



**Board of Directors and Committee Chairs
Meeting, Wednesday, September 14, 2022**

Via Zoom

Minutes

Submitted by Alda Norris, Secretary

Call to Order – Huetteman	
1:03 PM EST	11 members present

Roll Call – Norris			
Officers		Regional Representatives	
Julie Huetteman (NC), President	X	Adeola Ogunade, Northeastern	
Teresa McCoy (NC), President-Elect	X	Lisa Kaslon, North Central	
Steve Siegelin (W), Past President		VACANT, Southern	
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		Vikram Koundinya (W), Conference	X
Suzanna Windon (NE), Finance	X	Julie Robinson (S), Finance	
Carrie Stark (W), Marketing		Cheryl Newberry (W), Marketing	
Brad Sewell (NC), Membership		Terrence Wolfork (1890s), Membership	
Sarah Baughman, Professional Development		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.)	
Jared Morrison (NC), JCEP ELC Representative (2 nd Yr.)	X	Mary Fran San Souice, JCEP ELC Representative (1 st Yr.)	
Marina Denny (S), JOE Representative	X		
Webmaster			
Tom Payne			
Guests			
None			

Approval of Consent Agenda – Huetteman
A quorum was not met. Huetteman stated that the minutes and financial reports will be up for approval at the next meeting instead.

Reports of Officers:

President’s Report – Huetteman
<ul style="list-style-type: none"> Review of board sustainability

- We are going to do a board self-assessment. Huetteman will send a survey.
- New project manager in place at the Sonesta hotel, and no reservation issues. Deadline is Oct. 28th.
- Hotel room nights minimum is 216 nights, and currently we are at 171. We are subject to a monetary penalty if we don't meet the minimum.
- We need sponsors and exhibitors. Please recruit. Donor opportunities are on the website: <https://naepstdp.org/Donation>. Please ask your directors. Also consider your vendors. Anyone connected with PEARS? Education Foundation? Others?
- For the Conference Grant the AFRI panel did not meet in August. They are convening an ad hoc panel to review our submission and will give us a decision by Oct. 15.

Secretary's Report- Norris

- End of Year (EoY) reports are due by our meeting Nov. 9th. The template was attached to the email with the agenda for today's meeting.

Treasurer's Report – Weinstein

Treasurer's Report (08/31/22)

Account balances total = \$90,799.35

Year-to-Date Expenditures: \$16,656.38

Year-to-Date Income: \$24,575.00

Year-to-Date Net Income: \$7,918.62

Reports of Regional Representatives:

Ogunade, Kaslan, VACANT, Narine, Wilson-Willis

- Narine reported that so far, four people from Utah will attend the conference

Reports of Committees:

Professional Development- Baughman & Gaston

- Virtual summer school (VSS) evaluation data was received yesterday, is being formatted for our review
- Nov 2 – last webinar for 2022 – Customer Relationship Management (CRM) panel
- Committee meets Sept. 15 and will send out more details

Conference – Diaz & Koundinya

- Huetteman walked the group through the tentative agenda attached to the 9/13 email
- Koundinya indicated he is working with Cheryl Buck on the menu

Awards & Recognition – Rysz & Elliott-Engel

- There are good numbers for nominations, multiples for each category submitted
- Committee is in review process right now
- Weinstein inquired how many first-timers may be awarded; Rysz says the committee will look at the budget, there is a bit extra and the committee will look at how close the top scores are.
- McCoy reminded the group to bring items for the silent auction, it is an important fundraiser

Membership – Sewell & Wolfork

- No report

Marketing – Stark & Newberry

- No report

Nominating – Siegelin

Submitted via email:

- The silent auction takes place during the conference and funds our first-time attendees scholarship.
 - *Regional Reps and Conference and Marketing Committees*: please mention the silent auction in your outreach communications regarding the conference.
 - Auction item ideas
 - Handmade items
 - Items that represent your state
 - Great gift items for the holidays
 - Easy to transport by air (small, no blades, no large volumes of liquids)
 - Siegelin will be sending email reminders as we approach the Thanksgiving holiday.
- Elections are open and ongoing. We have a 55% response rate so far.
 - An email invitation to vote opened the elections on Sept. 6, a reminder to those who had not responded went out Sept. 13, and a final reminder will go out on Sept. 20.
 - Elections close at midnight (PT), Sept 20.
 - You must be a member in good standing to vote (membership by June 30, 2022), emails are only going to these members.

Policy & Resolution – McCoy

- Will have a change to the constitution that will need to go to the membership this fall, and be voted on during the Business Meeting at the Conference in Ft. Lauderdale.

Finance – Windon & Robinson

- Windon inquired if there are any opportunities for grad students looking to do research or learn from an Extension organization. Huetteman will follow up with the Purdue student Windon mentioned.

Reports of Liaisons:

JCEP / Extension Leadership Conference (ELC) – Morrison & San Souice

- <https://www.jcep.org/conference>
- Morrison noted information is up on the website

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

- <https://www.jcep.org/conference>
- NAEPSPD members are critical to PILD and ELC conferences because those conferences are cross-disciplinary and they are looking to network with folks with our skill sets, for example evaluation and curriculum development. PILD deadline is October 1, and ELC deadline is October 15, please consider a proposal for yourself and encourage your colleagues.

Journal of Extension – Denny

- Journal is fully staffed with 10 volunteer editors and can cover all submission topics.
- Looking to add a senior editor role to be onboarded by next year.
- Student has been creating metadata for back issues, so over 5000 articles can be uploaded to the current website and the old site can be officially archived (moving to a single platform).
- Volume 60 issue 3 will be published soon, keep an eye out.
- Reaching out to every institution to identify a JOE ambassador to help share publications, special topics calls, and highlight authors to directors so that institutions continue to support journal through fees
- Due to a backlog, some approved articles will not be published until 2023, even with the generous limit of 25 articles per issue
- Focus on community engagement and engaged scholarship. Denny has funding for a master's student to do engagement research, please contact her with leads on interested students.

Webmaster - Payne

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| <ul style="list-style-type: none">• No report |
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Unfinished Business

- | |
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| <ul style="list-style-type: none">• None |
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New Business

- | |
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| <ul style="list-style-type: none">• None |
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Adjourn

1:55 pm EST

Next meeting: Wednesday, October 12, 2022, 1:00 p.m. ET via ZOOM.