

## JCEP Board Conference Call

Monday, March 15, 2010

2:30 pm CDT

Conference Call Number: 1-800-944-8766

Passcode Number: 43321#

### Agenda

**Call to Order**

Called to order 2:30

Ellen Burton

**Roll Call**

See addedum

Judith Breland

**Appoint Parliamentarian** Stan Moore

Ellen Burton

**Additions to the Agenda** None

**Minutes from Winter Board Meeting**

Judith Breland

Reviewed the minutes – not complete awaiting some reports .

Reviewers for 3/15/2010 Minutes Earl McAlexander, Marsha Lockard

**Treasurer’s Report**

Rick Gibson

Treasurer has not yet been able to reconcile checking account, so regional meeting income is not available. All bills have been paid except for one from Ellen Burton. Financial statement still in good shape.

**Budget Committee Report – no report at this time.**

**JCEP Annual Board Meeting**

Ellen Burton/Kay Chelena

June 15 – 17, 2010, Asheville, NC, Grove Park INN Kay Chelena needs arrival and departure times and roommates.

**2010 JCEP Leadership Workshop**

Deborah Thomason/Sandy Corridon

Family Friendly Workplace Presentation

Ellen Burton

The committee is working with the evaluations from the 2010 meeting. Kay Chelena reported that two individuals had sent special requests for refunds for the JCEP leadership workshop: Person had family emergencies and let us know, another had family emergency during JCEP leadership meeting. The requests don’t fall into date guidelines of cancellation. Both were past the date of requesting a refund. Policy on cancellation is the refund amount less \$ 50.00. Each paid 250.00 at early bird rate. **Motion** made by Deborah Thomason, seconded Stan - that JCEP refund the two registration fees less the guideline of \$ 50.00. Motion carried. Deborah will send note to Kay on this approval.

Ellen said that the family friendly workplace information would be put up on the web. The power point presentation by Jena Dickey will be on website, and there will be a link to the ESP website for the audio of the meeting.

#### 2011 JCEP Leadership Workshop

Stan Moore/Jeff Schalau

Presented the guide lines for the JCEP Leadership Workshop policy. There were some corrections indicated. The committee meets on March 29, to complete the guidelines to present in June at Board.

Jeff Schalau entered the discussion on the workshop planning. The committee looked at Nashville, San Antonio, Orlando as the 2011 meeting site choices. The committee narrowed down the number of potential hotels. The committee is comparing the cost of amenities, etc, and will make a recommendation for the Board. The committee did discuss setting the meeting for 2 years. There was discussion from evaluations that some participants are continuing for more than one year and would like a yearly change of venue.

The committee discussion on the speakers revolved around what is going on with Extension, with some suggestions of speakers. How will Extension stay resilient, what are the new directions of Extension going to look like. Planning will continue at next meeting on March 29.

#### **PILD 2010 Conference Update**

Ellen Burton/Kay Chelena/Mary Ann Lienhart- Cross

Kay Chelena provided an up- date on registration. 242 currently registered. Hotel pick up is 528, so at this point, we are doing well. Committee based budget on 200, so outlook is good. See spread sheet in addendum.

#### **JCEP Panel Presentation RFP for PILD**

Mary Ann Lienhart-Cross

There were 4 applicants. Information was sent to committee, 3 that they were accepted.

#### **PILD Policy Document Discussion**

Ellen Burton/Mary Ann Lienhart-Cross/Karen Hatch Gagne

Draft of policies was given to members at Winter Board. Board was asked to review them. In the discussion: the expenses reimbursement policy should be the same one used by the JCEP Board general policy on reimbursement. The Board has a general policy to be used for all programs activities. The wording on reimbursement of invited guests should be same as that in general policy. (page 27 – guidelines for expenses of invited guests) Policy should reference the handbook guidelines. Handbook committee is also looking at this, need to be consistent on what is paid. The policy document comes from committee as a recommendation. Vote - none opposed, no abstentions, all in favor, document completed. Mark Stuart is incoming chair for PILD 2011.

#### **Galaxy IV Leadership RFP**

Mary Ann Lienhart-Cross

Update on RFP – need all of the Associations notify our members to apply to be in leadership positions for Galaxy IV. Need applications for Galaxy chair and vice chair. Phil Pratt asked – once all applications are received, what will be the process of selecting the chair and vice chair. Ellen responded that the Board will go through the applicants and make a determination at June Board meeting. Mary Ann Lienhart-Cross said that as applications are received, the applications will be sent to the president of the applicant’s associations to screen and present recommendations.

Patty Richbourg with HelmsBrisco is starting the conversation with the convention center on internet availability to attendees in both the convention center and exhibits. Question – Is internet available for the hotels? Having the internet available for the conference general sessions is more critical. It is a

separate issue for general session versus use of personal computer. It might be helpful to have an internet cyber café.

Question from Patty on floor plan for the center. Discussion on use of Hall D and Hall C. Auxiliary charges – labor for drayage, auto visuals, security, medical EMT, electrical, cleaning labor. Patty sent Board a document. A similar show document is being sent for comparison. Charges come on top of rental. Anticipate about 3 to 4 % increase for auxiliary each year. Patty is getting decorator charges for last Galaxy for comparison. Costs for hotels: Hampton Inn \$ 169, Renaissance \$ 169, Hilton \$ 169, Omni \$ 179, Westin \$ 199- (400) all single-double locked in. Board agreed not to contract over 1100 rooms on peak. How does the Board want to configure the rooms? When folks go outside the block, that information is not available. Westin is not connected to conference center in terms of the Board paying for anything. The Board said to tie registration to room reservation to help the room block.

### **ECOP Update**

Daryl Buchholz/Sharon Hoelscher Day

The national extension directors and administrators meeting is taking place this week. . ECOP meets directly after that conference. Some of the things for discussion : awaiting the release of the AFRI call for proposals through the National institute. Across the country extension is trying to put together applications for multi-state projects. The Smith-Lever funding was held level in the budget, a special request was made to increase about 50, million for Smith Lever Funds. One item that was a little troubling was the dropping of the 406 account which funds regional water quality and pest management. Hopeful that will be reinstated. Be aware that an announcement is coming in early April for the Excellence in Extension through APLU. Think about who could be nominated for a regional or national award. ECOP is working closely with Dept of Defense to get an initiative to reach families and youth started in community capacity building, workforce development, strengthening families and youth care. Purdue Extension and Kath Ann Cress are working together on this effort. Lisa Loxman is the current leader for youth development in NIFA. One of areas of focus of the Directors meeting is how Extension is holding their systems together.

Ellen Burton prepared a report for ECOP and submitted it to Daryl Buchholz and Linda Kay Benning. The report is in the briefing book. Ellen thanked ECOP for the opportunity to submit the report on JCEP.

### **APLU Update**

Linda Kay Benning

Is at directors meeting which is in progress.

### **JCEP Teamwork Award**

Mary Ann Lienhart-Cross

Has one award application. Deadline is April 1.

### **JCEP Strategic Agenda**

Ellen Burton

JCEP Board members are asked to review the 2009 Strategic Agenda to determine if we achieved our objectives. If not, should the objectives be carried into 2010/2011 or should new goals and objectives be developed? If so, what objectives are needed to reflect the work of JCEP? The JCEP Board will look at the Strategic Plan at next month to make suggestions. This will be a main topic for discussion.

### **JCEP Committee Reports:**

Handbook/Bylaws

Mike Reichenbach

As policies are being revised, the completion of a new policy handbook is coming together.

JCEP Partnership with Public Officials

Karen Hatch Gagne

Ellen Burton is working on first newsletter.

JCEP Traveling Team Presentation

Sandy Corridon

Phil and Earl reported that Sandy had sent out a report indicating who will be attending the JCEP meetings. The list is fluid. All associations comp the registration fee for the JCEP representatives. Need to get the power point updated. Phil work with Sandy to send the list of JCEP Board Members serving on the JCEP Traveling Team for each association meeting

Historian  
No report at this point.

Ed Jones

### **Meeting Planner Evaluation**

Mary Ann Lienhart-Cross

Any Association that has evaluation instruments used within their organization please send a copy to Mary Ann. There is some desire for an in-depth tool and the committee is open to any suggestions. Stan Moore suggested the Committee ask the meeting planner to give some key indicators that they think they should be included in the evaluation.

### **Update on JCEP Sustainability Initiative** Ed Jones

Committee is still working on moving Sustainability to eXtension.

### **Other**

Item to think about. Chuck Otte has been web master for several years. Indications have been that he is ready to give this up. The Board needs to determine some way to recognize his work. Mary Ann Lienhart-Cross suggested that the web master/page may become an expense for JCEP. Ed Jones asked if the Board could not look at eXtension hosting some of the web site for us. All ideas appreciated by the committee.

**Next Meeting:** Monday, April 19, 2010, 2:30 pm Central Daylight Time

Motion to adjourn carried.. Adjourned 4:25 CDT.

Secretary, Judy Breland

JCEP BOARD MEETING – March 15, 2010

ATTENDANCE ROSTER

Name of Member	Organization	Present			
Stan Moore	NACAA	X			
Rick Gibson	NACAA				
Phil Pratt	NACAA	X			
Deborah Thomason	ESP	X			
Ellen Burton	ESP	X			
Sandy Corridon	ESP				
Earl McAlexander	4-H	X			
Lori Purcell Bledsoe	4-H				
Karen Gagne	4-H	X			
Marsha Lockhard	NEAFCS	x			
Judith Breland	NEAFCS	X			
Mary Ann Lienhart-Cross	NEAFCS	x			
Jeff Schalau	ANREP	X			
Mike Kuhns	ANREP	X			
Mike Reichenbach	ANREP	X			
Deborah Tootle	NACDEP	X			
Mike Woods	NACDEP				
Edwin Jones	NACDEP	X			
Jim Spruling	NIFA				
Linda Kay Benning	APLU				
Sharon Hoelscher Day	JCEP Rep to ECOP				
Daryl Buchholz	ECOP Representative	X			
Kay Chelena	Management	X			
Patty Richburg	HelmsBrisco	X			
Carol Schlitt	Galaxy Final Report				

