



**Annual Business Meeting of the Membership
Meeting, December 4, 2019
Minutes**

Submitted by Julie Huettelman, Secretary

Call to Order – Robinson
Robinson called the meeting to order at 12:12 p.m. Robinson recognized special guests. Robinson called for any additions to the agenda. There were no additions.

MOTION	Approve the 2019 Annual Membership Meeting Agenda.	MOVED/2ND/VOTE	Huettelman/Denny/passed
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Attendance – Huettelman
Attendees completed sign-in sheets. There were 73 members and guests.

Secretary’s Report – Huettelman
The minutes were distributed by Robinson via email, and posted on the NAEPSDP Website and Sched app. Paper copies were placed on the tables.

MOTION	Approve the Minutes of the December 12, 2018 Business Meeting of the Membership.	MOVED/2ND/VOTE	Stark/Poling/passed
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Treasurer’s Report – Poling
For the Treasurer’s Report, Jan. 1 to Dec. 1, 2019, Poling reported the total was \$79,642.55 in all accounts. For the December 2019 Budget Update (through Dec. 1) the balance was \$33,041.26. Robinson accepted and filed for audit.

Regional Representative Report – Carmichael (NE), Wolfe (NC), Hurt (S), Sero (W), Wilson-Willis (1890s)
Hurt reported that the Southern Region had 53 members, with 7 new members. Carmichael reported for the Northeast Region that she had taken on the role mid-year, and the Region enjoyed getting together during the year.

Marketing Committee – Bengé
Bengé reported that the committee produced four newsletters during the year.

Programs Committee – Shelle & Carmichael
Carmichael reported that in 2019, there were three webinars and the virtual summer school.

Conference Committee – Mashburn & Farner
Mashburn reported on the 2019 conference in Savannah. There were 92 registrants. The first post-conference tour will be held with 22 participants. The conference committee received 56 conference proposals. From that, 20 oral, 4 workshops, and 8 round tables presentations were accepted.

Membership Committee – Hurt & Croft

Hurt and Croft reported 2% increase in membership in 2019. Currently membership numbers are 158 paid members (140 full, 13 life, 5 student, and 33 new members). There were 30 lapsed memberships. In 2019, the committee created language for affiliate members, a new membership category.

Finance Committee – Windon

Windon reported on committee accomplishments in 2019: reviewed financial records and submitted report, reviewed proposed budget based on input from the committees, submitted the tax form, and worked with the Treasurer on the transfer from PayPal to the Wild Apricot payment system.

Resolutions and Policy Committee – Wolfork

Wolfork shared the Constitution and By-Laws document marked with changes via the website, e-mail, on the Sched app, and with paper copies on the tables for review by and approval from the membership.

MOTION	Accept the additional of an affiliate membership. Constitution Page 1, Article III: Membership -- Affiliate members: Affiliate members include: 1) professionals with strong interest in program, staff and organizational development, employed by institutions of higher education or USDA, but are not employed within the Cooperative Extension System or 2) individuals who are former NAEPSDP Active members but do not currently qualify for Active, Life, or Student membership.	MOVED/2ND/VOTE	Valentine/Starks/passed
MOTION	Accept a change regarding fees. In the Constitution, Pages 1-2, Article III: Membership -- Active and Life Members in good standing (current membership fees paid no later than January 31 of the membership year) of the Association shall be eligible to vote or hold elected or appointed positions in the Association and are hereinafter referred to as 'eligible members.' Individuals who are elected or appointed to positions must be in good standing or submit a signed letter to the secretary indicating that their institution will pay their membership dues at the time of the annual conference payment. If they don't attend the annual conference, then the membership dues will be paid by the first day of the annual conference.	MOVED/2ND/VOTE	Siegelin/Carmichael/passed
MOTION	Accept adding voting by affiliate members. In the Constitution, Page 2, Article III: Membership -- Affiliate Members in good standing are allowed to vote and hold appointed positions but are not eligible for elected positions. Also, on Page 6, Article VII: Voting -- Voting shall be limited to Active, Student, Life and Affiliate members in good standing (dues paid in full) with one vote for each member.	MOVED/2ND/VOTE	Payne/Mashburn/passed
MOTION	Accept insertion in the Constitution, Page 7, Article I: Membership and Fees, "Memberships are non-transferable."	MOVED/2ND/VOTE	Vines/Hurt/passed
MOTION	Accept in the Constitution, Page 8, Article III: Committees -- Changing Programs Committee to	MOVED/2ND/VOTE	Payne/Farner/passed

	Professional Development Committee, and adding the Conference Committee.		
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Awards and Recognition – McCoy & Jones
 McCoy and Jones reported that the committee worked on making the nomination process more streamline. The committee awarded two first-time attendee conference scholarships, selected the Past Presidents' Early Career Award winner, established the new NAEPSPD-JCEP Excellence in Extension Staff Development award with accompanying guidelines, and recognized a member receiving the NAEPSPD-JCEP Excellence in Extension Staff Development Award.

- Liaisons**
- **Journal of Extension – Denny** – Denny has begun the 3-year term.
 - **eXtension Fellow – McCoy** – The 2019 fellowship focused on the creation of eField Books. McCoy developed an eField book, Evaluation for Extension. There will be promotion and marketing of it in 2020. The eXtension eField books are located online - reader.extension.peblproject.org. (Five eField books have been created in 2018-2019.) There will be two eXtension/NAEPSPD fellowship opportunities in 2020.
 - **Webmaster – Payne** - Worked on updates during the year.

Old Business – Robinson
 2020 – 2024 strategic plan, compiled by Davis and Ballard, will incorporate the ideas from the brainstorm activities held at the conference. Next, the plan will go to the board.

Recognition of 2019 NAEPSPD Board of Directors, Committee Chairs, and Liaisons – Robinson
 Robinson thanked the 2019 board.

Nominating Committee – Lambur
 Lambur shared the results of the election of officers and board members for 2020.

- Poling withdrew as Treasurer.
- Poling nominated Meredith Weinstein for Treasurer.
- No other nominations were received from the floor.

Lambur conducted the installation of officers and board members for 2020.

MOTION	Cease the nominations.	MOVED/2ND/VOTE	Vines/Payne/passed
MOTION	Accept Meredith Weinstein as Treasurer.	MOVED/2ND/VOTE	Poling/Riffée/passed

Immediate Past President Remarks – Robinson
 Robinson passed leadership to Wolfork.

Incoming President Remarks – Wolfork
 Wolfork thanked the past presidents for their support. He recognized the 2020 board, and encouraged them to build on the foundation from previous association efforts. Wolfork thanked the members for their support. Wolfork recognized Poling for his work as Treasurer and all his other efforts for the association. He recognized and thanked Robinson as the 2019 President.

New Business – Wolfork
 None

Adjourn – Wolfork
 Wolfork adjourned the meeting at 1:12 p.m. ET.