



**Board of Directors and Committee Chairs
Meeting, Wednesday, February 9, 2022**

Via Zoom

Minutes

Submitted by Alda Norris, Secretary

Call to Order – Huetteman	
1:04 PM EST	16 members present

Roll Call – Norris			
Officers		Regional Representatives	
Julie Huetteman (NC), President	X	Adeola Ogunade, Northeastern (pending)	X
Teresa McCoy (NC), President-Elect	X	Lisa Kaslan, North Central (pending)	
Steve Siegelin (W), Past President		Marina Denny, Southern	X
Alda Norris (W), Secretary	X	Lendel Narine, Western	X
Meredith Weinstein (S), Treasurer	X	Cynthia Wilson-Willis, 1890s	
		Vacant, 1994s	
Committee Chairs/Co-Chairs			
Amanda Rysz (NC), Awards & Recognition		Jeremy Elliott-Engel (W), Awards & Recognition	
John Diaz (S), Conference	X	Vikram Koundinya (W), Conference	X
Suzanna Windon (NE), Finance	X	Julie Robinson (S), Finance	X
Carrie Stark (W), Marketing	X	Cheryl Newberry (W), Marketing	
Brad Sewell (NC), Membership	X	Terrence Wolfork (1890s), Membership	
Sarah Baughman, Professional Development	X	Michelle Gaston, Professional Development	X
Steve Siegelin (W), Nominating		Teresa McCoy (NC), Policy & Resolution	X
Liaisons			
Kristi Farner (S), JCEP PILD Representative (2 nd Yr.)		Laurie Chandler (NC) JCEP PILD Representative (1 st Yr.) – starting in April	
Julie Huetteman (NC) until May 2022; then Teresa McCoy (NC), JCEP ELC Representative (President-Elect)	X	Jared Morrison (NC), JCEP ELC Representative (2 nd Yr.)	X
Marina Denny (S), JOE Representative	X		
Webmaster			
Tom Payne			
Guests			
None			

Meeting began with roundtable introductions of each person’s institution, job title and board position. A quorum was declared.

Approval of Consent Agenda – Huetteman
Huetteman recommended approving the January minutes and Treasurer’s Reports.

MOTION	Approve all documents, no corrections	MOVED/2ND/VOTE	Weinstein /McCoy /passed
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Reports of Officers:

President’s Report – Huetteman

Met with rep Jennifer Bates to discuss Ft. Lauderdale contract, which is in good standing and has the final payments scheduled throughout the end of the year. A 2023 location is yet to be determined, and the Western region is the next in the rotation. Bates is researching possible Western locations, and Narine will need to work with her. Weinstein and Huetteman have also been working with Bates on identifying liability insurance for the organization.

Huetteman encouraged board members to be proactive and reach out if they need assistance. She appreciates everyone’s hard work and enthusiasm on the committees. A reminder that plans of work are due March 1st. A budget spreadsheet template is available in the guidance documents. Huetteman encouraged Committees to include documentation of the Strategic Plan initiatives in the POW reports. She also requested that committees personally invite colleagues to get involved, and to update the group on how recruitment is going. Huetteman invited board members to send a card to Willis, our 1890 representative, who was unfortunately in an accident and has not been able to return to work.

Secretary’s Report- Norris

Some regional reps still need to submit a Conflict of Interest (COI) form. Norris will reach out to get those completed. The approved strategic plan needs to be updated to include the approval date in the footer. Norris will update the copy of the plan in Box. The board was reminded that everyone has access to Box.com

Treasurer’s Report – Weinstein

Dues from 54 members received in January. The outstanding check has cleared, so all expenditures from last year are finalized. For next year, Weinstein suggested the awards committee consider electronic funds transfers as checks take so long to clear. Kundinya noted that he has moved to the conference committee, and Rysz is now the contact. Attached to this week’s email was a projection framework to help committees with their POW.

Treasurer’s Report (01/31/22)
 Account balances total = \$81,178.07
 Year-to-Date Expenditures: \$352.66
 Year-to-Date Income: \$4050.00
 Year-to-Date Net Income: \$3,697.34

Reports of Regional Representatives:

Ogunade, Kaslan, Denny, Narine, Wilson-Willis

Ogunade: Talked to Sewell about increasing regional participation. Northeast compiling emails of directors and assistants.

Narine: Reached out to lapsed members with reminders to renew. highlighting membership opportunities in presentations to Utah colleagues.

Reports of Committees:

Awards & Recognition

No report

Conference – Diaz

Meeting next week. Brainstorming conference themes. NACDEP uses an abstract management platform called Oxford that the committee is looking into. It assists with the review process and feeds into scheduling. Robinson said she had also used it and it was easy. Baughman and McCoy also supported the idea. Huetteman

wondered if WildApricot has a similar capability, Diaz confirmed it does not perform the necessary functions. Huetteman will discuss funding for a platform with Weinsten and have a recommendation at the next meeting. Note that our last day to receive a block room rate is Oct. 28, so the 2022 deadlines will have to be moved up. Diaz agreed that along with the hotel deadline, the submission

Finance – Windon

Windon said the committee met in January and reviewed the 2021 finances, which were approved and will be signed off on soon. They prepared a budget and are planning to consult a tax professional specializing in nonprofits. The committee is also brainstorming fundraising ideas. Huetteman encouraged the committee to continue inviting new members, especially colleagues who like numbers!

Marketing – Stark

Send any items for the website or Facebook to Stark or Newberry. The committee has a couple new members, but could use a few more. Huetteman noted that regional representatives were looking for logos and powerpoint templates. McCoy asked if the organization's banners had been located. Stark has one in her office. Robinson said the rest of the banners were shipped to Wofork.

Membership – Sewell

Met on the 25th with 7 members in attendance. Reviewed their objectives in the strategic plan. This month the committee is working on its POW and will meet again on 22nd. Cheryl from marketing will join as a liaison. Current membership is 191.

Professional Development – Baughman & Gaston

Met in January and had volunteers for sub committees. Drafted a POW and budget that will be reviewed at their February meeting next week. Planning an unconference for May, a summer school in July, and another possible event in September. Baughman inquired who will make website updates. McCoy noted there have been reassignments, and Newberry is the best contact.

Nominating – Siegelin

No report

Policy & Resolution – McCoy

McCoy is gathering information about charters.

Reports of Liaisons:

JCEP / Extension Leadership Conference (ELC) – Huetteman & Morrison

ELC has over 200 attendees in person. Theme is a great message of recharging and taking care of yourself. JCEP restructuring their committees and year. Now presidents, past presidents, and president-elects from the 7 member organizations will all start in May instead of January to allow for a better transition period for new board members. Future liaisons to NAEPSDP will change due to the new committee structure.

JCEP / Public Issues Leadership Development (PILD) – Farner & Chandler

Huetteman noted that liaison assignments are staggered to build capacity. Farner will be starting her second year in April, while Chandler is starting her first year. The conference is in Washington D.C. this year, and registration is open. Weinsten noted that the board needs to discuss travel funding for representatives sent by NAEPSDP. Huetteman and Stark agreed that the other organizations offer support for at least one member to attend, and we need to look into that.

Journal of Extension – Denny

Journal is still seeking a DEI associate editor and second associate editor for plant agriculture. Revisiting idea of institutional representatives, as there is supposed to be someone at each LGU who can talk about JOE, but there are 22 institutions that have not re-upped their membership to the journal. Norris noted that the email soliciting support from LGUs is confusing and does not explain the fee structure. Denny will look into the marketing messages.

Webmaster - Payne

No report

Website Task Force - McCoy

Weinstein suggested that past president and president need access based on their roles. Poling's access needs to be removed. Huetteman will contact webmaster.

MOTION	Amend roles to separate PD and conference webinar lines	MOVED/2ND/VOTE	Baughman/Denny/passed
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MOTION	Amend access list to include past and current presidents	MOVED/2ND/VOTE	Weinstein/Norris/passed
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MOTION	Accept website task force plan with amendments	MOVED/2ND/VOTE	McCoy/Denny/passed
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Unfinished Business

None

New Business

Winton received a message from Poling that said he would not be serving on the finance committee anymore. Winton reminded committees to make sure the last line of the POW with a budget projection is filled in.

Adjourn

2:05 pm EST

MOTION	Adjourn	MOVED/2ND/	Norris/Weinstein
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Next meeting: Wednesday, March 9th, 2022, 1:00 p.m. ET via ZOOM.