

# Joint Council of Extension Professionals (JCEP)

## Motions Presented at JCEP Business Meetings

*(Note - A complete listing is being compiled dating back to the start of the JCEP Board.  
Those motions and minutes will be added upon their completion)*

### Motions Presented at March 17, 2006 JCEP Meeting

**Minutes of Meeting:** Minutes from the Jan 10-12, 2006 meeting were accepted with a motion by Mickey Cummings, seconded by Lisa Lauxman. Motion carried and passed unanimously.

### Motions Presented at August 26, 2006 JCEP Meeting

**2007 JCEP Budget:** Glenn moved to accept the 2007 budget, Sandy seconded. Discussion: Dick expressed concern about approving a budget with a negative ending balance. Glenn remarked that there didn't seem to be any place to cut expenses.

**2007 JCEP Budget:** Mary moved to add a cash carry forward line, Clyde seconded. Motion carried to approve the amendment. Motion carried to approve the amended motion.

**2007 JCEP Regional Meeting Budget:** Mary moved to accept the JCEP Regional meeting budget, seconded by Dick. Motion passed.

**2007 PILD Budget:** Move to approve the 2007 PILD budget with the change that the insurance be moved to JCEP operational budget. Seconded by Carol. Motion passed.

**Conference Planner RFP:** Nancy Crago presented the revised RFP for Conference Planner for approval. Nancy moved to accept the RFP as presented. Seconded by Viviane. Jim suggested an amendment that a change be made in the due date for the RFP to November 30, 2006, with selections made during the January JCEP meeting. Motion carried.

### Motions Presented at October 31, 2006 JCEP Meeting

**Galaxy Logo:** Everyone has received a copy of the logo via email. She asked for comments so it could be finalized. *Moved and seconded to approve the logo. Motion carried with 1 dissenting vote.*

### Motions Presented at January 9-11, 2007 JCEP Meeting

**Minutes of Meeting:** Minutes from the December 2006 tele-conference meeting were moved to accept by Lisa. Seconded by Chuck Otte. MOTION carried and passed unanimously.

**JCEP Audit Committee:** Mickey asked the audit committee to review the expenses related to team awards and display. Nancy Crago and Carol Schlitt seconded accepting the treasurer's report. Motion carried. NOTE: Fiscal year has been adjusted to September 1<sup>st</sup> to August 31<sup>st</sup>.

**Webmaster/Website:** Chuck moved to authorize webmaster with executive management company to help with design and maintenance of JCEP website. Della seconded. Discussion followed regarding cost, present situation, RFP for conference planners. Della withdrew her second. Motion died for lack of second.

Committee will work on a more specific motion.

**New Officer Position:** Ben moved and Carol seconded the motion to create a Historian position. Ben will put a formal position in the by-laws. Mickey said the position will be basically responsible for archiving historical stuff. MOTION: carried.

**Webmaster/Website:** Chuck moved that we authorize current JCEP webmaster to share password for the JCEP website with Affinity Plus and give them permission to update information relative to JCEP conferences and upcoming meetings. To become effective January 12<sup>th</sup> and conclude with expiration of current Affinity Plus contract. Nancy Crago seconded the motion. MOTION: carried.

## **Motions Presented at February 26, 2007 JCEP Meeting**

**Conference Planner RFP Selection Committee Report:** Carol reported that the Conference Planner committee had interviewed 4 companies. They as a committee looked further into two companies. The committee recommends that we continue with Affinity Plus with a contract that will run from July 1, 2007 until June 30, 2009. Mickey called for a vote on the committee's recommendation. Motion carried.

## **Motions Presented at March 26, 2007 JCEP Meeting**

**Minutes from Meeting:** Minutes from the January 2007 Board face to face meeting: Chuck moved and Nancy seconded approval of the minutes. Motion carried.

**Minutes from Meeting:** Minutes from February 2007 Board Conference call meeting were sent out for review. Betty moved and Sandy seconded to accept the minutes. Motion carried.

**JCEP Internship:** Nancy moved to postpone the internship proposal until spring 2008 or till passage of the Farm Bill authorization. Chuck seconded the motion. Motion carried.

(FARM Bill reauthorization may impact the relationship with JCEP. In the meantime, JCEP could explore other opportunities with NGO's, agencies, and possibly consider shorter time frames and alternative locations. Postponement is suggested until the Farm Bill authorization and that could be this fall or till after next spring. )

## **Motions Presented at August 27, 2007 JCEP Meeting**

**Minutes of Meeting:** Minutes from the June 2007 Board face to face meeting had been sent out electronically for review. Chuck moved and Betty seconded approval of the minutes. Motion carried.

**JCEP Per Diem for Planning Committee:** JCEP Per Diem for the planning committee members is \$ 45 (p. 27 of the handbook for invited guests). MOTION: Betty moved and Chuck seconded that the PILD Planning committee members per diem be \$ 45. Motion passed Carol will refer to the Handbook committee to insert accordingly changes on per diem in the Handbook.

## **Motions Presented at October 29, 2007 JCEP Meeting**

**Minutes of Meeting:** – Minutes from the September meeting have been sent electronically. Betty moved and Chuck seconded the motion to approve the minutes as revised. Motion carried.

**CD Investment:** Sandra suggested that we invest a portion of the money from the checking account. Chuck moved and Duane seconded the motion to establish an 8 month CD valued at 25,000 with a 5.05% interest at Wachovia Bank., Motion carried.

**2008 Regional Meeting Budget:** - Planning group (Fred, Chuck, and Rick) has been discussing agenda format and is projecting a slight increase in registration. Betty moved and Duane second the motion to accept the budget for the regional leadership sessions.

**JCEP Regional Meeting:** Betty moved and Duane seconded the motion to accept the budget for the regional leadership sessions. Motion carried.

**ECOP Representative selection** – Kathy moved and Betty seconded the motion that Sharon Hoelscher-Day be elected as JCEP's representative to ECOP Budget and Legislative Committee for 2008- 2010. Chuck endorsed the nomination. Motion carried.

## **Motions Presented at November 25, 2007 JCEP Meeting**

**Minutes of Meeting:** Betty Wingerter moved and Chuck Otte seconded the motion that the October minutes be approved with a spelling correction: "JCEP to JCEP" on page 3 of the October minutes.

**JCEP 2008 Budget:** After much discussion, Betty Wingerter moved and Duane Johnson seconded the motion that the 2008 JCEP Budget be approved with an asterisk noting that we have reserve funds to cover the deficit.

### **Motions Presented at January 16, 2008 JCEP Face to Face Meeting**

**Minutes of Meeting:** Dick Senese moved and Chuck Otte seconded the motion that the minutes be approved. Motion carried unanimously.

**Treasurer's Report:** Dick Senese moved and Betty Wingerter seconded the motion to accept the treasurer's report. Motion carried unanimously.

**Life Members Seminars:** Duane Johnson moved and Betty Wingerter seconded the motion that the ESP Professional Development Committee under the leader of Susan Hanson develop and disseminate an RFP to solicit seven seminars for the Galaxy's Life Members Track and that a blind review process be implemented to select the seven by March 31, 2008. Motion carried

**Convention Cancellation Insurance:** Dick Senese moved and Judith Breland seconded the motion that JCEP purchase the convention cancellation insurance with the Marsh Affinity Group Service at a rate \$5,668.91. Motion carried unanimously. Further investigation noted that the premium is \$5,942.48. Chuck Otte moved and Ellen Burton seconded the motion that the additional amount be approved for the insurance. Motion carried unanimously.

**JCEP Regional Meeting Presenter:** Kathy Dothage moved and Judith Breland seconded the motion to accept the second bid of \$10,000 plus expenses. Motion carried unanimously. Betty Wingerter moved and Vivian Simon-Brown seconded the motion that we explore the idea of two rates – one full time and one professional development - for the 2009 JCEP Regional Meetings. Motion carried unanimously.

### **Motions Presented at February 25, 2008 JCEP Meeting**

**Minutes of Meeting:** Della Baker moved and Duane Johnson seconded the motion that the minutes be approved with the following corrections: Page 7 – “for to from”; Page 11 – ESP Welcoming for Life Members and Retirees; ESP Ruby Luncheon – Duane will lead; ESP has confirmed that Galaxy Committee will decorate the tables at the Ruby Luncheon. Motion carried unanimously.

### **Motions Presented at March 31, 2008 JCEP Meeting**

**Minutes of Meeting:** – Duane Johnson moved and Chuck Otte seconded the motion that the minutes from the February meeting be approved as sent. Motion passed unanimously.

**Galaxy IV:** Betty Wingerter moved and Kathy Dothage seconded the motion that the letters of intent to host Galaxy IV is received between April 15 and August 15 of the current year and that the venue for Galaxy IV is announced at Galaxy III. The request for chairperson nominations will be announced at Galaxy III and person selected and announced prior to the June 2009 wrap up meeting. After much discussion, Fred Miller moved and Dick Senese seconded the motion that we table the vote on this motion until our next meeting.

### **Motions Presented at June 2008 JCEP Meeting**

**2007 Regional Meeting:** Susan Donaldson moved and Della Baker seconded the motion that we hold two regional meetings in 2010 and 2011 and that all efforts be made to reverse the location while keeping the costs reasonable and that the meetings be hosted in hub cities. Motion passed with 12 in support and 3 opposed. The chair appointed the president elects to an RFP committee to work with Kay Chelena in finalizing locations for the 2010 and 2011 sites. This committee will make a recommendation to the JCEP Board in January 2009.

**Galaxy III:** Kathy moved and Betty seconded the motion that JCEP invite the Galaxy Committee Chair for a face to face meeting and that the committee's final report be prepared electronically. Motion defeated.

**Community Sustainability Summit:** Betty moved and Chuck seconded the motion that the JCEP Board investigate, explore, and propose a Community Sustainability Summit to be conducted in conjunction with ECOP and CSREES. Motion carried.

**Regional Meeting RFP Committee:** Fred Miller moved and Chuck Otte seconded the motion that the Regional Meeting RFP Committee (made up of the President Elects) directs the meeting planner to solicit bids for one year and two years for the 2010 and 2011 JCEP Regional Meetings. Motion carried.

**JCEP Teamwork Award:** Fred Miller moved and Edwin Jones seconded the motion that the process move ahead with the current Presidents evaluating the JCEP Teamwork Award Nominations. Motion carried.

**JCEP Reimbursement Policy:** Kathy moved and Chuck seconded the motion that JCEP policy and procedure be adjusted to reflect that airfares can be reimbursed prior to JCEP related meetings and functions (with the approval of the JCEP President). Betty added an amendment that a promissory note be signed indicating that if the payee does not attend the meeting, he/she will reimburse JCEP. Motion carried with one opposed and one abstention.

**JCEP Teamwork Award:** Fred Miller moved that the following recommendations from the JCEP Teamwork Committee be approved: (1) that all JCEP Teamwork Nominations is submitted electronically; (2) that a hard copy of the nomination is forwarded to the President; and (3) that a form is created to standardize the judging. Motion carried.

**JCEP Teamwork Award:** Mike Reichenbach moved and Edwin Jones seconded the motion that the JCEP policy manual be changed to reflect that the JCEP Teamwork Award be awarded at either Galaxy or at the association meeting of the recipient. Motion carried.

**2009 PILD Committee:** The PILD Committee requested that the 2009 theme be the same as it was in 2008. Chuck Otte and Judith Breland moved to support this request that the theme remain the same. Thus the 2009 PILD theme will be "Connectivity: Community to Capitol". Motion passed.

**ECOP Funding Priorities:** What should be the ECOP funding priorities for 2010? Past priorities have included formula funds, EFNEP, and eXtension. Ellen moved and Chuck seconded the motion that JCEP recommendation for ECOP's funding priorities be formula funds and eXtension. Motion carried.

**Finance Committee:** Chuck moved that the General Operating CD of \$ 25,000 be rolled into checking account until we get through Galaxy. Motion carried.

#### **Motions Presented at July 2008 JCEP Meeting**

**Minutes of Meeting:** Minutes from June face-to-face meeting – Chuck Otte moved and Betty Wingerter seconded the motion that the minutes be approved. NEAFCS report will be added. Motion carried unanimously.

#### **Motions Presented at August 25, 2008 JCEP Meeting**

**Minutes of Meeting:** Betty Wingerter moved and Ellen Burton seconded the motion that the July minutes be approved. Motion carried unanimously.

**Expenses for Association Representatives:** Betty Wingerter moved and Kathy Dothage seconded the motion to refer this to the Finance Committee for further discussion. Motion carried unanimously.

**Galaxy IV RFP:** Fred Miller moved and Betty Wingerter seconded the motion that the statement, "in consultation with JCEP Board with final approval from the JCEP Board" be added. Motion carried unanimously. . The sentence will now read, "The program for Galaxy IV will be determined by the planning committee in consultation with JCEP Board with final approval from the JCEP Board."

**Galaxy Finances:** Duane Johnson moved and Betty Wingerter seconded the motion that all expenses for association representatives of the Galaxy Planning Committee are paid out of Galaxy profits prior to the distribution of funds to the associations. Motion carried unanimously.

**JCEP Contribution to Member Associations:** Chuck Otte moved and Sue Donaldson seconded the motion that each association receives \$500. Motion passed with one opposed.

#### **Motions Presented at October 2008 JCEP Meeting**

**Minutes of Meeting:** Betty Wingerter moved and Viviane Simon-Brown seconded the motion to approve the minutes as written. Motion passed unanimously.

**Approval of the Agenda:** Ellen Burton made a motion to accept the agenda, and Duane Johnson seconded. Motion passed unanimously.

**JCEP Listserve:** A motion was made by Kathy Dothage, seconded by Ed Jones, to add the JCEP listserv to the Web site to be accessible to Board members. Motion passed unanimously.

**JCEP Web Site:** Kathy Dothage moved to add approved minutes and the list of motions prepared by Clyde Jackson to the JCEP Web site. Ellen Burton seconded the motion. Motion carried unanimously.

**PILD Registration Fee:** Kathy Dothage moved that the PILD registration fee be set at \$340, with Mike Reichenbach seconding. The motion carried with 14 affirmative votes and 3 opposed.

**PILD Program Proposal:** Duane Johnson moved and Karen Hatch Gagne seconded to approve the proposal as written by Ellen Burton. Rather than sponsoring posters, JCEP will solicit presentations related to "Increasing Extension's Presence at the Local Level." The committee will select three presentations to receive waiver of the registration fee, representing essentially no difference in cost from the previous \$100/poster budgeted for 10 posters. Betty Wingerter asked for discussion and suggested that we request a letter of recommendation from a supervisor to verify that the program is of good quality. Duane Johnson agreed to add this to his motion. The motion passed unanimously.

**Galaxy Registration Fee Refunds:** Kathy Dothage moved that we refund the Galaxy III registration fee minus the \$50 administrative fee to everyone on the list (those seeking relief for specific reasons) except Bertha Green, for a total of 13 refunds. Betty Wingerter seconded the motion. The motion carried unanimously.

**Regional Workshop Association Meeting Costs:** A motion was made by Kathy Dothage that the added meeting expenses (for association meetings) on the final day of the regional workshops be included as part of the conference registration fee. Betty Wingerter seconded the motion. The motion passed unanimously.

#### **Motions Presented at November 2008 JCEP Meeting**

**Minutes of Meeting:** Betty Wingerter moved and Ellen Burton seconded the motion to approve the minutes as amended. Motion passed unanimously.

**Galaxy III:** Duane Johnson moved and Betty Wingerter seconded that the expenses for the committee be paid out of the profit before the profit is divided. Carried.

Duane Johnson moved that JCEP authorize the Galaxy III Planning Committee to meet at the least expensive location. Motion was seconded by Betty Wingerter. Motion carried.

Mike Reichenbach moved to include Galaxy in the JCEP refund policy on page 26 of handbook. The motion was seconded by Rick Gibson. Carried.

**Treasurer's Report:** Ellen Burton moved to accept Betty's report as filed. Motion carried.

**2009 Regional Meetings Budget:** Betty moved that the reduced 5% JCEP operational fee for 2009 be a one-time reduction due to the speaker cost of \$10,000. The fee will revert back to 10% for 2010. Fees will be set at \$250 for early registration and \$300 for late registration. Motion was seconded and approved.

Betty moved that beginning with the 2009 JCEP Regional Meetings, the fees for one of the hosting association's representatives be included and paid as a conference budget cost. This follows the PILD procedure. Seconded and approved.

**JCEP 2009 Budget:** The finance committee moved that the proposed budget be accepted with a line in income showing reserves of \$7,261.43 available to make the budget balance. Motion seconded and approved.

**JCEP Team Awards:** Team awards will be submitted electronically and a single hard-copy of the application will be submitted to the President-elect of JCEP. Motion seconded and approved.

**Regional Meetings:** Duane Johnson moved that we empower Mike Reichenbach and the committee to move forward with the proposal of a Webcast of Dr. Pierce's first-day presentation. Any questions should be directed to Fred Miller. Motion seconded and approved.

### **Motions Presented at January 2009 JCEP Meeting**

**Approval of Minutes:** Kathy Dothage moved to accept the minutes as amended and Ellen Burton seconded. Motion carried unanimously.

**Approval of President's Expenses:** Kathy moved that we add to the Policies & Procedures Handbook that expenses for Presidents be approved by the President- Elect and Treasurer by sending electronic vouchers to them, with hardcopies and receipts going to the Treasurer. Betty Wingerter seconded. Unanimously approved.

**Galaxy IV Survey:** Judy Breland moved that we contact Don and let him know that it would be more appropriate to do a survey after the conference location has been selected, the committee has been formed, and the 2008 Galaxy III conference evaluation results have been reviewed by the JCEP Board. Second by Earl McAlexander. Carried unanimously.

**Regional Meeting Speaker Registration Fees:** Ellen Burton moved that ANREP be permitted to bring in their speaker with no registration fee; Phil Pratt seconded. Motion passes unanimously. (Clarification – no registration fee if the speaker is just attending that part of the meeting.)

**JOE Board Meetings:** Ed Jones moved that JCEP send a communiqué to the JOE board representing the 6 associations asking that they consider cost reductions for board meetings because of fiscal considerations, including a statement that JCEP does value JOE. Seconded by Karen. Carried unanimously.

### **Motions Presented at February 2009 JCEP Meeting**

**Approval of Minutes:** Duane Johnson moved and Jeff Schalau seconded the motion to approve the minutes as written. Motion passed unanimously.

**Approval of Strategic Plan for 2009 – 2011:** Judy Breland moved we accept the 2009-2011 Strategic Plan beginning with section on goals, and work on mission/vision for the next meeting (via subcommittee). Seconded by Betty Wingerter. Motion passed unanimously.

### **Motion Made Via Email, April 16, 2009**

**Disbursement of exhibitor income from Galaxy III:** Mike Reichenbach moved that JCEP utilizes the formula based on past history for those associations willing to determine their past exhibitor history AND who share that with Diane by April 28, 2009. Any remaining exhibitor income not accounted for by submitted histories will be treated the same as new

exhibitor income and divided evenly among all member associations. Kathy Dothage seconded. The vote was called on Thursday, April 23. Unanimously carried.

### **Motions Made Via Email, April 18, 2009**

**Disbursement of funds from Galaxy III:** Ellen Burton moved the JCEP Galaxy III account, located at Purdue University, be closed and all revenue in that account be sent to JCEP. The JCEP Treasurer will then transfer monies in accordance with the expense summaries provided by the Associations. Seconded by Susan Donaldson. The vote was called on Friday, April 24. Unanimously carried.

**Negotiations for 2010 PILD conference hotel:** Kathy Dothage moved that we empower the PILD Committee to negotiate in good faith with the Marriott Key Bridge exclusively in order to avoid significant attrition fees. The motion was seconded by Rick Gibson. The vote was called on Friday, April 24, 2009. Unanimously carried.

### **Motions Presented at June 2009 JCEP Meeting**

**Approval of March conference call minutes:** Ed Jones moved and Deborah Tootle seconded to approve minutes with the correction to the page number for the first item of the table of contents, which should read "1". Motion passed unanimously.

**Treasurer's report approval:** Rick Gibson moved and Ed Jones seconded to accept the treasurer's report as provided. Carried unanimously.

**Delegation of authority to Fiscal/Audit Committee:** Kathy Dothage moved that we delegate authority to make decisions on the Wachovia accounts to the Fiscal/Audit Committee. Karen Hatch Gagne seconded. Carried unanimously.

**Location and number of Regional Leadership Meetings, 2010:** The Regional Leadership Planning committee recommends a single meeting at Nashville, TN, Feb. 2 – 4, 2010 at the Sheraton Nashville Downtown for single-year contract only. Recommendation from committee does not need a second. Carried unanimously.

**Location of the 2010 PILD conference:** Planning Committee recommendation: Hold the 2010 PILD conference at the Keybridge Marriott April 26 – 28, 2010. Carried unanimously.

**2010 PILD chair-elect approval:** Planning Committee recommends Mark Stewart, NACAA representative on the committee, as chair-elect for the 2011 conference. Carried unanimously.

**Galaxy IV site selection:** Betty Wingerter moved that we accept the bid from Pittsburgh for the 2013 Galaxy IV Conference, September 15-22, 2013; Earl McAlexander seconded the motion. Carried unanimously.

**Galaxy IV discussion:** Earl moved that we table discussion of Galaxy IV until discussing the report from Galaxy III, seconded by Rick Gibson. Carried unanimously.

**Meeting planner evaluation:** Sandy Corridon moved that the management company contract be added to the list of items provided to new board members during new member orientation. Duane Johnson seconded the motion. Carried unanimously.

**Meeting planner selection:** Meeting Planner Selection Committee recommends that we continue with Affinity Plus as a meeting planner for a 3-year contract. Vote: Yes = 13; No = 3; recommendation is approved.

**JCEP Teamwork Award approval:** The JCEP Teamwork Award Judging Committee recommends that one application receive an award – U Illinois, Take Action on Radon. Carried unanimously.

**JCEP Teamwork Award guidelines:** Ed Jones moved that the committee make recommendations about any changes needed to the guidelines. Seconded by Duane Johnson; carried unanimously.

**Election of officers:** The following slate of officers was provided by Kathy Dothage as a recommendation:

- Partnership/Public Issues Chair – Earl McAlexander
- Handbook – Deborah Tootle
- Historian – Jeff Schalaus
- Secretary – Sandy Corridon
- Treasurer – Phil Pratt
- President-Elect – MaryAnn Lienhart-Cross

Carried unanimously. The new officers will serve from September 2010 to August 2011 except for the Treasurer, who serves on a calendar year basis for the year of 2011.

**Galaxy IV awards presentation:** Kathy Dothage moved that each association will be responsible for the organization and presentation of their awards during the Galaxy IV conference, with group recognition also included at a general session. Betty Wingerter seconded the motion. Passed with one abstention.

**JCEP Vision Statement:** JCEP is the center of the Extension profession and a partnership of Extension professional associations:

- doing what each cannot do effectively alone,
- building leadership and collaboration,
- providing professional development and scholarship opportunities, and
- advocating for excellence in the Extension profession.

The committee recommended the revised vision be adopted. Carried unanimously.

**JCEP Sustainability Initiative:** Betty Wingerter moved that the JCEP Board continue to support the efforts and work of Subcommittee on Sustainability. Seconded by Jeff Schalaus. Carried unanimously.

**Meeting Planner contract revisions:** The Committee recommends the Board accept the proposed revisions. Vote to accept committee report: unanimously passed.

The Committee also recommends that each year at the winter Board meeting, the President- Elect of JCEP work with the President-Elects to review the contract as part of their duties as listed in the Handbook. The contract will be supplied during the orientation to help new members understand the expectations of the meeting planner. Unanimously passed.

**PILD budget preparation:** The Fiscal/Audit Committee recommends that we notify the PILD committee that they are to prepare and submit a PILD budget to the Board for approval by October 1 each year. Carried unanimously.

**Expression of appreciation for service to the Board:** Judy Breland moved that on behalf of JCEP, Fred Miller purchase a round of golf for four as a token of appreciation for Jim Spurling's contributions to JCEP. Susan Donaldson seconded. Carried unanimously.

## **Motions Presented at July 2009 JCEP Conference Call**

**Approval of March conference call minutes:** Duane Johnson moved we approve the minutes as **distributed, seconded** by Ed Jones, passed unanimously.

**Revisions to the JCEP Teamwork Award RFP:** The Committee recommended the Board accept the revised version as written; carried unanimously.

### **Motions Presented at August 2009 JCEP Conference Call**

**Approval of March conference call minutes:** Ed Jones moved we approve the minutes as distributed, seconded by Duane Johnson, passed unanimously.

**Whistleblower, Document Retention and Destruction and Conflict of Interest Policies:** Judy Breland made a motion to accept the three policies; the motion was seconded by Rick Gibson. No discussion. Adopted unanimously without changes.

**Resolution of Appreciation to Fred Miller:** Ed Jones moved that we express our appreciation to Fred for his leadership during the past year. Duane Johnson seconded. The motion carried by unanimous vote.