Indiana Extension Educators Association  
Board of Directors Meeting

Attended by: Scott Gabbard, Alice Smith, Allison Goshorn; Amanda Galloway; Austin Pearson; Crystal VanPelt; Brian Howell; Dee Nicely; Ed Farris; George Okantey; Jay Christenson; Jeff Pell; Megiann Leininger; Gene Matzat; Julia Miller; Julie Elsbury; Katherine Richard; Mindy Mayes; Mindy Wise; Naomi Bechtold, Nikki Witkowski; Phil Woolery; Robert Kelly; Sarah Hanson; Bryan Overstreet; John Woodmansee.

Friday, February 17th, 2017

Scott Gabbard opened the IEEA Board meeting via WebEx at 9:30 AM EST

Old Business

Minutes: Bryan had emailed the minutes from the November meeting before the meeting to the members. Alice Smith moved to accept the minutes as sent. Julie Elsbury seconded the motion. Minutes approved.

Treasurer’s Report: Ed has sent out the end of year statement to the board members. Dues to all the national groups have been paid and he has received all the local dues from members.

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Robert Kelly moved that the report be accepted subject to the Audit committee’s audit. Allison Goshorn Seconded the motion. Motion passed.

Section Reports:

4-H/Youth  Jeff Pell reported that Samm Johnson and Jeff Pell attended JCEP Conference in February. Also, the 4-H Section Officers will be meeting in the next few weeks to plan items and business for the Spring Conference.

ANR  John Woodmansee reported he attended Joint Council of Extension Professionals Leadership Conference, Orlando Feb 2017. Dan Gallagher spoke on being a self-aware leader. Sessions on water quality programs in Idaho, Extension response to Zika virus in Florida, reaching rural populations, giving good presentations. Elysia Rodgers will be attending PILD. The section will continue to work toward hosting national NACAA in 2019 in Ft. Wayne.

CD: Mary Foell was not able. Her Executive Board report stated that Community Development section had its second retreat in December at Fort Harrison. We discussed upcoming signature programs and reviewed metrics and indicators for Digital Measures. Our National Conference will be in Big Sky Montana with quite a few educators giving presentations and poster presentations.
**HHS:** Allison Goshorn reported that she participated in the JCEP Leadership Conference and found the session to be helpful – especially the NEAFCS sessions. HHS Update is scheduled for April 6 and 7 at Purdue.

**Committee Reports:**

**Membership Committee:** Gene Matzat and Alice Smith, Co-Chairs, reported that plans for Spring Conference are being finalized, the committee having met last on Feb. 15 to do more planning. Plans are to conduct IEEA spring conference at French Lick Hotel on April 24-25, 2017. The contract has been signed with the main venue. A draft agenda was shared via WebEx to review the plans to date. Keynote speaker is Kris Taylor with www.EvergreenLeadership.com has been contracted to provide a keynote address on Monday morning and two concurrent sessions on Monday afternoon for $2,000 + travel expenses ($1,900 if paid by Feb 24). A motion was made by Alice to approve the IEEA funds to cover this cost, pointing out that Dr. Henderson has provided some funds for spring conference in the past and would/could be contacted to do the same this year. The motion was seconded, and the expenditure was approved.

Gene reviewed the other major points of the spring conference schedule. Section meetings are planned on Monday afternoon opposite the first series of breakout sessions. Committees will have time to meet later on Monday afternoon. Late Monday, activities are planned for “work-life balance, to be led by Katie Zuber and Gail Peitzmeier. Monday evening conference participants will be traveling to Orange Co. Fairgrounds for a catered evening meal (at less cost than would we could have at the hotel). Distance is 10 miles away, but all on the main highway. On Tuesday morning, a breakfast buffet will be available to all by hotel voucher in the Grand Colonnade (lower level; former ballroom where FDR received the nomination to run for President in 1931). The schedule continues with the IEEA General meeting and more concurrent sessions of general interest to all program areas.

A poverty simulation is planned with separate registration needed and limit of 80 participants. Other topics include Real Colors, Working with Extension Boards & PCARET, Mindfulness. More presentations will be solicited from the membership and Extension next week. Dr. Henderson will join us for lunch and will speak after Tuesday lunch; probably address for 20-30 minutes, then open for questions/discussion. A national 4-H conference planning meeting is scheduled on Tuesday afternoon.

Registration will be $100 for both days; $60 for a single day; additional meals for guests will be available for $25/meal. Notice of spring conference will go out next week along with registration form and notice of hotel reservations. A silent auction is being planned to support the national 4-H conference. The IEEA Resource Committee will coordinate the silent auction, but all Extension areas and program areas are encouraged to submit auction items. Scott noted that Amanda Dickson of Morgan County and others have volunteered to help with the auction.

Calls for presentations will go out next week for the concurrent sessions needed to fill time slots, and contacts will be made to confirm topics and speakers. Poster displays will also be invited as there is plenty of hall space. A question was raised as to the availability of video capable projection equipment. Alice clarified that we would rent screens for each room; projection
equipment would be rented for Windsor rooms; the remainder of rooms would have Extension laptops and projectors brought in.

Committee members are working with George Okantey to determine locations for the 2018 and 2019 spring conference.

It was also noted that grant applications are being accepted for the spring cycle of IEEA grants. The deadline is April 1. Alice asked for the listserv of CWCs so that they may be included in the notices of both grants and spring conference items.

Report submitted by Gene Matzat, MDC, Co-Chair

**Advancement Committee**: Refer to Executive Board report.

**Recognition Committee**: Julia Miller posted the RECOGNITION COMMITTEE report on the Chat and Scott read it. : Award Nominations will be emailed out at the end of February. The Committee will review the nominations at Spring Conference.

Nominations will be due April 7th

**Marketing Committee** Mindy Wise gave a report for the Marketing Committee: We have conducted a survey, but have not yet met to discuss the results--we will schedule a meeting for sometime in the next couple of weeks. We will use information gathered there to make new purchases for Spring Conference. Also, we hope to have information available for members regarding approved vendors. They hope to utilize the website for sharing articles/promotional materials but have not collected those pieces yet.

**Mentorship Committee** Mindy Maze – asked who ordered the new educator ribbons last. They are out. Alice responded that Bryan Overstreet ordered them. Alice said she had given that information to Samm last year, but his comment was that the new members did not want to wear them. Mindy said they are trying to get the information for the new members so they can make a power point for the introduction.

**Emerging Opportunities Committee** – no report

**Resources Committee** Nikki Witkowski They will be helping with the Silent Auction committee. Scott said that Amanda Dickson could help with that.

**New Business**

Spring Conference Update: The members will be getting an email soon about registration.

Scott met with Jason, and he asked to have 20 to 30 minutes to speak and use the rest of the hour to answer questions. Jeff Pell asked if we could use our own audio equipment or if we needed to rent it all. Alice said that we are using their screens in all the rooms and the projector in the large Windsor room. We are bringing projectors for the other rooms.

**April Board Meeting Date Changes/Additions**

April 10th 1 PM proposed Scott said due to scheduling conflicts (HHS update) the original April meeting date needed to be moved. The board said this date could work.

Board meeting during Spring Conference - due to meeting earlier in the month we will plan on having a one-hour board meeting at the conference before the general session but after the section meetings.
Future Dates, Late Spring & Early Fall? Scott will work on dates for the rest of the year.

501(c) (3) Status
We are not currently a 501 (c) (3) status. Scott and Ed have been working on what Status we are currently. The ANR Section had been working with PRF for donations for sponsorship of the 2019 NACAA AM/PIC, but the business Office said how we wanted to do it could not work. If we were a 501(c)(3), we could run the money through our account. Do we want to become a 501 (c) (3)? There would be a small cost to start the process. John Woodmansee has given Scott some info about the process that John Orick had put together for Master Gardener groups. Ed said we already fill out the 990 EZ tax form which is the same form that a 501 (C) (3) would fill out each year. We would file with the state that we are a 501c3 each year. John Woodmansee ask what the opinion of the Administration staff was. Scott said that Mike Schutz was onboard for the process and encouraged it. Jeff moved that we proceed with the process and Katherine Richard seconded the motion. The motion passed.

ELT meeting update from Dec 6th
Scott met with the ELT in December. He said he sat in the meeting just like he was a member of the team except when they discussed personnel issues. Scott said that Jason is the same way with the ELT group as he is with the educators. He listens to our concerns and works with the team to try to address them. Scott is concerned that there may be somewhat of a telephone game between the message that Jason gives the ELT and what the educators hear by the time they hear his message. Each section does or will have written expectations and minimums that will be looked at during our evaluation and Review process. They will be developing a matrix which raises will be based on how the educator does on these expectations. Once this is done, an educator should have a good idea about their next year’s raise by how they did in evaluation with their DD.

Working from home is a topic that Jason and the ELT are looking into. HR also gets involved with this question. It may need to be an internal (local) issue instead of a statewide procedure. Jason does encourage flexing time but reminds us to keep our CED’s, and office staff informed on when you are going to be or on be in the office. Mindy Mayes asked how would this work for educators that are not a full FTE? Scott got the impression that he will be invited to more ELT meetings in the future.

CWC’s inclusion in IEEA
CWC’s have specific needs to be fulfilled for the grant that they operate under. Does our spring conference fill those needs? The conference committee is working to try to get these need filled with the programming that they have scheduled. Some of the breakout sessions such as Colors and the Poverty program should qualify. They do need their own section, but that will need a bylaw change to create. The Motion could be brought in at spring conference and voted on at PDC this fall. Megihan likes the idea of this group having their own section and thinks it is important that they are part of IEEA. The National organizations that align with their work is the American Public Health Association (APHA). The annual membership fees is $70. This past year CWC’s were not charged membership dues. (27 did pay) Megihan is working with Melissa on how to get their membership paid. Some counties are willing to pay, but they need a bill. Ed will work with Megihan, the other Regional CWC’s and Melissa to get a list of the CWC’s. Scott agreed that this is
the direction we need to go. We need to look at the Bylaws and see how to proceed so we can work them into the organization.

For the good of the cause. Jeff Pell wanted clarification that the $1000 donation and the proceeds will be sent to help sponsor the NA4-HA conference. Scott said that had been voted on but not sure where to send the check. Jeff said to contact Roger Scherer to find out where it needed to be sent.

Submitted by
Bryan Overstreet
IEEA Secretary
2/17/2017