

JCEP Board of Directors Conference Call

November 24, 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, Betty Wingerter, Earl McAlexander, Kathy Dothage, Judy Breland, Mary Ann Lienhart-Cross, Mike Reichenbach, Mike Woods, Edwin Jones, Dick Senese, Jim Spurling, Daryl Buchholz, Kay Chelena, Jeff Schalau, Diane Baker

Absent: Phil Pratt, Susan Donaldson, Karen Hatch Gagne, Viviane Simon-Brown, Linda Kay Benning, Sharon Hoelscher Day

Minutes from Monday, October 27, 2008 Conference Call – Minutes from the October meeting were sent to the board electronically. ***Betty Wingerter moved and Ellen Burton seconded the motion to approve the minutes as written. Motion passed unanimously.***

Additions to the Agenda – Mike Woods asked that we address costs of the official representative attending JCEP regional meetings.

Galaxy III Report – Diane Baker

Paul Horngren sent the final budget as of today. He has not received a bill for the University of Illinois for the evaluation. That should be the only significant bill other than the planning committee expenses that will be taken out of the proceeds. Betty asked about the \$150.00 charge for the association banners, which is not on the expense sheet for 4-H to review. See the first page, workshop expense – Galaxy banner stands and shipping – cannot find where the cost of the banners for each association is. Kathy – recommendation that JCEP not change the reimbursement of the planning committee member expenses per the minutes of the Aug 25 conference call. **Duane Johnson moved and Betty Wingerter seconded that the expenses for the committee be paid out of the profit before the profit is divided.** Discussion ensued. Mike Woods feels that it looks like a wash, if we pull out the program planning committee expenses before the distribution of the profits. The distribution formula for proceeds is 25% host, 15% JCEP, 60% split among the associations. Duane suggested that bills should be submitted to JCEP for expenses, after which distribution of the remaining funds would occur. Bills for travel and participation for 2 planning representatives on the Galaxy Committee for 2006, 2007, and 2008 should be submitted by the Associations. Diane Baker and the committee will be wrapping up in February. Each association should bring the information to the Jan. board meeting or email in advance. If the information is not available, costs could be averaged. Fred asked that the Galaxy committee proceed with closing out their committee, turn the funds over to Betty W., Treasurer, JCEP, and the fiscal committee can then look at the disbursements. Indiana as the host state can take theirs off the top before the proceeds are disbursed. **(**This needs to be added to the handbook)** As of the cutoff date of the Jan. Board meeting, bills would be forwarded to the Galaxy committee to be paid, and then the disbursement would occur. For all committee members traveling to the wrap-up meeting, all expenses will be covered before the funds are divided.

Duane noted that from his historical perspective, all the Galaxy expenses were submitted and then a distribution was made.

Diane continued: Where should wrap-up meeting be held? Does JCEP support Orlando and/or Indianapolis?
Duane moved that JCEP authorize the Galaxy III Planning Committee to meet at the least expensive location. Motion was seconded by Betty. Motion carried.

In the policy handbook, policies for reimbursement for PILD, etc., could be extended to include the Galaxy conference. **Mike R. moved to include Galaxy in the JCEP refund policy on page 26 of handbook. The motion was seconded by Rick Gibson.** Conference chair and co-chair of the event would make the decisions with final approval by the JCEP president. *(Be sure that the addition of JCEP chair be added to policies.)*
Diane can make those requests.

Treasurer's Report –Betty Wingerter

The budget was sent out by email. **Ellen moved to accept Betty's report as filed. Motion carried.**

2009 JCEP Budget

Mike reviewed the budget columns at the different levels of % income for the Regional meetings. All projected incomes would result in a loss. The finance committee proposed the last column because they wanted to have Dr. Pierce at \$10,000. It was proposed that the registration fees be set at \$250 for early bird, \$300 for late registration. This would provide a 5% increase and leave a \$935 budget deficit. This is a one-time request for the speaker fee.

Betty moved that the 5% JCEP operational fee for 2009 be a one-time change due to the speaker cost of \$10,000. The fee will revert back to 10% for 2010. Fees will be set at \$250 for early registration and \$300 for late registration. Motion was seconded and approved.

Betty moved that beginning with the 2009 JCEP Regional Meetings, the fees for one of the hosting association's representatives be included and paid as a conference budget cost. This follows the PILD procedure. Seconded and approved.

The Regional Meetings budget is a deficit budget, and in 2007 was also a deficit budget. Did not include any revenue in hand, so no Galaxy funds were included, that would be in 2010 budget. The budget committee used the 5% budget that was put forward for the regional workshops.

When there is no carry over, budget planning begins each year from "0". Any funds above expenses go into a reserve fund, per Duane.

The budget documents were discussed. We have about \$131,000 in reserve funds/contingency statement; CDs of about \$75,000; and \$49,000 in the checking account. The budget began with a zero balance, so the income only reflects potential interest income and is based on income from conferences. Dick suggested that we show that contingency funds are available so any deficit will be covered by a transfer of reserves. **Motion: The finance committee moved that the proposed budget be accepted with a line in income showing reserves of \$7,261.43 available to make the budget balance.** Motion seconded and approved.

PILD Update

Kay is working to finalize the registration information. On-line registration will be available in January. Fred will send out an email blast.

JCEP Team Awards – Ellen

Ellen has updated forms to ensure that everything can be submitted electronically. The JCEP President-elect would receive the hard copies of the submissions (**needs to be corrected in the current list of motions**).

Motion: Team awards be submitted electronically and a single hard-copy of the application be submitted to the President-elect of JCEP. Motion seconded and approved.

JCEP Regional Meetings

Ellen, Rick and Kay have been discussing using a Web-cast as an option to share Dr. Pierce's talk with members who could not be present. They estimate an audience of fewer than 1,000 and anticipate charging \$25 to \$30 for a webcast of the first part of Dr. Pierce's presentation on the first day. This is in Dr. Pierce's contract. The Web-cast would last for 3 to 4 hours on the first day. If it doesn't look like a Web-cast would get enough participation to cover costs, it can be cancelled. If it is done from Orlando, it would be at 11:00 in the west.

Motion: Duane moved that we empower Mike and the committee to move forward with the proposal of a Web-cast of Dr. Pierce's first-day presentation. Any questions should be directed to Fred. Motion seconded and approved.

Ellen will be setting up a meeting with the committee to discuss locations for the next set of Regionals for 2010 and 2011. One regional would be held in the Central Region and one in the Eastern Region. If one of the sites does not work, look at hubs that might be least expensive and are within the travel area. Ask for 1-year and 2-year proposals to see if there are any benefits in not locking in for the second year. Committee is made up of Presidents of Associations.

JCEP Conference Planner

The committee is reviewing the RFP for the conference planner for JCEP. Committee consists of current Presidents of Associations.

JCEP Winter Board Agenda

Fred has sent out the January board meeting agenda. We will be including strategic planning and Della has secured a facilitator to work with strategic plan.

Board Orientation Agenda

A conference call for new-member orientation will be held on December 18 at 4 pm Eastern time.

End of Contract with

Affinity Plus (Kay's business) will do some work after the contract ends. We need a plan in the event that her company does not receive the next contract. Coordinator expense was discussed and not approved.

Adjournment – Fred Miller adjourned the meeting at 4:40 pm.

Next meeting - no conference call in December; Board meeting will be held January 12-13, 2009 in Charleston, SC.

Respectfully submitted,

Judith Breland, Secretary-Elect