



**Board of Directors and Committee Chairs**  
**Meeting, June 4-6, 2019**  
**Savannah, GA**  
**Minutes**  
 Submitted by Julie Huetteman, Secretary

<b>Call to Order – Robinson</b>
Robinson called the meeting to order on June 4 at 1:04 p.m. ET.
Introductions of board members. Conference packets for attendees from Conference Committee Co-Chairs.

<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	Vacant, North East	
Julie Huetteman (NC), Secretary	X	Todd Hurt, Southern	
Rich Poling (S), Treasurer	X	Rebecca Sero, West	X
Mike Lambur (S), Past President		Cynthia Wilson-Willis, 1890s	X
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs:</b>			
Teresa McCoy (NE), Awards & Recognition		Ken Jones (S), Awards & Recognition	
Suzanna Windon (NE), Finance (via ZOOM)	X		
Matt Bengé (S), Marketing	X		
Todd Hurt (S), Membership		Catie Croft (1890s), Membership	X
Gwyn Shelle (NC), Program		Celeste Carmichael (NE), Program	X
Terrence Wolfork (1890s), Resolutions & Policy	X	Mike Lambur (S), Nominating	
Diane Mashburn (S), Conference	X	Kristi Farner (NC), Conference	X
<b>Liaisons</b>			
Karen Reddersen (NE), PILD Representative (2 <sup>nd</sup> Yr.)		Katy Gottwald (S), PILD Representative (1 <sup>st</sup> Yr.)	X
Jan Carroll (W), JOE Representative		___ ( ), eXtension/NAEPSDP Fellowship	
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			
Debra Davis	X	Karen Ballard	X

Approval of Agenda	Robinson emailed agenda on 5/24/19.		
<b>MOTION</b>	To approve agenda as presented by Robinson.	<b>Moved/2<sup>nd</sup>/</b>	Poling/Wolfork/passed

Team Building Activities led by Wolfork.

Officer's Reports:

<b>President's Report – Robinson</b>
Encouraged participation in strategic planning process this week.

<b>Secretary's Report – Huetteman</b>			
Robinson distributed minutes from April 24, 2019 Board Meeting via email.			
<b>MOTION</b>	Approve the minutes of the April 24, 2019 Board Meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/Wolfork/passed

<b>Treasurer's Report – Poling</b>			
Poling distributed the Treasurer's Report and Budget Update for _____ via email.			
Treasurer's Report			
Account balances total \$48,606.26			
Net income (April 23 - May 31, 2019) \$784.05			
YTD net income: (\$7,267.51)			
Budget Update May 2019: Balance \$ 3,460.87			
Accepted and filed for audit.			
All past presidents have paid for Early Career Scholarship Fund. Having informal discussions about keeping process continuous.			
Received \$500 from University of Maryland for 2018 Conference.			
<b>MOTION</b>	Accept the revised 2018 budget report due to the \$500 income received from University of Maryland for the conference.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Huetteman/Wolfork/passed

Reports of the Regional Representatives:

<b>North Central – Wolfe</b>
Started NCR newsletter. Will send second one of the year next week.

<b>North East – vacant</b>
No report. Robinson has reached out to an individual for the NE Regional Representative vacancy.

<b>Southern – Hurt</b>
No report.

<b>West – Sero</b>
Contacted last members from list provided by Hurt. Will send individual emails about conference to all.

<b>1890 – Wilson-Willis</b>
Have been speaking with individuals at other conferences about membership.

Regional Representatives - Robinson led discussion about Regional Reps onboarding process.

- Looking for more direction.
- Suggestions for activities - checklists, common newsletter information/format for consistency.
- Push out any communication from the board.
- Expect that individuals pass experience on to the next.
- Levels of senior or junior capacity.

- Encouraged Reps to get together.

Facility tour, conference schedule, arrangements.

Recessed at 4:57

=====

Tuesday, June 5

Reconvened at 9:02

Strategic Planning Process – Led by guests Debra Davis and Karen Ballard

- Vision without action is a daydream. Action without vision is a nightmare. Japanese proverb
- What is working well in NAEPSPD brainstorm
- 2020-2024 next strategic plan
- Where are we?
  - Existing Strategic Plan 2016-2020 (on website)
  - May 2018 Strategic Planning Review by the board
  - Membership trends, lifetime (some financially support for early career award)
  - Geographic locations of conference
  - Budget and Financial Management Review
  - Product quality
- National trends in PSD departments
- Survey Respondents
- Benefits to members
- Members are Proud of...
- Board - What can we do better?
- Members say do better...
- 2016-2020 Primary goals (existing) (have action items and committee assignment)
- Mission & Priorities Review
- Brainstorm ideas for 5 bullets of new mission approved in June and December 2017. (“Article 2: Objectives”)

Committee Reports:

<b>Awards and Recognition Committee – McCoy and Jones</b>
Sent email to Robinson. No major updates. Looking forward to receiving nominations for past presidents early career scholarship, outstanding contributor award, first time conference attendee scholarship, and creative excellence in staff development. Working with Webmaster to make sure applications work on website. Starts July 1 and ends August 31.

<b>Marketing – Benge</b>
March and June newsletters sent. Remaining will be in September and November. Additional announcements are sent, program committee has been creating announcements and Benge sends them out. Wolfe and Alda Norris posting on facebook. Also on the list for later this year will be “save the date” for 2020 conference. Creating social media template to be sent to board members who can help contribute to posts until the conference. Marketing to create a hashtag for conference.

Recessed 3:03

=====

Thursday, June 6

Reconvened 9:03

**Membership – Hurt and Croft**

Membership committee items in plan of work for the conference – ribbon bar, budget for purchasing ribbons, inviting first timers, encouraging mentors. Information for Conference committee to incorporate in registration. Looking into photo booth, looking for fun items for that, other ideas at the conference. Working on POW, affiliate membership discussions, writing articles for the newsletter.

**Nominations – Lambur**

No report.

**Resolutions and Policy – Wolfork**

Members are Wolfork, Cummins, and Ballard. Items addressing transferable membership, and affiliate membership and fees sections. Discussion on addressing the previous change on the mission statement to include “organizational.” Discussion on Conference Committee becoming a standing committee.

<b>MOTION</b>	Add Conference Committee to the list of standing committees and revise the bylaws for the Program Committee and the Conference Committee descriptions to match their current duties.	<b>Moved/2<sup>ND</sup>/</b>	Poling/Wolfork/passed
---------------	--	------------------------------	-----------------------

**Program – Shelle and Carmichael**

Plans this year: 4 webinars and Virtual Summer School.

To date: 1) Meetings held: Feb, April. 2) Getting organized. 3) Updates made to the NAEPSPD Web page. 3) Webinar 1: March 26 - All New Look, All New Data: Land-grant Impacts Database by Scott Cummings; 44 registered, 35 attended. 4) Created a survey to gather essential info from presenters for webinars (pic, description, trial time etc.)

Upcoming: 1) Webinar 2: June 19, 3p.m. EST - Digital Building Stronger Collaborative (long distance) Teams. 2) Virtual Summer School, July 15-19, Noon-1:30 EST. The topic is Onboarding to Succession Planning. Requests for ideas have been collected and are being reviewed. Details coming soon. 3) Webinar 3: September - TBA. 4) Webinar 4: November - Evaluation Capacity Building.

Working on: 1) Bookend slides branded and ready for webinars. 2) Way for committee to stay connected. Next meeting June 26 at 3p.m. ET.

**Finance – Windon**

Poling shared tax form submitted on May 14.  
PayPal switchover to Wild Apricot has been completed and started last week.

**Conference – Mashburn and Farnar**

Have provided one-page information sheet.  
  
Conference branding decided upon and in use.

Timeline update: 1) Behind on marketing information, but will have conference information, including proposal submission link in June newsletter. 2) Proposal Submissions are open, due by August 13.

Tracts same: 1) Evaluation & Assessment; 2) Organizational & Staff Development; 3) Program Development & Delivery; and 4) Technology & Communications.

Session types: 1) Oral presentation (45 min); 2) Workshop (90 min); 3) Ignite presentation (5 min); 4) Round Table session (3 rounds, 25 min each); 5) Poster presentation.

Proposal Reviews: 1) Ability to volunteer to be a reviewer while submitting proposal. 2) Proposals will be sent to reviewers by August 20. 3) Reviews will be complete by September 5. 4) Authors notified by September 16. Will be putting accepted presentations in a proceedings document.

Registration: 1) Open by end of June, need to get open earlier to use current year funds. 2) Early bird deadline-October 18. 3) Final registration deadline-November 18.

Registration fees:

Member Early Bird-\$455

Non-Member Early Bird-\$555

Member Regular-\$510

Non-Member Regular-\$655

Student member-\$425

Student non-member-\$455

Exhibitor/Vendor-\$500

Adding ability to pay for membership with conference registration, take advantage of member rates and pay in single transaction.

Conference Agenda: 1) Starting and ending time will remain the same. 2) Tuesday Night-5:30-7:30 PM-Poster Reception at the Coastal Georgia Botanical Gardens at the Historic Bamboo Farm. 3) UGA van(s) will provide poster presenter transportation to the Gardens. 4) Busses will be provided to transport conference participants to and from the Gardens. 5) Food and beverages will be purchased from Sam's prior to event. 6) Proposing replacing the time allotted for regional meetings with Strategic Planning Activities. 7) 2019 board meeting will be Monday at 3:30 p.m.ET. 2020 board meeting will be Thursday during breakfast at 7:30 a.m.b8) Post-conference activities have been planned by Hurt and Karen Ballard. Have Skidway Island Aquarium tour, shrimp boil, and research trawl trip planned at \$80/person from 1-7 p.m. Minimum 20 and maximum 22.

Marketing: 1) Creating content to promote the conference and Savannah. 2) Constant Contact emails to help promote. 3) Content in all NAEPSDP newsletters.

Action needed from Board: 1) Recommendations for dining and activities in Savannah and surrounding area. Content will be used for Facebook and newsletter content to promote conference. 2) Feedback on all meals and break food, as all will be offered during the conference.

Other Updates:

**JCEP Update – Robinson**

Had Summer Board meeting in Nashville in May. National activities on competencies. Continuing to look at Extension Leadership and PILD conference scheduling.

**PILD Update – Reddersen and Gottwald**

Gottwald was at conference in DC and met with Reddersen and Siegelin.

**Extension Leadership Conference sponsored by JCEP Update – Wolfork and Robinson**  
Wolfork is on conference planning committee now. “2020 Vision for the future” theme for next year in San Antonio. Have keynotes lined up.

**Journal of Extension Update – Carroll**  
Emailed to Board.  
Colleagues, I am attending/presenting at the CYFAR event in DC first week of June, so I am unable to join you at this meeting. From JOE -- the EJI Board spent several days drafting a strategic plan this spring, and it is currently under review by committees/task forces.  
  
Here is the BIG NEWS -- Any ways NAEPSPD can share this with membership/others will be appreciated: The Journal of Extension (JOE) is now indexed in the Web of Science Core Collection’s Emerging Sources Citation Index (ESCI). Coverage in ESCI is the result of continual efforts to improve the quality and value of JOE and signifies that JOE meets various criteria applicable only to journals demonstrating a certain level of importance. This distinction increases discoverability of JOE’s content and, thereby, the visibility of Extension overall. Recognition of JOE’s value through indexation in ESCI can elevate awareness of and appreciation for Extension among members of the academic community involved in the behavioral sciences, public policy fields, interdisciplinary studies, and other relevant fields. In short, advancement of JOE equals advancement of Extension! Indexation in ESCI also increases the visibility of JOE authors and can assist them in meeting requirements of their institutions and funders. Additionally, due to JOE’s inclusion in ESCI, JOE authors with access to the Web of Science Core Collection database can track citation activity associated with their articles.  
  
We are always encouraging qualified individuals to apply to become JOE reviewers. The relevant FAQ on the JOE website is <https://www.joe.org/about-faqs.php#gq08>. Interested NAEPSPD members can go to the FAQ to obtain information, or contact Jan Carroll.

**Webmaster – Payne**  
No report.

**Old Business**  
Northeast Regional Representative - Celeste Carmichael appointed NE Regional Representative to fill vacancy due to Ally Valentine resignation.  
  
JOE Board Representative – no progress on identifying a new candidate for this role. Robinson looking for suggestions.

**New Business**  
None

**Final Announcements and Adjourn**

- Journal of Human Science and Extension special issues coming out in June.
- Strategic planning next steps – report available from Debra Davis and Karen Ballard in July. Board will have actions to address before September meeting.

<b>MOTION</b>	Adjourn the June 4-6, 2019 Board Meeting (12:00 p.m. ET)	<b>Moved/2<sup>nd</sup>/</b>	Poling/Huetteman
---------------	--	------------------------------	------------------

Next meeting: **June 26 via ZOOM (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**