

Minutes – JCEP Board Meeting – Conference Call  
November 16, 2009

The meeting was called to order by President, Ellen Burton.

Roll was called:

Present: ESP: Ellen Burton, Sandy Corridon, Deborah Thomason  
NACAA Stan Moore, Rick Gibson, Phil Pratt  
NAE- 4HA Betty Wingerter, Earl McAlexander, Lori Purcell, Karen Gagne  
NEAFCS Marsha Lockhart, Mary Ann Lienhart-Cross, Judith Breland  
ANREP Jeff Schalau, Mike Kuhns  
NACDEP Mike Woods left call at 3:30), Edwin Jones, Deborah Tootle  
Conference Manager: Kay Chelena  
Guest with report: Carol Schlitt

It was noted that the NACDEP new person would be determined in April.

Quorum present 17 voting members

(quorum requirements - majority vote takes 10 members 2/3 vote takes 12 members)

**There were no additions to the Agenda**

**Minutes from October 12 Conference Call were approved.** Jeff Schalau moved to approve minutes, second Earl, McAlexander motion carried.

**Minutes from Sandy October 15, 2009.** Sandy Corridon reviewed the minutes from the call with HelmsBrisco. Phil Pratt **moved, Deborah** Tootle seconded approval of the minutes with the note for information about why this special meeting was held.

**Treasurer's Report**

Rick Gibson

-Galaxy III Proceeds Distribution update- check to ANREP has been reissued and sent to Susan Donaldson. First check never arrived and was stopped.

--Transfer of books Transitioning between treasurers Betty Wingerter, 2009 JCEP Treasurer to Rick Gibson, 2010 JCEP Treasurer-- they are sending files. Expect to complete this by the end of November. JCEP is presently about \$19,000 ahead of last year. Reports were sent to members.

**Galaxy III Report of Committee**

Carol Schlitt,

Galaxy policy committee – Carol sent out report The following is the discussion of the report.

The committee made some additions to further develop some of the ideas. The value of Galaxy is most important in bringing all the Associations together.

On Page 2 – addition suggested - galaxy management steering committee – outlined what it means to be fully committed. Providing members for committees, volunteers for sub-committees, committing to separate Association meetings ( 4 premises).

What if JCEP needs start up funds? Traveling expenses would be paid out of Galaxy conference funds. Since JCEP is sponsor, JCEP should pay for the steering committee members. **Add** – if JCEP does not have sufficient funds, they will ask associations for loans, loans with or without interest, that will be repaid as part of the conference expense. In paragraph on Galaxy steering committee

Need to utilize Association committees as part of the larger planning. Pg 6 – Galaxy sub-committees – Galaxy sub committees are expected to collaborate with related committees within each association and involve them in carrying out the responsibilities.

Standard sub-committees from previous Galaxies. However the Galaxy sub-committee will be responsible to the management steering committee which should be responsible to select the appropriate committees and committee membership

Biggest change – new paragraph In past Galaxy conferences, each association was allowed 7 slots related to the program with JCEP board allotted 1 slot for educational program. For the future, slots may be changed. The slotting of association program needs should be an early part of the “guaranteed” made to JCEP partner associations.

Life member seminars slots can be changed.

These were areas that the committee felt needed clarification.

Galaxy timeline. RFP for chair and vice-chair

Association responsibilities – JCEP is not to micro-manage committees

Make Galaxy piece mandatory reading for JCEP orientation, because decisions made so far ahead.

One of the new – incoming members of the JCEP Board is to become the liaison with the Galaxy Steering Committee. During this individuals 4<sup>th</sup> year on the Galaxy Steering Committee their expenses will be paid by JCEP. Either elected or appointed ?

Get into finances with budget developed 2 ½ years ahead of time. Presented for approval to the Board. Final budget approved at the winter board meeting of the year it is held, approximately 9 months out.

Only JCEP President can obligate JCEP funds. Looked at suites, complimentary registrations, **Galaxy proceeds distribution policy.** After all bills are paid, profits will be divided as follows Membership participating and registering in the conference. Check number of associations for those who are in more than one with one box to check banquet. Only fully committed associations will be receive a part of the division.

Need to eliminate all places in handbook but one for Galaxy. Everything needs to be together. Nothing on exhibits. All funds coming into Galaxy will not be divided out, ie exhibit funds considered profit will go into the pool of funds considered profit and follow the division of funds. Carol will send the final document to Ellen. At the next board meeting we will take action. Group supported the decision.

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Galaxy IV Update

Ellen Burton

Will look at committee report. HelmsBrisco is working on hotels. Need to get out an RFP for Galaxy 4 for chair and vice-chair.

Mike Woods left call at 3:30

**2010 JCEP Leadership Workshop**

Deborah Thomason/Sandy Corridon

Motion on registration fee. Moved that the registration fee for 2010 JCEP leadership workshop in Nashville, remain at 250.00 for early bird with 300.00 for late registration. Sandy Corridon moved, Deborah Tootle seconded. **Motion carried**

On-site meeting planner, Kay would continue to do those actions that have been done in the past with registration and room reservations. Sandy Corridan is coordinator for making arrangements, ESP will coordinate logistics as well as professional development. Deborah is responsible for the JCEP workshop on site.

Need to look at what JCEP does at leadership workshop , perhaps having a committee with a representative from each association. Need to address 2011 site after 2010 conference because of site requirements.

Comments from Kay Chelena on workshop: Agenda sent out , Kay Chelena reported on budget , registration fee . Did JCEP want us to consider having them as an on-site person. **Earl McAlexander moved** that we set the proposed budget for the 2010 leadership workshop without the meeting planner on site. Rick Gibson seconded. Motion carried. Earl **moved that** the 5% be build into the leadership workshop, motion carried Stan Moore seconded

In discussing the program:

Ms Obama – always iffy – could she do a webinar type program as a back-up, if not, we have one person confirmed from AR office – Jenna Dickey AR office of healthy families back-up key note speaker. Sandy Corridon said they were continuing to work on this.

**PILD 2010 Update** Ellen Burton/Kay Chelena/Mary Ann Lienhart- Cross  
Build budget on 200 participants. Budget A \$340 or budget B \$350 registration.  
Increased the optional tour from 30.00 to 35.00.  
Need to have a fee if you are not staying at the conference hotel because of room block number . It would be approximately \$200.00 to make it cost prohibitive to go somewhere else. JCEP will have a problem securing meeting rooms at nominal fees if we do not have an adequate room block assured in the hotel. Could charge off-site unless local. These issues are things PILD committee is considering.

**Motion on registration fee - Jeff Schalaus moved** that the registration fee for the PILD be increased to \$350.00.

Ed Jones seconded. Motion carried.

**Motion on optional activity** – twilight tour – leave the fee at 30.00 or increase to 35.00?

Sandy Corridon moved

the fee be \$ 35.00. Deborah Thomason seconded. Motion carried.

PILD committee requested that JCEP put the profit percent at 5% .t **Stan Moore moved** that PILD build a 5% profit fee into the PILD Budget for JCEP..

Ed Jones seconded Motion carried.

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ECOP Update

Daryl Buchholz/Sharon Hoelscher

Day

APLU Update

Linda Kay Benning

Note – at this time ECOP and APLU folks are probably at APLU meeting.

JCEP Teamwork Award Promotion

Mary Ann Lienhart-Cross

JCEP Committee Assignments have been made. Please review listing that has been sent by Ellen Burton

Clarify that the budget committee previously appointed did not meet the criteria in the handbook. The fiscal committee chaired by treasurer, Phil Pratt the 2011 chair,

Update on JCEP Sustainability Initiative

Ed Jones

Ed reported that he was working with eXtension to do this. Committee for the Sustainability Initiative was past presidents from 2009 and Ed Jones. Ed will send a more complete report for minutes.

Report from traveling team.

Traveling team met with all the associations. Ed Jones was thanked for the poster used for the poster session. A power point was developed and shown at all the Association meetings. It

would be something to consider, with perhaps JCEP taking the leadership, to encourage States that do not have a JCEP state group to organize one.

Other- No additional business.

Recommendation from June minutes that the committee be formed - Planning leadership workshop for future. Fred appointed the 2011 leadership meeting committee. Stan Moore is chair.

Announcements:

Upcoming: JCEP Board Orientation, Monday, December 14, 2009, 2:30 pm CST

Adjourn Motion for adjournment Jeff Schalau moved, Earl McAlexander seconded.  
Motion carried.

Secretary, Judy Breland