

**Annual Meeting of the Membership
Meeting, December 12, 2018
Minutes**

Submitted by Steve Siegelin, Secretary

| Call to Order – Lambur | | | |
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| Lambur called the meeting to order at 12:30 p.m. | | | |
| Lambur welcomed members and recognized past presidents and the JCEP Board Representatives, Terri Mayhew (NEAFCS) and Casey Mull (NAE4-HA). | | | |
| Lambur called for any additions to the agenda. There were no additions to agenda. | | | |
| MOTION | Approve the 2017 Annual Membership Meeting Agenda | MOVED/2ND/VOTE | Cummings/Valentine/passed |

| Attendance – Siegelin |
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| 59 of the 96 conference attendees were present for the meeting. A quorum was present. |

| Secretary’s Report – Siegelin | | | |
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| The minutes were distributed by Poling via email and Siegelin has placed paper copies on the tables. Two minor corrections have been made. An extra “\$” was deleted, and an errant “h” was removed from Teresa McCoys name. Siegelin asked for corrections, additions, or deletions to the 2017 Annual Membership Meeting Minutes. | | | |
| MOTION | Approve the 2016 Annual Membership Meeting Minutes with the noted corrections | MOVED/2ND/VOTE | Hurt/Vines/passed |

| Treasurer’s and Finance Report – Poling | | | |
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| Poling presented account balances, as of December 8, 2018, of \$70,452.12. From January 1 to December 8, 2018 total membership income was \$15,439.84, year to date total expenditures was \$32,107.38 year to date total income was \$47,547.22, and net income was \$15,439.84. | | | |
| Poling presented a proposed budget for 2018 with a total income of \$50,600 and total expenses of \$50,600 and a balance of \$0. | | | |
| MOTION | Accept and file for audit the 2018 Treasurer’s report and budget | MOVED/2ND/VOTE | Wolfork/Siegelin/passed |

Regional Representatives' Combined Report - Hurt

They identified a lot of topics for our various educational venues. They asked what got first timers to attend and suggestions for the future: Growing our graduate student participation and the breadth of topics is appealing. Received a suggestion to provide the conference agenda earlier and to provide team building opportunities.

Marketing Committee report -Azulai and Wolfe

We have documented fifteen percent growth in Facebook page; please engage in the Facebook page. In 2019 the committee will create a semi-private Facebook page. A marketing kit is available for marketing NAEPSPD at other events. Branded NAEPSPD clothing ,via Land's End, is now available via a link on the website.

Programs Committee report- Denny and Baughman

Reviewed the types and number of proposals that were submitted the the 2018 conference. The Virtual Summer school addressed the topic of Diversity Inclusion of 101 for Extension Personnel with total attendance of 991.. Three additional webinars were offered with a total of 150 attendees. There were ninety-six registrants for the 2018 conference. Developed and implemented a new Poster Session with two awards. They will evaluation the 2018 conference and publish electronic proceedings.

Reviewed the agenda and upcoming activities for the remainder of the conference.

Membership Committee report- Hurt and Huetteman

They thanked the committee for their work and support. 11.5% increase in members. Added a welcome new members page on the website. Significantly improved the automatic emails sent when a member joins NAEPSPD. Crafted verbiage for marketing and sent targeted emails to recruit members. Recording new videos during the conference to promote the association on the website.

Finance Committee - Windon

The committee is completing its first year as a committee. They thanked Poling for his mentorship. They developed new Financial Policies and Procedures which were adopted/approved by the board. Reviewed the 2018 budget. They requested budget proposals from committee chairs for the 2019 budget by March 1, 2013. They provided a review of financial practices of the Treasurer and the association, all activities were appropriate.

Resolutions and Policy Committee report - Robinson

They supported the Finance Committee in Financial Policies and Procedures development; developed a website administration permissions plan; both were approved by the board. They reviewed and helped the board find a solution that create a Select Committee for the Annual Conference. The Programs Committee (standing) will focus on educational programming outside the Annual Conference.

Awards and Recognition - Jones and McCoy

They awarded three first time attendees, outstanding contributors, JCEP Excellence, and two poster awards. These will be announced on Thursday morning. In 2019 there will be a new award for excellence in Staff Development. They converted application processes into Qualtrics. Established new rubrics and developed a operations manual.

Journal of Extension Liaison - Carroll

No Report.

eXtension Fellow – Vines

She learned more about eXtension and NAEPSPD; developed tools as a part of the fellowship; attended the Extension Impact Collaborative; and attended the 1890s Leadership Academy. She was able to help eXtension better understand the roles of agents and specialists. She plans to work on a history and roles for eXtension and hoping to develop an article and possibly webinars about the history and role of eXtension. eXtension hopes to develop fellowships for each JCEP association. eXtension is restructuring with the hope to be a more flat organization and the streamline their processes.

Webmaster - Payne

No Report

Old Business - Lambur

None

Recognition of 2017-2018 NAEPSPD Board of Directors, Committee Chairs, and Liaisons – Lambur**2018 Board of Directors**

Mike Lambur, President
 Julie Robinson, President-elect
 Rich Poling, Treasurer
 Steve Siegelin, Secretary
 Carrie Stark, Past President

Aly Valentine, Northeast Regional Representative
 Joy Millard, North Central Regional Representative
 Todd Hurt, Southern Regional Representative
 Cody Stone, Western Regional Representative
 Terrance Wolfork, 1890s Regional Representative

Committee Chairs

Sarah Baughman and Marina Denny, Programs Committee
 Jodi Azulai and Danae Wolf, Marketing Committee
 Teresa McCoy, Awards and Recognition Committee
 Julie Huetteman and Todd Hurt, Membership Committee
 Laura Downey and Suzanna Windon, Finance Committee
 Carrie Stark, Nominating Committee
 Julie Robinson, Resolutions and Policy Committee

Liaisons

Steve Siegelin, second year PILD representative
 Karen Reddersen, first year PILD representative
 Jan Carroll, JOE representative

Nominating Committee Report – Stark

Announced a last minute addition to the auction. Stark described the responsibilities of the Past-President as supporting the president, leading the silent auction, and the superintending the election and installation process.

Stark installed the 2018-2019 Board of Directors and committee chairs. She gifted and shared the symbolism of the quill for the association.

Board of Directors

- Julie Robinson, President
- Terrence Wolfork, President-elect
- Rich Poling, Treasurer
- Julie Huetteman,, Secretary
- Michael Lambur, Past President

- Aly Valentine, Northeast Regional Representative
- Danae Wolfe, North Central Regional Representative
- Todd Hurt, Southern Regional Representative
- Rebecca Sero, Western Regional Representative
- Cynthia Wilson-Willis, 1890s Regional Representative

Committee Chairs

- Kristi Farner and Diane Mashburn, Conference Committee
- Gwyn Shelle, Programs Committee
- Matt Benge, Marketing Committee
- Teresa McCoy and Ken Jones, Awards and Recognition Committee
- Todd Hurt and Catherine Croft, Membership Committee
- Suzanna Windon, Finance Committee
- Michael Lambur, Nominating Committee
- Terrence Wolfork, Resolutions and Policy Committee

Liaisons

- Karen Reddersen, second year PILD representative
- To be selected*, first year PILD representative
- Jan Carroll, JOE representative

Immediate Past President Remarks - Lambur

Lambur provided closing remarks, highlighting successes over the last year, and noted the benefits of participating in the organization. Lambur presented the NAEPSPD quill to Robinson as incoming President.

Incoming President Remarks - Robinson

Robinson presented Lambur with a memento of her time as President and made closing remarks, thanking the 2018 board and membership.

New Business - Robinson

None

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| MOTION | Adjourn the 2018 Annual Membership Meeting (1:21) | MOVED/2ND/VOTE | Stark/Vines |
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