

**Board of Directors and Committee Chairs
Meeting, May 25, 2016
Minutes**

Submitted by Laura Downey, Secretary

Call to Order - Ballard	
Ballard called the meeting to order at 12:00pm.	

Roll Call - Downey			
	Officers:		Regional Reps:
X	Karen Ballard (S), President	X	Aly Valentine, North East
X	Carrie Stark (W), President-Elect		Amanda Taylor, North Central
X	Laura Downey (S), Secretary	X	Michael Lambur, Southern
X	Rich Poling (S), Treasurer		Cody Stone, West
X	Judy Barth (W), Past President	X	Terrence Wolkoff, 1890s
Committee Chairs:			
X	Mike Lambur, Co-Chair, Audit Committee	X	Michael Lambur (S), Co-Chair, Membership
	Marcie Simpson, Co-Chair, Audit Committee	X	Mary Fran San Soucie, (W) Co-Chair, Membership
	Vacant, Finance	X	Rich Poling, Co-Chair, Programs
	Debra Davis, Chair, Awards & Recognition	X	Julie Robinson, Co-Chair, Programs
	Teresa Byington, Co-Chair, Marketing		Judith Barth (W), Chair, Nominating
X	Todd Hurt, Co-Chair, Marketing	X	Carrie Stark (W), Chair, Resolutions & Policy
			Kevin Andrews, PILD Representative (2nd Year)
		X	Jerry Chizek, PILD Representative (1 st Year)

Approval of the Agenda - Ballard			
Ballard asked for additions to the agenda, if any.			
MOTION	Accept to approve the May2016 Board Meeting agenda	MOVED/2ND/VOTE	Lambur/Hurt/passed

Secretary's Report - Downey			
Over the last month, Downey's primary attention has been directed towards web migration. She is in the process of updating the master workplan, from revised committee workplans.			
Downey asked for corrections to the April Board Meeting minutes, if any. Ballard requested that the minutes reflect that Barth will discuss the development of a calendar of all JCEP organizations' webinars. Barth will discuss this at the JCEP June Board Meeting.			
MOTION	Accept to approve April 2016 Board Meeting minutes with the noted revisions	MOVED/2ND/VOTE	Poling/Stark/passed

Treasurer’s and Finance Report – Poling

Poling presented an account balance (as of 5/25/16) of \$28,941.51 and reviewed expenditures. Poling provided a 2016 budget update.

President’s Report – Ballard

A graphic artist will develop a visual of key points of the strategic plan. This will allow us to more clearly see progress on the strategic plan.

JCEP has requested a report on one success of NAEPSDP and/or any multi-generational work. It was recommended that Ballard report the new website launch and how our strategic plan gives attention to multi-generational opportunities.

Ballard will present a webinar for the American Evaluation Association on July 13. Board members are encouraged to participant in this webinar.

There we be a soft launch of the new website to allow the Board to review the website and provide feedback on its functionality.

Ballard is working on the development of web operating procedures, to be used post launch. These operating procedures will identify roles and responsibilities and explain how decisions are made.

On the new website, there will be a member forum and member blog. The purpose of the forum is to get/provide feedback about specific issue/s. The blog will be focused on a certain topic.

Ballard noted that the JCEP Leadership conference will be held February 8-9, 2017.

Ballard will distribute a Qualtrics survey after today’s meeting. Responses to the survey will help prepare for the June Board Meeting. The survey will also ask for specific operating procedures that need to be discussed at the June Board Meeting.

Committee Chairs should be prepared to present their respective workplan at the June Board Meeting.

Committee Reports

Awards and Recognition Committee – Davis

No report.

Marketing – Hunt

Kevin Andrews has agreed to be the webmaster of the new NAEPSDP website. The following committee members will provide leadership on the marketing strategies:

- Andrews—webmaster, training committee members on web maintenance
- Byington—quarterly newsletter
- Hurt—blog
- Alda Norris—social media
- Jody Azulai—assist with blog and archiving webinars

Members from the Membership Committee will collaborate with members from the Marketing Committee on social media efforts.

Membership – Lambur

The Membership Committee will send an email asking members to renew their membership once the new website is launched.

Nominating Committee – Barth

No report.

Ballard asked if the Nominating Committee would like to collect nominations through an automated form. Barth confirmed that an automated form would be fine.

Resolutions and Policy– Stark

Stark will distribute a call for changes to the Constitution and Bylaws shortly after today’s Board Meeting.

Programs – Poling and Robinson

The second NAEPSPDP webinar was presented by Amy Harder on April 22. There were 15 participants in the webinar. The recording of the webinar is available on the YouTube site and will be available under the Webinar tab on the new website. The next webinar will be presented by an eXtension representative on Thursday, June 16. The October webinar will be presented by Katherine Webb-Martinez.

Possible dates of the Virtual Summer School (VSS) are August 9-12, 16-19.

Social Media is the broad topic of the VSS, and specific topics include: social media toolbox; social media analytics; social media conduct; and social media curation, digital publishing, and how to be a leader in SM spaces.

Poling presented the winning conference logo and a draft call for proposals flyer. The proposal form will be a Qualtrics survey, with a link to be provided on the flyer. August 19 will be the deadline for submitting a proposal.

Poling is working with Julie Middleton to identify a possible welcome speaker. Middleton has identified two potential speakers.

Poling and Robinson will meet with a Big Cedar Lodge representative at the end of the June Board Meeting.

Audit Committee – Simpson and Lambur

No report.

Regional Representative Reports**North East – Valentine**

Valentine will contact McCoy, previous NE Regional Rep, and other Regional Representatives to discuss their approach to the Regional Rep position.

North Central – Taylor

No report.

Southern – Lambur

Once the website is launched, Lambur will market NAEPSPDP to regional groups.

West - Stone
No report.

1890's - Wolfork
Wolfork has reached out to 1890 Extension administrators and will continue to do so.

PILD Representative - Chizek
The 2017 PILD conference will be held April 2-5, in Arlington, VA.

Old Business

NAEPSDP representation on Journal of Extension Board of Directors - Cody Stone
A call will be given to general membership to identify someone who is interested in serving on the Journal of Extension Board of Directors.

MOTION	Adjourn the May 2016 Board meeting	MOVED/2ND/VOTE	Passed
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Adjourned at 12:58 pm CST.