



**Board of Directors and Committee Chairs  
Meeting, November 20, 2019  
Minutes**

Submitted by Julie Huetteman, Secretary

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| <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 | Celeste Carmichael, North East                               |   |
| Julie Huetteman (NC), Secretary                                 | X | Todd Hurt, Southern  | X |
| Rich Poling (S), Treasurer                                      | X | Rebecca Sero, West   |   |
| Mike Lambur (S), Past President                                 | X | Cynthia Wilson-Willis, 1890s                                 | X |
|   |   | Vacant, 1994s  |   |
| <b>Committee Chairs/Co-Chairs:</b>                              |   |  |   |
| Teresa McCoy (NE), Awards & Recognition                         | X | 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), Programs                                      |   | Celeste Carmichael (NE), Programs                            |   |
| 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 Representative (2 <sup>nd</sup> Yr.) |   | Katy Gottwald (S), PILD Representative (1 <sup>st</sup> Yr.) | X |
| Marina Denny (S), JOE Representative                            |   | Teresa McCoy (NE), eXtension/NAEPSDP Fellowship              | X |
| <b>Webmaster</b>  |   |  |   |
| Tom Payne   |   |  |   |
| <b>Guests</b>   |   |  |   |
| Debra Davis   | X | Karen Ballard  | X |

Officer's Reports:

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| <b>President's Report – Robinson</b>  |
| Reminder of the next board meeting on Monday, December 2 at 4:00 p.m. at the DeSoto Hotel in Savannah |

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| <b>Treasurer's Report – Poling</b>   |
| Poling distributed the Treasurer's Report and Budget Update for Oct. 22 – Nov. 17, 2019 via email.<br>Treasurer's Report<br>Account balances total \$82,790.72<br>Net income (Oct. 22 – Nov. 17, 2019) \$4,490.96<br>YTD net income: \$27,704.34<br>Budget Update – November 2019: \$26,727.52<br>Robinson accepted and filed for audit. |

| <b>Secretary's Report – Huetteman</b>   |   |                                  |                       |
|---|---|----------------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>September meeting minutes and October meeting minutes were sent by Robinson prior to the meeting.</li> <li>Huetteman asked for any corrections.</li> <li>Notice to Committee Chairs - End of Year (EoY) reports will be due before the conference in Savannah. A document template is provided. When you save your document, add the committee name to the file name, and post it in the 2019 EoY Reports folder in box.com before Nov. 27.</li> <li>Reminder to current board members whether you are continuing or ending your role, be sure to connect with the new board members, welcome them, let them know you are available if they have questions.</li> <li>Discussion on posting Business Meeting agenda and the documents for constitution &amp; by-laws changes on the website conference site and Sched app.</li> </ul> |   |                                  |                       |
| <b>MOTION</b>   | Accept the September 25, 2019 board meeting minutes | <b>MOVED/2<sup>ND</sup>/VOTE</b> | Polling/Lambur/passed |
| <b>MOTION</b>   | Accept the October 23, 2019 board meeting minutes   | <b>MOVED/2<sup>ND</sup>/VOTE</b> | Lambur/Polling/passed |

Reports of the Regional Representatives:

| <b>North Central – Wolfe</b>                |
|---|
| Finished the JCEP membership drive in Ohio. |

| <b>North East – Carmichael</b> |
|--------------------------------|
| No report                      |

| <b>Southern – Hurt</b> |
|------------------------|
| No report              |

| <b>Western – Sero</b> |
|-----------------------|
| No report             |

| <b>1890s – Wilson-Willis</b> |
|------------------------------|
| No report                    |

Committee Reports:

| <b>Awards and Recognition – McCoy and Jones</b>  |
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| <ul style="list-style-type: none"> <li>Have recruited a new Co-chair for 2020, Amanda Rysz, Ohio State University; looking to recruit more members. Wolfork shared the name of an individual interested in joining committee.</li> <li>Plan to develop a rubric for award applications for next year</li> <li>Plan to discuss and address issues related to this year's application regarding nominating individuals, and eligibility and registration payment for member in good standing. Also, specific to the first timer award, the issues of payment of registration due before the application/nomination submitted, and consideration for creating two categories, student and professional.</li> <li>Have rubric and judges in place for the poster presentation at Savannah</li> </ul> |

| <b>Marketing – Bengé</b> |
|--------------------------|
| No report                |

| <b>Membership – Hurt and Croft</b>  |
|---|
| <ul style="list-style-type: none"> <li>We currently have 159 members (141 full, 13 life, 5 students). There are 34 new members this year. Also, 19 members have already paid 2020 dues.</li> <li>Thanks to committee members involved in the 11/4/2019 Member Chat via ZOOM which was an overview of the conference in Savannah.</li> </ul> |

- Thanks to Ken Jones who will be co-chair for 2020 with Catie Croft.

#### **Nominating – Lambur**

- Have identified individual for Treasurer position. Will look into constitution for next steps.
- Silent auction at the Conference in Savannah. All are reminded to bring a gift card or small item to add to a basket from the Board.

#### **Resolutions and Policy – Wolfork**

No report

#### **Programs – Shelle and Carmichael**

No report

#### **Finance – Windon**

Committee prepared End of Year report. Looking to recruit new members.

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

- Volunteer sign-up – please sign up for session facilitators, registration, and photo booth assistant (keynote speaker activity)
- Gave a walk-through of the Conference agenda (Poling is putting the agenda in the Sched App)
- For parking at the hotel, there isn't room for large vans. If you could let the hotel know in advance, they can help with arrangements.

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

No report

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

Due to small number of proposals for concurrent sessions, the plan changed to make an additional time slot for a general session.

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

Have received 76 proposals and are working through them for planning the event in San Antonio

#### **Journal of Extension Update – Denny**

No report

#### **Webmaster - Payne**

No report

#### **Old Business**

- Strategic planning discussion with Debra Davis and Karen Ballard.
- At the conference in Savannah, the plans are to facilitate the engagement of members.
- There are 7 primary action or work areas. We will have 7 tables with each of the strategic plan work areas (which align well with the committees).
- The plan is to have current and new chairs (and co-chair if applicable) for the committees facilitate the conversation and take notes.
- There will be brainstorming for 6 minutes, then members rotate to another table.
- Leadership/Facilitators/Chairs remain at the same tables, and will share a brief summary of items that have been generated.

- This activity will engage membership. All committee chairs will have opportunities to meet members, and then can follow-up to invite them to join the committee.
- Afterward, chairs and leadership will take information from the membership and compare it against what the Board identified at the June meeting to identify common themes and for any additional ideas.
- Chairs will receive an email from Davis and Ballard to give them instructions about how to facilitate the brainstorming activities.

**New Business**

Willis identified the dates for next year’s conference as November 30 – December 3, 2020

**Final Announcements and Adjourn**

|               |  |                              |                   |
|---------------|--|------------------------------|-------------------|
| <b>MOTION</b> | Adjourn the November 20, 2019 Board Meeting (2:07 p.m. ET) | <b>Moved/2<sup>ND</sup>/</b> | Huetteman/Wolfork |
|---------------|--|------------------------------|-------------------|

Next meeting: **Monday, December 2, 4:00pm ET, DeSoto Hotel, Savannah**