



**Board of Directors and Committee Chairs**  
**Meeting, April 22, 2020**  
**Via Zoom**  
**Minutes**  
 Submitted by Julie Huetteman, Secretary

<b>Call to Order – Wolfork</b>
Wolfork called the meeting to order at 1:02 p.m. ET

<b>Roll Call – Huetteman</b>			
<b>Officers</b>		<b>Regional Representatives</b>	
Terrence Wolfork (1890s), President	X	Danae Wolfe, North Central	
Steve Siegelin (W), President-Elect	X	Fran Sulinski, North East	X
Julie Huetteman (NC), Secretary	X	Ken Jones, Southern	X
Meredith Weinstein (S), Treasurer	X	Rebecca Sero, Western	X
Julie Robinson (S), Past President	X	Cynthia Wilson-Willis, 1890s	X
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs</b>			
Teresa McCoy (NE), Awards & Recognition	X	Amanda Rysz (NC), Awards & Recognition	
Suzanna Windon (NE), Finance	X		
Matt Benge (S), Marketing	X		
Catie Croft (1890s), Membership	X	Ken Jones (S), Membership	X
Celeste Carmichael (NE), Professional Development		Danae Wolfe, (NC), Professional Development	
Steve Siegelin (W), Resolutions & Policy	X	Julie Robinson (S), Nominating	X
Cynthia Wilson-Willis (1890s), Conference	X	Matt Benge (S), Conference	X
		Latasha Ford (1890s), Conference	X
<b>Liaisons</b>			
Katy Gottwald (S), PILD Representative (2 <sup>nd</sup> Yr.)	X	Terralon Chaney, (1890s) PILD Representative (1 <sup>st</sup> Yr.)	X
Marina Denny (S), JOE Representative	X		
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			

<b>Approval of Agenda – Wolfork</b>			
The agenda for April 22, 2020, was emailed to the board members for review.			
<b>MOTION</b>	Approve the Apr. 22, 2020 agenda as provided.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Siegelin/Weinstein/passed

<b>Approval of Minutes – Huetteman</b>			
Minutes of the March 25, 2020, were emailed to the board members for review.			
<b>MOTION</b>	Approve the Mar. 25, 2020 minutes as provided.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Sulinski/Jones/passed

Reports of Officers:

<b>President's Report – Wolfork</b>
No report
<b>President-Elect's Report – Siegelin</b>
No report
<b>Past President's Report – Robinson</b>
No report
<b>Secretary's Report – Huetteman</b>
No report
<b>Treasurer's Report – Weinstein</b>
Treasurer's Report and Budget Update for April were sent via email. April Treasurer's report (Mar. 23 – Apr. 17) Account balance total = \$38,188.96 Net Income = (\$43.81) YTD net income = (\$6,988.64) Budget Update, April 2020 = (\$9,420.93) Wolfork accepted and filed reports for audit.

Reports of Regional Representatives:

<b>North Central – Wolfe</b>
Wolfe sent an email as she could not attend. Will be sending a note to the region next week with the VSS call for speakers.
<b>North East – Sulinski</b>
March meeting had just one attending. Shared best practices, programs. Discussed needs, and what NAEPSDP does. Plan to have a June reschedule.
<b>Southern – Jones</b>
Looking to have event hosted in June centered around programming relating to Covid-19. Regional Reps may be doing a collaborative event.
<b>Western – Sero</b>
Planning to email to Western region about current resources and upcoming webinar.
<b>1890s – Wilson-Willis</b>
No report

Reports of Committee:

<b>Awards and Recognition – McCoy &amp; Rysz</b>
Sent application for eXtension-NAEPSDP fellowship. Have an applicant so far. Will send another email reminder. Closes Friday at 5:00. Will be pulling committee together for review of applications.
<b>Marketing – Bengé</b>
Submitted Monday Buzz emails. Have not sent Covid-19 information yet, waiting to include in newsletter to be sent next week. Have been submitting information to listservs and posting to Facebook.

<b>Membership – Croft &amp; Jones</b>
Considering hosting seminar/webinar about program efforts related to Covid-19, looking at Wednesday, June 10. Working to identify representatives from each Region to form panels to share information. 2 new members = 133 total.

<b>Nominating – Robinson</b>
No report

<b>Resolutions &amp; Policy – Siegelin</b>
Has received information about changes from past board members. Will be updating and posting to website.

<b>Professional Development – Carmichael &amp; Wolfe</b>
<ul style="list-style-type: none"> <li>• Committee meetings held Jan, Mar. Next meeting May 19</li> <li>• Updates to the NAEPSDP Webpage + committee mailings about VSS</li> <li>• Survey data collected on Program Development Plans – review of data to be scheduled</li> <li>• Webinar 1: Jan 22 – Insights from Development of a National Evaluation Competency Model for Extension Educators – Anil Kumar Chaudharay</li> <li>• Upcoming activities:</li> <li>• Webinar 2: May 28 – Needs Assessments – Kentucky Staff</li> <li>• Webinar 3: September 23 – Innovative Outreach – Paul Hill</li> <li>• Virtual Summer School, July 13-17, Noon-1:30 EST. Will be hosted by Arkansas. Chair –Diane Mashburn. The topic was Onboarding to Succession Planning – suggested by Southern Region PLN. Request for suggested presenters has been sent to the VSS Subcommittee.</li> </ul>

<b>Finance – Windon</b>
No report

<b>Conference – Wilson-Willis, Bengé, &amp; Ford</b>			
<ul style="list-style-type: none"> <li>• Hotel agreement about the deposit for June. The hotel will let us transfer that deposit to December’s conference.</li> <li>• Discussion about the Board’s June meeting in Ft. Lauderdale and moving to a virtual meeting to plan the conference. Virtual June meeting would be at scheduled dates.</li> <li>• Looking ahead to December – do we think people will be willing to travel? Wait to decide on December virtual and in person. Marketing meeting has discussed options in person or virtual for December conference. We expect Extension budget cuts in the new fiscal year. Will people be able to pay for the conference and to travel. Other conferences have moved conference back. Could we go to Ft. Lauderdale location to 2021? Wait to decide about December until fall. Questions about the Ft. Lauderdale hotel shifting \$3,000 deposit to the conference in 2021? How late can we make that decision? May we ask for a refund?</li> <li>• For proposals, Bengé to include question asking submitters if they can present virtually. This will be shared in May.</li> <li>• Plan June virtual meeting to plan the conference details. Have fewer hours and include breaks. Don’t need to meet all day. Will not start early. Schedule TBD.</li> </ul>			
<b>MOTION</b>	Move the June meeting planned for Ft. Lauderdale to a virtual meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Weinstein/Huetteman/passed
<b>MOTION</b>	Move that Wolk negotiate with Ft. Lauderdale hotel to get refund if possible or	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Siegelin/Sulinski/passed

	defer to future decision as appropriate.		
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Reports of Liaisons:

<b>JCEP / Extension Leadership Conference – Robinson &amp; Wolfork</b>
Cancelled spring in person board meeting. Met virtually but looking ahead to fall for an in-person meeting in Kansas City, if possible.

<b>PILD – Gottwald &amp; Terralon</b>
Face to face event in DC was cancelled and they met virtually. The number of attendees increased. Most sessions were recorded.

<b>Journal of Extension – Denny</b>
No report. Next board meeting on Monday.

<b>Webmaster - Payne</b>
No report

<b>Unfinished Business</b>
None

<b>New Business</b>
Discussed Conference planning and hotel agreement options

<b>Adjourn</b>
Wolfork adjourned the meeting at 1:57 p.m.

Next meeting: Wednesday, May 27, 2020, 1:00 p.m. ET via ZOOM.