



**Board of Directors and Committee Chairs
Meeting, November 4, 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 – 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	X
Meredith Weinstein (S), Treasurer	X	Alda Norris, Western	X
Terrence Wolfork (1890s), Past President		Cynthia Wilson-Willis, 1890s	X
		Vacant, 1994s	

Committee Chairs/Co-Chairs

Vikram Koundinya (W), Awards & Recognition	X	Amanda Rysz (NC), Awards & Recognition	X
Suzanna Windon (NE), Finance		Julie Robinson (S), Finance	X
Carrie Stark (W), Marketing		Cheryl Newberry (W), Marketing	
Catie Croft (1890s), Membership	X	Ken Jones (S), Membership	X
Mary Halbleib (W), Professional Development		Diane Mashburn, (S), Professional Development	
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.)	X	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			
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Guests

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Approval of Consent Agenda – Siegelin

The consent agenda was emailed to the board prior to the meeting.

The morning of November 4, 2021, Siegelin received a contract for a conference speaker. Siegelin would like to add in the new business the authorization to sign the contract and Weinstein to pay the two installments over the next month related to the contract.

MOTION	Accept the consent agenda for today's meeting.	MOVED/2ND/VOTE	Huetteman/Weinstein /Passed
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Reports of Officers:

President's Report – Siegelin

- Thank you! Everyone on the board has helped move NAEPSDP forward in strategically important ways this year. You have done this as we have been COVID fatigued, unable to meet in person, and you still made major improvements in our functionality. Most importantly, you began our evolution to focusing on strengthening the extension profession.
 - Annual Business Meeting Details
 - File your committee reports on Box please identify accomplishments and major efforts that are helping advance NAEPSDP
 - Please record a 2-minute report and upload it to Box by November 19
 - Introduce yourselves, identify your committee/role, share accomplishments, invite people to join you in 2022.
 - **Should we have a survey where members can express interest in serving in 2022?**
 - <https://app.box.com/s/rryan5ftm6a8vo7ltdvva2dxg3iydz0n>
 - Recording these in Zoom works well
 - Please send me the mailing address that you would like me to use to send you a thank you gift.
 - Accomplishments
 - Developed a more user-friendly membership strategy that results in year-long membership (instead of from the time of conference registration to the end of year), increasing the number of members in good standing available for roles and awards in NAEPSDP.
 - In process to update Constitution and Bylaws to reflect the above, clarifying what a member in good standing is, and make general updates.
 - The Website Taskforce is already making huge functionality and aesthetic improvements to our website. *They are leading a discussion later today.*
 - We have wished peers farewell and welcomed new people to our board and have a strong slate of officers in the election right now.
 - We initiated the “Unconference” which engaged participants in grassroots strategic and organizational thinking about topics important to our profession.
 - We initiated a monthly office meeting to prepare for board meetings with the result of more efficient meetings, increasing the participation of the officers, and creating a shared vision and more continuity between years.
 - Our next board meeting is November 29, 2021, 3:00 p.m. EST

Secretary's Report – Croft

Croft mentioned that the end of the year reports is due on November 15th through box.com.

Treasurer's Report – Weinstein

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

October Treasurer's Report

Account balance total = \$62,586.41

Net income = \$2,705.46

YTD net income: \$7,289.07

Budget Update, September 2021: \$10,886.90

Weinstein reported that the award plaques were paid for (\$219). There have been 13 conference registration/2022 membership dues received. The checks for the award recipients will be going out soon. The first payment for one of the speakers was made and the W9 forms are needed for both speakers.

Reports of Committee:

Conference – Wilson-Willis, Ford, Benge

Wilson-Willis encouraged all board members to register for the conference when they can. She discussed the conference agenda and conference moderators. Benge confirmed that there will not be any room moderators for the conference this year.

A keynote speaker moderator would be needed and Siegelin agreed to do it.

Benge has sent the agenda out for feedback and is working on putting it on the website and sending it to the presenters. The speakers panel was removed from Thursday and the times were shifted up in place of the speaker's panel.

Ford will work with the graphic designer to put together a conference zoom background.

Membership- Jones, Croft

The committee met on November 2nd to go over the conference and first timer/new member reception. Jones discussed the agenda for the reception and mentioned the mentoring program that will be taking place during the conference and after the conference.

Nomination- Wolfork

The results of the NAEPSDP 2022 Board Ballot are:

President Elect- Teresa McCoy

Secretary- Alda Norris

Treasurer-Meredith Weinstein

Southern Region Representative-Marina Denny

Northeast Regional Representative-Adeola C. Ogunade (1 Write in vote)

A requested action from Siegelin is to pass a motion, second and votes to accept the election of these four officers. Future action from Huetteman is to work with the one write-in vote for Northeast Representative so that the board can appoint this person at the Thursday afternoon board meeting.

MOTION	To accept the slate of officers as presented.	MOVED/2ND/	Jones/Huetteman/passed
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Discussion

McCoy discusses the website updates and development of the website protocols for future reference and who would have the permission to edit the websites. The guidelines will be posted and sent to the board for review before approval.

Huetteman discussed the results of the strategic plan input. Huetteman encouraged all board members to look at the document and provide feedback through the survey or through email.

New Business

Siegelin discussed the contract for Matthew S. He is asking for a total of \$1000 that will be paid in two installments. The first payment of \$500 by November 15th and the second payment of \$500 by the conference. A motion was made to sign the contract and for Weinstein to begin making those payments.

MOTION	To sign the contract and for Weinstein to begin making those payments.	MOVED/2ND/	Sulinski/Wilson-Willis/passed
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Announcements

The 2022 board meeting will be on Thursday December 2nd after Huetteman gives remarks to the membership at 3:15 pm.

Extension Leadership Conference is open and the request for proposals is out until November 19th.

PILD conference is April 3-6, 2021.

Adjourn

Siegelin ended the meeting at 12:58 PM EST.

MOTION	To adjourn the November 4, 2021 Board Meeting	MOVED/2ND/	Jones/Weinstein/passed
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Next meeting: Monday November 29, 2021 3:00 p.m. EST via ZOOM.