



**Board of Directors and Committee Chairs  
Meeting, January 20, 2016  
Minutes**

Submitted by Laura Downey, Secretary

Attending:

- Karen Ballard
- Judy Barth
- Debra Davis
- Laura Downey
- Rich Poling
- Julie Robinson
- Mary Fran San Soucie
- Carrie Stark
- Cody Stone

<b>Call to Order - Ballard</b>
Ballard called the meeting to order at 12:01.

<b>Approval of the Agenda - Ballard</b>
Ballard asked if there were additions to the agenda. No items were added to the agenda.

<b>Approval of the Minutes - Downey</b>			
Downey called for any changes to the minutes. No changes were noted.			
<b>MOTION</b>	Accept the December 2015 Board Meeting Minutes	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling / Barth/ passed

<b>President's Report - Ballard</b>
Items related to conference planning this year and in future years will be discussed under New Business.

<b>Treasurer's and Finance Report - Poling</b>			
Poling presented the NAEPSDP financial report and proposed 2016 budget. The current account balance is \$31,428. Poling is still in the process of finalizing the 2016 proposed budget, to be presented to the Board for approval at the next Board Meeting. On the proposed budget, conference expenses and operating expenses will remain general.			
<b>ACTION ITEM</b>	Finalize 2016 proposed budget		
<b>PERSON RESPONSIBLE</b>	Poling	<b>DEADLINE</b>	February 2016

<b>Secretary's Report - Downey</b>	
No report	
<b>ACTION ITEM</b>	Contact Marcie Simpson for information on how to become administrator of the NAEPSDP Dropbox account; Invite new Board Members and Regional Reps to

	join the Dropbox; Obtain the website domain name from Simpson and post in Dropbox.		
<b>PERSON RESPONSIBLE</b>	Downey	<b>DEADLINE</b>	February 2016

## Committee Reports

<b>Awards and Recognition Committee - McCoy</b>
No report

<b>Membership - Lambur &amp; San Soucie</b>
Lambur sent an email asking if other Regional Representatives are available for meeting late January/early February. There are 13 potential and continuing members on the Membership Committee. Lambur is editing videos of members recorded at the NAEPSPD Annual Conference. The videos should be ready review by the end of February.

<b>Marketing - Ballard</b>			
Ballard reported that Paul Hill provided notes on the Ed/Tech Network. The Network would like to host a webinar on the topic of livestreaming with the goal of reaching the next generation of Extension professionals. NAEPSPD would partner with the Network to market the webinar. The Network also requested help to address issues of digital scholarship, federal reporting, and social media analytics. They also are interested in developing an informal mentoring program.			
Julie Robinson reported that the Program Committee is still looking for webinar topics. The Ed/Tech Network might be interested in presenting a webinar in 2016.			
Ballard asked Board Members to submit nominations for Chair of Marketing Committee to her as soon as possible.			
<b>MOTION</b>	Joint activity between NAEPSPD and Ed/Tech Network	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/ San Soucie/ passed

<b>Nominating Committee - Barth</b>			
No report –			
Barth and Lindstrom are seeking other Nominating Committee members. The idea was presented to have NAEPSPD Past Presidents serve on the Nominating Committee.			
<b>ACTION ITEM</b>	Submit names of potential members to Judy.		
<b>PERSON RESPONSIBLE</b>	Regional Representatives	<b>DEADLINE</b>	As soon as possible
<b>ACTION ITEM</b>	Contact Julie Middleton to ask if she would serve on the Nominating Committee. Also ask if she is interested in NAEPSPD Lifetime Membership.		
<b>PERSON RESPONSIBLE</b>	Ballard	<b>DEADLINE</b>	As soon as possible

<b>Policy and Resolutions - Stark</b>
Stark reminded committee chairs to review Operating Procedures and Constitution and Bylaws.
Stark recommended that a written report from each committee be submitted a week before the NAEPSPD Annual Meeting.
Discussion about the Conflict of Interest form and questions about when the form is signed and where it is retained.

<b>ACTION ITEM</b>	Put Operation Procedures in Dropbox.		
<b>PERSON RESPONSIBLE</b>	Stark	<b>DEADLINE</b>	As soon as possible
<b>ACTION ITEM</b>	Review language about each respective committee's charter. Also, review the Constitution and Bylaws to make sure language about each charter is the same as that in Operating Procedures. Identify changes to committee charter and submit to Stark.		
<b>PERSON RESPONSIBLE</b>	Committee chairs	<b>DEADLINE</b>	March 1, 2016

<b>Programs - Poling and Robinson</b>
<p>This committee has 21 members, 13 participated in a committee meeting on January 6th.</p> <p>NAEPSDP webinars will be held the 3<sup>rd</sup> Thursday of every other month at 10:30 CST, beginning in February. In August, the webinars will collaboratively host the Virtual Summer School with the Southern Region Program Leadership Network.</p> <p>Julie Huetteman at Purdue University will host the webinars this year.</p> <p>This year's Annual Meeting will be at Big Cedar Lodge, MO. The Association is finalizing the contract.</p> <p>Members of this committee reviewed evaluations from the 2015 NAEPSDP Annual Meeting. Overall, the comments were positive. A few highlights include that respondents: like free time to network with colleagues; prefer not to have a required planned activity in the evening; like personal development activities (i.e., yoga, meditation) but as an option, not part of the formal agenda; like a keynote related to the theme of the conference; and prefer a general closing session (workshop or RT activity and tie it in with an opening session), instead of a Capstone speaker.</p> <p>Other conference plans include: Offer ignite sessions, 45-minute sessions, 1-hour sessions, and 90-minute sessions (2 45-minute sessions that are consecutively offered). The call for proposals will be distributed by July 5<sup>th</sup>, with a deadline of August 19<sup>th</sup>. Notification of accepted proposals will be sent by September 22<sup>nd</sup>.</p> <p>Subcommittees have been formed and will set the agenda, review submitted proposals, plan meals and breaks and evening activities.</p> <p>The Programs Committee will meet in March, May, July, September and November</p>

<b>Audit Committee - Simpson and Lambur</b>
No report
Jeff will file the partial year tax return so that the tax year will be a calendar year going forward.

Regional Representatives

<b>North East - McCoy</b>
No report

<b>North Central - Taylor</b>
No report

<b>Southern - Lambur</b>
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No report
<b>West - Stone</b>
No report

<b>1890's</b>
No report

## Old Business

<b>Implementation Discussion for Strategic Plan</b>			
Davis added material from the Strategic Planning Task force and round table discussions at the 2015 NAEPSPD Annual Meeting. The Plan is still lacking identification of priorities within each section and decisions as to what to be accomplished in 2016.			
Davis recommended that the Board identify the “natural” committee to take responsibility of each section. Once decided, that respective committee could suggest a timeline.			
As a suggestion, member engagement; multi-state collaboration; and relevance and excellence could be shared across committees. Professional development could be given to the Programs Committee. Davis recommended asking chairs/co-chairs of each committee to consider action steps from the Strategic Plan that align with their 2016 Plan of Work.			
<b>MOTION</b>	Adopt the NAEPSPD Strategic Plan	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Barth/ Poling/ passed

## New Business

<b>Election of 1890's Regional Rep</b>			
Terence Wolkfolk at Fort Valley State University was identified as a possible 1890 Representative.			
<b>MOTION</b>	Terence Wolkfolk as the NAEPSPD 1890's Regional Representative	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Poling/ seconded / passed
<b>ACTION ITEM</b>	Notify Mr. Wolkfolk that he was elected as the NAEPSPD 1890's Representative		
<b>PERSON RESPONSIBLE</b>	Ballard	<b>DEADLINE</b>	As soon as possible

<b>National Conference Planning (Dates &amp; Services)</b>			
As a member of JCEP, we now have to plan the NAEPSPD Annual Meeting earlier than we have in the past.			
Poling and Robinson spoke with a conference coordinator that JCEP has used in the past. They talked with Ms. Jennifer Bates, who works for a firm that negotiates rates for venue and hotel rooms, and reviews contracts. Normally, she works with an organization to book 18-months to 5-years out.			
Ballard asked that the Resolutions and Policy Committee decide whether this is a viable option and provide a recommendation to the Board.			

<b>Selection of JCEP-PILD</b>			
The Association needs to elect a PILD representative. Simpson rotated off. Andrews is in second year. There is a travel commitment with this position (commitment in August to planning of PILD conference).			

NAEPSDP does not have funds to cover cost to PILD conference. Their academic institution will need to support their attendance.

<b>ACTION ITEM</b>	Email NAEPSDP members with this opportunity to serve.		
<b>PERSON RESPONSIBLE</b>	Ballard	<b>DEADLINE</b>	As soon as possible

**Operating procedures**

The Board discussed recording NAEPSDP Board Meetings. As noted (in the Motion) below, Board meetings will be posted but discussions that occur in Executive Session will be cut before posting.

Ballard pointed out that according to the Constitution and Bylaws, NAEPSDP has a Finance Committee. She welcomes nominations of members to serve on the Finance Committee. This committee will serve as a resource to the Treasurer.

Ballard is working on membership newsletter.

Ballard asked the Board to think about the current NAEPSDP website and what needed to be updated/posted on the website. Items to be updated and/or posted include member directory (login); recordings from webinars; Constitution, Bylaws, and Procedures, and committee reports, once approved by the Board.

<b>ACTION ITEM</b>	Email NAEPSDP members with this opportunity to serve. Members can volunteer to serve for this position.		
<b>PERSON RESPONSIBLE</b>	Ballard	<b>DEADLINE</b>	As soon as possible
<b>ACTION ITEM</b>	Email Conflict of Interest form to Board members.		
<b>PERSON RESPONSIBLE</b>	Ballard	<b>DEADLINE</b>	As soon as possible
<b>ACTION ITEM</b>	Post Conflict of Interest forms on Dropbox.		
<b>PERSON RESPONSIBLE</b>	Downey		When received from members
<b>MOTION</b>	NAEPSDP Board Meetings will be recording and posted in Dropbox.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stark/ Stone / passed
<b>MOTION</b>	Items posted on the NAEPSDP website must be approved by the Board prior to being posted.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Stone/ Poling / passed

<b>MOTION</b>	Adjourn the January 2016 Board Meeting	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Barth/ San Souice / passed
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Adjourned at 1:50 p.m.