



Board of Directors and Committee Chairs
Meeting, August 5, 2021
Via Zoom
Minutes
 Submitted by Catie Croft, Secretary

Call to Order – Siegelin	
Siegelin called the meeting to order at 12:01 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	X
Suzanna Windon (NE), Finance	X	Julie Robinson (S), Finance	X
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	Diane Mashburn, (S), 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			
Kristi Farner (S), PILD Representative (1 st Yr.)		Terralon Chaney, (1890s) PILD Representative (2 nd Yr.)	
Marina Denny (S), JOE Representative	X	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. The July treasurers report was not documented on the minutes, corrections will need to be made.			
MOTION	Accept the consent agenda for today’s meeting.	MOVED/2ND/VOTE	Weinstein/Wolfork/Passed

Reports of Officers:

President's Report – Siegelin

Siegelin reports Sero not being able to attend the meeting due to leave and shares his congratulations for Croft's transition into a new position.

Treasurer's Report – Weinstein

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

July Treasurer's Report

Account balance total = \$60,195.71

Net income = (\$332.20)

YTD net income: \$4,898.37

Budget Update, July 2021: \$8,162.49

Weinstein discussed filing the associations report with the Louisiana's Secretary of State's office with a \$15 annual filling fee. No income was received in July. Transaction fees came out from June's transactions. \$311.25 in fees from the summer school transcription.

Reports of Committee:

Nominations –Wolfork

Wolfork shared that the nominations invite will be shared in the next newsletter and an email will be sent through the wild apricot system. Currently the slate of officers that they are looking for is:

- President-Elect
- Treasurer
- Southern Representative
- Northeast Representative
- Secretary

Awards – Rysz & Koundinya

Rysz sent an email out for awards and updated the website with awards information and contact information. The links were not updated, but Rysz will update. Rysz will send out reminders and Stark will put the information in the weekly Wednesday notifications.

Professional Development – Mashburn & Halbleib

Virtual summer school attendance was down this year. There was over 160 registered throughout the week and on Friday there were over 200 registered. Attendance ranged between 60-90 participants each day live. All videos are on the Youtube channel and linked through the archive page. Mashburn sent Huetteman the report and may be shared. The evaluation was sent out through Qualtrics and Mashburn is working with Carmichael to piece it together.

Halbleib shared updates about the conference and the committee met with Morrison regarding the conference design. Mashburn sent an email to committee members regarding conference ideas and needing facilitators. The email will be shared with board members. Halbleib discussed an evaluation for members to get information about partnerships and collaborations across state lines throughout the association and working with the marketing committee to share the stories about how these partnerships came to be. The registration will include questions about themes and topics that participants are interested in discussing at the conference. Mashburn mentions needing assistance with facilitators and note-takers in the sessions.

Mashburn shared the virtual summer report with the board and discussed each day the attendance numbers and speakers. More detailed information will be shared with presenters individually.

Conference – Ford, Benge, Wilson-Willis

Benge discussed proposals closing on August 6th and the current number of proposal submission are 41. The average submissions are 50. The proposals will be under review by next meeting.

Wilson-Willis discussed meeting with Sonesto and discussing the current conference contract. She spoke with Bates and said that the hotel may have a big turnaround with hotel staff and that could be the reason of the lack of communication from the hotel. Bates plans on going directly to accounting and requesting our refund check from the summer board meeting. Wilson-Willis has asked Weinstein to provide an exact date to when the money was paid for the summer board meeting. The hotel is standing firm on the Force Majeure clause that was not included in the 2022 contract. Bates will send the 2022 contract as it stands so that the board can confirm next year's location and finalize everything.

Ford discusses the survey that Benge sent out for votes on the conference theme. The theme that was decided was: Moving Forward in a New World.

Ford has been in contact with Fort Valley State University graphic designer to design the conference logo and the committee approved it. Ford shared the logo with the board. Ford discussed the conference schedule, and a tentative schedule has been created. Conference Speakers still need to be confirmed and are open to more suggestions. Rich Poling updated the website with the new conference logo and the tentative schedule. The registration has not been activated on the website yet, but registration is on the website.

Siegelin asked that Weinstein be included in the process of registration.

Policy & Resolution- Huetteman

Huetteman discussed the motion that was approved in the Spring regarding defining "In Good Standing" for membership and it talks about when members pay their fees and June 30th was the date identified as the deadline to be considered in good standing to vote and be eligible for awards.

Huetteman is working on the constitution and operating procedures to see how that change will fit in and the document will be available in September for the boards review and to approve it. It will then need to go to the business meeting at the annual conference for the members to approve the constitutional changes.

Huetteman is looking for thoughts on the associations mission and objectives that are identified for the constitution. Stark mentions working on this initiative in 2017. Benge agrees that added language should be added to describe the type of members NAEPSDP has and the jobs/titles they have in cooperative extension.

Siegelin stated that there are cohorts of evaluators and diversity, equity, and inclusion people that seem to have grown in size over the last three or four years in the association.

Finance- Windon & Robinson

Widon discusses increasing membership and conference fees and do not give away free memberships. The committee discussed charging a fee to participate in virtual summer school for non-members. Any professional development workshop/webinars have a \$20 participant fee.

Widon suggested alternating between an in-person conference and virtual conference to help with the cost. Having sponsors help with in-person conferences, such as Qualtrics and Zoom.

Winton mentioned another way to save money is to continue to have the summer board meetings virtual and only have the president and two conference committee members travel to the conference site.

Reports of Liaisons:

JOE –Denny

Denny shared about a notice regarding issues that were released (Volume 59, Issue 2) June 18, 2021.

There was an update from the editorial committee about the recent changes. The editorial board committee meeting was held on Monday August 2, 2021 and the editor has informed them that they are finishing up the last of the reviews, copy rights, and copy editing from the last of the 180-submission backlog to Clemson Press.

They are working updating the role description for editors and revising the position description from University delegates to Institutional ambassadors.

Denny shared the idea of having a PDF document of stories pulled from JOE to share with members at the conference. She asked to please provide key words that the board would like to have. Siegelin suggested having articles that past and current NAEPSDP members have written be showcased. Rysz stated that there are articles outside of NAEPSDP members that are beneficial and asked Denny what the purpose of it would be.

Denny stated:

1. To showcase to our own membership the relationship we have had with JOE and how it has been supported
2. To raise awareness of the transition
3. An opportunity to highlight and showcase the great work then and moving forward
4. Rebuilding the relationship with JOE

There is a 28% rejection rate.

Unfinished Business– Siegelin

In the July meeting, it was discussed to come up with a task force to keep the website current. Since that discussion Weinstein cleaned up the website and refreshed the home page and the important pages. Several people have done a good job of keeping things current. There has been an improvement of the website.

4 people have agreed to be on the task force and Payne, Newberry (Chair), Weinstein, and Hurt agreed to be apart of it. Hurt will bring the historical perspective to the website.

Siegelin asked for volunteers and McCoy agreed to assist.

Siegelin asked for a motion to form that task force and have Newberry as the chairperson.

Mashburn has agreed to be the co-chair for the Professional Development. A motion was formed for her to be accepted in the co-chair role.

The 2022 conference contract with Sonesto-Ft. Lauderdale was discussed. The food cost will go up to a new menu and 20% allowance on attrition for rooms. The Force Majeure clause has been weakened. The conference committee has not reviewed it until it has been brought to the committee by Wilson-

Willis. Siegelin has asked for board approval before he signs the contract. A motion was made for Siegelin to sign the 2022 conference contract on behalf of NAEPSDP.

MOTION	Formation of the task force committee with Payne, Weinstein, Hurt, McCoy, and Newberry as the chair.	MOVED/2ND/VOTE	Huetteman/Jones/passed
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MOTION	To have Mashburn as the co-chair of the Professional Development Committee	MOVED/2ND/VOTE	Huetteman/Wolfork/passed
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MOTION	To have the president sign the 2022 Conference Contract for the Sonesta Hotel in Ft. Lauderdale, FL.	MOVED/2ND/VOTE	Huetteman/Wolfork/passed
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New Business– Siegelin

Weinstein asked the conference committee about registration cut-off date on November 23rd with no exceptions. Bengé stands by that policy.

Adjourn

Siegelin ended the meeting at 1:00 PM EST. There was no motion given to adjourn the meeting.

MOTION		MOVED/2ND/	//passed
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Next meeting: Thursday September 2, 2021 12:00 p.m. EST via ZOOM.