

JCEP Board of Directors, Winter Board Meeting  
January 16 - 17, 2008  
Omni La Mansion Del Rio Hotel, San Antonio, Texas

Highlights of JCEP/JOE Conversation with Doug Steinberger, President and Margaret Militenberger, President Elect of the Journal of Extension Board (JOE).

- How are reviewers selected? Currently there are 74 reviewers who review 12 issues a year. JOE welcomes additional reviewers. JOE looks for reviewers who have published. Geographical and institutional balances are considered.
- NACCA membership being asked to publish more and is considering developing its own online journal. How can JOE help with this? JOE suggested that NACCA representatives attend JOE meetings and use the expertise of other national associations who have started an online journal, i.e., NAE4-HA.
- Has JOE ever consider using one issue to focus on practical applications? NO – JOE needs to keep its branding as a research magazine. Are there special topics? NO – but if a lot of articles come in around an issue, the editors might group them
- In 2007, JOE had 285 entries. 42% of those were accepted for publication. There is usually a 10 month lapse time between submission and publication. JOE’s editors provide feedback to those who submit articles.
- Since JOE is the mouthpiece of Cooperative Extension, is there a possibility that the Galaxy Conference might be publicized? Yes
- JOE’s Job Bank? – Universities use JOE to advertise vacancies. Job Bank not well known. JOE has assigned a task force to work on this. (JOE to send information about subscription and JOB Bank to JCEP membership for circulation to their members)
- How is JOE sustained? Subscription fee for universities is between \$500-\$1500 depending on number of FTE’s. Individual staff encouraged to subscribe.
- Daryl Buchholz indicated that a good place to advertise JOE is at the May’s meeting of the National Administrative Leadership Conference in Savannah, Georgia.
- Specific Suggestions
  1. Keyword search/searchable database for articles
  2. Linkages between JOE, JCEP, and the association websites

3. Send 350 copies of “What is JOE” document to Kay Chelena to include in JCEP Regional meeting packets
4. Strengthen organizational linkages through postings to link websites, JOE liaison position descriptions distributed to the presidents, and a plan for membership newsletter to include JOE updates.
5. Discuss with the JOE board adding a representative to JOE from NACDEP.
6. Better coordination with JCEP organizations to promote the JOB Bank and the Journal.
7. JOE's promotion of Galaxy and PILD conferences.
8. JOE exhibit at the Galaxy conference.

Doug and Margaret shared two documents with the JCEP Board. Attached are “JOE Top Articles for 2007” and “JOE Web Stats Summary”. Conversation ended at 9:00am.

**JCEP Board Meeting** - Meeting called to order by Chair Carol Schlitt at 9:13am. Sharon Hoelscher Day was designated as the Parliamentarian. There were no additions to the agenda. The chair reviewed the agenda.

**Present:** Della Baker, Duane Johnson, Ellen Burton, Chuck Otte, Fred Miller, Rick Gibson, Clyde Jackson, Betty Wingerter, Karen Hatch Gagne, Carol Schlitt, Kathy Dothage, Judith Breland, Vivian Simon-Brown, Dick Senese, Jim Spurling, Daryl Buchholz, and Sharon Hoelscher Day.

**Absent:** Linda Kay Benning, Susan Donaldson, Rick Mauer, Mike Woods, and Ben Jackson.

The group participated in a get acquainted activity. Carol provided an overview of our next two days. Minutes of the November meeting were presented by the secretary. ***Dick Senese moved and Chuck Otte seconded the motion that the minutes be approved. Motion carried unanimously.***

Clyde Jackson reported that JCEP had received seven pieces of correspondences from members of the National Association of Extension 4-H Agents (NAE4-HA) thanking us for our contribution. Thank you letters were received from Steve Wagoner (IL), H. Thomas Davis (NY), Betty Wingerter (OH), Nancy Rucker (TN), Tracy Behnken (NE), Lauren Mosher (GA), and Clyde Jackson (VA).

Treasurer Chuck Otte reported a balance of \$36,768.58 in the checking account; 47K in the Galaxy CD; 25K in the General Operating CD; 10K in the PILD CD; and 10K in the Regional Meeting CD. A profit of \$28,000 profit was realized last year. Jim Spurling reported Colien Hefferan’s support of Galaxy through a \$5,000 contribution to be used to support a speaker or other educational program. There was an acknowledgement that the issue of credit card reimbursements and user fees needed more discussion. Issues related to Board Liability Insurance were also raised. ***Dick Senese moved and Betty Wingerter seconded the motion to accept the treasurer’ report. Motion carried unanimously.***

The following committee appointments were made and meeting times established.

<b>Committees</b>	<b>Members</b>	<b>Meeting Times</b>
Handbook/Bylaws Committee	Vivian Simon-Brown(2008 Chair), Mike Woods (2009 Chair), Rick Gibson, and Judith Breland	4-5pm – January 15
Fiscal/Audit Committee	Chuck Otte (2008 Chair), Betty Wingerter (2009 Chair),Clyde Jackson, and Fred Miler	4-5pm – January 15
JCEP Partnership with Public Officials	Della Baker (2008 Chair), Kathy Dothage (2009 Chair), Sharon Hoelscher Day, Daryl Buchholz, Jim Spurling, Linda Kay Benning, Chuck Otte, Clyde Jackson, Carol Schlitt, Ben Jackson, and Rick Mauer.	10-11am – January 16
Regional Meeting Presentation	<b>Orlando</b> – Karen Hatch Gagne, Susan Donaldson, Ellen Burton, Fred Miller, and Judith Breland  <b>San Diego</b> – Betty Wingerter, Ellen Burton, Rick Gibson, Kathy Dothage and Mike Woods	7-8am- January 16
ANREP Presentation	Fred Miller, Duane Johnson, Kathy Dothage, Betty Wingerter, Vivian Simon-Brown, and Dick Senese	7-8am – January 16
Galaxy and NACAA Presentation	Betty Wingerter, Rick Gibson, Ed Jones, Karen Hatch Gagne, Duane Johnson, and Kathy Dothage	7-8am – January 16
2009 JCEP Topic	Dick Senese, Ellen Burton, Rick Gibson, Karen Hatch Gagne, Judith Breland, Susan Donaldson, and Mike Woods	7-8am – January 16
PILD Poster Contest	Fred Miller (2008 Chair), Duane Johnson, Betty Wingerter, Kathy Dothage, Vivian Simon Brown, and Dick Senese	

JCEP Teamwork Award	Fred Miller (2008 Chair), Ellen Burton, Rick Gibson, Karen Hatch Gagne, Judith Breland, Susan Donaldson, and Mike Woods	
Historian	Dick Senese (2008 Chair); Duane Johnson (2009 Chair), Linda Kay Benning, and Ellen Burton	4-5pm - January 15

**SSL Multi-year Contract** - Kay reported that the fee for the Single Stock License (SSL) is \$399.00 for one year and \$995.00 for three years. Kay will inquire about the possibility of extending the existing contract to three years. The license authorizes us to accept credit cards. Chuck was authorized to pay for three years.

**CSREES Report** – Written comments from Colien Hefferan , USDA Administrator

As we come to the end of 2007, it is reassuring to reflect on the resilience of the agricultural research, education, and extension system and our collective commitment to serve the public. We are closing the year without a federal appropriation, a farm bill reauthorizing our programs, and an ever-shortening time horizon for our policymakers, yet science and education move forward. Applicants continue to vigorously seek grants to support innovations, CSREES staff work with faculty across the nation to quickly and effectively deliver critical knowledge through innovative systems, and the world looks to the broad land-grant system as a model for developing and using knowledge in an effective and expeditious way.

I am proud of the ongoing dedication of our staff, which works to streamline processes, improve accountability, and unite expertise to solve knowledge-based problems in agriculture, the environment, human health, and communities. Whether through taking steps out of the grants application and review process, assuring continuity in 4-H programs, or linking diagnostics and communications to limit invasive species, CSREES staff serves the nation by serving science. Moreover, scientists and educators serve the world through the innovation which results.

We are fortunate in this nation to have the resources that allow us to look beyond our immediate needs to prepare for the uncertainties of the future. We who work to advance science are privileged to do so in a generous and forward-thinking nation. I hope that next year is as productive and rewarding as 2007 has been, even in the face of so many unknowns.

eXtension will have their official roll out with acting Secretary of Agriculture Chuck Connor and many other USDA and Land Grant University dignitaries at the annual USDA Outlook Conference February 21 and 22 at the Crystal Gateway Marriott Hotel in Crystal City, Virginia. The actual event will take place at 3:30 p.m. on Thursday afternoon, February 21. Two rooms have been set aside exclusively for eXtension to demonstrate the site. If you are interested in attending information is available at [www.usda.gov/forum](http://www.usda.gov/forum)

The House and Senate have both passed a new Farm Bill however work on the conference of the bill is not expected to be complete until probably March or later. Congress extended the current Farm Bill until March 15<sup>th</sup>. Both bills do reauthorize Smith Lever and all other programs associated with Extension. The two biggest issues to be discussed that would concern Extension are funding and reorganization of CSREES. The Senate and House go about the reorganization in different ways with the biggest difference being reporting lines. The Senate would name a director and separate CSREES from ARS, ERS, and NASS. The Director appointed by the President would report directly to the Secretary. The House does not appoint a Director and

keeps CSREES under the REE Under Secretary and with ARS, ERS, and NASS. The funding issue primarily deals with mandatory money for the IFAFS. Both bills add considerably to HSI's creating an endowment fund similar to 1994's and providing capacity funding for each HSI.

Mary McPhail Gray, deputy administrator for Families, 4-H, and Nutrition (F4HN), was selected as a 2008 LEGIS Congressional Fellow. This Fellowship is administered by the Brookings Institution, and will give Gray the opportunity to work directly with the Congress of the United States for a full year. Gray will undergo an intense 2-week orientation program the first 2 weeks of January 2008, and then will negotiate placement with an appropriate representative, senator, or committee. Her work from that point forward will be focused on and in direct support of the legislative process. The Fellowship provides selectees with the opportunity to network with Senate and House members, Hill staff, Executive Branch personnel, business organizations, and other Fellows. Given the current budget situation, the status of the farm bill, and a rapidly approaching national election, this Fellowship should be a memorable experience. Dan Kugler will serve as interim deputy administrator for F4HN during Gray's fellowship. He will also continue as the deputy administrator for Natural Resources and Environment.

**ECOP Liaison to JCEP Report** - Daryl Buchholz reports that Elbert Dickey is the new Chair of ECOP. ECOP will be addressing five goals this year. They are (1) Priority Setting; (2) Marketing; (3) Faculty and Staff Development; (4) Partnerships; and (5) Staffing and Structure. Information is available on the NASLGUC website. Daryl also mentioned that ECOP continues to support the National Diversity and the Excellence in Extension Awards. Larry Arrington will be representing ECOP at the Orlando and Elbert Dickey will be representing ECOP in San Diego.

**January 17, 2008** - President Carol Schlitt called the meeting to order at 8:10am.

Daryl Buchholz continued with his report. One of the issues before CSREES is how to do we consider and meet stakeholder input with limited dollars. He indicated that the House and Senate had passed the Farm Bill with earmarks. The Community Foods Program experienced a loss. Changes in the EFNEP language were noted. Formula system being changed. Discussions taking place regarding HSI benefit from the Farm Bill. Smith Lever survived another year. Daryl indicated that marketing is key. Tell your success stories being sure to focus on what you really did. He acknowledged the receipt of a NASLGUC report from Linda Kay Benning (attached)

**ECOP Budget/Legislative Committee Report** - Sharon Hoelscher Day reported that her appointment is for 3 years and the work of the ECOP Budget/Legislative Committee involves them in looking at the federal budget in 3 year cycle. This committee works with the entire COP'S; has a representative from CARET; 3 representatives from the 5 regions plus representatives from partner groups. A possible talking point for this group might be 4-H and Youth Development. The work of this committee feeds into the ECOP Budget and Advocacy Committee.

**Galaxy Discussion:** Galaxy III is September 15-19, 2008 in Indianapolis; IN. Diane Baker is serving as chair of the Planning Committee.

- **JCEP Refund Policy** - It was agreed that JCEP refund policy would be used with Galaxy. The policy reads: "Cancellation and refund requests must be made in writing and mailed to the JCEP Registration Office. Refunds will be issued 4-6 weeks after the conference and will be granted as follows: Requests postmarked at least 28 days prior to the conference will receive full refund, less a \$50 processing fee. Requests postmarked 14-27 days prior to the conference will receive 50% refund less a \$50 processing fee. Refunds will not be granted to cancellations received less than 14 days prior to the conference. No shows will be billed if not cancelled in accordance to the above policy."
- As of January 15, 2008, 759 seminar proposals had been submitted. All **association seminar abstracts** should be submitted to Diane Baker by February 1<sup>st</sup> – [bakerd@uiuc.edu](mailto:bakerd@uiuc.edu). The association seminar will be held in the convention center. Schedule for association seminars is 2 on Tuesday; 2 on Wednesday, and 3 on Thursday. It was also noted that associations don't have to use all seven of their slots. Betty will follow up with Diane regarding the JCEP seminar abstract. Two ideas were discussed: Leadership and Publishing.
- **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 unanimously.**  
It was noted that no room for Life Members is needed during the conference beyond the first day from the 4-5 time segment.
- **Galaxy Promotion** – Daryl Buchholz and Fred Miller will promote Galaxy at the National Extension Directors Conference.
- Carol and Fred will submit greetings for front of the **Galaxy III Program Book** to Diane Baker by May 1, 2008.

- **Galaxy shirts** – These are polo shirts with a racetrack print at the collar and arm bands. Carol will send a list of those who need shirts to Diane. Diane will send them to Fred. JCEP will pay for the shirts.
- The following designations were made for national association session leadership. Carol will lead the Tuesday Opening Session; ESP will lead the Ruby Luncheon; and Fred will lead the Friday closing session. Association presidents to preside at Awards Recognition Programs. Carol to make assignments.
- Issues surrounding dignitary invites and involvement and first timers' event in Galaxy II were delayed pending further contact with Diane Baker.
- **Association panels** with logos have been suggested as backdrops for the main stage and other areas as appropriate during the conference. Zelda Starks will be contacting each association to determine their interest. Estimated cost is a 36" x 10' banner would run about \$150 plus art charges of \$35 an hour.
- **Thursday morning** has **breakfast** included – there are some associations with a specific planned breakfast and all others are invited to a general breakfast. If your association is having a breakfast and you want decorations on the tables – those **decorations** will be the responsibility of your association.
- The Galaxy III Steering Committee will have a face to face meeting with the JCEP Board at some point during its January 13-15, 2009 board meeting. The purpose of this meeting is to provide a **final report of Galaxy III** and provide input to the Galaxy IV committee. Galaxy III Committee is hopeful that the Galaxy IV site and the Steering Committee chair will have been selected by then?
- Diane requested that all take a **final review of the schedule**. She will forward the most recent copy that she has from Paul Horngren at Purdue Conference Services.

**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.***

**2008 Regional Meeting Report** - Fred led the discussion about the JCEP Regional meetings. The following decisions were reached:

- Tuesday All Association Breakfasts – Karen will introduce Larry Arrington in Orlando; Betty will introduce Larry Arrington in San Diego
- Wednesday Breakfast – Judith will preside in Orlando and Kathy will preside in San Diego
- Wednesday Lunch – Susan will preside in Orlando and Mike Reichenbach will preside in San Diego

- Thursday Morning Breakfast – NACAA Members will lead session
- AV Needs – JCEP will provide flip chart and screen and AV equipment needed by presenters. Each association will bring own LCD and Lap Top.
- Fred asked all to review and provide feedback on the electronic evaluation that he has sent via email.

**NAE4-HA Report** - Betty Wingerter shared copies of the 2007 NAE4-HA Impact, 2007 Financial Report, and Clover Pledge Commitment Form to the JCEP members. NAE4-HA reports that its Clover Pledge Fund balance is approximately \$200,000. Betty reported that the 2007 membership is 3500.

**NEAFCS Report** - Kathy Dothage reported the following: NEAFCS's new management company – Madeleine Crouch & Co with Dave Beebe as Executive Director – began their contract on January 1 (although they were already working with them on the transition last December). Affiliate presidents, vice-presidents or treasurers, subcommittee chairs and members of the national board received a survey that requested feedback on interactions with the management company in 2007. The results were reviewed and the feedback received was overwhelmingly positive! The management company and the entire staff at the national office are dedicated to serving the members and to the recognition that together they have achieved some significant accomplishments this year – and are setting our sights even higher on what they can accomplish together in the coming year.

St. Paul was the site of the 2007 Annual Session. The national board and the Vice President for Professional Development, along with committee members heard the members' feedback and crafted the 2007 Annual Session using many of their suggestions, such as providing a more balanced program of concurrent sessions to cover all facets of FCS. Approximately 800 individuals participated in the conference, with 180 taking advantage of two pre conferences.

An ad-hoc committee on assessing Annual Sessions, chaired by Past-President, Carol Schlitt, is looking closely at responses to the survey about Annual Session—with the objective of providing an even more satisfying event. Some of the questions being considered: How to involve a larger number of members, length of annual session, time of year, etc.

Another significant milestone this year was taking the NEAFCS website's inherent functionality to a new level and increasing our ability to interact on-line and to use electronic communications to provide information more quickly. Looking ahead to 2008, the board has funded improvements to the ease-of-

navigation, along with harnessing other web functions to automate and streamline important tasks for members and affiliate officers.

Robin Kuleck, the most recent past treasurer, in partnership with the management company and the independent accounting firm Sutton, Frost & Cary, has just completed the successful audit of the 2006 financial statements. There are only two very minor areas of recommendation by the auditors, which are being implemented immediately. NEAFCS is operating at the highest degree of fiduciary compliance with all federal regulations.

The National Board, Vice President for Professional Development, Executive Director, NEAFCS committee members, and Galaxy III NEAFCS representatives are working diligently to plan, prepare and produce an excellent conference for all participants.

The 2009 NEAFCS Annual Session will be in Birmingham, Alabama and we will be celebrating the 75<sup>th</sup> Anniversary of the founding of our association. The dates for the conference are September 15-18, 2009. The 2010 Annual Session will be Maine.

**JCEP Election Procedures** - Carol reported that Della Baker would serve as chair of the 2008 Nominating Committee. The group was referred to the election procedures on page 16 of the handbook.

**JCEP Website Discussion** - Carol requested that the board explore options for managing the website since Chuck Otte will soon be off the board. Chuck is willing to maintain listserv. Options discussed were: (1) contract with Affinity Plus to manage website; (2) inquiry with ACCESS4-H about the possibility of maintaining the website; or (3) establish a connection with companies like [www.nonprofit.com](http://www.nonprofit.com) who manages websites for fee. The decision on how to move forward will be made at June meeting. It was also suggested that we get a quote from Kay on managing the website.

**NACDEP Report** - Dick Senese reported that NACDEP has 476 members and that they had a great conference in Philadelphia with 300 people attending. A pre-conference on Intercultural Communications drew large crowds. Dick also indicated the NACDEP is forming partnerships with National Extension Tourism Group and the Community Development Society. Goals for 2008 include developing a website and creating a policy and operations manual. Issue being addressed by NACDEP is relationship of state and regional chapters to national. The 2009 conference will be in the West and will be chaired by Ed Jones and Jim Goodwin. Dick indicated that NACDEP's monthly phone calls involve the President, President Elect, Secretary, Treasurer, 6

regional representatives, 1890 and 1994 representatives, 4 USDA Regions representatives, and committee chairs. A retreat to address Strategic Planning is forthcoming.

**ESP Report** - Duane Johnson reported a successful conference in South Carolina with the largest participation ever. A pre conference on Scholarship and Leadership was held. ESP has over 8,000 members. Linda Cook, the Executive Director, had major surgery and will be out for six weeks. Linda has also indicated that she plans to retire after the 2009 ESP Conference. Bonnie McGhee is chairing the Search Committee for a new Executive Director. In addition to salary, ESP provides office location cost and travel. They are searching for someone who will hopefully make a 5 year commitment.

ESP Professional Development Committee has issued a call for its seven seminars to be offered at Galaxy. ESP will offer a pre-conference at Galaxy, "Leading Change for a Healthy Organization". Cost is \$100.00. Much concern was expressed over the fact that the pre-conference is not being marketed through the Galaxy materials and

that the registration would occur through ESP National Office. Carol agreed to follow up with Diane to address this issue. ESP requests that a description of all pre-conferences being offered by member associations be sent to all JCEP members for promotion.

Della Baker and the ESP Member Recruitment and Retention Committee is planning a Welcoming event at Galaxy. Request was made to have one or two people from each association attend to welcome retirees. ESP will conduct the Conversation with Administrators at Galaxy on Thursday. Administrators are defined as those above program leader level.

ESP Member Services Committee will select Ruby Lecturer in March. The announcement will come in June. Duane also requested that the Ruby Lecture be videotaped. ESP will be responsible for decorating 250 tables at the Ruby Luncheon.

ESP is providing leadership to all association auction. 10% of proceeds go to ESP for supplies and materials. It is anticipated that there will be 200-300 items for the silent auction and 50-75 items for the live auction. Each association should identify 2-3 people to be monitors for the silent auction at 5-9 on Wednesday. Jim Hovland, Auction Facilitator, wants a contact for each association. Please get that name to Duane Johnson or Jim Hovland at [james.hovland@ces.uwex.edu](mailto:james.hovland@ces.uwex.edu)

ESP has hired Stepping Stone, a Florida based marketing firm to update their image. Goals of this effort are to disassociate ESP as being a fraternal organization and appeal to the younger members of Cooperative Extension. Tag lines are being written and logos are being developed. Elements of branding being addressed through this effort are (1) emphasis on professional development and life long learning; (2) connection with people, community, and university; (3) power of Extension work; (4) advocate for Extension and Extension professional; and (5) Cooperative Extension is intergenerational. 2010 ESP National Meeting will meet October 12-15, 2010 in Jackson Hole, Wyoming at Snow King Resort. Pre Conference on October 12, 2010.

**2008 Topic for Regional Meetings** - Ellen Burton presented two proposals for 2009 JCEP Regional Meetings. The proposed 2009 JCEP Regional Workshop presenter is Dr. Albert C. Pierce, Professor of Ethics and National Security at National Defense University. His workshop will challenge participants to think through the ethical dimension in teaching, research, and outreach functions. It will focus on how we as leaders can have a positive effect ethically on our organizations and the people in them. Dr. Pierce presented at the ESP National Conference and was well received. Proposal #1 is for a 6 hour workshop for \$10,000 plus airfare, lodging, meals, and related travel expense. Proposal #2 is for a 2.5 hour workshop. Speaker fee would be \$4,000 plus travel, ground transportation, meals and lodging at the event. ***Kathy Dothage moved and Judith Breland second 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.***

**Status of Scholarship Paper and JOE** - Della Baker will submit the Scholarship paper that she wrote on to Journal of Extension for review and publication. Carol will send paper to all JCEP Board members.

**PILD Report** - Carol Schlitt reported that 34 persons had registered for PILD. Twenty three program leaders have been confirmed to attend. She encouraged all who plan to attend to make hotel reservations. Carol stressed the importance of JCEP members being present at the NASLGUC Tuesday Luncheon during PILD. Each association is responsible for planning its own program during association time. An optional tour and ESP function are on Sunday night. JCEP has budgeted for 10 awards of \$100 for PILD Poster Contest. Fred will send information about JCEP Teamwork Award and PILD Poster information to JCEP Board.

**NACAA Report** - Fred Miller reported a membership of 3500. The 2008 national meeting will be in Greensboro, North Carolina. Galaxy is being promoted as a second professional development experience. Galaxy has been publicized in The County Agent magazine. An online survey conducted by NACAA indicates that between 75-

100 of its members plan to attend Galaxy. Appreciation was extended to Fred and Chuck for a job well done at promoting and encouraging participation in Galaxy. The 2007 NACAA Conference in Grand Rapids came out in the black. 1325 delegates attended. A goal for coming year includes exploring the idea of an electronic journal. Copies of the new promotional brochure were shared. NACAA will be making a bylaws change this year that will make provisions for conducting business by conference call.

**ANREP Report** - Vivian Simon-Brown reported that the ANREP has a membership of about 700. The 2008 ANREP Conference will be May 21-23 in Madison, Wisconsin. A series of skill building workshops will be held on May 20. Galaxy is being promoted as another opportunity for professional development. All committee chairs are up and in operation. ANREP has seven state chapters. Maine is the newest chapter. Work is being done on the website. A national initiative, "National Network for Sustainable Living Education" involves 24 land grants universities and colleges and 45 Extension professionals. Products are (1) a searchable database; (2) Green Camp Guidelines; and (3) a Sustainable Living Guide. Vivian shared copies of a draft white paper, "A Vision for Relevance: How can Land Grant Extension Galvanize and Lead a Public Shift to Sustainable Living in Response to Global Warming and Climate Change?" Sue Donaldson is president elect.

**Global Change Effort**: Question posed to Jim Spurling regarding the lack of national administrations support for global change initiatives. Jim indicated that the national administration is supportive. The issue is Washington is how much of it is human and how much of it by natural causes. At any rate, EPA will take the lead on this issue and support from agencies like Cooperative Extension, Forestry, etc. will be welcomed. It was also noted that the President and his administration are not big believers in science.

## **JCEP PLAN OF ACTION FOR 2008**

### **Goal 1. JCEP enhances professionalism through leadership**

Objectives:

- Maintain/ increase number of states represented at PILD. Establish benchmark with 2007.
- Conduct a JCEP seminar at each professional association annual meeting
- JCEP Representatives will meet (at least one time annually) with USDA Under Secretary for Research, Education, and Economics; ECOP; CSREES Program Leaders; NASULGC.
- Each President will establish an ongoing relationship with their appropriate CSREES Deputy Administrator(s) and develop communication mechanisms for exchanging information on Extension programs. PILD may be an appropriate venue.
- Identify criteria for association journal/scholarly works to be recognized for promotion and tenure.

- Evaluate the impact of transiting to two JCEP Leadership Workshops
- Provide a variety of venues for scholarly work for promotion and tenure (hold for strategic plan and reflects thoughts from Objective 5, also including peer reviewed poster sessions.

**Goal II - Enhance and build stable and sustained linkages to promote advocacy.**

Objectives

- Establish and/or strengthen strategic alliances with external and internal partners
  - External partners – NACo, NASULGC, & CSREES
  - Internal partners – ACES, Chi Epsilon Sigma, JCEP-member organizations
- Create opportunities for dialogue and consensus building with Extension professional associations, including JCEP-member organizations and other Extension-related organizations.
- Develop communication strategies to support this goal.

**Goal III. JCEP is administered efficiently and effectively.**

Objectives:

- Submit articles about JCEP for publication in each of the JCEP member association newsletters.
- Each JCEP member receives newsletter from member association.
- Develop plan to ensure continuity of website management
- Conduct annual orientation for new JCEP members
- Make sure JCEP is listed in various non-profit clearinghouse
- Clarify Credit card charges
- JCEP Board will act on suggested handbook changes

**2007 JCEP Fiscal/Audit Committee’s Financial Records Review** - On January 17, 2008, the 2007 financial records for the Joint Council of Extension Professionals were reviewed. Any notes regarding this action are indicated below.

Beginning Bank Balance, January 1, 2007 \$26,809.00

Ending Bank Balance, December 31, 2007 \$36,298.58

Beginning Quickbooks Balance, January 1, 2007 \$26,879.00

Ending Quickbooks Balance, December 31, 2007 \$36,768.58

Explanation of differences, if any:

- 1) Difference of \$470 in the end of year balances comes from a deposit of \$470 on January 30, 2005 that has not been marked as cleared in Quickbooks. Chuck will go back through the records to see if it was a double entry or what might be the problem. It needs to be cleared up during 2008.
- 2) \$70 difference on January 1 beginning balances stems from the above mention problem plus two uncleared checks written prior to January 1; #637 - \$200, #677 - \$200. Both checks cleared during 2007.

- 3) Random review of vouchers showed no irregularities.
- 4) The Audit committee could not verify appropriate signatures on checks as checks are no longer returned. (May need to modify policy on this point).
- 5) The Audit committee recommends that policy be adopted that refunds are made in the same method that payment was originally made, i.e. credit card payment would receive a credit card credit. Reason for this is that a university or institutional credit card/debit card may have been used for the original payment and if the refund went to the person cancelling, there is no way to insure that the refund goes to where it should be.
- 6) All written checks were in numerical order.
- 7) Because the new treasurer (Chuck) had not had time to sort through the four boxes of materials from the old treasurer, the audit committee was not able to verify all financial information on the four certificates of deposit. Once Chuck locates all that information he will share it with the full JCEP board.
- 8) As of December 31, 2007 there were no outstanding checks.

#### **2007 JCEP PARTNERSHIPS AND PUBLIC ISSUES COMMITTEE**

1. Inform and educate elected and other leaders of the need and importance of Extension to them and their constituents.
2. Work within the university community to raise the importance and visibility of Extension in advancing the outreach success of the institution.
3. Strengthen the Extension resource base through innovative funding from public and other sources.
4. Work cooperatively with ECOP and CSREES to develop and convey the Extension message.

##### Action Steps:

a. JCEP members were presented with an opportunity to meet with CSREES staff to discuss marketing approaches. (A suggestion was made to use the logic model as a starting point for discussion to plan inputs, outputs, and outcomes.)

The committee recommends that the end product be introduced to the entire university. Timeline:  
During PILD or Galaxy

- b. Continue to invite ECOP to JCEP Regional Leadership Workshops.
- c. Coordinate with JCEP liaison to ECOP, information for distribution to ECOP.
- d. Seek communication linkages through ECOP liaison to state Extension directors and administrators
- e. Sponsor annual PILD program.

f. JCEP Board Members (Past Presidents) will participate in the Annual Leadership Advisory Council Meeting.

Meeting adjourned at 4:30 on January 17, 2008.

**Respectfully Submitted, Clyde F. Jackson, Secretary**