

JCEP Board of Directors Conference Call

October 27, 2008

4 – 6 p.m. (Eastern)

Call to Order – The meeting was called to order at 4 pm ET by Chair Fred Miller.

Attendance - Duane Johnson, Ellen Burton, Sandy Corridon, Fred Miller, Rick Gibson, Phil Pratt, Betty Wingerter, Karen Hatch Gagne, Earl McAlexander, Kathy Dothage, Judy Breland, Mary Ann Lienhart-Cross, Viviane Simon-Brown, Susan Donaldson, Mike Reichenbach, Mike Woods, Edwin Jones, Jim Spurling, Daryl Buchholz, Linda Kay Benning, Kay Chelena, Chuck Otte, Jeff Schalau, Kendra Wells, Diane Baker

Absent: Dick Senese

Minutes from Monday, August 25, 2008 Conference Call – Minutes from the August meeting were sent to the board electronically. ***Betty Wingerter moved and Viviane Simon-Brown seconded the motion to approve the minutes as written. Motion passed unanimously.***

Additions to the Agenda – There were no additions to the agenda. ***Ellen Burton made a motion to accept the agenda, and Duane Johnson seconded. Motion passed unanimously.***

Treasurer's Report – Chuck Otte/Betty Wingerter

Chuck will send all treasurer records to Betty Wingerter by Thanksgiving. The budget was sent to the Board electronically. PILD expenses have been finalized. Chuck will schedule a budget meeting with fiscal committee to formulate the 2008-09 budget, which will be presented during the November 24 conference call. Fred appointed Betty, Rick (2010 chair), and Ellen to serve on the committee. Chuck will serve as ex officio to committee. All agreed. The annual corporation report was sent in 10 days ago with \$10 annual fee. The statement of financial position shows virtually identical performance to that of last year. Now that FDIC insurance has been raised to \$250,000, there is no need to open another account.

JCEP Web site and Listserve – Chuck Otte

Chuck has agreed to continue to maintain the Web site. All new Board members should have been added to the listserv. Basic instructions are on the Web site. It's a protected list – only list owners (Chuck and Kay) can add new members. It's housed at KSU. There has been discussion in the past about adding meeting minutes to the Web site. The list serve is intended to make sending group messages easier, especially when traveling.

A motion was made by Kathy Dothage, seconded by Ed Jones, to add the JCEP listserv to the Web site to be accessible to Board members. Motion passed unanimously. Kathy Dothage moved to add approved minutes and the list of motions prepared by Clyde Jackson to the JCEP Web site. Ellen Burton seconded the motion. Discussion: Fred suggested putting the past 12 months of minutes prepared by Clyde Jackson on the Web site. Sharon Hoelscher-Day suggested also adding the ongoing complete list of all motions to the Web site. Ellen Burton will get a copy of what she's found to Chuck Otte for the Web site. Linda Kay Benning suggests putting the date the motion was passed associated with the motion so the supporting minutes can be easily accessed, perhaps in an Excel database. Fred feels this is an appropriate job for the historian. ***Motion carried unanimously.***

Sustainability Initiative – Chuck Otte/Ed Jones

About 50 people attended the Galaxy session. It was an exploration of where we're at with regards to sustainability education, and where we need to go. The session was highly ranked. There were a total of four different sessions at Galaxy that dealt with sustainability, and all were well-attended, ranging from 25 to 80 people. People were very engaged and interested in hearing about the issue. The information collected was diverse, from recycling to ecological footprints to walking the talk. The concept was very well received. There will be a conference call on Friday, Oct. 31 to determine next steps. The group will provide a recommendation to Fred.

PILD Update – Fred Miller/Kendra Wells

Kendra Wells provided an update. The planning committee met in August and program is well-developed, with speaker confirmations coming in. There have been discussions about the budget, which has not yet been approved. The budget was sent to the board electronically. The proposed registration fee reflects a significant increase but the committee feels the increase is needed based on a decrease in number of projected participants to 250 (vs. 300 for the 2008 event) due to travel cuts, etc. The main increases are in food and beverage costs. Minor changes to the budget provided have been made, including the JCEP operating fund. The planning committee expenses from the August meeting are not included in the budget yet.

Kendra Wells noted that there are people who register after the early registration period ends. Kay provided input to the projections, which are conservative. There needs to be a tiered increase after the early registration period. One change is on the opening day, when breakfast was not offered last year. The feeling is that there needs to be a continental breakfast with a protein item available. The facility offered a package deal on breakfast and breaks.

Fred Miller asked for agreement that projected attendance is likely to be 250, making a registration fee of \$340 needed to break even while maintaining a high-quality program. Last year, we budgeted based on 300 people at \$285 each. Total actual attendees were 305, with some paying the increased late registration fee. Duane Johnson feels that 250 is an optimistic number. Karen Hatch Gagne noted the 2009 registration fee includes almost a \$100 increase and this may cause an even greater decrease in attendees. She also noted we have a contract and must provide the event in 2009, so cancellation is not an option. Fred noted the only way to reduce the registration fee is to recruit more people.

Linda Kay Benning will make a push to the Directors and Administrators to bring their volunteers to PILD to take advantage of the opportunity to connect with new staffers and leadership in Washington. Daryl thinks most of the states that are bringing volunteers will continue to do so. The increased cost and economic downturn might affect association leadership and extension personnel, however. Kathy Dothage suggested building in 5% for JCEP, rather than 10%, to allow a decrease in the fee to \$322. Duane Johnson noted that it would affect the 2010 JCEP operating budget, and it would affect services and programs. Kathy Dothage feels the lower fee would encourage greater attendance with relatively little change in financial outcome. In any case, we need to set a rate now so PILD advertising can begin. ***Kathy Dothage moved that the registration fee be set at \$340, with Mike Reichenbach seconding. The motion carried with 14 affirmative votes and 3 opposed.*** The \$50 increase in registration fees for late registrations is set by the policy handbook and does not require a vote. Fred expressed appreciation to Kendra and the committee for their hard work.

The Board received a proposal on 10/22/08 from Ellen that represents a fundamental change to the PILD program. Rather than sponsoring posters, JCEP will solicit presentations related to "Increasing Extension's

Presence at the Local Level.” The committee will select three presentations to receive waiver of the registration fee, representing essentially no difference in cost from the previous \$100/poster budgeted for 10 posters. **Duane Johnson moved and Karen Hatch Gagne seconded to approve the proposal as written. Betty Wingerter asked for discussion and suggested that we request a letter of recommendation from a supervisor to verify that the program is of good quality. Duane Johnson agreed to add this to his motion.** Kathy Dothage noted that we’ve never used all the poster money in the past, so this would actually be an increase in costs. Fred Miller noted that we would not be paying speaker fees for these presentations which would help offset any increased cost **Duane Johnson called for the question, which passed unanimously.** Fred thanked Ellen Burton for her work on the proposal.

Galaxy Wrap-up – Diane Baker

Galaxy Registration Reimbursements: The Board was sent a list of requests. Diane Baker received some updates today. Janet Allis did attend, so she is not eligible for a refund. Roberta Hunt has already received a refund. That leaves 15 requests: six related to health of the participant, three related to the health of a family member, five related to hurricane issues, and one who left Extension and “forgot” to request a refund. We do not have an official JCEP reimbursement policy that governs emergency situations. The only policy provides for a graduated refund based on date of request. **Kathy Dothage moved that we refund the registration fee minus the \$50 administrative fee to everyone on the list except Bertha Green, for a total of 13 refunds. Betty Wingerter seconded the motion.** Fred Miller noted that we need to be comfortable that we can afford to make the refunds and still maintain solvency for Galaxy and adequate proceeds. Diane feels the total amount should not be an issue, since actual attendance was above the projected attendance. Kathy feels we need to make the refunds for humanitarian reasons. **The motion passed unanimously.** Diane will direct Paul Horngren to make the refunds.

(Duane Johnson left the call at 5 pm ET)

Diane Baker noted that there were two people registered and were supposed to pay at the door, but did not attend. They have already been contacted unsuccessfully. One insists she cancelled. Diane feels the issue needs to be taken to a higher level. It was suggested that we contact their supervisor. The Board agreed to this plan. Diane will send a hardcopy letter to both participants and their supervisors for more emphasis. Email may be easier to ignore.

(Daryl Buchholz left the call at 5:06 pm ET)

Diane Baker has requested feedback from the association presidents about what went well, and what could be better. Please provide your informal feedback by Jan. 1.

Paul Horngren has not yet provided a profit figure, so Diane Baker can’t schedule a wrap-up meeting. Diane asked for clarification on the final meeting by the Galaxy planning committee. This meeting would include 2 nights lodging, 3 days per diem, and travel, and the purpose would be to generate a handbook for the next meeting. This would be considered an expense of the conference. Fred asked Diane to provide a proposal including meeting content and a proposed budget. We need the final resolution of the Galaxy finances before a decision can be made. The location for the meeting is under discussion. They will choose the least expensive venue. Diane will work on the proposal.

JCEP Regional Workshop Update – Mike Reichenbach/Kay Chelena

The locations are same as in 2008. On the last day of each conference, a request has been made for meeting space by NAE4-HA (2 rooms for meetings by each region) and NEAFCS (1 room). There is an additional cost for the extra meeting space in Orlando of \$250/room. We have space available at the Marriott in Del Mar already at no additional cost. It is not clear who will pay for the meeting space in Orlando. The cost is \$2-3 per registrant based on 300 registrants when factored into the fee.

Kathy Dothage feels strongly that the meeting on the 3rd day has always been a historical part of the conference and should be budgeted accordingly. Karen Hatch Gagne agrees. Fred Miller notes that our policy directs the host association to plan for a half day for an educational program coordinated by ESP, and 1.5 days for association business and training. Judy Breland asked for clarification on the scheduling of the 2 days – half day first day, full day second day, and half day on the final day. Kay Chelena noted that a lot of meeting space was requested in the past for association meetings, which was costly. A decision was made to consolidate association meetings to one day to manage costs. Last year we started with a luncheon, held a full day followed by a half day on the final day. Kathy noted that NEAFCS pays the full expense for one person from each state to attend, and further expense seems unwarranted. NAE4-HA does the same. Mike Reichenbach noted that we just need clarification of who pays. ***A motion was made by Kathy that the added meeting expenses on the final day be included as part of the conference registration fee. Betty seconded the motion.*** Kathy would like the additional space to be provided in any future contract that we negotiate. ***The motion passed unanimously.***

Kay Chelena will provide budget information to Mike Reichenbach next week. She expects that the only major increased expenses will be in food and beverage. The speaker cost is also considerably higher than in 2008.

Mike Reichenbach noted that the cost of a single planner to attend each Regional meeting could be built into the budget to mirror PILD and other events. We receive a single complimentary room for the host organization already, and we often earn a second room to offset speaker costs. Mike requested additional reimbursement to the host association for flights and registration fees. Betty Wingerter requested that a budget with and without the expense be provided for the next call so we can determine the actual impact. Kathy Dothage noted that historically at least one association officer from NEAFCS would attend the regional meetings in any case, so it would not be an added expense. That is not the case for ANREP, however. Fred Miller requested that Mike prepare a proposal for the fiscal committee that includes a comparison with how we pay the expenses of the PILD chair.

RFP for future Regional Workshop site 2010 and 2011

Kay proposed that we form a small group work with her to investigate sites. Also, the contract with her company will end in June 2009. The information about the proposed sites will be brought to the Board for a review for suitability. We need to determine whether a 2-year contract saves sufficient money to make it worth the lack of flexibility, and whether to continue with only 2 sites (vs. 4 sites). Fred Miller noted that we decided to plan two years out, but plan individually (see list of motions). The President-Elects as of June 2008, Ellen Burton, Rick Gibson, Karen Hatch Gagne, Judith Breland, Mike Reichenbach and Ed Jones, form the committee responsible for the RFP process. Ellen will chair the committee.

ECOP Update – Daryl Buchholz

None provided.

NASULGC Update – Linda Kay Benning

None provided.

JCEP Winter Board Details – Fred Miller/Kay Chelena

Fred has changed the dates to Jan. 12-14 to accommodate Sue Donaldson’s annual review. The meeting will be in Charleston, SC in the historic district at the Embassy Suites. The rate is \$141 and includes breakfast and receptions. The meeting will start 8 am on Jan. 12 and end at noon or earlier on Jan. 14. Kay needs anticipated travel schedules and roommate preferences. Jim will call the facility to try to get government rates, as nothing higher can be reimbursed. We will do strategic planning during the winter board meeting. Fred will arrange a facilitator from Clemson.

Other Business

The basic results from Galaxy auction are available, with payment for one item still outstanding. Total sales by association:

NEA4-HA	\$2,010
NAEFCS	\$3,721
ANREP	\$ 225
ESP	\$6,277
NACAA	\$ 712
<u>NACDEP</u>	<u>\$ 117</u>
Total Sales	\$13,051

Sharon Hoelscher-Day provided a brief update of the budget and legislative committee. At the September ECOP meeting, there was a discussion about a funding shift to themes or issue areas. It’s not clear yet if ALL budget lines would have to fit with the three proposed themes. They’ve been looking at the pros and cons of the new approach. The change would occur in FY2010.

Schedule New JCEP Board Member Orientation Conference Call (Proposed Dates: Dec. 2, 9, or 18)

The New Member Orientation has been scheduled for Dec. 18 at 4 pm Eastern time.

Adjournment – Fred Miller adjourned the meeting at 5:47 pm.

Next Call- Monday, November 24, 2008

Respectfully submitted,
Susan Donaldson, Secretary