Attending: Holly Abeels (Southern Region Rep.), Alicia Betancourt (President-Elect), Beth Clawson (North Central Region Rep), Jennifer Dindinger (Northeast Region Rep), Lauren Grand (Western Region Rep.), Lara Milligan (President), John Kushla (Past-President), Eric Norland (NIFA Liaison), Dean Solomon (Executive Secretary), Kevin Zobrist (Secretary).

Not Attending: Kris Tiles (Treasurer)

Guests: None

Agenda

1. **Roll Call/Introductions.**
    *   There is a quorum.

2. **Minutes Recording**
    *   Recorder: Kevin Zobrist, Secretary
    *   Proofreaders: Alicia, Holly

3. **Approval of Meeting Minutes**
    *   2018 biennial conference business meeting minutes approved. These will be distributed to the membership in advance of our online membership meeting on October 21st.

4. **Reports from Officers, Initiatives, and Current Conference Committee**
    *   Executive Secretary's Report – Dean Solomon
        *   Dean looked into email services. Constant Contact offers ten usernames and with the nonprofit discount costs $588/year, which is a better deal than Mail Chimp. A motion carried to set up a Constant Contact account for future email communication with members.
        *   We need a formal employment agreement for Dean's position that outlines expectations and scope of work. Lara is distributing a draft to several board members for review.
    *   Election Update – John Kushla
        *   We still need nominations for the upcoming election.
            *   We need nominations for president-elect, treasurer, and the NE regional rep. We only have one candidate for NC regional rep and a candidate who has not specified a position.
            *   John will reach out to state chapter chairs and initiative chairs to encourage nominations.
        *   The election would normally have occurred in September, so we are a little behind.
            *   We have to give members 30 days to vote after distributing the ballot.
            *   We need to have all nominations in by the October 21st membership meeting so that the ballot can go out by November 1st.
        *   Getting volunteers for board positions is a perennial challenge.
            *   The other JCEP organizations do not have this problem—in fact, it's highly competitive.

- - - A motion carried to establish an ad hoc leadership recruitment committee, which will include Jen, Kevin, Beth, and John.
- Strategic Planning Committee
  - A new strategic plan will be needed next year.
  - Jen and Beth have strategic planning experience and will serve on this committee.
- JCEP Update
  - Two volunteers are needed from each JCEP organization to be on the abstract judging committee for the JCEP Extension Leadership Conference. Lara will send out a call for volunteers to the membership.
  - JCEP offers a $250 Creative Excellence Award for each association. We can set this up however we want. Lauren will look into this with the awards committee.
  - Two people applied for the JCEP executive secretary position, and they are proceeding with those two candidates.
- 2020 Online membership meeting
  - Bob Bardon is setting up the Zoom meeting. 89 registered so far.
  - This will take the place of our regular board meeting
  - Dean will assemble the award certificates in a PowerPoint presentation to present at the meeting and will mail hard copies to recipients.
  - Lara will create Google forms for committee signups
  - Regional reps will lead regional breakouts.
  - Business Meeting Agenda
    - Minutes approval
    - Treasurer's report
    - Dues/membership report
    - 2020 what's up
    - Initiative updates
    - NREEF
    - Conference updates
    - JCEP Presentation
- 2021 Conference Update
  - The conference committee will contact those whose presentations were approved for 2020 to see if they would still like to present in 2021. If there are holes in schedule, a new RFP may be issued. This may not happen as the committee is also trying to make agenda shorter.

5. **Adjournment**
- The next meeting will be our online membership meeting on October 21, 2020 @ 1:00 PM ET.
- The next regular board meeting will be November 18, 2020 @ 3:00 PM ET.
- The meeting adjourned at 1:30PM ET.