiliate membership category, goal date May 21. Hurt and Poling are contacts.
- Maintaining membership records in database.

Looking for ideas for membership chats. One topic idea was talking about organization charts. If you have other ideas, let them know.

Member update: About 110 paid members which is within 46 of last year’s peak number of members. 76 renewals are still overdue. One new member joined in February.

### **Nominating – Lambur**

Committee members are Danae Wolfe, Todd Hurt, Rebecca Sero, and Cynthia Wilson-Willis. Looking to 2019, nominations will be for president-elect, secretary, treasurer, and Southern and Northeast Region Representatives. If anyone is interested in serving, please let the committee know. Completed and turned in the POW.

### **Resolutions and Policy – Wolkoff**

Issue that was brought up two months ago related to non-transferrable membership was discussed. It was agreed to add the statement to the constitution, Membership Section, Article 1. It will need to be approved by board first, then by membership in December.

<b>MOTION</b>	Insert the sentence, "Memberships are non-transferrable." in the Bylaws of the Constitution, Article I: Membership and Fees, Section 1. Enrollment of Members, between the second and third sentences.	<b>MOVED/2<sup>ND</sup>/</b>	Wolfork/Lambur/passed
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**Programs - Shelle**

Will have first meeting today, and will focus on webinars for the year and summer series. Have conference evaluation results, feedback, and seminar topics, and the notes from the Regional meetings that had been emailed by Hurt on topics. Mashburn will have some input to share from the Southern PLN committee that plans the virtual summer school.

**Finance – Windon**

Have only received three budgets so farm. Committees are asked to submit budget by Friday. Did not have any meetings this month, but did communicate via emails with Poling about Wild Apricot online payments. Comparison of online payment systems, whether to stay with PayPal or move to Wild Apricot. Refer to the comparison chart Poling provided via email. Poling also had attended Wild Apricot training webinar. Originally April 1 was the due date for this Wild Apricot decision, but now it has been moved back to July 1. Options: Our subscription is due April 18, 2019, and this would cover us for another year. This would delay 20% service fee until 2020. We could host a 2-year subscription. If we did this in April 2019, it would delay the service fee until 2021. The Treasurer during those two years, would need to switch from PayPal to Wild Apricot. Poling and Committee recommended that we go ahead and do the switch, as he has an account with PayPal now. If we have a new treasurer next year, that would involve more transfers, accounts and payment systems. Discussion about options for our decision: 1) Stay with PayPal, 2) Go with Wild Apricot, and decide when.

Officers, if you have any expenses that needs to be put in the budget – get that to Windon.

<b>MOTION</b>	Motion that we make the switch from PayPal to Wild Apricot for online payment systems now.	<b>MOVED/2<sup>ND</sup>/</b>	Lambur/Hurt/passed
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**Conference – Mashburn and Farner**

Farner, Mashburn and Poling created conference budget. Cost will have to go up at least \$50. Created timeline on when to get information out to membership. In their March committee meeting they will decide registration costs, conference themes (Qualtrics survey open for a week). Committee will select from list. Plan to communicate in Mid-April information about registration, lodging, session types, and general area/hotel. Have connected with McCoy and Jones about the poster contest, and hope to share in mid-April. Have set June as the date to open proposal submission information, with August 13 as the deadline. Conference early bird registration deadline is October 18. Emailing committees for any interest regarding activities at the conference. Considering first-timer attendee webinar a week before the conference. Submitted POW and budget. Have contract and paid deposit for Spring board meeting (June 4-6) and annual conference. Working on meeting details. Robinson will send information to us.

**JCEP Update – Lambur & Robinson**

**Extension Leadership Conference sponsored by JCEP Update**

Had Extension Leadership conference earlier in February. JCEP Board approved to allocate money for accreditation work, led by James Woodell. eXtension is contributing \$10,000, JCEP contributing \$5,000. There were 310 people registered for the JCEP Leadership Conference. Board has two initiatives: 1) creating new marketing materials based on national impacts database. Important for institutions to put impacts in the database. 2) Taking on budget simplification. Conference will be back in San Antonio next year.

**PILD Update – Siegelin**

Met today, working on conference planning, hope to have in place end of March.  
 Will send registration site link to Bengé and Wolfe to share via social media.  
 Registration information, we have only 5 volunteers. Efforts are waning, so discussions underway about future of the group. JCEP meeting discussed the PILD and Leadership conferences – maybe too close together; PILD not best time to connect with legislators. Early bird registration deadline March 22.  
 Gottwal will attend the PILD meeting this spring.  
 Robinson reported that there are 5 NAEPSPD members registered to attend. 139 total registered. Numbers are down from previous years.

**Journal of Extension Update – Carroll**

Unable to attend our meeting.  
 Communicated that she will be attending JOE Board meeting (Carroll chairs editorial committee) in March in Minneapolis. They will focus on strategic planning. Regional Representatives are encouraged to send her ideas/suggestions.  
 JOE representative is a Presidential appointment – checking to see when her term ends.

**Webmaster - Payne**

Robinson in communication on getting new board members on website, and getting approvals for access. Committee chairs will have “donation manager” status to use the email system. Let Poling or Payne know if you need access to website pages to make edits.

**Old Business**

- Membership categories (need board approval to pursue) –Wolfork dealt with transfer membership. Affiliate membership - Mashburn sent 4- H information and committee is discussing. Will have something typed for meeting in May.
- Who will guide our Strategic Planning Efforts? Robinson has not reached out yet, and is looking to board for name suggestions. Debra Davis was suggested. Robinson to reach out to her.
- Marketing Committee – website updates – Bengé talked about this in committee report. He is already working with committee on this.

**New Business**

Reminder to Regional Representatives: If you know of anyone who is retiring or has retired, please remind them of life-term memberships.

**Final Announcements and Adjourn**

<b>MOTION</b>	Adjourn the February 27, 2019 Board Meeting (2:23 p.m. ET)	<b>MOVED/2<sup>ND</sup>/</b>	Lambur/Poling/
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Next meeting: **March 27, 2019, (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**