



**Board of Directors and Committee Chairs
Meeting, Wednesday, October 12, 2022**

Via Zoom

Minutes

Submitted by Alda Norris, Secretary

Call to Order – Huetteman	
1:01 PM EST	14 members present

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

Approval of Consent Agenda – Huetteman	
A quorum was met through 1:10	

MOTION	Accept minutes Jul/Aug/Sept Approve October 12 agenda	MOVED/2ND/VOTE	Weinstein/Kaslon/passed Weinstein/Siegelin/passed
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Discussion: None

Reports of Officers:

President's Report – Huetteman

- Huetteman worked with Thompson, association lawyer, to locate foundation status documents; compiling a report for November to explain history of our status, proposed change
- AFRI conference grant submitted this summer has not been reviewed, NPL estimates Oct. 20
- Results of board self-assessment were attached. Huetteman thanks everyone for their input.

Secretary's Report- Norris

- A reminder that end of Year (EoY) reports are due by our meeting Nov. 9th. Please make sure your files are up to date in Box for new members who will be taking over in December.

Treasurer's Report – Weinstein

- Weinstein successfully set up and tested a Zelle account as an alternative to writing checks, so that awardees receive money in a more timely manner.
- Both Venmo and Zelle will be options for silent auction payments, with scannable QR codes.
- \$2500 conference sponsorship from NC State has been confirmed by their business office, processing.

Treasurer's Report (09/30/22)

Account balances total = \$100,789.00

Year-to-Date Expenditures: \$19,912.15

Year-to-Date Income: \$60,750.00

Year-to-Date Net Income: \$40,837.85

Reports of Regional Representatives:

Ogunade, Kaslan, VACANT, Narine, Wilson-Willis

- Kaslan noted the group has been working on a survey for special interest group and mentee list. Narine said the group is planning to meet soon to discuss agendas for regional meetings at the conference. Huetteman reminded regional reps that dinner as a group is encouraged.

Reports of Committees:

Professional Development- Baughman & Gaston

- Virtual summer school (VSS) evaluation data was attached to the recent board meeting reminder. The response rate was low, but the results indicated satisfaction with sessions and had suggestions for future topics.
- Nov 2 – last webinar for 2022 – Customer Relationship Management (CRM) panel, 22 registered so far. Three panelists will discuss CRM use in Extension.

Conference – Diaz & Koundinya

- Currently 76 registrants, three of whom are vendors. Nov. 14th is the late registration deadline, have to tell Sonesta final catering numbers on the 15th. There is now a daily rate option, please advertise it to your institutions. Everyone is encouraged to book a room in the hotel block soon, a reminder that we are receiving 2019 room rates due to our rolled contract, so a better deal than surrounding options.

Awards & Recognition – Rysz & Elliott-Engel

- Rysz wrote: The award winners have been selected and notified. We are in the process of getting the plaques ordered and shipped to the conference venue.
- First-timer applications who were not selected still need to be notified in case their conference attendance was dependent on receiving the award. They should have this information by the end of Friday so they can plan accordingly and still get Early Bird registration price if they plan to attend.

Membership – Sewell & Wolkfork

- Please fill out the membership committee’s special interest survey, we have only received 23 responses so far. Results will be shared with other committees.
- Committee is working on planning the new member reception, and will call restaurants within walking distance to make a reservation.

Marketing – Stark & Newberry

- Huetteman noted that Stark has stepped down as a co-char from this committee. She thanked Newberry and her team for arranging to take on tasks needed to finish out the year.
- Newberry will now manage both the website and the newsletter, please send newsletter items by Noon on Nov. 18th. Newberry will be at conferences the week after.

Nominating – Siegelin

Silent auction reminder:

- The silent auction takes place during the conference and funds our first-time attendees scholarship.
- *Regional Reps and Conference and Marketing Committees*: please mention the auction in your outreach communications regarding the conference. Think of something that would represent your state.
- Siegelin forged a four-leaf clover that will be up for bidding

Policy & Resolution – McCoy

- Will have a change to the constitution that will need to go to the membership this fall, and be voted on during the Business Meeting at the Conference in Ft. Lauderdale.

Finance – Windon & Robinson

- Windon inquired about a sponsor invoice, which Weinstein sent and Koundinya forwarded.

Reports of Liaisons:

JCEP / Extension Leadership Conference (ELC) – Morrison & San Soucie

- No report

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

- Conference is continuing as planned, will be at Hyatt Regency Crystal City in April 2023
- They are looking for more proposals, NAEPSPD members are encouraged to offer educational opportunities, that is a value we bring to JCEP

Journal of Extension – Denny

- No report

Webmaster - Payne

- No report

Unfinished Business

- Huetteman compiled and presented the board self-assessment results. Means for “board culture” ranged from a low on a 5-point scale of 3.38 on engaging members not on the board to 4.33 for encouraging making decisions.
- Newberry noted that it has been difficult to get regular members to participate in committees, and that having only three people on the marketing committee means a lot of work for each member. Huetteman noted that personal invitations have a higher success rate.

- Means for board actions to address the strategic plan ranged from a low on a 5-point scale of 3.52 for enhancing multi-state efforts to 4.52 for bringing a national community of program/staff professionals together.
- Means for “board oversight” ranged from 4.0 for programs/activities to 4.29 for organizational finances.
- The mean for “board impact” was 4.19 as to whether it makes an impact on org performance. Examples included provision of networking, professional development, leadership and direction.
- Strengths: Representation, commitment, efficiency, teamwork, openness; Weaknesses: Committee work, board structure (large) and meeting engagement, and a need to be more forward-looking. Opportunities: Heighten engagement, move conference date away from Thanksgiving, more sponsors.
- Kaslon noted that this organization connects people from many different program areas, so our meetings and conferences aren’t able to harness a “passion for the program” in the same way that program or content-specific groups can, like 4-H.
- Farner noted that we also have a smaller pool of professionals, with institutions having only 1-3 of “us.”
- Weinstein suggested a more internal focus on helping current members see the value in it for them and their work, which also leads to more investment from directors.

New Business	
<ul style="list-style-type: none"> ● Approve election results: Opened on Sept. 7, closed two weeks later. Sixty-four percent of the membership voted. Correct procedures were validated, and all voters were in good standing. ● There was a tie for the North Central position, and Allen won the randomized drawing by the president. 2023 roster: <ul style="list-style-type: none"> ○ President-Elect: Matt Benge ○ Secretary: Michelle Gaston ○ 1890s Regional Rep: Latasha Ford ○ North Central Regional Rep: Brenda Allen ○ Western Regional Rep: Lendel Narine ○ 1994 Regional Rep: Vacant ● Huetteman emailed a motion on 10/17/22 to have the board approve Craig Rotter, Texas A&M, to fill the vacancy of the Southern Regional Representative's term. Seconded by Norris via email on 10/17/22. Motion passed by email 10/24/22. 	

EMAIL MOTION	Approve new regional rep	MOVED/2ND/VOTE	Huetteman/Norris/passed
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Discussion: None

MOTION	Certify election results	MOVED/2ND/VOTE	Siegelin/Weinstein/passed
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Discussion: None

Adjourn
1:50 pm EST

Next meeting: Wednesday, November 9th, 2022, 1:00 p.m. ET via ZOOM.