



**Board of Directors and Committee Chairs  
Meeting, April 24, 2019  
Minutes**

Submitted by Julie Huetteman, Secretary

<b>Call to Order – Robinson</b>
Robinson called the meeting to order at 1:01 p.m. ET.

<b>Roll Call – Huetteman</b>			
<b>Officers:</b>		<b>Regional Representatives:</b>	
Julie Robinson (S), President	x	Danae Wolfe, North Central	x
Terrence Wolfork (1890s), President-Elect	x	Aly Valentine, North East	
Julie Huetteman (NC), Secretary	x	Todd Hurt, Southern	x
Rich Poling (S), Treasurer	x	Rebecca Sero, West	x
Mike Lambur (S), Past President	x	Cynthia Wilson-Willis, 1890s	
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs:</b>			
Teresa McCoy (NE), Awards & Recognition		Ken Jones (S), Awards & Recognition	x
Suzanna Windon (NE), Finance	x		
Matt Benge (S), Marketing			
Todd Hurt (S), Membership	x	Catie Croft (1890s), Membership	
Gwyn Shelle (NC), Program	x	Celeste Carmichael (NE), Program	x
Terrence Wolfork (1890s), Resolutions & Policy	x	Mike Lambur (S), Nominating	x
Diane Mashburn (S), Conference	x	Kristi Farner (NC), Conference	x
<b>Liaisons</b>			
Karen Reddersen (NE), PILD Rep (2nd Yr.)		Katy Gottwald (S), PILD (1 <sup>st</sup> Yr.)	x
Jan Carroll (W), JOE Representative		__ ( ), eXtension/NAEPSDP Fellowship	
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			
Debra Davis	x		

Officer's Reports:

<b>President's Report – Robinson</b>
No report.

<b>Treasurer's Report – Poling</b>
Poling distributed the Treasurer's Report and Budget Update for April via email. Treasurer's Report: Account balance total \$47,822.21 Net income (March 25 – April 22, 2019): \$1.67 YTD net income: (\$7,267.51) Budget Update April 2019: Balance \$3,176.82 Accepted and filed for audit.

<b>Secretary's Report – Huetteman</b>			
Robinson distributed unapproved minutes from March 27, 2019 Board Meeting via email. Poling made one correction to list Region assigned to Karen Reddersen as NE.			
<b>MOTION</b>	Approve the minutes of the March 27, 2019 Board Meeting as corrected.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Lambur/Hurt/passed

Reports of the Regional Representatives:

<b>North Central – Wolfe</b>
Sent out e-news to NCR staff. Sent notice about the Awards & Recognition Committee needing a regional representative. Send email to those who have not yet paid membership fee.
Question from Lambur about the Ohio State Chapter of NAEPSDP having a liaison on the board. It was determined that the North Central Region Representative is that liaison.

<b>North East – Valentine</b>
Valentine has submitted resignation.

<b>Southern – Hurt</b>
Submitted a member spotlight for June newsletter.

<b>West – Sero</b>
One member joined in last quarter. Sent a welcome. Working on list of those who haven't renewed yet and will reach out.

<b>1890 – Wilson-Willis</b>
No report.

Committee Reports:

<b>Awards and Recognition Committee – McCoy and Jones</b>
Submitted one name for the eXtension award. Details for awards are in order. Committee will start things in motion in September as the deadlines get closer.

<b>Marketing – Bengé</b>
No report.

<b>Membership – Hurt and Croft</b>
Total of 113 paid members for 2019 (7 new members, 13 life members). Down 42 from last year. Anna Porter hosted the Member Chat on Org Charts in April. Posted that on the membership website.

<b>Nominating – Lambur</b>
No report.

<b>Resolutions and Policy – Wolfork</b>
No report.

<b>Programs – Shelle and Carmichael</b>
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Working to identify more webinars for the year and for the summer series.  
Had a webinar last month, Scott Cummings on Land-Grant Impacts, with over 30 attendees.

#### **Finance – Windon**

No report.

#### **Conference – Mashburn and Farner**

Met with Robinson, Mary Poling and subcommittee chairs about virtual streaming a track of presentations and decided to not include that for 2019. Discussion with Poling and Hurt about registration option to pay for both registration and membership (early bird or regular depending on the date) at the same time. Discussion about meal menus at the hotel. Mashburn will send a survey to the board on attendance at the Spring Meeting in Savannah including dietary restrictions. Karen Ballard and Hurt are working on some post-conference activities. Currently reviewing possible graphics for conference theme, Agents for Change Creating Extension Connections. Conference information will be communicated in next couple weeks. Call for proposals comes out in early June. The 2018 Conference Proceedings are now on the website.

#### **JCEP Update – Lambur and Robinson**

Next board meeting will be held in Nashville in May.

#### **PILD Update – Reddersen and Gottwald**

PILD was last week in DC.

#### **Extension Leadership Conference Sponsored by JCEP Update – Wolfork and Robinson**

Current discussion about changing the dates of PILD and ELC or combining events in the future.

#### **Journal of Extension Update – Carroll**

No report.

#### **Webmaster - Payne**

No report.

#### **Old Business**

- Strategic Planning Efforts
  - Debra Davis presented process and timeline. She will send member survey in May, attend Board meeting in Savannah in June, refine report through October, and present final plan to the board before the Conference, and then present to the membership in December.
  - Lambur shared document from the May 2018 Board meeting discussion about the strategic plan.
  - Robinson led discussion on a budget for compensating Davis for her work on the strategic plan.
    - Wolfork motion to spend no more than \$3,500 to contract with Dr. Debra Davis to conduct the NAEPSDP strategic plan. Seconded by Hurt.
    - Debate to avoid using the word “contract”, but instead use “cover expenses.”
    - Wolfork amended language to strike “contract with” and insert “cover the expenses for.”
  - Discussion about how to make time in the Conference agenda for Davis to give the strategic planning presentation to the membership.
- Membership Categories

- Hurt shared Constitution, Article III: Membership section with revised language relating to adding an affiliate members category.
  - Discussion about defining affiliate members’ employing institution, and eligibility to vote and hold positions.
  - Discussion about proposed affiliate member fee structure to be the same as an active member fee, as well as the discount applied to annual conference for paid members.
  - Poling moved that we accept the verbiage related to affiliate members as amended to strike “land-grant institution” and insert “institutions of higher education.”
  - Information will be referred to the Resolutions and Policy committee for revisions to the Constitution.
- Hurt raised issue for discussion regarding Constitution requirement that members of the board are to be paid members. The payment of dues deadline is January 1. Some board members have been active but are not in paid status. If have not paid dues by January 1, members are not eligible to be on board.
  - Membership Committee to explore other organizations and see how they address a similar situation.
  - Poling moved that we do not enforce Article III section 1 of the Constitution related to eligibility to hold elected or appointed office until the board resolves this issue and makes needed revisions.
- JOE Board Rep - 3-year term (Fall 2019) – This is a board appointed position. Looking for recommendations of individuals to consider for nomination. Robinson will create communication and share with Regional Representatives for distribution and input.

<b>MOTION AS AMENDED</b>	To spend no more than \$3,500 to cover the expenses for Dr. Debra Davis to conduct the NAEPSDP strategic plan.	<b>MOVED/2<sup>ND</sup>/</b>	Wolfork/Hurt/passed
<b>MOTION AS AMENDED</b>	<p>To accept the verbiage as amended relating to affiliate members:</p> <p>Affiliate Members include: 1) professionals with strong interests in program, staff, and organizational development, employed by institutions of higher education or USDA, but are not employed within the Cooperative Extension System or 2) individuals who are former NAEPSDP Active members but do not currently qualify for Active, Life, or Student membership.</p> <p>Affiliate Members in good standing are allowed to vote and hold appointed positions</p>	<b>MOVED/2<sup>ND</sup>/</b>	Poling/Wolfe/passed

	but are not eligible for elected positions.		
<b>MOTION</b>	We do not enforce Article III section 1 of the Constitution related to eligibility to hold elected or appointed office until the board resolves this issue and makes needed revisions.	<b>MOVED/2<sup>ND</sup>/</b>	Poling/Lambur/passed

<b>New Business</b>			
<ul style="list-style-type: none"> <li>• North East Regional Representative <ul style="list-style-type: none"> <li>○ As Valentine has resigned, we are now looking for an individual to finish out the term through the end of this year.</li> <li>○ Robinson will reach out to individuals and bring names to the board to consider at the next meeting.</li> </ul> </li> </ul>			

<b>Final Announcements and Adjourn</b>			
<b>MOTION</b>	Adjourn the April 24, 2019 Board Meeting (2:37 p.m. ET)	<b>MOVED/2<sup>ND</sup>/</b>	Poling/Wolfork

Next meeting: **May 22, (1:00pm EST, 12:00pm CST, 11:00am MST, 10:00am PST)**