

**JCEP Board Minutes**  
 May 17, 2010, 2:30 pm CDT

**Agenda**

<b>Call to Order</b>	Ellen Burton
<b>Roll Call</b>	Judith Breland
<b>Appoint Parliamentarian</b> - Stan Moore	Ellen Burton
<b>Additions to the Agenda</b>	None
<b>Minutes from March 15, 2010 Meeting</b>	Judith Breland
Approved as reviewed by Committee	
Reviewers for 5/17/2010 Minutes	Karen Gagne & Jeff Schalau

**Treasurer's Report**

Rick Gibson

The following fiscal items are submitted to the JCEP Board for consideration.

- 1) The JCEP Checking Account is reconciled up through April 30, 2010. The ending balance as of that date was \$157,118.68.
- 2) Since then, \$59,662.24 has been dispersed through written checks. The current checking account balance is \$97,456.37. (\$50,872.53 – Marriot, 4,471.09 – Affinity Plus)
- 3) The fiscal committee will want to look at a cost analysis at our June meeting of our various meetings, including PILD and the combined Leadership Conference, previously called the regional meetings.  
 Jim Spurling has 22 copies of the *Congressional Directories* in his office and Linda Kay needs the price to invoice APLU.
- 4) The fiscal committee is preparing for the annual audit during our June board meeting.
- 5) Our CD accounts show the following as of 30 April 2010.
 

PILD	\$11,569.36
Regional Meeting	\$11,569.36
General Operating	\$50,774.14

Report has been received and will be filed for audit. Audit will be done at the annual board meeting in June.

Discussion: Kay Chelena asked Rick to send her details from Quick Books so she can reconcile her books with those numbers. There are 22 *Congressional Directories* left. Jim Spurling has them. Kay Chelena will get price and Linda Kay Benning will reimburse JCEP for the directories. The report was approved and will be filed for audit

## **Reports from Representatives & Liaisons to the board**

Sharon Hoschler Day emailed her report.

Daryl Buchholz was not present.

Linda Kay Benning reported that ECOP continues to work on the appropriations process. It is the general understanding that the appropriations won't be finished until after the November 11, 2010 elections. This will delay information on financing for Extension.

Linda Kay Benning, APLU - A Task force has been working and holding listening sessions in 5 to 6 locations around the country and information will be shared. ECOP is ready to send out response on the Nutrition Education – that communication will go back to Congress and to the SNAP Ed – 2<sup>nd</sup> largest single source of money second to Smith/Lever.

May 24-26 is the Leadership Advisory Council and all 6 JCEP Past Presidents are registered. How to Change the World, David Borenstein is the book chosen for the discussion.

Jim Spurling – big news is they are very close to announcing the reorganization plan. . NIFA is doing a stakeholder meeting on the Agriculture and Food Research Initiative. Anyone can speak to the committee in Washington or can send information. It would be good to send something. The report from Sharon Hoelscher Day reflects some of this information.

### **Galaxy IV Update**      Patty Richbourg, HelmsBrisco

Asked which exhibit hall would the Board prefer D or C in the convention center. Hall C is on second floor 44,000 gross square feet. Hall D is on first floor and is a bit smaller, about \$1,500 cost difference in the two halls. Seems to be better space for our needs with Hall C. Board recommendation needed to block the hall. Sandy Corridon moved that hall C be booked. Seconded and carried.

Would the Board like to have the final negotiated contracts ready for June Board meeting? Board agreed that it would be very helpful and they can familiarize us with the scope, introduce housing and registration company – C-vent the registration company Patty is using. Coming through HelmsBrisco there would not be a licensing fee. Pennsylvania Extension says registration is not an option for them. Patty recommended we get 3 bids so there would competition.

Patty currently has 2 of the 5 hotel contracts and she and Jill will be at the JCEP Board Meeting in Asheville, NC in June 2010.

### **Annual Board meeting**

Ashville, NC Grove Park Inn. Kay Chelena is making the arrangements. Room rates - \$ 159.00 with one or two in room. Send Ellen Burton any Agenda items for the June Board meeting. There will be committee meeting time built into the agenda. If a committee has special time needs, let Ellen know.

**Strategic Agenda 2009- 2011** - In the Strategic Agenda, the major changes were to correct terminology with NIFA and APLU. A **motion** was made by Deborah Thomason to adopt the revised Strategic Agenda for 2009-2011. Seconded Marsha Lockhard Motion carried.

The JCEP Action Plan was for 2009-2010. Ellen worked on the report and sent it out. The plan included things that were accomplished this year. At the Board meeting in June, we will look at the Action Plan for 2010-11. Ellen called for a **motion to adopt the 2009-2010 report**. Motion by Stan Moore to accept the report for 2009, Deborah Tootle seconded. Motion carried.

### **JCEP Representative to ECOP Budget and Legislative Committee:**

Sharon Hoelscher Day's term ends in November. There is an application form to complete. The question is: who is eligible? Discussion followed that the representative needs to have served on the JCEP Board. They need to have an understanding of JCEP. Phil Pratt asked about someone who was on the JCEP Board but it has been several years. It just needs to be someone with experience on the JCEP Board. Jeff Schalau **moved** that the policy be modified to clarify that the JCEP representative to the ECOP Budget and Legislative Committee must be a past member of the JCEP Board. Stan Moore **seconded, Motion carried.**

Ellen Burton will work with Mary Ann Lienhart-Cross on date to submit application. The application is in the handbook and should be modified to show the years served on the JCEP Board. Karen Gagne suggested that we consider that associations may want it to be a life member or a retirees who has served on that associations national board. After discussion no decision was made so the policy was left open at this time as to whether or not and an applicant be an active employee or has retired from the extension system, as long as they have served on the JCEP Board. Ellen Burton will get this into the current policy. The policy will be sent to the JCEP Board for review and will be voted on at the June JCEP Board meeting.

**JCEP officers** – Judith Breland reported that there is a need for an application for treasurer. Rick Gibson reported that the treasurer's job is not a job to fear; it was a good growing experience for him and he had not been experienced in this area going in to the job. The President-elect, Secretary-elect, and Treasurer-elect will be selected in 2010, so they have a year in training. Ellen Burton urged anyone interested in being an officer to send the application letter to Judith Breland.

### **JCEP Leadership Conference Planning Committee**

Jeff Schalau

Jeff discussed the JCEP Leadership Conference planning. The planning incorporated the JCEP Board meeting as happened in 2010 into the time schedule with the Board meeting transitioning into the Leadership Conference. The dates are Feb 6-10, 2011 for the Leadership Conference, and Feb 4-10, 2012 for the Leadership Conference with the JCEP Board, transitioning from their meeting into the Leadership Conference. The proposed location for 2011 is the Crowne Plaza, San Antonio, TX. The committee is continuing to work with the details. In looking at a 2 year commitment, the Crowne Plaza is allowing a release to cancel 2012 if we are not please in 2011 and we declare the cancellation within one week following 2011 conference.

In discussion on length of contracts, there is a 3year commitment that an organization signed with Gaylord Hotel, which would allow any of the properties, around the country. They looked at this with PILD. There is more in the PILD report.

**Recommendation from the committee** that the Crowne Plaza, San Antonio, TX ,be the site for a 2 year plan for the JCEP Board and Leadership Conference for 2011 and 2012. **Motion carried.**

The committee is working on the program outline. Information has been sent to the JCEP Board. Stan Moore said this was the beginning outline of the program and the committee is looking at some keynote speakers, panels, etc., including experience with the AFRI grants. Linda Kay Benning sent an email to Jeff Schalau with suggestions that he will forward to the committee. The committee will continue meeting to move the agenda forward.

PILD was well attended with a final registration of 256. The committee found some areas for future improvement. Kay Chelena joined the planning committee for the recap on 2010 and the beginning planning for 2011. Marriott sends a thorough billing, well itemized. Mark Stewart, MO, is the incoming chair for PILD 2011.

**Three requests for PILD refunds.** The requests were outside of the 2 weeks preceding the conference refund. The situations were difficult to anticipate. Jan Carol, from Colorado had a position change, Debbie Simmons- Gray is retiring, and Michael Court, MO, had a family emergency. They asked for special consideration. Policy states that JCEP take out \$ 50.00 as an administrative fee. Given the rationale, Gwen Wolford, Chair and Mark Stewart, incoming chair, agreed that in these situations, they did not have a problem refunding the registration less the \$ 50.00 for each of the requests. Stan Moore **moved** that a refund registration minus \$ 50.00 for Jan Carol, Debbie Simmons Grey, and Michael Court be allowed. Deborah Tootle second. **Motion carried.**

There was one **request on a refund on the tour.** Theresa Olczyk, FL, requested a refund on the tour of \$ 35.00, cancelled 4/1/2010. The tour was filled so there was no cost to JCEP. Jeff Schalaus **moved** the refund for Theresa Olczyk for \$35.00 for the tour. Second, Lori Bledsoe. **Motion carried.**

Kay Chelena discussed the potential facilities for 2011. Mark Stewart and Beth Claypool are Chair and Chair-elect of PILD. Along with Kay and Mary Ann Lienhart Cross, they toured and did price comparisons. They did have some competitive proposals. The committee narrowed the choice to the Key Bridge Marriott and the Westin Alexandria. What made the Westin attractive is a rate of \$209.00 for 2011 and \$219.00, for 2012. Westin gave a food and beverage amount within the limits, and did work well with audio visuals/screens/ comp room for the chair of conference, and additional comp rooms and discounted rooms for committee members, and discounted parking. Hotel offers continuing shuttle to metro line at King Street. Meeting space is all on one floor and complimentary internet in guest rooms. They are giving a rate of \$189.00 for the committee meeting room and giving us room space for an “office” for the meeting. **Recommendation of the PILD committee that the conference move to Westin Alexandria, April 4-6, 2011. Carried.**

**Jeff Schalaus moved that for 2012, the PILD conference be April 14-19, at the Westin. Marsha Lockhard seconded. Motion carried.**

**Galaxy IV Chair and Vice Chair:** Mary Ann Lienhart-Cross.

Only received one application for Vice Chair at this time. Deadline is May 21, 2010. **Lori Purcell moved** to extend the application deadline to June 4, 2010. Phil Pratt second. **Motion carried.**

**Teamwork Award**

Mary Ann Lienhart – Cross

There is one application at this point in time. This will be handled in June. The committee will make their recommendation.

**Traveling Team**

Sandy Corridon

Attending the association conferences as JCEP representatives - Sandy Corridon has sent an email list of who was serving on the teams:

NACDEP meeting Ellen Burton and Phil Pratt went in April.

ANREP – Ellen Burton, Earl McAlexander, and Phil Pratt in June.

NACAA- Ellen Burton, Karen Gagne, Mary Ann Lienhart-Cross in July.

NEAFCS –Stan Moore, Sandy Corridon, Lori Bledsoe or Karen Gagne in  
September

4-H - Jeff Schalau, Sandy Corridon, Stan Moore, Mary Ann Lienhart, Deborah Tootle, in September.

ESP Mary Ann Lienhart-Cross, Stan Moore, Karen Gagne in October.

For the traveling team to use for marketing at the association meetings, the committee suggested luggage tags. Cost is \$563.00 for 1,000. Need to get invoice to Rick Gibson to pay the bill. An Abstract for Professional Association meetings and for the JCEP Poster Presentation has been prepared. Following discussion the JCEP Board agreed via consensus to purchase the luggage tags.

**Committee Reports:****Policy Handbook**

Mike Reichenbach

Judy Breland reported that the committee is working to get something to board before the June meeting for the group to review, and be in a better position to make decisions in June.

**Public Officials**

Karen Gagne

Working on newsletter to directors with Ellen Burton.

**Sustainability**

Ed Jones

No report

**Meeting Evaluation Planner**

Mary Ann Lienhart-Cross

Please send any evaluations association use.

**Other**

Mary Ann Lienhart-Cross announced that a new person is stepping up to take on the duties of the JCEP web-site. Jeff Schalau will manage the site. Special thanks to Chuck Otte for his years of service keeping the web-site updated.

Phil Pratt moved to adjourn, Seconded **Motion Carried.**

Secretary, Judy Breland

JCEP BOARD MEETNG –May 17, 2010  
ATTENDANCE ROSTER

Name of Member	Organization	Present			
Stan Moore	NACAA	X			
Rick Gibson	NACAA	X			
Phil Pratt	NACAA	X			
Deborah Thomason	ESP	x			
Ellen Burton	ESP	X			
Sandy Corridon	ESP	X			
Earl McAlexander	4-H				
Lori Purcell Bledsoe	4-H	X			
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				
Deborah Tootle	NACDEP	X			
Tim Borich	NACDEP	X	Joined		
Edwin Jones	NACDEP				
Jim Spruling	NIFA	X			
Linda Kay Benning	APLU	X			
Sharon Hoelscher Day	JCEP Rep to ECOP	Emailed			
Daryl Buchholz	ECOP Representative	No			
Kay Chelena	Management	x			
Patty Richburg	HelmsBrisco	X			