



Board of Directors and Committee Chairs
Meeting, January 22, 2020
Via Zoom
Minutes
 Submitted by Julie Huetteman, Secretary

Call to Order – Wolfork
Wolfork called the meeting to order at 1:00 p.m. ET

Roll Call – Huetteman			
Officers		Regional Representatives	
Terrence Wolfork (1890s), President	X	Danae Wolfe, North Central	X
Steve Siegelin (W), President-Elect	X	Fran Sulinski, North East	X
Julie Huetteman (NC), Secretary	X	Ken Jones, Southern	X
Meredith Weinstein (S), Treasurer	X	Rebecca Sero, Western	
Julie Robinson (S), Past President	X	Cynthia Wilson-Willis, 1890s	X
		Vacant, 1994s	
Committee Chairs/Co-Chairs			
Teresa McCoy (NE), Awards & Recognition	X	Amanda Rysz (NC), Awards & Recognition	X
Suzanna Windon (NE), Finance	X		
Matt Benge (S), Marketing	X		
Catie Croft (1890s), Membership	X	Ken Jones (S), Membership	X
Celeste Carmichael (NE), Professional Development		Danae Wolfe, (NC), Professional Development	X
Steve Siegelin (W), Resolutions & Policy	X	Julie Robinson (S), Nominating	X
Cynthia Wilson-Willis (1890s), Conference	X	Matt Benge (S), Conference	X
		Latasha Ford (1890s), Conference	X
Liaisons			
Karen Reddersen, (NE) PILD Representative (2 nd Yr.)		Katy Gottwald (S), PILD Representative (1 st Yr.)	
Marina Denny (S), JOE Representative	X	Teresa McCoy (NE), eXtension/NAEPSDP Fellowship	X
Webmaster			
Tom Payne	X		
Guests			
Todd Hurt	X		

Approval of Agenda – Wolfork			
The meeting agenda was provided via email in advance of the meeting.			
MOTION	Approve the agenda as provided for this meeting, 1/22/2020.	MOVED/2ND/VOTE	Huetteman/Wilson-Willis/passed

Approval of Minutes – Huetteman			
Board meeting minutes were emailed to board members in advance for review. There were two sets of minutes, one for 12/2/2019 and one for 12/5/2019. Huetteman noted a correction for the 12/2/2019 minutes with listing of the Professional Development Co-chair as Danae Wolfe.			

MOTION	Approve the 12/2/2019 Board Meeting minutes.	MOVED/2ND/VOTE	Robinson/Weinstein/passed
MOTION	Approve the 12/5/2019 Board Meeting minutes with correction.	MOVED/2ND/VOTE	Robinson/Siegelin/passed

Reports of Officers:

President's Report – Wolkoff
<ul style="list-style-type: none"> • Wolkoff invited speakers to give instruction to board members. • Todd Hurt to give overview for Regional Representatives for suggestions to engage membership. <ul style="list-style-type: none"> • He shared items from the Box.com site including Member Focus, Membership Brief. He suggested Time of year for communicated varied, but was very helpful was after annual meeting, especially for those who could not attend. • Last year Celeste Carmichael did an informal ZOOM Chat session for the NE region that went well. Hurt encouraged competitions between regions to recruit new members. Regional Representatives may consider encouraging people to think about positions with the Board and on committee, but to be sure they are eligible. • Regional Representatives are members of the Membership Committee. In Box.com site, there is a folder for "Committee-Membership" and you can find the "Regional Directors Toolbox." • It is important to get membership listing for the region including email for communicating to members. • Encourage Regional membership to consider openings for officers and committees. Be sure you check with Nominating Committee and ensure eligibility. • Hurt created a "Regional Directors Toolbox" folder in box.com = NAEPSDP Board Members Box > Committee – Membership > Regional Directors Toolbox • Siegelin and Huetteman shared overview of the NAEPSDP Board Box.com site where documents are stored and shared. Huetteman will send invitations for access to Box.com. • Tom Payne gave information on the website. He is updating the board members. He needs photos and information (first last name, institution).

President-Elect's Report – Siegelin
No report

Past President's Report – Robinson
Communicated with Linda "Jo" Turner, Ph.D., turnerlj@missouri.edu, who is retired from Extension Missouri. She is working with a group on a national project for 4-H onboarding. She has seen our webinar topics she finds them relevant to the National 4-H group. We may have more contact with her or that group.

Secretary's Report – Huetteman
<ul style="list-style-type: none"> • All board members must be "in good standing" which means membership fee paid. The 2020 Membership Fee is due Jan. 1, with a grace period to Jan. 31. If your institution will not pay for membership until combined with conference registration, you must submit a signed letter to the Secretary indicating membership fee will be paid by your institution along with conference registration, or if not attending, by the first day of the conference. • Schedule of 2020 Board meetings – Calendar invites have been sent <ul style="list-style-type: none"> • January 22 • February 26 • March 25 • April 22 • May 27 • June 9 (full day) & 10 (half day – tentatively till 2:00) in Ft. Lauderdale, FL • July 22 • August 26

- September 23
- October 28
- November 18 (moved a week early due to Thanksgiving holiday)
- November 30 (day before conference) in Ft. Lauderdale, FL – tentatively at 4:00 p.m.
- December 3 (last day of conference) in Ft. Lauderdale, FL – tentatively at 7:30 a.m.
- Conflict of Interest Form – to be completed by all Board members. Use the template provided and post in Box.com
- POW and Budget – due by March 1. Use the template provided and post in Box.com
- Box.Com – will set up access to current board members. You will receive an email from box.com
 - John Noltner’s A Peace of My Mind photos and video saved
 - Committee Plans and Reports folder
 - Committee Folders
 - COI Form Folder
 - POW Folder
 - EoY Folder
 - Minutes

Treasurer’s Report – Weinstein			
<ul style="list-style-type: none"> • Transition from Poling to Weinstein in progress. Weinstein shared the Budget Update and Treasurer’s Report for Jan.–Dec. 2019 and for January 1–20, 2020. • Budget Update <ul style="list-style-type: none"> • End of year 2019: \$4,914.41 • January 2020: (\$174.74) • Treasurer’s report <ul style="list-style-type: none"> • Net Income Jan. 1 – Dec. 31 = (\$9,885.28) • Net Income Jan. 1 – 20, 2020 = \$2,309.05 			
MOTION	Accept reports as presented.	MOVED/2ND/VOTE	Siegelin/Robinson/Wolfork accepted and filed for audit.

Reports of Regional Representatives:

North Central – Wolfe
No report

North East – Sulinski
<ul style="list-style-type: none"> • Have ZOOM scheduled March and September with NE membership. Drafting input agenda.

Southern – Jones
<ul style="list-style-type: none"> • Exploring identifying seasoned members to connect with new members for mentoring. • Planning to schedule some informal forums with Region.

Western – Sero
No report

1890s – Wilson-Willis
<ul style="list-style-type: none"> • Have 2 new members, and will reach out to welcome them. • May plan to have March and September meetings and let everyone to attend.

Reports of Committee:

Awards and Recognition – McCoy & Rysz
<ul style="list-style-type: none"> • Will meet on Feb. 12.

- Collected a lot of great ideas for recognitions at the Savannah Conference. Considering mid-career award.
- Planning a webinar or instruction to help people submit nominations.
- Continue the poster session for the conference, may consider adding a people's choice award.
- Suggestion received to put all past award winners on the website.
- Received recommendations looking for more recognitions of members.

Marketing – Bengé

- January newsletter went out.
- Next newsletter will be in April. Will solicit ideas from the Board for announcements, important dates, updates, webinars, etc.
- “The Monday Buzz” – sending email on Monday’s with one idea or bit of information to members.
- Hope to do more with the Facebook page.

Membership – Croft & Jones

- Committee met yesterday.
- Talked about website, member benefits page is a PDF. Would like it to be more interactive. Will get with Todd on that.
- Regional Representatives are asked to consider sharing mentors for informal approach for new members. Create a pool of people willing to serve as a mentor. Consider having the board host, at the conference, an orientation for mentors/mentees who could meet right after the first board meeting. Hope to help make them feel welcome.

Nominating – Robinson

- Asking Fran and Danae from the NE and NC regions for a member to serve on the Nominating Committee. This committee’s work is mostly in the fall.

Resolutions & Policy – Siegelin

- Conducting a review of our formal documents. Just getting started. During conference had talked with previous members who did not see current documents and identified missing information on documents. Siegelin sent email to all past president–elects to share changes to the documents from their records. Robinson has some updates. Operations and procedures documents are also needing to be updated.

Professional Development – Carmichael & Wolfe

- Three webinars planned this year. First one was today on evaluation competencies. Next will be on Needs Assessment in May. September webinar will be on Innovative Outreach with Paul Hill.
- Virtual Summer School (a week in July) – Looking at topics of wholistic perspective of program development from needs assessment to evaluation with focus on civil rights. Arkansas, with support from PLN, will host. Will have call for proposals in spring.
- Celeste visiting with Betsy Draper about Program Development models for training Extension personnel. Considering doing a survey of all institutions. Also, may have an informal ZOOM meeting to discuss. Will send the survey to the board for review and comment.
- Do we have platform for peer to peer sharing of resources or asking questions. Last year started Facebook private group, but had no activity. Thinking about a listserv approach. Board discussed box.com, Microsoft Teams, or open ZOOM round table approach, NAEPSDP membership site as ideas for sharing resources.

Finance – Windon

On January 14, the committee met and completed 2019 Annual Review - Internal Control Inspection. This is a report on charges, checks and deposits using Excel ledger of 2019 association transitions and bank statements. Worked through transactions in accounts and Suzanna completed signed form. Windon submitted form to Wolkoff.

Conference – Wilson-Willis, Bengel, & Ford
<ul style="list-style-type: none"> • Met on planning for the conference. • Two people will be doing the welcome - Dean Nick Place from the University of Florida Cooperative Extension, and Vonda Richardson, Associate Director for Cooperative Extensions Program, Florida A&M University. • This will be the 10th year anniversary, the committee is working to make it special. • 2020 board meeting June 9-10 in Fr. Lauderdale. Will need food order turned in by May 22 so we can sample options. • Will have subcommittee chair meetings next week. Will meet monthly on the second Wednesday. First meeting February 12. • Call for Proposal discussions about moving up the dates about 3-4 weeks, to help have more time for submission and travel setup. Looking at two tracks – research and programming. • Board discussed about membership and payment of fees, and attendance at conference to submit proposal and present. Committee will discuss and come back to the board.

Reports of Liaisons:

eXtension/NAEPSDP Fellow – McCoy
Have two outstanding fellowships available for 2020. It is up to us as a group on the details. McCoy will check with Molly Immendorf.

JCEP / Extension Leadership Conference – Robinson & Wolfork
Conference is in February. Registration is still open. Have first 2020 JCEP meeting tomorrow. Robinson is the Chair of JCEP.

PILD – Reddersen & Gottwald
Registration is now open.

Journal of Extension – Denny
<ul style="list-style-type: none"> • JOE board met last week. Starting in February 2020 going to remove the printable PDF button on website. Continuing to request reviewers – especially in agriculture, dairy, health, financial resource management, and aging. • Implementing a new editorial model which includes associate editors to help assist in time of turnaround with the reviews. • Next meeting will be in Tennessee in March 17-18.

Webmaster - Payne
No report

Unfinished Business
None

New Business
None

Adjourn
Wolfork adjourned the meeting at 2:26 p.m. ET

Next meeting: Wednesday, February 26, 2020, 1:00 p.m. ET via ZOOM.