



Board of Directors and Committee Chairs
Meeting, May 6, 2021
Via Zoom
Minutes
 Submitted by Catie Croft, Secretary

Call to Order – Siegelin			
Siegelin called the meeting to order at 12:00 p.m. ET			

Roll Call – Wolfork			
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	X
Meredith Weinstein (S), Treasurer	X	Rebecca Sero, Western	X
Terrence Wolfork (1890s), Past President		Cynthia Wilson-Willis, 1890s	X
		Vacant, 1994s	
Committee Chairs/Co-Chairs			
Vikram Koundinya (W), Awards & Recognition		Amanda Rysz (NC), Awards & Recognition	
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	X
Mary Halbleib (W), Professional Development	X	Danae Wolfe, (NC), Professional Development	X
Julie Huetteman (NC), Resolutions & Policy	X	Terrence Wolfork (1890s), Nominating	
Cynthia Wilson-Willis (1890s), Conference	X	Matt Benge (S), Conference	X
Jennifer Bates, HelmsBriscoe		Latasha Ford (1890s), Conference	X
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	
Webmaster			
Tom Payne			
Guests			

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

Reports of Officers:

President's Report – Siegelin

Huetteman & Siegelin have been working with the finance committee & treasurer to ensure that the policies and responsibilities make sense & that there is a balance between treasurer & treasurer and if there are improvements to be made in the process of how funds are handled.

Siegelin asked the finance chair committee to explore options for organizational growth financially. It is just an exploratory exercise to look at ways that NAEPSDP might in the future have an executive director and have further support with JCEP representatives from the organization. The finance committee will work on the ideas and bring them back to the board for consideration.

Siegelin announced that the June Board Meeting has been cancelled without penalty.

Weinstein asked if we would get a refund of the \$1,000 deposit from the June board meeting. Wilson-Willis said that she will reach out to HelmsBriscoe for clarification.

Treasurer's Report – Weinstein

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

April Treasurer's Report (March 31, 2021-April 30, 2021)

Account balance total = \$60,336.94

Net income = (\$467.46)

YTD net income: \$5,039.60

Budget Update, April 2021: \$ (7,691.36)

We had a \$540 expense for the annual fee for Wild Apricot Website

We had 1 new member pay dues.

Weinstein has begun the process of developing standard operating procedures for the treasurer's position.

Reports of Regional Representatives:

All Regions – Jones

Jones discussed the regional reps discussion that took place on April 15th. Standard questions were asked so that they can understand how they can better promote the associations, about COVID-19 challenges in institutions and work, and different programs that the association can do to better facilitate their work efforts in extension. The attendees were asked for suggestions for webinars from the associations.

Reports of Committee:

Conference – Wilson-Willis, Bengé, & Ford

Bengé discussed the report that was submitted to Siegelin and stated that the boards needs to decide on the location and pathway for the 2021 conference. The recommendation for the board was to have the 2021 conference as a virtual format and move the contract to 2022 without penalty. Bengé mentioned that the Florida governor is lifting the restrictions in the state, but that is not the case for all states and there is a lot of uncertainty for funding and traveling from other land-grant institutions.

Bengé mentioned the two reasons for the recommendation:

1. Being financially conservative with the conference.
2. All members have fair and equal accessibility to the conference.

Wilson-Willis mentioned that it is important to make a decision and get back with HelmsBriscoe due to the governor opening the state to visitors and lifting restrictions.

MOTION	To host the 2021 conference virtually and have an in-person conference in 2022 at the Sonesta Hotel.	MOVED/2ND/VOTE	Wilson-Willis/McCoy/passed
---------------	--	----------------------------------	----------------------------

Unfinished Business– Siegelin

Siegelin discussed the new plans of work received from two committees in April. Croft stated that the nominations and marketing committee submitted their plans of work and a vote needs to be established for both committees.

Stark discussed the marketing committee plan of work for the year and the content for the newsletters. Wolfork discusses the nominations committee plan of work and said that Stark sent out a call for nominations in the newsletter.

Windon reminded that the budgets for both committees need to be submitted.

Last meeting (April) the budget approval process was postponed to this meeting (May) and Siegelin suggested that instead of postponing the approval to next month’s meeting (June) that the board do a continuing resolution approach and function under the 2020 budget items until the budget is approved until the conference budget has been established.

Huetteman recommended to keep our options on the table if Sonesta comes back with a change in the contract for the conference.

MOTION	To approve nomination and marketing committees Plans of work and budgets as a set.	MOVED/2ND/VOTE	Huetteman/Wolfork/passed
---------------	--	----------------------------------	--------------------------

MOTION	To have a continuing resolution for the budget budget functioning under 2020 levels until the board passes the 2021 budget.	MOVED/2ND/VOTE	Huetteman/Wolfork/passed
---------------	---	----------------------------------	--------------------------

Announcements

Adjourn

Siegelin ended the meeting at 1:02 PM EST.

MOTION	Adjourn the May 6, 2021 Board Meeting	MOVED/2ND/	Huetteman/Wilson-Willis /passed
---------------	---------------------------------------	------------------------------	---------------------------------

Next meeting: Thursday June 3, 2021 12:00 p.m. EST via ZOOM.