

JCEP BOARD CONFERENCE CALL

August 31, 2009

4 PM EST

CALL TO ORDER

FRED MILLER

The meeting was called to order at 4:06 pm EST by Fred Miller.

ATTENDANCE

SUSAN DONALDSON

Duane Johnson, Ellen Burton, Fred Miller, Rick Gibson, Phil Pratt, Karen Hatch Gagne, Kathy Dothage, Judith Breland, Mary Ann Lienhart-Cross, Susan Donaldson, Jeff Schalaus, Ed Jones, Deborah Tootle, Kay Chelena

Absent: Sandy Corridon, Betty Wingerter, Earl McAlexander, Mike Reichenbach, Mike Woods, Jim Spurling, Linda Kay Benning, Daryl Buchholz, Sharon Hoelscher Day

ADDITIONS TO THE AGENDA

No additions were requested. EdJones moved to approve the agenda; Deborah Tootle seconded the motion; carried unanimously.

MINUTES FROM JULY BOARD CONFERENCE CALL

SUSAN DONALDSON

Ed Jones moved we approve the minutes as distributed, seconded by Duane Johnson, passed unanimously.

TREASURER'S REPORT WINGERTER

BETTY

A Treasurer's report was not available.

PILD 2010 UPDATE

ELLEN BURTON, KAY
CHELENA/ MARY ANN LIENHART-
CROSS

Ellen met with the planning committee (one person from each association) at the end of Aug for 2 days in Washington, D.C. It was a very productive meeting with lots of planning accomplished. Ellen's been reviewing the PILD section in the handbook and has some suggestions, including adding the mission and revising the objectives. She will provide comments to Judy. They have pared down the numbers expected to attend to 200. It may be necessary to look at alternative meeting methods for the committee if participation continues to

decline. The Marriott contract is signed and there was no penalty for failing to meet targets for the 2009 event.

-ECOP Request for future date change

Daryl, on behalf of ECOP, has requested that we consider moving PILD to an earlier time of the year. The primary purpose for making it somewhat earlier in the year is to potentially increase the impact of the visits made to the hill, especially with those states who bring their volunteer leadership to that conference. The committee discussed the issue and has agreed to give it serious consideration, although a decision has not yet been made. Weather could be a consideration if earlier dates are selected. Linda Kay will send out a survey to determine impacts to ability to send volunteers if dates are changed. Kay noted the Omni Shore could be a good facility – closer to the downtown area, although it is “quaint”. A date must be determined before we could book a facility. Facilities are still willing to negotiate at the current time, but she expects that to change over the next six months as the economy hopefully improves. Duane noted that conflicts with other meetings, particularly ECOP, CARET and National Program Leaders, should be investigated. Easter holidays also need to be considered, as Congress will recess for the holidays. Fred asked for a time frame for making changes for the 2011 conference. Kay’s goal would be to announce dates and locations for 2011 at the 2010 conference. She would like to have RFPs sent out and board consideration completed by the end of the year. Fred asked that the top priority continue to be a focus on the needs of the JCEP membership. Ellen noted that the committee is continuing to gather information.

GALAXY IV UPDATE
MILLER

FRED

We’re still awaiting feedback from the associations as their annual conferences are conducted. Fred and Ellen received a copy of a sample Helms Briscoe contract. Duane asked that they share it with the entire Board. Once the decision has been made, a solicitation for chair can be issued. The committee that is reviewing Galaxy IV guidelines met this morning. Duane has offered to collect all existing information about Galaxy (minutes, handbook, Web site, reports) and draft a consolidated document (working document) for the committee’s meeting on Sept. 10. Sue will help edit the outline and document. The committee will have the information by early next week. Duane envisions completely replacing the material in the JCEP handbook without radically changing anything in the RFP from Pennsylvania. The intent is to provide a succinct detailing of responsibilities and expectations. The new Board is expected to then review and act on the document.

WHISTLEBLOWER POLICY, DOCUMENT RETENTION
POLICY, AND CONFLICT OF INTEREST POLICY
DONALDSON

SUE

JCEP does not currently have these policies in place. The IRS form that we are required to file asks if the organization has these policies, although there is no penalty currently for failing to have them. Drafts have been brought to the board in the past but no action was taken. ***Judy Breland made a motion to accept the three policies; the motion was seconded by Rick Gibson. No discussion. Adopted unanimously without changes.***

ECOP UPDATE

DARYL BUCHHOLZ/SHARON HOELSCHER DAY

Daryl and Sharon were unable to attend.

Linda Kay was unable to participate.

The contract was finalized today with Sheraton National Downtown. Benefits: no meeting room charges, even for additional space; complementary coffee break; room rate \$129/single or double; reduced parking rate. The flyer is being developed currently. Deborah Tomlinson from ESP will work with the committee. They're recruiting Michelle Obama as keynote. Estimated attendance is conservative at 250. They can reduce the block in December if needed.

Fiscal/Audit Committee: No report; will provide one for the next meeting.

Handbook Committee: Chair absent.

Bylaws Committee: Simple changes are needed, such as changing APLU to NIFA, etc. The committee is working on the changes.

Electronic Communications: Have been in communication with Chuck Otte related to the items from the June meeting. The simple changes have been made. The Committee is planning a teleconference later in the fall.

Ellen asked about the committee to study future Regional Meeting planning. Sue will look for information in past minutes defining the committee membership. The June 2009 minutes refer to a committee of President-Elects. However, there may be some confusion due to differences in when associations elect President-elects.

Ellen will send out a schedule of dates for the next year, generally on the third Monday of the month, to begin at 3:30 pm Eastern, 2:30 pm Central, 12:30 pm Pacific time. The first meeting is set for Oct. 12, at which a discussion of what commitments individual associations will make to Galaxy will be discussed.

The discussion about changing the winter meeting dates/locations resulted in an evenly split vote. Ellen has decided that the meeting will be held in conjunction with the Regional Meeting in Nashville, both to save on costs and to accommodate schedules. Sunday, Jan. 31, 1 pm meeting will start; conclude at 12 noon on Feb. 2. Travel day is Saturday, January 30. Ellen is hoping that Board members will stay for the Regional Meeting while saving some money on flights. The June board meeting location has not been determined. Ellen is asking for suggestions. She's waiting to hear the location of the ECOP Leadership Advisory Council meeting (probably in the northeast) before making a decision.

Ellen will send out a list of meeting dates and a date for the orientation. Please send her the name of each Association's President-Elect who will join the board as soon as possible.

Kay will submit a rooming list for the Nashville board meeting. Please give her your roommate request and arrival date so she can book the rooms.

Duane noted that when he joined the Board, he was invited to attend the fall conference calls. Fred notes it will be different for each association based on when the incoming person assumes office. In some cases, the Past-Past-Presidents may want to continue to attend. Voting rights are not clear. Duane did not have voting rights until January when he was President-Elect. Past-Presidents help the new members. Each association has different dates for their officer “year” so clarification is needed. JCEP officers assume their role on Sept. 1. However, some associations will not have elected their new officers by this date. In any case, each association should have three representatives on the JCEP Board at any time.

Ellen expressed her appreciation to the outgoing board members, especially Fred’s stellar leadership of the “A” team.

OTHER

ALL

Association Annual Meetings:

NACAA program is coming together well. Participation is good, and is similar to last year. The members are enthusiastic about the meeting.

NEAFCS is having a challenging year. They’re using Adobe Connect for board meetings. Judy can arrange it for a JCEP meeting if desired. For the first time, some states will not send voting delegates, so they’re working on an absentee process.

NAE4-HA is doing well, with about 950 attending the conference in October in Rochester, NY.

ESP has held their own for their conference in Fargo, ND. They’re trying some remote technologies for committee meetings.

ANREP will not have a meeting in 2009. The 2010 meeting planning for the Fairbanks, Alaska location is proceeding. There was about a 30% increase in the number of abstracts submitted.

NACDEP: The meeting will be held in Bloomington, MN for next year; working on program currently.

RESOLUTION OF APPRECIATION TO FRED MILLER

ALL

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.

ADJOURN

Meeting was adjourned by unanimous vote at 5:10 pm ET.

JCEP Conflict of Interest Policy

The Joint Council of Extension Professionals, its Components, and all Officers, Directors, Delegates, and Committee members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Organization, in any and all actions taken by them on behalf of the Organization in their respective capacities.

If any Officer, Director, Delegate, or Committee member of the Organization has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Organization, including but not limited to transactions involving:

- a. the sale, purchase, lease or rental of any property or other asset;
- b. employment, or rendition of services, personal or otherwise;
- c. the award of any grant, contract, or subcontract;
- d. the investment or deposit of any funds of the Organization;

such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he has an interest, or otherwise attempting to exert any influence on the Organization, or its components to affect a decision to participate or not participate in such transaction.

All Officers, Directors, Delegates, and Committee members are required to formally disclose to the Organization any interests that could give rise to conflicts on an annual basis.

Approved 8/31/09

Whistleblower Policy

General

The Joint Council of Extension Professionals' Code of Ethics and Conduct ("Code") requires Officers, Directors, Delegates, and Committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Officers, Directors, Delegates, and Committee members to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Officers, Directors, Delegates, and Committee member who in good faith report a violation of the Code shall suffer harassment, retaliation or adverse consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the Board. This Whistleblower Policy is intended to encourage and enable people to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Board President is in the best position to address an area of concern. However, if you are not comfortable speaking with that person or you are not satisfied with their response, you are encouraged to speak with another Board Member whom you are comfortable in approaching. Board Members are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Board President. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board at least annually on compliance activity.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved 8/31/09

Joint Council of Extension Professionals

Document Retention and Destruction Policy

General

This policy provides for the systematic review, retention and destruction of documents received or created by the Organization in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Organization's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The Organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. Not all of the documents listed below are found in the Organization; however, these guidelines are to be followed in the event the Organization should create or receive such a document.

Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years

Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years

Donor Records and Acknowledgement Letters 7 years

Grant Applications and Contracts 5 years after completion

Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The Organization’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week.

Document Destruction

Destruction of financial and other sensitive documents will be accomplished by shredding once the retention requirements have been met. .

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against the Organization. The Board of Directors will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

Approved 8/31/09