

JCEP BOARD CONFERENCE CALL

July 27, 2009

4 PM EDT

CALL TO ORDER

FRED MILLER

The meeting was called to order at 4:01 pm EST by Fred Miller.

ATTENDANCE

SUSAN DONALDSON

Duane Johnson, Sandy Corridon, Fred Miller, Rick Gibson, Phil Pratt, Earl McAlexander, Kathy Dothage, Judith Breland, Mary Ann Lienhart-Cross, Susan Donaldson, Mike Reichenbach, Jeff Schalau, Mike Woods, Ed Jones, Deborah Tootle, Daryl Buchholz, , Sharon Hoelscher Day, Kay Chelena

Absent: Ellen Burton, Betty Wingerter, Karen Hatch Gagne, Jim Spurling, Linda Kay Benning

ADDITIONS TO THE AGENDA

No additions were requested.

MINUTES FROM JUNE BOARD MEETING DONALDSON

SUSAN

Susan will send a list of action items from the June meeting to the Board members. ***Duane Johnson moved we approve the minutes as distributed, seconded by Ed Jones, passed unanimously.***

TREASURER'S REPORT WINGERTER

BETTY

A Treasurer's report was not available.

Galaxy III Proceeds Distribution update: Funds have been disbursed to JCEP; there is a question whether payment has been made to Purdue.

PILD 2010 UPDATE AND RELATED CONCERNS

KAY CHELENA/ MARY
ANN LIENHART-
CROSS

A contract with Marriott Keybridge has been signed for 2010 (room rate is \$209 or prevailing government rate, if lower). No charge was assessed for the 2009 conference for the failure to meet room projections. A meeting is scheduled to continue planning specific details. Mary Ann

noted that it will cost \$8,000 - \$10,000 to cover travel costs for the planning committee this year. She is concerned that it may not be financially feasible to continue the face-to-face meeting. The budget did include 10% operating funds for JCEP in the budget (about \$8500) and it appears that target was met (approx. \$8454). Mary Ann wants to be sure that the expenses are not exceeding income. Fred noted that the cost of the meeting is built into the PILD budget (\$7500 last year; amount for this year not available). Kay will forward the budget to the board members. Duane would like to see a final statement, including the face-to-face meeting, prior to the August meeting. Sharon suggested that we ask Betty to create a spreadsheet with our various income and expenditure figures related to JCEP's activities. We need both records from past years as well as projections for the future to do fiscal planning. Duane asked how many committee members are required to do the planning for PILD, and whether a smaller committee might be sufficient.

GALAXY IV ISSUES
MILLER

FRED

In June, the JCEP Board accepted the Galaxy IV package presented by the Pennsylvania JCEP organization. The PA agents and their meeting planners (Patty Richbourg and Jill Slater with Helms Briscoe) recommend that JCEP sign the contracts to secure the hotels and convention center as soon as possible. At the request of NACAA members, Helms Briscoe assisted Penn. in preparing the RFP for Galaxy IV. They would now like to cement their relationship with the various hotels and venues to meet our needs.

Duane noted that we have not finalized new policy guidelines for Galaxy IV. We'll need to either operate under the old guidelines, or wait until the new guidelines are approved. We do not yet have a Galaxy IV planning committee or chair etc. One concern is that we not commit ourselves to room guarantees given a future potentially smaller Extension organization. Thus far, the contract with Helms Briscoe to be the conference planners has not been reviewed or approved by the JCEP Board and approved. However, Helms Briscoe does have a contract with NACAA giving them a 10% room commission on their annual meeting. If NACAA votes to hold their annual meeting in conjunction with Galaxy IV, the contract would be in force. However, the contract would need to show a relationship with JCEP rather than NACAA, per Duane.

Kathy feels it would have been helpful to have known about this issue before accepting the Penn. bid. Given that this is a long-term five-year relationship, we need to carefully consider all options. Kay notes that the hotel pays the commission directly to the contracted organization.

We had three different conference planning groups for the first three Galaxy conferences, all paid differently. For Galaxy III, we paid a fairly high percentage per person to Purdue. It is not clear whether the 10% commissionable rate is the total fee required by Helms Briscoe as a conference planner. For example, there may be a separate fee for handling registration, etc. Fred noted that Helms Briscoe is expecting the 10% fee to compensate them for the work already done to prepare the bid. It appears that we will still need a conference planner.

Rick noted that Helms Briscoe has been an effective planner for NACAA and has done an excellent job. The bid committee was comfortable with the assistance and guidance received from Helms Briscoe. He believes the contract is in place pending approval of NACAA participation in Galaxy IV, to be made in September by the voting delegates. Kathy notes that

we need to give guidance to Fred on approval of the contract. However, we can't do so until we know if NACAA will make Galaxy IV their annual conference.

Phil asked about the consequences of delaying the contract for six weeks. Fred noted there may be changes to concessions if there is a delay. Duane feels we need to know the status of participation on the part of all six associations, because it will affect the number of rooms needed. Fred does not feel it is appropriate to expect Helms Briscoe to continue to work for JCEP without knowing the contract will be approved. Legal advice to Fred suggests that we had a verbal contract with Helms Briscoe once the Board accepted the bid. They will continue to work on hotel arrangements, etc., and continue to negotiate on behalf of NACAA/JCEP.

Kay notes that if we have to contract with another meeting planner it could be difficult if we could not offer the 10% commissionable rate. Fred clarified that Helms Briscoe will continue to do logistics planning, but not registration. Duane notes Fred should work directly with Helms Briscoe and ask them to prepare a Galaxy IV contract with JCEP that details the services that will be provided for the 10% commission. He'd also like Fred to delay commitments to the hotels until we have commitments from individual associations to participate in Galaxy IV.

Kathy asked if NACAA would share a sample contract for the Board to review. Rick will check with the Board for approval to share a contract. Kathy notes that we don't want to ask Helms Briscoe to do any more work until we've clarified the situation. Kay noted that Galaxy IV planning is not part of her contract with JCEP. However, if another planner is needed to supplement what Helms Briscoe will do, then it might make sense to ask Kay to be involved.

If NACAA does not hold an annual meeting, then we would not be in breach of contract if we did not use Helms Briscoe. Making projections on numbers is difficult due to the current downturn in participation, but Mary Ann feels it is reasonable to expect less participation in 2013. At the same time, it's easier to negotiate for concessions with hotels right now due to the economic condition.

Fred notes that we need to include specifics on how people submitting a bid in the future would handle these issues. In the past, the conference planner was selected by a separate bid.

Duane feels we need more information before a motion can be made, and suggests Fred have a conversation to clarify issues. Rick would like to know exactly what information is required so NACAA can move forward and gather the information. Fred read the following list of services:

- Complementary site investigation for bids
- Site selection
- Contract negotiation
- Review of current contracts
- Schedule site inspections
- Help to fill room block

- Function as advocate/liaison

No motion was made.

ECOP UPDATE

DARYL BUCHHOLZ/SHARON HOELSCHER DAY

Daryl notes that the Managing in Tough Times (MITT) kickoff web conference will occur on July 30. MITTNet (Managing in Tough Times Network) is a directory of existing educational programs and materials relevant to managing in these difficult times. The directory will be available through eXtension for use by Extension educators across the country. MITTNet includes content for individual and family financial and stress management, farm and ranch financial and risk management, community economic development, and youth stress management and positive actions.

ECOP is meeting this week. There will be more discussion about ECOP staffing (including relationship with JCEP).

The Budget and Legislative Committee current legislative items include:

1. FY10 NIFA (CSREES) appropriations. Have passed the House Appropriations Committee (see Analysis by Cornerstone as attached).

Funding for Extension designated activities was increased by about \$11.216M with most of the funds going to formula lines. Additional increases that benefit Extension included in the AFRI funding. Further action is pending and the House plans to deal with all of the appropriations bills in July. Date for full committee markup has not been posted. The new line for programs in "Improved Quality of Rural Life" were not included in the Subcommittee markup. It is likely that this topic will reappear in future budgets.

2. FY11 NIFA appropriations. The BAA/BAC is still developing its approach to using themes in discussing the FY11 priorities. The BAC meets on July 27 to further discuss this approach and arrive at a clearer definition.

BAC leadership met with the CSREES administrative team to discuss FY11 budget issues. By all accounts this was a beneficial meeting.

3. The House narrowly passed the "American Clean Energy and Security Act"

(ACES). There are many implications for CES in this bill. The Senate is expected to consider the bill before the end of this year. Included in the bill is the creation of a National Climate Service. Staff discussions with NOAA who would administer the new agency indicate a substantial area of mutual interest and potential cooperative work.

Board on Agriculture Assembly BAA/Cornerstone Government Affairs Homepage for the BAA Budget and Advocacy Committee <http://www.land-grant.org/>

ECOP Budget and Leg Committee is not meeting this summer until September.

APLU UPDATE

LINDA KAY BENNING

Linda Kay Benning is at the BAC meeting and unable to participate.

UPDATE ON JCEP SUSTAINABILITY INITIATIVE

ED JONES

The committee met last Friday by conference call. Action items based on June Board input: will move to schedule another webinar (early Dec. target); will include Greg Crosby in the discussions (national program leader for sustainability); will continue to work on newsletter articles to be included in association publications. Ed asked whether the committee will continue as-is or hand off to the current past-presidents. Mike Reichenbach asked if the next webinar will be available to a wider segment (Board only vs. association members). Interest has been expressed, and Ed agreed that there is a need for wider participation. The last webinar is posted on the Web site for those who wish to view it. Duane feels the current committee has great momentum and should be allowed to continue. The committee would like guidance from Fred. He suggests filling positions on the committee on an individual basis as needed.

REVISED RFP -2010 JCEP EXCELLENCE IN TEAMWORK AWARD

ELLEN BURTON

A copy of the updated team award document was sent to the Board by Ellen for consideration. The changes were primarily editorial rather than procedural. ***The Committee recommended we accept the revised version; carried unanimously.*** The revised guidelines should be sent to each association for posting or inclusion in newsletters.

TRAVELING TEAM ISSUES BRELAND

JUDITH

Judith feels that decisions were made at the June Board meeting about who would attend each of the meeting. Ed noted that the group expects to have 3 traveling team members per association meeting, rather than representation by all associations. They looked at logistics to determine who could most easily attend. Part of the presentation will be at a poster session. An abstract or paragraph is needed to describe the poster for printing in programs, as well as the list of presenters. Duane reiterated the need for the list of presenters for each meeting, as well as responsibilities. Sandy asked how the traveling team should register. Online registration does not accommodate comps – Judy had to mail in her registration after calling for clarification. Alternatively, each association could register the team members directly when given names for the traveling team. Fred suggests emailing association presidents directly for procedures for registering.

2010 REGIONAL WORKSHOP UPDATE

SANDY CORRIDON

ESP section for professional development – have not heard yet from Michelle Obama’s office; expect to hear something soon. Kay and Sandy have met to discuss hotel needs and agenda and have created a basic list of costs for breakout sessions, etc. Next step is for committee to consider the information.

GALAXY IV ISSUE

Fred should advise HB we need to delay signing contracts until we have confirmation from all associations that they will participate. Waiting for NACAA Board permission to share a sample contract with the JCEP Board so that the JCEP Board can make a decision. Duane suggested that HB might amend the contract to capture the needs of the six organizations when planning Galaxy IV. Kathy is concerned that this might imply that we will contract with them, and that

we could wait on this issue until we review the sample contract. The timeline and process for approval by associations is different for each. Consensus by all associations is expected by the Sept. NACAA meeting.

OTHER

Kay expressed her appreciation for the Board's vote of confidence in continuing the contract with Affinity Plus.

Please note correct dates: Regional Meeting Feb. 2 – 4, 2010, Nashville, Tennessee

ADJOURN

Meeting was adjourned by unanimous vote at 5:25 pm ET.

Excellence in Teamwork Award

Sponsored by
JOINT COUNCIL OF EXTENSION PROFESSIONALS

The Joint Council of Extension Professionals sponsors this award annually to encourage and recognize successful Extension team programs or projects that demonstrate effective performance and significant result impacts at community, area, state or multi-state levels.

AWARD

Two awards of \$500 each and one plaque per team and certificates to individuals will be presented.

PURPOSE

The purpose of this award is to recognize outstanding Extension programs or projects in the nation conducted by a team and reward those that have achieved significant outcomes.

ELIGIBILITY

1. Entries must be submitted by a team of three or more members.
2. Program/project must have been conducted within the past three years.
3. Program/project must involve at least two or more different program areas (i.e. agriculture, 4-H Youth Development, family and consumer science, natural resources or community development).
4. At least 50% of the team members must be current members of at least one of the national Extension professional organizations and employed by Extension at the time the program/project was conducted.
5. There is no limit on the number of entries from any one state.

DUE DATE

April 1, 2010– application must be submitted electronically as a Word document to the JCEP President-elect. Additionally a hardcopy of the application carrying a postmark no later than **April 1, 2010** is to be sent to the JCEP President-elect.

APPLICATION

1. Title Page (see format attached)
2. Abstract of one hundred and fifty (150) words or less to summarize program.
3. Narrative - Describe significant program accomplishments in six (6) double-spaced 8 x 11 pages or less in font not less than 12 point with 1" margins using the following format.
 - a. Situation Statement. Describe the need for the program including what makes this program unique
 - b. Describe the target audience, their participation, involvement, and contribution.
 - c. State the programs measurable goals and clientele based objectives.
 - d. Describe outcomes/results/impacts in relationship to the measurable goals and clientele based objectives.
 - e. Explain the role of each Extension team member. Indicate the percent of time (1 yr. = 100%) contributed by each member to the project.
 - f. Describe collaborations/partnership within and external to the Extension System.
 - g. Describe how this program addressed the need of a diverse audience. Include specific examples used to attract a diverse audience to the program and indicate level of success.
5. Supplementary materials are optional and are limited to three (3) pages. This may include pictures; news clippings or letters (Print material only).
6. Four (4) letters of support, at least one of which shall be from a state association president.
7. Submit complete application electronically as a Word document to JCEP President-elect. Additionally a complete hardcopy of the application is to be mailed to the JCEP President-elect with a postmark no later than April 1, 2010.
8. Any application not following the above guidelines will be eliminated from consideration for this award.

JUDGING

Judging will be based on the following criteria:

Scope of teamwork and collaboration among Extension Colleagues and external partners	30%
Successful outcomes/results/impacts related to measurable goals and clientele-based objectives	30%
Diversity addressed	15%
Innovative design to meet program need	15%
Justification for program issue needs (situational statement)	5%
Quality of application, including format and neatness	5%

PROCEDURE

Submit completed application, including abstract and title page, electronically as a Word document to the JCEP President-elect by April 1, 2010 to:

Mary Ann Lienhart-Cross
President Elect,
Joint Council of Extension Professionals
Purdue Extension
Elkhart County
17746 CR 34
Goshen, IN 46528-6898
Phone: 574-533-0554 574-533-0554
lienhart@purdue.edu

The winners will be announced and awards presented annually at a JCEP sponsored event or national conference as determined by the Team Leader. Provide information on who to make check payable to if selected.

(Guidelines, Revised July 2009)

Application Format: See following.

**Joint Council of Extension Professionals
2010 Excellence in Teamwork Award**

Title of Project

State/Unit submitting

Team Leader

If selected for the award, the check

should be payable to:

Submitted by team members:

(Name)	(Title)	(Association Affiliation)
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Respectfully submitted,
Susan Donaldson, Secretary