



**Board of Directors and Committee Chairs**  
**Meeting, January 7, 2021**  
**Via Zoom**  
**Minutes**  
 Submitted by Catie Croft, Secretary

<b>Call to Order – Huetteman</b>			
Huetteman called the meeting to order at 12:01 p.m. ET			

<b>Roll Call – Croft</b>			
<b>Officers</b>		<b>Regional Representatives</b>	
Steve Siegelin (W), President		Teresa McCoy, North Central	X
Julie Huetteman (NC), President-Elect	X	Fran Sulinski, North East	X
Catherine (Catie) Croft (1890s), Secretary	X	Ken Jones, Southern	X
Meredith Weinstein (S), Treasurer	X	Rebecca Sero, Western	X
Terrence Wolfork (1890s), Past President	X	Cynthia Wilson-Willis, 1890s	X
		Vacant, 1994s	
<b>Committee Chairs/Co-Chairs</b>			
Vikram Koundinya (W), Awards & Recognition		Amanda Rysz (NC), Awards & Recognition	X
Suzanna Windon (NE), Finance		Julie Robinson (S), Finance	X
Carrie Stark (W), Marketing	X	Cheryl Newberry (W), Marketing	
Catie Croft (1890s), Membership	X	Ken Jones (S), Membership	X
Mary Halbleib (W), Professional Development		Danae Wolfe, (NC), Professional Development	X
Julie Huetteman (NC), Resolutions & Policy	X	Terrence Wolfork (1890s), Nominating	X
Cynthia Wilson-Willis (1890s), Conference	X	Matt Benge (S), Conference	X
Carolyn Weber, HelmsBriscoe		Latasha Ford (1890s), Conference	X
<b>Liaisons</b>			
Katy Gottwald (S), PILD Representative (2 <sup>nd</sup> Yr.)		Terralon Chaney, (1890s) PILD Representative (1 <sup>st</sup> Yr.)	
Marina Denny (S), JOE Representative	X	Julie Huetteman, (NC), JCEP Representative	X
		Jared Morrison (NC), JCEP Representative	X
<b>Webmaster</b>			
Tom Payne			
<b>Guests</b>			

<b>Approval of Agenda – Huetteman</b>			
Agenda was emailed to the board prior to the meeting			
<b>MOTION</b>	Accept the agenda for today’s meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Croft/Jones/passed

<b>Approval of Minutes – Croft</b>			
Minutes were emailed to the board prior to the meeting			
<b>MOTION</b>	Accept the minutes with two correction for the December 3, 2020 meeting.	<b>MOVED/2<sup>ND</sup>/VOTE</b>	Croft/Jones/passed

Reports of Officers:

<b>President’s Report – Siegelin</b>
<p>Due to Siegelin’s absence from the board meeting due to a meeting conflict, Huetteman will lead the meeting for January 7, 2021.</p> <p>Identifying the leadership roles in NAEPSDP for 2021 is almost complete. The PILD liaison term that is being completed by Katy Gottwald in April has two volunteers. There is hope to select one of those two by the March board meeting. Today’s meeting will contain a lot of business. It will include several orientation related topics and actions that we need to address.</p> <p>Siegelin addressed finding balance between conducting the business of the association, creating ways to increase the future impacts of the association, and respecting the time everyone is volunteering to the association. Siegelin hopes to accomplish having the meetings complete in 45 minutes. He asked that everyone send him their ideas on how the board can accomplish this balancing act.</p>

<b>President-Elect’s Report – Huetteman</b>
<p>Huetteman discussed the email that was sent out before the meeting. She brought up the conflict of interest (COI) form that is required. Asked Croft if she would prefer for members to email her the completed form or to submit it into box. Croft stated that members could do both.</p> <p>Membership fee is required to be paid by the end of January 2021 in order to be an active board member. For those whose institutions will only pay membership fees with a conference registration, a written letter stating the membership fee will be paid with conference registration will need to be turned into Croft by the end of the month (January 31, 2020).</p> <p>Huetteman encouraged the board to look at the website and review the constitution, the bylaws, &amp; operating procedures. Explained and showed the members where to find information on the website and also asked to submit a picture and contact information to Tom Payne (Webmaster) to update the board members website tab.</p> <p>Discussed committee tab and updating information in the beginning of the year to reflect the current year. Send all information to the webmaster for updates.</p> <p>Discussed the Box.com website and how committees need to upload documents into the system for record. Siegelin has been adding members. An email was sent with your access to the website.</p> <p>The Plan of Work (POW) for committees and regional reps are due March 1, 2021. The budget is also due on March 1, 2021. Croft sent the templates in the email for this meeting. Suggested to look at previous POW to figure out the budget.</p>

<b>Past President’s Report – Wolfork</b>
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No report.

**Secretary’s Report – Croft**

Croft asked that COI forms to be sent to her email or the individual can upload the document into Box.com. Also, send the written letter regarding membership dues to her email ([Catherine.croft1@kysu.edu](mailto:Catherine.croft1@kysu.edu)).

Unapproved minutes from November 30, 2020 and December 3, 2020 need to be approved.

November 30, 2020 unapproved minutes-No input was given. Sulinski gave a motion to approve the minutes and Jones second it, the motion was passed.

December 3, 2020 unapproved minutes-There are two corrections. Sulinski was not recorded as not being present at the meeting. Terralon Chaney is still in her 1<sup>st</sup> year as PILD representative & Katy Gottwald is in her 2<sup>nd</sup> year as a PILD representative and will finish in April 2021. Croft gave a motion to approve the minutes and Jones second it, the motion was passed.

**Treasurer’s Report – Weinstein**

Treasurer’s Report and Budget Update for December 2020 were sent via email.  
December Treasurer’s Report (November 18, 2020-December 31, 2020)  
Account balance total = \$54,487.34  
Net income = \$4,623.17  
YTD net income: \$10,419.74  
Budget Update, December 2020: \$7,164.6

West Virginia University & University of Connecticut have first time attendee award checks that have not been deposited yet by the institutions. They are 60 days out and they can go 6 months out before they become void. The checks impact the counting system. Weinstein asked the awards committee to reach out to the recipients.

There are 7 people who have not paid for the conference and /or dues from late registration. Weinstein asked the conference committee to reach out to those individuals about payment. Ford agreed to get into contact with Stafford regarding balance. Wilson-Willis agreed to contact Lattimore and one other individual regarding balance.

Huetteman accepted and filed for audit.

Reports of Regional Representatives:

**North Central – McCoy**

No report.

**North East – Sulinski**

Regional meetings will take place in March, June, & September for northeast. Will take a different approach and have something topical to discuss with attendees for more engagement.

**Southern – Jones**

Utilizing other events taking place in southern region to do more promoting and recruiting.

**Western – Sero**

Locating a conference site for 2022 annual conference.

**1890s – Wilson-Willis**

No report.

Reports of Committee:

**Awards and Recognition – Rysz & Koundinya**

No report.

**Marketing – Stark & Newberry**

No report.

**Membership – Croft & Jones**

Doing follow up with individuals who are interested in joining the membership committee. Discussed mentorship and asked to follow up with mentee throughout the year.

**Nominating – Wolfork**

No report.

**Resolutions & Policy – Huetteman**

Looking forward to diving into revisions and new documentation from last year.

**Professional Development – Wolfe & Halbleib**

Sent out the official invite to 14 new members.  
Siegelin sent out information about themes he would like the committee to focus on. The committee will be focusing on increasing opportunities around collaboration. First meeting will be in early February.

**Finance – Windon & Robinson**

Robinson is now the co-chair of the committee. Make sure the budgets are in by deadline.

**Conference – Wilson-Willis, Bengé, & Ford**

Benge provided the conference evaluation in the zoom chat box. The evaluation was overall very positive. The biggest issue with the conference was the ability to network.  
First committee meeting is January 12, 2021.  
Wilson-Willis expressed her concern of the possibility of not having the conference in person.  
Ford discussed her role in finding the volunteers for committees.

Reports of Liaisons:

**JCEP / Extension Leadership Conference – Huetteman & Morrison**

Huetteman gave a brief overview of JCEP & their role & Morrison introduced himself

**PILD – Gottwald & Chaney**

No report.

**Journal of Extension – Denny**

The transition to Clemson has occurred. A meeting was held on January 4, 2021 to get a feel of where they are now. The transition is still happening. They have a mock-up of how the new website and the layout will look like. Due to the transition not being complete by the first of the year, they are going to extend the moratorium on acceptance of manuscripts for a few more weeks. They have hired a full time editor for the journal.

**Webmaster - Payne**

No report

**Unfinished Business**

**New Business**

McCoy has not hear anything about the continuation of the e-Xtension fellowships. McCoy offered to reach out to Molly regarding the status. McCoy gave a brief overview of the fellowship.

**Adjourn**

Huetteman ended the meeting at 12:48 PM EST.

<b>MOTION</b>	Adjourn the January 7, 2021 Board Meeting (12:48p.m.ET)	<b>MOVED/2<sup>ND</sup>/</b>	Wilson-Willis/Sulinski
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Next meeting: Thursday February 4, 2021 12:00 p.m. ET via ZOOM.