



**Board of Directors and Committee Chairs**  
**Meeting, Wednesday, May 11, 2022**  
**Via Zoom**  
**Minutes**  
 Submitted by Alda Norris, Secretary

<b>Call to Order – Huetteman</b>	
1:04 PM EST	13 members present

<b>Roll Call – Norris</b>			
<b>Officers</b>		<b>Regional Representatives</b>	
Julie Huetteman (NC), President	X	Adeola Ogunade, Northeastern	
Teresa McCoy (NC), President-Elect	X	Lisa Kaslon, North Central	
Steve Siegelin (W), Past President	X	Marina Denny, Southern	X
Alda Norris (W), Secretary	X	Lendel Narine, Western	X
Meredith Weinstein (S), Treasurer	X	Cynthia Wilson-Willis, 1890s	
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs</b>			
Amanda Rysz (NC), Awards & Recognition	X	Jeremy Elliott-Engel (W), Awards & Recognition	
John Diaz (S), Conference		Vikram Koundinya (W), Conference	
Suzanna Windon (NE), Finance		Julie Robinson (S), Finance	
Carrie Stark (W), Marketing		Cheryl Newberry (W), Marketing	
Brad Sewell (NC), Membership	X	Terrence Wolfork (1890s), Membership	
Sarah Baughman, Professional Development	X	Michelle Gaston, Professional Development	X
Steve Siegelin (W), Nominating	X	Teresa McCoy (NC), Policy & Resolution	X
<b>Liaisons</b>			
Kristi Farner (S), JCEP PILD Representative (2 <sup>nd</sup> Yr.)		Laurie Chandler (NC) JCEP PILD Representative (1 <sup>st</sup> Yr.) – officially started term	X
Jared Morrison (NC), JCEP ELC Representative (2 <sup>nd</sup> Yr.)		Julie Huetteman (NC) until May 2022; then Teresa McCoy (NC), JCEP ELC Representative (President-Elect)	X
Marina Denny (S), JOE Representative			
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			
None			

A quorum was declared.

<b>Approval of Consent Agenda – Huetteman</b>
Huetteman recommended approving the April minutes, May agenda and April Treasurer’s Reports.

<b>MOTION</b>	Approve consent agenda	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Siegelin/McCoy/passed
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Reports of Officers:

**President's Report – Huetteman**

- Sponsorships- Huetteman is drafting a letter to ask colleagues and other contacts to sponsor the conference in Ft. Lauderdale. When the finalized letter is shared, Huetteman asks members to share it with regular supporters and administrators. Connect with Meredith if they do offer financial support.
- Two members of NAEPSDP will be liaisons to the ELC, a new activity this year. McCoy and Morrison are the current representatives, but McCoy is filling in until we can get another individual for that spot. Please be thinking of individuals who would do this and share that with Huetteman. The conference is in Kansas City in February.
- Huetteman is drafting a letter of intent for an AFRI conference grant to help with the December conference. This is one of many avenues being explored for more financial support.
- Consider yourself a promoter and marketer for NAEPSDP. Review the last newsletter and forward it to your state and region. Help spread the word that conference proposals are still being accepted through June 6.

**Secretary's Report- Norris**

- Thank you to everyone who stepped in to help out while Norris was out of the office in April.
- The April meeting recording has been posted to Box if anyone wanted to review it.
- If anyone needs assistance accessing or navigating Box, please connect with the secretary.

**Treasurer's Report – Weinstein**

Taxes have been prepared and were sent for the president's review. They are due on Monday, May 16.

**Treasurer's Report (04/30/22)**

**Account balances total = \$80,065.53**

**Year-to-Date Expenditures: \$2,815.67**

**Year-to-Date Income: \$5400.00**

**Year-to-Date Net Income: \$2,584.33**

Reports of Committees:

**Professional Development – Baughman & Gaston**

- Virtual Unconference: From Conversation to Collaboration is happening on May 20 via Zoom. The Virtual Summer school is scheduled for July 11-15.
- Gaston and Morrison are meeting today and will be reaching out to a few other committee members.
- Morrison shared in chat that the Unconference has 26 registered from all five regions, 15 institutions, 14 states, and one international attendee.

**Marketing – Stark**

- Huetteman shared the chair's report. The committee has two new members, from Oregon and Virginia, and is always looking for more help.
- They are creating a target membership list, each committee member is working on one of the regions in the list, targeting deans, directors, managers, evaluators, professional development personnel, etc.
- Newberry is working on a flier and graphics to be sent out in a mass email.
- The marketing committee will also send out webinar and job announcements.
- Weinstein asked for suggestions on how to better engage in conversations on the benefits of NAEPSDP membership, specifically networking and learning from others with similar challenges. Baughman suggested pointing out examples from other states that are having success.

**Membership – Sewell**

- Huetteman asked Narine and all Regional Reps, and Sewell to reach out to deans and directors broadly.
- Nine new members, 26 lapsed members, 210 total members

- Committee is using the Plan of Work as a structure for their agenda
- New members will be paired with members, they are in the contact info gathering stage
- Siegelin said the total membership seems higher than past years at this point since in the past members often didn't renew until closer to the conference.

#### **Nominating – Siegelin**

- Nominating committee has been formed, and is actively nominating people.
- Siegelin shared the nominating form link: <https://montana.qualtrics.com>

#### **Awards & Recognition**

- A reminder will be sent for folks to update their membership before the conference.

#### **Policy & Resolution – McCoy**

- A reminder that in Box there is a record of all motions, including a list of any that addressed changes to bylaws that need to be voted on by membership in December.
- Proposed Constitution changes need to be presented to the membership 30 days before the vote.

#### **Finance – Robinson**

- No report

#### **Conference – Diaz & Koundinya**

Huetteman reported on notes sent by Diaz:

- Diaz visited the site and said it is a great space with a panoramic view of the beach.
- Diaz, Huetteman and Weinstein are meeting about the conference budget on May 12.
- Projectors, screens and clickers have been located and pick-up has been arranged for August
- Denny noted that the original form had a glitch that resulted in some submissions being marked “partial” because citations couldn't be completed.
- Narine inquired if proposals without citations should be re-submitted. Denny suggested that there is an “Edit” function in the system where they can still be added.
- Diaz and Walker are researching a short list of keynote speakers, but are concerned about cost. Walker has a colleague from USU that is a dynamic speaker and would probably be willing to work with us.

Reports of Regional Representatives:

#### **Ogunade, Kaslan, Denny, Narine, Wilson-Willis**

Narine has reached out to lapsed members. Huetteman asked for the newsletter to be sent out widely.

Reports of Liaisons:

#### **JCEP / Extension Leadership Conference (ELC) – Huetteman & Morrison**

Huetteman reminded the group that liaison memberships are on staggered years. More information about the ELC committee was already provided in the president's report.

#### **JCEP / Public Issues Leadership Development (PILD) – Farner & Chandler**

Chandler started May 1 and has connected with Farner, and is planning to attend a meeting next month.

#### **Journal of Extension – Denny**

Denny reported that JOE is holding an executive board meeting next week. She is investigating a waiver to registration, which is still under discussion.

#### **Webmaster - Payne**

No report.

**Unfinished Business**

None.

**New Business**

The current constitution says regional representatives must be nominated from within their region. Siegelin suggested an amendment that would allow the nominating committee to put forward regional representative nominations regardless of the committee member's geography.

<b>MOTION</b>	Allow Nominating Committee members to make nominations regardless of region of nominator	<b>MOVED/2<sup>ND</sup>/</b>	Siegelin/Denny/Passed
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Discussion: McCoy asked whether this requires a bylaw change or a simple motion. She will double-check.

**Adjourn****1:38 pm EST**

<b>MOTION</b>	Adjourn	<b>MOVED/2<sup>ND</sup>/</b>	Siegelin/Denny
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**Next meeting:** Wednesday, June 8, 2022, 1:00 p.m. ET via ZOOM.