



**Board of Directors and Committee Chairs
Meeting, Wednesday, January 12, 2022**

Via Zoom

Minutes

Submitted by Alda Norris, Secretary

Call to Order – Huetteman	
1:03 PM EST	17 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	X	Jeremy Elliott-Engel (W), Awards & Recognition	
John Diaz (S), Conference	X	Vikram Koundinya (W), Conference	
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	X	Teresa McCoy (NC), Policy & Resolution	
Liaisons			
Kristi Farner (S), JCEP PILD Representative (2 nd Yr.)		Laurie Chandler (NC) JCEP PILD Representative (1 st Yr.) – starting in April	X
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 as more than six members were present.

Approval of Consent Agenda – Huetteman
Huetteman recommended approving the November 04, November 29, and December 3, 2021 minutes and accepting the November and December 2021 Treasurer’s Reports.

MOTION	Approve all documents, one correction on Ford for 12/03	MOVED/2ND/VOTE	Denny /McCoy /passed
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Approval of New Regional Representatives – Huetteman
Huetteman recommended appointing two new Regional Representatives: North Central (Lisa Kaslon) and Northeast (Adeola Ogunade).

MOTION	Appoint Ogunade & Kaslan	MOVED/2ND/VOTE	Weinstein /McCoy /passed
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Reports of Officers:

President’s Report – Huetteman
To be a member in good standing, you must pay your 2022 fees by June 30th to remain on the board, as per the updated constitution. Will send all committee chairs a new listing and would like all board members to recruit and encourage participation in their states and regions. Let’s help the membership committee and reach out with personal invitations. Regional reps and Committees are expected to have monthly meetings and committee leadership needs to grow memberships and give committee members opportunities for leadership experience. Please view the committee POW report on the website. Julie will send out invitations to Box.com. Make sure to include Meredith Weinstein in conversations about plans of work to set your budget.

Secretary’s Report- Norris
Officers and regional reps need to submit a Conflict of Interest (COI) form. You are declaring any personal benefit or interest you may have that affects your association with NAEPSDP. It is a fillable PDF form, please submit that to Alda Norris as soon as possible and she will post the signed forms to Box.

Treasurer’s Report – Weinstein
When creating budgets, think about projections of membership- we currently have 129 paid memberships so far this year. How many more might we acquire? Can we get any retirees to become lifetime members? Five members are currently students. We have already paid a \$15,000 deposit on the hotel for the 2022 conference. The fund balances on the report that was emailed in January is up-to-date. An insurance bill for the board was received today.
Treasurer’s Report (12/31/21)
Account balances total = \$77,480.73
Year-to-Date Expenditures: \$7,970.61
Year-to-Date Income: \$30,154.00
Year-to-Date Net Income: \$22,183.39

Reports of Regional Representatives:

Ogunade, Kaslan, Denny, Narine, Wilson-Willis
No reports

Reports of Committees:

Awards & Recognition – Rysz & Elliott-Engel
No report

Finance – Windon & Robinson
No report

Marketing – Stark & Newberry

Stark asked for any updates on events or important information to be sent to her. She will then have Cheryl Newberry post to Facebook. Stark says the committee tries to send things out every two weeks to membership.

Membership – Sewell & Wolfork

Sewell noted there are 37 overdue renewals. The committee plans to get reports out to regional representatives shortly.

Professional Development – Baughman & Gaston

No report

Nominating – Siegelin

No report

Policy & Resolution – McCoy

No report

Reports of Liaisons:

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

Morrison posted a link to the chat, <https://www.jcep.org/elc> and noted there are projected to be over 200 attendees. The ELC committee is meeting today and more information about masking and other protocols will be announced. There is a brief registration window for folks arriving early on February 8th, with two full days of content the 9th and 10th from about 40 speakers.

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

Huetteman noted registration is open for the April conference. It is a good opportunity for more experience and exposure to leadership opportunities. Link posted in chat: <https://www.jcep.org/pild>

Journal of Extension – Denny

No report

Webmaster - Payne

No report

Unfinished Business

Huetteman recommended accepting the current strategic plan draft as a final guidance document through 2024. Will take the watermark out and make it live.

MOTION	Accept 2020-2024 Strategic Plan as final	Moved/2ND/VOTE	Weinstein /Denny /passed
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New Business

Website Task Force: McCoy presented the results of a website audit and shared a website management policy and procedures document. Please review the content management roles in case they affect your plans of work. The task force will be working on reviewing and updating the marketing toolkit.

At 1:42 ET meeting participants were randomly assigned to breakout rooms to discuss the following questions:

1. Which of the strategic initiatives do you see as priorities for 2022?

Room 1: Stark felt the numbered list implied priority level with first as highest.

Room 2: Weinstein identified keeping communication open and finding ways that people engage with NAEPSDP, and looking at how to improve recruitment efforts. Let's look at competing conferences and why people choose other opportunities. Can we use virtual summer school as a tool to recruit?

Room 3: McCoy summarized that all the strategic initiatives are important and tied together. Working across state lines and being collaborative allows us to leverage resources. Webinars, unconferences etc. strengthen our members, which then strengthens the profession.

Huetteman noted accomplishments that have already been achieved such as newsletter dissemination and bringing regional representatives together more often in meetings.

2. Which of these apply to your role, to your Regional Representation, or to your Committee or Liaison duties?

Stark noted there are lots of responsibilities assigned to the marketing committee. Huetteman noted that we have built skills over time that will be useful in adapting.

3. Due to our experiences with two years of pandemic, is there anything we would change?

Room 3: Baughman summarized that folks in the field have struggled with online programming, and related professional development would be helpful. Sharing resources is complicated by different platforms like Box and Google Docs. Competencies and certifications have become a lower priority than staff retention.

Room 2: Robinson summarized that online has become commonplace instead of cutting edge. Organizations need to stay nimble to figure out their new normal. We should prioritize flexibility.

Room 1: McCoy summarized that there is more pressure with onboarding and training, as there is a lot of new hiring and job changing. Denny noted we have been more focused on outputs and need to refocus on larger, longer-term goals of gaining members and improving their skills.

Room 4: Diaz summarized there doesn't seem to be a lot of movement across various organizations with action from SIGs and TIGs. Perhaps we should revise or remove those types of groups as we refocus on recruitment, retention and diversification in associations.

McCoy suggested identifying potential dates for the unconference in late Spring. Sewell said Ohio's Learning and Organizational Development (LOD) team will take the lead on organizing.

Adjourn

2:24 pm EST

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