

**Board of Directors and Committee Chairs**

**Meeting, July 22, 2020**

**Via Zoom**

**Minutes**

Submitted by Julie Huetteman, Secretary

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| **Call to Order – Siegelin** |
| Siegelin called the meeting to order at 1:00 p.m. ET |

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| **Roll Call – Huetteman** |
| **Officers** |  | **Regional Representatives** |  |
| Terrence Wolfork (1890s), President |  | 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 |  |
| **Committee Chairs/Co-Chairs** |
| Teresa McCoy (NE), Awards & Recognition |  | Amanda Rysz (NC), Awards & Recognition | x |
| Suzanna Windon (NE), Finance | x |  |  |
| Matt Benge (S), Marketing |  |  |  |
| Catie Croft (1890s), Membership | x | Ken Jones (S), Membership | x |
| Celeste Carmichael (NE), Professional Development | x | 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 |  |
|  |  | Latasha Ford (1890s), Conference | x |
| **Liaisons** |
| Katy Gottwald (S), PILD Representative (2nd Yr.) |  | Terralon Chaney, (1890s) PILD Representative (1st Yr.) |  |
| Marina Denny (S), JOE Representative | x |  |  |
| **Webmaster** |
| Tom Payne |  |  |  |
| **Guests** |
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| **Approval of Agenda – Siegelin** |
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| **Motion** | Approve the agenda for today’s meeting as presented. | **Moved/2nd/Vote** | Jones/Robinson/passed |

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| **Approval of May Minutes – Huetteman** |
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| **Motion** | Approve the minutes for the May meeting as presented. | **Moved/2nd/Vote** | Robinson/Sulinski/passed |

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| **Approval of June Minutes – Huetteman** |
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| **Motion** | Approve the June meeting minutes as presented. | **Moved/2nd/Vote** | Robinson/Sulinski/passed |

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| **Approval of July 10 Minutes – Huetteman** |
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| **Motion** | Approve the July 10 minutes as presented. | **Moved/2nd/Vote** | Robinson/Jones/passed |

Reports of Officers:

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| **President’s Report – Wolfork** |
| No report |

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| **President-Elect’s Report – Siegelin** |
| Planning for conferences will include drafting updates to procedures document regarding planning of conference locations. Siegelin will work with Regional representatives, and the Conference Committee chairs to discuss scheduling of locations by committee. |

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| **Past President’s Report – Robinson** |
| Leadership meeting yesterday around DEI beyond discussion to actions and steps. ECOP meeting virtually. |

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| **Secretary’s Report – Huetteman** |
| No report |

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| **Treasurer’s Report – Weinstein**  |
| Treasurer’s Reports and Budget Updates for June and July were sent via email.June Treasurer’s Report (May 22-June 30)Account balances total = $41,084.09Net income = $225.00YTD net income: ($4,093.51)July Treasurer’s Report (July 1-July 20)Account balances total = $40,712.84Net income = ($371.25)YTD net income: ($4,687.28)Budget Update, June 2020: ($6,525.80)Budget Update, July 2020: ($6,897.05)Siegelin accepted and filed for audit. |

Reports of Regional Representatives:

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| **North Central – Wolfe** |
| No report |
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| **North East – Sulinski** |
| No report |

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| **Southern – Jones** |
| No report |
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| **Western – Sero**  |
| Email to be sent to Region with updates, Virtual Summer School recorded archive available, and upcoming deadline for proposal submissions. |

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| **1890s – Wilson-Willis** |
| No report |
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Reports of Committee:

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| **Awards and Recognition – McCoy & Rysz** |
| Document sent via email with proposal to make changes in first time conference attendee award eligibility.**CURRENT DESCRIPTION:****NAEPSDP First Time Conference Attendee Award** — This scholarship is given to eligible individual(s) who will be attending the NAEPSDP Annual Conference for the first time. This scholarship is intended to promote membership in NAEPSDP and participation at the annual conference. This scholarship award will be equal to the annual conference registration fee of the year the scholarship is awarded. **Eligibility**: 1) A first time conference attendee; 2) Current Active or Student member; 3) Membership dues for the calendar year in which the conference takes place must be paid prior to submitting the application; and, 4) Applicants must be registered for the conference. The scholarship will be presented to the winner(s) at the NAEPSDP annual conference. **Applications are due August 31.****PROPOSED DESCRIPTION: Deletes eligibility item #4****NAEPSDP First Time Conference Attendee Award** — This scholarship is given to eligible individual(s) who will be attending the NAEPSDP Annual Conference for the first time. This scholarship is intended to promote membership in NAEPSDP and participation at the annual conference. This scholarship award will be equal to the annual conference registration fee of the year the scholarship is awarded. **Eligibility**: 1) A first time conference attendee; 2) Current Active or Student member; and 3) Membership dues for the calendar year in which the conference takes place must be paid prior to submitting the application. The scholarship will be presented to the winner(s) at the NAEPSDP annual conference. **Applications are due August 31.** |

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| **Motion** | Approve new language to the eligibility for the First Time Conference Attendee Award, by striking item number 4. | **Moved/2nd/Vote** | Rysz/Robinson/passed |

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| **Marketing – Benge** |
| No report |

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| **Membership – Croft & Jones** |
| * Discussing and looking at changes to the first-time member session at the conference. Since virtual, now will not involve any costs. Plan to have something virtually at 5:30 p.m. after the board meeting on Monday of the conference week. Planning ahead to 2021 and continuing this event in person.
* Looking for board members to be mentors to new members before and during the conference.
* In a discussion about member chats, with 10-year celebration, the committee is looking to past presidents to record a short video. Debra Davis is organizing this project. Looking also at a reception after the conferences for all past-presidents.
* Presentation of past activities and conferences, looking for photos of activities of members during the first 10 years. Will collect them and put them in box.com
* Discussion about Wild Apricot membership and contacts email distribution issues. It may be that others who aren’t members, including national leadership, need to receive the emails about events, webinars, and virtual summer school. Consider looking to identify individuals who have listserv distribution ability.
* Also look for website updates that have not yet been addressed.
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| **Nominating – Robinson** |
| No report |

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| **Resolutions Policy – Siegelin** |
| * Just updated new procedure on awards today.
* Will be discussing future development for selection of conference site.
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| **Professional Development – Carmichael & Wolfe** |
| * Virtual Summer School last week 762 unique attendees. Transcriptions and recordings and documents posted on website.
* Next webinar will be Paul Hill on Sept. 23.
* Had discussion about peer to peer dialogue. “Connect eXtension” is a possibility/opportunity to share to set up a place for our membership to be able to ask questions and connect with one another.
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| **Finance – Windon** |
| Windon met with Weinstein and Rich Poling regarding tax forms. Each committee needs to look at spending money. |

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| **Conference – Wilson-Willis, Benge, & Ford** |
| * HelmsBriscoe to help us plan for 2021 conference in Ft. Lauderdale. Working to delay any more payments to the hotel until 2021.
* Continuing work on speaker consideration and details
* Next meeting August 12.
* Looking at conference costs just for the presenters, including items for appreciation. Will take out food costs from estimated registration.
* Wolfe, unable to attend board meeting, sent an email and reported as chair of the subcommittee for the “technology logistics” for the annual conference (not sure what we’re calling that subcommittee), have a five-person subcommittee identified and working to provide some options for how to organize the conference.
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Reports of Liaisons:

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| **JCEP / Extension Leadership Conference – Robinson & Wolfork** |
| Officers have been elected, including Special Projects Chair, Steve Siegelin |
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| **PILD – Gottwald & Chaney** |
| No report |

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| **Journal of Extension – Denny** |
| From the JOE Board, we still desperately need reviewers (all topics/subject areas) and volunteers for assistant editors. If anyone is interested or would like more information, please contact Denny - mdd269@msstate.edu. Additionally, we are in the process of transitioning to APA 7th edition for manuscript submission, so stay tuned for updates on that.  |

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| **Webmaster - Payne** |
| No report |

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| **Unfinished Business** |
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| **New Business** |
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| **Adjourn** |
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| **motion** | Adjourn the July 22, 2020 Board Meeting (2:10 p.m. ET) | **Moved/2nd/** | Robinson/Jones/ |

Next meeting: Wednesday, August 26, 2020, 1:00 p.m. ET via ZOOM.