



**Annual Business Meeting of the Membership  
Meeting, December 3, 2020**

**Minutes**

Submitted by Julie Huetteman, Secretary

<b>Call to Order – Wolfork</b>			
<ul style="list-style-type: none"> <li>• Wolfork called the ZOOM meeting to order at 1:00 p.m.</li> <li>• Wolfork recognized special guests, past presidents, presenters, and current and new board members.</li> <li>• Wolfork invited the JCEP Representatives, Lara Milligan, President, and Kia Harries, Past President, to give a presentation on the JCEP organization.</li> <li>• The meeting agenda was provided in advance of the meeting with the annual conference information and on the NAEPSDP Website.</li> </ul>			
<b>MOTION</b>	Approve the 2020 Annual Business Meeting of the Membership agenda as provided.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Cummings/Wolfe/passed

<b>Attendance – Huetteman</b>			
Members and guests joined meeting via ZOOM.			

<b>Secretary’s Report – Huetteman</b>			
The minutes were posted on the NAEPSDP website in advance of the meeting.			
<b>MOTION</b>	Approve the Minutes of the December 4, 2019 Business Meeting of the Membership as provided.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Vines/Mashburn/passed

<b>Treasurer’s Report – Weinstein</b>			
<ul style="list-style-type: none"> <li>• The Treasurer’s Report and the Budget Update were provided on the NAEPSDP website in advance of the meeting.</li> <li>• For the Treasurer’s Report, Jan. 1 to Nov. 30, 2020, the balance was \$51,623.17 in all accounts.</li> <li>• For the 2020 11-Month Budget Update (through Nov. 30) the balance was \$2,518.23.</li> <li>• Wolfork to file reports for audit.</li> </ul>			
<b>MOTION</b>	Approve the 2020 Treasurer’s and Budget Update Reports as provided.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Polling/Hurt/Passed

<b>Regional Representative Report – Sulinski (NE), Wolfe (NC), Jones (S), Sero (W), Wilson-Willis (1890s)</b>			
Jones reported a summary of activities for all Regions. Regional Representatives:			
<ul style="list-style-type: none"> <li>• hosted a June 10, 2020 webinar: Impact Programming during the Pandemic: Turning Obstacles into Opportunities for Extension,</li> <li>• identified individuals to participant in the new mentoring initiative set up by the Membership Committee,</li> <li>• held meetings and distributed communication to share NAEPSDP information.</li> </ul>			
<b>MOTION</b>	Approve the 2020 Regional Representatives report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/Ballard/Passed

<b>Marketing Committee – Bengé</b>			
Benge reported committee activities in 2020 included Facebook posts, newsletters, and the Monday Buzz email which was sent 33 times on Mondays during the year, and to share conference and member information.			
<b>MOTION</b>	Approve the 2020 Marketing Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Gottwald/passed

<b>Professional Development Committee – Carmichael &amp; Wolfe</b>			
<p>Wolfe reported that in 2020, the committee:</p> <ul style="list-style-type: none"> <li>hosted three webinars (January, May and September) and</li> <li>presented the virtual summer school (with University of Arkansas and Southern Region PLN, including Diane Mashburn, Julie Robinson, Mary Polling) in July which had 762 unique attendees.</li> </ul>			
<b>MOTION</b>	Approve the 2020 Professional Development Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Denny/Farner/passed

<b>Conference Committee – Wilson-Willis, Benge, &amp; Ford</b>			
<p>Wilson-Willis thanked committee chairs LaTasha Ford and Matt Benge, members, and the tech subcommittee for the 2020 virtual conference. Committee accomplishments were:</p> <ul style="list-style-type: none"> <li>Selected hotel in Ft. Lauderdale, made deposit and setup logistics, but had to shift to virtual conference delivery because of the pandemic,</li> <li>Conference agenda,</li> <li>10<sup>th</sup> anniversary celebration with past presidents,</li> <li>Call for proposals and presentations,</li> <li>Selected, notified, confirmed and scheduled posters and presentations,</li> <li>Developed technology team to host ZOOM rooms and handle logistics,</li> <li>Identified moderators for concurrent, keynote, roundtable sessions, and panel discussion,</li> <li>Selected keynote speakers and panelists,</li> <li>A total of 177 registrants of the conference, reaching more people via virtual delivery and avoiding of travel,</li> <li>A successful budget.</li> </ul>			
<b>MOTION</b>	Accept the 2020 Conference Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Polling/Cummings/passed

<b>Membership Committee – Jones &amp; Croft</b>			
<p>Jones, along with Croft, reported an active committee of ten including the Regional Representatives, and shared that others interested may consider participating in 2021. Committee initiatives were to recruit, welcome and retain new members, and provide members with regional and national activities, and create professional experiences to share ideas and best practices. There was a 12% increase in membership in 2020. Currently membership numbers are 177 paid members (152 active, 13 life, 8 students, and 4 affiliate members). The committee:</p> <ul style="list-style-type: none"> <li>established a new mentoring initiative with 20 mentees assigned to Association mentors,</li> <li>hosted the first annual first-timers / new members and mentors’ reception that was held on Monday of this conference week and included 24 new members, mentees, mentors and board members.</li> </ul>			
<b>MOTION</b>	Accepted the 2020 Membership Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Vines/Siegelin/passed

<b>Finance Committee – Windon</b>			
<p>Windon thanked the five members of committee. These were the committee accomplishments in 2020:</p> <ul style="list-style-type: none"> <li>Reviewed and revised 2020 budget, and presented to the Board,</li> <li>Review of all financial review of 2019 records and found them in order and correct, and presented to the board,</li> <li>With the Treasurer, completed and submitted tax forms in July (due to pandemic).</li> </ul>			
<b>MOTION</b>	Accept the 2020 Finance Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Polling/Lambur/passed

<b>Resolutions and Policy Committee – Siegelin</b>			
Siegelin reported accomplishments of the committee: <ul style="list-style-type: none"> <li>Reviewed all online documents to ensure changes over the years were represented and located on the website.</li> <li>Updated operating procedures to include a new article. Article 3 was to add structure to selecting the sites for the annual conference. President-elect had been the one to select the site, but the change is to a structure for Regional Representatives to select the sites.</li> <li>Proposed constitution changes of the election ballots tasks from the responsibility of the secretary to the past-president.</li> </ul>			
<b>MOTION</b>	Approve the 2020 Resolutions and Policy Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Vines/Hurt/passed

<b>Awards and Recognition – McCoy &amp; Rysz</b>			
McCoy and Rysz reported committee accomplishments: <ul style="list-style-type: none"> <li>Established a change to the first-time conference attendee scholarship that the individual did not have to have been registered in order to apply,</li> <li>Created last piece of the award framework which was a rubric for the judges to use to select the award winners.</li> </ul>			
<b>MOTION</b>	Accept the 2020 Awards and Recognition Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Denny/Baughman/passed

<b>Liaisons</b>			
<b>Journal of Extension</b>			
<ul style="list-style-type: none"> <li>Denny reported that the biggest change for JOE is that the current editor is ending her role at the end of December. JOE will be moving editing process to the Clemson Press for editorial services. This is currently in transition. More information will be coming soon. Accepting of new submissions during December have been put on hold during this transition.</li> </ul>			
<b>Webmaster</b>			
<ul style="list-style-type: none"> <li>Payne reported he worked on website updates during the year. Thanks to all.</li> </ul>			
<b>MOTION</b>	Approve the 2020 Journal of Extension report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Hurt/Jones/passed
<b>MOTION</b>	Approve the 2020 Webmaster report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Polling/Denny/passed

<b>Old Business – Wolfork</b>			
None			

<b>Recognition of 2020 NAEPSDP Board of Directors, Committee Chairs, and Liaisons – Wolfork</b>			
Wolfork gave comments that this has been a great year. We experienced a major change mid-year from an onsite conference in Florida to virtual delivery. Wolfork thanked the 2020 board, expressed thanks to the past presidents who were greatly supportive, and appreciated input from members.			

<b>Nominating Committee – Robinson</b>			
Thanked committee members for efforts in recruiting and taking nominations for the 2021 ballot.			
<b>MOTION</b>	Approve the 2020 Nominating Committee report.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Sulinski/Denny/passed

<b>Immediate Past President Remarks – Wolfork</b>			
Wolfork expressed thanks for the trust and support from the board, membership and past presidents. Wolfork passed the leadership and the gavel to him.			

<b>Incoming President Remarks – Siegelin</b>			
Siegelin thanked Wolfork and gave him a plaque and gifts from Montana.			

**New Business – Siegelin**

Robinson conducted the ceremony of the installation of the new board for 2021.

- President, Steve Siegelin
- President-Elect, Julie Huetteman
- Secretary, Catherine Croft
- Treasurer, Meredith Weinstein
- Past President, Terence Wolfork
- Regional Representatives, Teresa McCoy (NC), Rebecca Sero (W), Ken Jones (S), Francine Sulinski (NE), Cynthia Wilson-Willis (1890s).

Siegelin shared the Constitution and By-Laws document marked with changes via e-mail and the website for review by and approval from the membership. These changes were to put the Past-President in the lead on the ballot election process, replacing the Secretary.

Rysz and McCoy announced the winners of the awards:

- Two First-time Attendee Conference Scholarships
  - Jenny Murray, West Virginia University
  - Stacey Stearns, University of Connecticut
- NAEPSPD-JCEP Excellence in Extension Staff Development Award
  - Matt Benge, University of Florida
- Two Past Presidents’ Early Career Awards
  - John Diaz, University of Florida
  - Kristi Farner, University of Georgia
- Outstanding Contributor Award
  - Paul Hill, Utah State University

Siegelin encouraged all to consider being active on a committee. An online survey was made available for attendees to sign up to participate in NAEPSPD committees in 2021.

<b>MOTION</b>	Accept the insertion of duties to the Past President. Constitution Page 3, Section 4. “shall be responsible for distributing, counting and reporting the results of election ballots, ensure that there is no conflict of interest in the election processes,”  Accept striking Duties of the Secretary. Constitution Page 4, Section 6. Strike “and shall be responsible for distributing, counting and reporting the results of election ballots”  Accept change in election procedure from Secretary to Past President. Constitution Page 10, Article VI: Elections. Section 1. Procedure. For both the 3 <sup>rd</sup> and 4 <sup>th</sup> bullets – replace Secretary with “Past President”.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Starke/passed
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**Adjourn – Siegelin**

Siegelin adjourned the meeting at 2:13 p.m. ET