



**Board of Directors and Committee Chairs  
Meeting, September 25, 2019  
Minutes**

Submitted by Julie Huetteman, Secretary

<b>Call to Order – Robinson</b>
Robinson called the meeting to order at 1:04 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		Celeste Carmichael, North East	
Julie Huetteman (NC), Secretary	X	Todd Hurt, Southern	
Rich Poling (S), Treasurer	X	Rebecca Sero, Western	X
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		Catie Croft (1890s), Membership	X
Gwyn Shelle (NC), Programs	X	Celeste Carmichael (NE), Programs	
Terrence Wolfork (1890s), Resolutions & Policy		Mike Lambur (S), Nominating	X
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
Marina Denny (S), JOE Representative	X	Teresa McCoy (NE), eXtension/NAEPSDP Fellowship	X
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			

Officer's Reports:

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

<b>Treasurer's Report – Poling</b>
Poling distributed the Treasurer's Report and Budget Update for September via email. Treasurer's Report Account balances total \$57,195.19 Net income (Aug. 27 – Sept. 23, 2019) \$5,871.36 YTD net income: \$2,108.81

Budget Update: 2019 Actual-to-date is \$12,489.91.  
Robinson accepted and filed for audit.

**Secretary's Report – Huetteman**

Robinson distributed unapproved minutes from August 2019 Board Meeting via email.  
No corrections given.

<b>MOTION</b>	Approve the minutes of the August 28, 2019 Board Meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Poling/passed
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Reports of the Regional Representatives:

**North Central – Wolfe**

Will send message to Region for conference registration.

**North East – Carmichael**

No report.

**Southern – Hurt**

No report.

**Western – Sero**

Plan to send message to Region about conference registration.

**1890 – Wilson-Willis**

Have three individuals planning to join. Will communicate about conference registration.

Committee Reports:

**Awards and Recognition – McCoy and Jones**

Committee received nominations for all awards. Have selected individual recipients. Recipients have not been notified. Issues came up related to members in good standing. It is important for those who are nominating candidates, to be familiar with guidelines and requirements, and to carefully review before submitting. Committee is working on the 2020 forms, and putting items related to criteria in bold, red font. Discussion about the criteria for first time attendee scholarship. May consider for future agenda item.

**Marketing – Benge**

Newsletter went out in early September with a bit less content than previous newsletters due to time of year. Next newsletter will be sent in early November.

**Membership – Hurt and Croft**

Ordered stickers and ribbons for name badges. Last meeting will be October 3 to finalize strategic plan. Current membership: 144 total paid membership: 127 Active, 13 Life, and 4 Students.

**Nominating – Lambur**

Todd Hurt had to withdraw his nomination for Treasurer. Rich Poling is willing to continue on a short-term basis. Lambur proposed we put Poling on the ballot for now. Discussion about finding another candidate. For Poling, at issue are the boxes of documents that need to be moved to storage in the Arkansas Extension office. Plan to put Poling on nomination with the President to recruit another member as soon as possible.

<b>Resolutions and Policy – Wolfork</b>
No report.
<b>Programs – Shelle and Carmichael</b>
Next webinar is October 25. Information and registration is on the website. Theresa Ferrari, Ohio State University, will present on Tips for Publishing your Extension Work. Committee is working on details for a November webinar.
<b>Finance – Windon</b>
Met today and discussed strategic planning materials from Debra Davis. Looking at #5 Enhancing multi-state efforts, and the item, “Identify ways to fund small \$ project for multi-state efforts.” Discussion on how these kinds of activities might be funded in our structure.
<b>Conference – Mashburn and Farner</b>
There are 30 registrations for the conference (25 members with 6 of them registering for both membership and conference, 2 invited guests, 1 exhibitor, 1 non-member, 1 student). There are 11 registrations for the post-conference tour, leaving just 11 spots still available. For the presentation submissions, on 9/18 Farner emailed those that were selected. Committee is waiting on the lead to confirm attendance. If there are any openings remaining, the committee will reach out to other presentation submissions. Committee made decision on keynote speaker, John Noltner. Tuesday morning, he will do 15-minute opening, and then will have photo booth set up for the day and the next morning. He will have a thought-provoking question related to our theme. Attendees have opportunities to respond and record in the photo booth. He takes photos and creates a video from all those recorded, and shares it with his keynote address the next day.
<b>JCEP Update – Lambur and Robinson</b>
Call for proposals is open.
<b>PILD Update – Reddersen and Gottwald</b>
Working on conference details. Balancing budget with reduced number of participants. Selecting speakers.
<b>Extension Leadership Conference sponsored by JCEP Update – Wolfork and Robinson</b>
Call for proposals open. Will be in San Antonio.
<b>Journal of Extension Update – Denny</b>
Shared proposed JOE editorial process sustainability model. JOE Editor is looking for peer reviewers, and the application is on website. Reviewers usually have 6-12 submissions to review per year. Discussed materials for sharing about JOE at professional conferences. Denny will get this information to Robinson to share with the board.
<b>eXtension Fellow Update – McCoy</b>
No Report.
<b>Webmaster - Payne</b>
No report.
<b>Old Business</b>
None

<b>New Business</b>			
Liability Insurance <ul style="list-style-type: none"> <li>• Conference Insurance – Budgeted \$350 (Last year - \$321)</li> <li>• Directors and Officers (D&amp;O) Liability Insurance – Budgeted \$1,000 (Last year \$565)</li> </ul> <p>Poling provided update on Wild Apricot website. Wild Apricot has added a “newsletter editor” administrator option that allows individuals to use the email system. In the past we used “donation manager” as the only available option. Now Poling will update the “newsletter editor” access for committee chairs and for our newsletter editor.</p> <p>Robinson gave a reminder about the October 11 deadline relating to the strategic plan presented by Debra Davis. All committees are to review the plan and respond.</p> <p>Wilson-Willis gave an update on the 2020 conference. She will be looking at hotels in Ft. Lauderdale, and hopes to have decisions made soon. Then she will share information with the Marketing Committee to develop a marketing campaign.</p>			
<b>MOTION</b>	Continue with liability insurance, and purchase both conference and directors and officers insurance.	<b>MOVED/2<sup>ND</sup>/</b>	Lambur/Poling/passed

<b>Final Announcements and Adjourn</b>
Could not adjourn as quorum was not met at this time in the meeting. Meeting was recessed at 2:16 p.m. ET

Next meeting: **October 23, (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**

**October 23, 2019 – RECONVENED MEETING**

On October 23, 2019, this meeting was reconvened at 1:01 p.m. ET.

A motion was made to adjourn the meeting.

<b>Reconvene – Robinson</b>
Robinson reconvened the September 25 meeting at 1:01 p.m. ET

<b>Final Announcements and Adjourn</b>			
<b>MOTION</b>	Adjourn the reconvened September 25, 2019 Board Meeting on October 23, 2019 (1:01 p.m. ET)	<b>MOVED/2<sup>ND</sup>/</b>	Huettman/Lambur