



Board of Directors and Committee Chairs
Meeting, February 4, 2021
Via Zoom
Minutes
 Submitted by Catie Croft, Secretary

Call to Order – Siegelin			
Siegelin called the meeting to order at 12:02 p.m. ET			

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

Approval of Consent Agenda – Siegelin			
The consent agenda was emailed to the board prior to the meeting. Siegelin added the JOE report to the agenda.			
MOTION	Accept the consent agenda for today's meeting.	MOVED/2ND/VOTE	Wolfork/Huetteman/Passed

Reports of Officers:

President's Report – Siegelin

The Extension Leadership Conference is next week and is sponsored by JCEP. JCEP has moved to Capitol Hill Management. Next up for JCEP is the PILD conference in April.

Siegelin asked that the board reach out to him regarding the new changes to how the board meetings will be conducted.

Secretary's Report – Croft

Croft asked that everyone send her their conflict of interest (COI) form or upload it to box.com if they haven't already submitted it.

She informed the board that she updated the website with the monthly board meeting schedule & indicated that she will include the meeting schedule in the emails she sends out to the board.

Treasurer's Report – Weinstein

Treasurer's Report and Budget Update for February 2021 were sent via email.

January Treasurer's Report (January 1, 2021-January 31, 2021)

Account balance total = \$60,397.34

Net income = \$4,800.00

YTD net income: \$4,800.00

Budget Update, January 2021: \$ (7,600.00)

Rysz had a question about the awards budget and regarding the income from the silent auction. She didn't see the budget on the line regarding the income that was generated from silent auction on the budget report. Weinstein stated that it doesn't get added in until a budget gets generated. Weinstein explained that on the treasure's report it will show what the designated fund balances are for each award. There is currently \$2257 in the 1st time attendee scholarship fund and \$971 in the early career scholarship fund. McCoy asked for clarification on if the \$2257 included the income from this past year's silent auction, and Weinstein confirmed that it did.

We are up to 112 paid members.

We have two 2020 conference registration fees that have not been paid.

Reports of Committee:

Membership – Jones & Croft

Jones and Meredith met to discuss charging dues during the conference registration period & how it wasn't clear for which year the dues are going to be applied to. Weinstein noted that 28 individuals paid dues along with their conference registration, however, only 4 of them were paid and renewed in January 2021. Weinstein indicated that these members may have thought they were paying for the 2021 year.

It has been brought to the attention of the membership committee that we possibly apply all dues paid during the conference registration to the next calendar year.

Sero mentioned that we have done that & then we tell them that we are offering them a grace period. In the past this has not been done. Sero suggested that to have multiple options it needs to be explicitly clear.

Siegelin mentioned that prior to this year, individuals were paying annual dues on the 11th month and not getting 12 months of benefits from the organization.

Huetteman mentioned that you are paying for annual dues the year that we are currently in. Some institutions do not pay dues separate from registration fees. It needs to be made clearer during registration.

Siegelin suggested that the membership committee and Weinstein explore three options and ramifications financially for the organization in regards to the annual dues.

1. Keep it the same.
2. Dues paid with conference registration would be for the following year.
3. 12 months from date of pay concept.

Weinstein suggested if you are not an existing member then you cannot sign up for membership + dues. You need to be a former member that is in default to have that option come up. New members do not have the option to pay for membership and conference. The only option is to sign up as a non-member and if you enjoy the conference, you have the option of signing up for membership later.

Finance – Windon & Robinson

The finance committee met and completed the annual review for 2020 and did not find any issues. Windon completed the report and submitted it. The POW of was discussed and submitted.

Windon would like committees to provide budgets in the next three weeks and so that the committee can discuss it at the next meeting

Conference – Wilson-Willis, Bengé, & Ford

Wilson-Willis spoke with Jennifer Bates (Representative with HelmsBriscoe) and explained that Jennifer negotiated with the hotel (Sonesta) and provided Wilson-Willis with several options.

1. For the annual conference we can wait until November and see if the association can get out of the contract by force majeure. This would be risky and Jennifer has recommended not to use this option.
2. Move the conference to the royal sonesta in the west (only 2 available). One could not accommodate us with the dates and the other one could not accommodate with the size of the hotel. We are not large enough. The sonesta in Ft. Lauderdale did not want to lose that revenue, so they did not agree with the change.
3. We re-book into 2023 to the west. Sonesta did not want to do that because it is too far out and we were already re-booking from 2020. Jennifer was able to secure us a re-booking to 2022 without losing our deposit (Our deposit was \$15,000). We would have a virtual conference in 2021 and go to Ft. Lauderdale in 2022.

Sonesta agreed to let us out of the June board meeting contract under the force majeure clause. We need to submit a letter stating that the states are not allowing us to travel through June. We will get our \$1,000 deposit back.

Benge sent out a survey regarding what the state travel policies are to provide documentation for the letter. He asked that everyone complete the survey if you have not completed it.

Siegelin asked the board if they would like to attend the summer board meeting, personally. He asked everyone to indicate by raising their hand.

Stark mentioned that traveling in June is hard because the fiscal year ends that month and traveling and payments are difficult.

Benge mentioned that they met with the Helms Briscoe rep. and everything is on the table. Negotiating the conference and negotiating out of the contract. There is no big decision right now, but they are looking into everything.

Sero asked for clarification on if we have a virtual conference (lose the deposit/pay the penalty) or we have it in person.

Reports of Liaisons:

Journal of Extension – Denny

The new JOE site is ready to start accepting submissions! Go to <https://tigerprints.clemson.edu/cgi/submit.cgi?context=joe> for instructions. You may need to first create an account (see upper right corner). You'll use your account to submit articles, track their progress, and receive readership reports about how often your accepted articles are being accessed, and in what parts of the world. Please review the updated policies, style guide, and submission guidelines, which can be found in the directory on the left side of the page. A few things have changed from JOE's previous publication structure, including a move to license all forthcoming articles under a Creative Commons BY-NC-SA license and a request that submitted articles be anonymized from the outset, rather than manually masking later in the process.

Authors who submitted articles late last year should receive notice from journalofextension@clemson.edu to resubmit their manuscript according to the updated submission guidelines and format. That said, I'm sure the new editors have several articles to wade through before getting to new submissions, but at least it's up and running!

Drew Griffin, the new Production Editor for JOE, also shared the following:

“As general information, our editorial workflow has changed slightly as well. After I receive your article, I'll do a cursory review to make sure it meets the submission guidelines and then assign it to one of our eight content-specialist associate editors. They'll work with you to address any pre-review concerns, as well as assigning and managing peer reviewers for your article. This will ensure that your article is reviewed throughout the process by other leading extension professionals, and that you have a knowledgeable developmental editor to help with any questions that arise. If your article is accepted, you may be asked to complete revisions before publication. Following that resubmission, it will be professionally copyedited, typeset, and assigned a DOI before being uploaded to the new JoE website. I know this is quite a lot of change, but we at Clemson University Press, alongside the EJI board, are excited for the prospect of further professionalizing the Journal of Extension, increasing

readership and author impact, and further cementing JOE as the flagship academic journal for Extension professionals.”

New Business

McCoy mentioned that eXtension has not made a decision on the fellowships. They are looking at ways that the organization can use tools to be published for resources for the system. They have not discussed an NAEPSDP fellowship.

Weinstein discussed IRS requirements about filing taxes electronically. The finance committee reviewed options for tax software for and identified one that allows us to file using the forms we need for our tax exempt status. The software requires a cost of \$200 to purchase.

MOTION	Use tax software that is mandated by the IRS to file taxes and cover the cost of the software (\$200).	MOVED/2ND/VOTE	Huetteman/Wolfork/passed
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MOTION	Pursue force majeure on the summer board meeting	MOVED/2ND/VOTE	Sulinski/McCoy/passed
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Adjourn

Siegelin ended the meeting at 12:48 PM EST.

MOTION	Adjourn the February 4, 2021 Board Meeting (12:48p.m.ET)	MOVED/2ND/	Huetteman/Wolfork/passed
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Next meeting: Thursday March 4, 2021 12:00 p.m. ET via ZOOM.