Members present:
Amie Schleicher, Vivian Mason, Cindy Zluticky, Bethany Schindler, Jim Meyer, Meridith Berry, Nellie Lamers, Pat Miller, Karma Metzgar, Marcia Shannon, Sarah Denkler, Sam White, Tracie Moore, Janet Hackert, Randa Doty, Richard Proffer, Mary Gosche, Kandace Fisher-McLean, Shaun Murphy, Dave Hileman, Sarah Traub, Susan Mills-Gray, Kent Shannon, Chris Shoemaker, Lisa Wallace

Agenda
Amie reviewed the agenda. Amie suggested a few changes: Susan Mills-Gray has a conflict so we can allow her to give her reports (fall conference report and nomination committee report) while she is available; Sam White has information about some campus activities to share with UMEA, after Professional Association reports. One thing to add to 2012-2013 meeting dates to new business. Nellie Lamers made a motion to approve the agenda as amended and Meridith Berry seconded the motion. The motion is approved and the motion carried.

Minutes from August 22, 2012 board meeting
The minutes from the August 22, 2012 board meeting were shared via email yesterday with the agenda. Vivian Mason made a motion to approve the August 22, 2012 meeting minutes as written and Jim Meyer seconded the motion. The motion is approved and the motion carried.

Treasurer’s Report
Cindy Zluticky shared the treasurer’s report. The checking account balance is $6,494.59 as of September 30, 2012. UMEA ended the year with 173 members (which is a new record) and 23 new members for 2011-2012. So far for 2012-2013, 110 UMEA members have joined with 13 of those being new members. We can probably reach 175 members, which is a good goal. The distribution account corpus (general) hasn’t been earning interest and was set up differently (use of money didn’t match up with professional development endowment so it couldn’t be added to that distribution account). If we want to earn interest on that money, we can expand the use of our endowment and distribution account to include that. We would need to do that at a board meeting. We moved it awhile back because we were losing money with
Fidelity, so now we are not making or losing money. Cindy is looking into this more with the development office and we could address this at the January organizational meeting. UMEA budget starts October 1 each year, so as we look at next year’s budget, we may want to not include the conference in the 2012-2013 budget. We have the problem every year of the conference straddling budget years that makes it difficult to cleanly end the fiscal year on September 30. We now have a square device (card reader) to accept dues via credit card. Meridith Berry made a motion to accept the financial report as presented by Cindy and Pat Miller seconded the motion. The motion is approved and the motion carried.

Amie reviewed the questions for MU Extension cabinet.

Meet with MU Extension cabinet (Dr. Michael Ouart, Bev Coberly, Dr. Rhonda Gibler)

1. When will the 20 positions be announced and what’s the procedure for identifying those positions that are being filled? Rhonda gave the report. The latest issue of the MU Extension Insider had information about filling the positions, which positions are being searched for, the regional director committees, etc. We have a long list of vacant positions right now; we have been watching the budget closely and are filling very strategically. Those 20 positions are those where there are concerns that the position may be the only position in a county and where there is a need in a specific location for that position. As we move forward with the 20 positions, we want to make sure they make sense with the new regions.

2. I would like to learn more about the selection process for the current Regional Director and Assistant Regional Director open positions. Will regional Extension Council members be represented on the selection committees? Will regional specialists be represented? If so, I hope regional specialists who are ranked through the NTT process will be considered first. There are now a significant number of ranked specialists throughout MO who represent success as regional faculty. They have the knowledge and experience to objectively evaluate candidates. It will be a great way to recognize the ranked faculty. Bev gave information about the regional director search. Yes, regional Extension council members and regional specialists will be represented on regional director search committees. There will be a statewide committee who will do the basic screening and first cut. That overall statewide committee will have an Extension State council member and a representative from each of the regional committees. Regional committees will be comprised of a regional council member, two regional faculty members, the committee chair and a representative from HR. We did not use NTT as the number one selection; we were looking for a cross-section on the search committees. Using NTT faculty as the primary criteria for selecting regional specialists might have resulted in an unbalanced committee for some regions. We have almost all the slots filled on the regional director search committees; Bev shared the chairs for each of those regional committees. Janet Kline will chair the overall regional director search committee.
Regional search committee chairs are as follows: SW Region—Mary Leuci; WC Region—Karma Metzgar; EC Region—Janet Kline; NE Region—Ina Linville; and the Urban Region—Kay Gasen.

3. **Has a marketing director been hired?** Dr. Ouart gave the report. We have had interviews with two finalists and will announce a new marketing and communications director very soon. We are close to being finished. Rhonda mentioned that we had an amazing pool (9 candidates, narrowed to 2), the future vision is to combine marketing, communications, and publications teams into one team.

4. **Has there been any discussion of adding regional faculty representation to the MU Faculty Council?** Now that we have the NTT process fully implemented it seems that Extension field faculty should be fully represented on the Faculty Council. Dr. Ouart gave the report. As he remembers, the Faculty Council Executive Committee was involved in discussions of NTT positions being on campus committees. Most of the discussions of adding NTT faculty have been on campus. Right now it does call for Extension representation, Sam White is this individual. Deputy Provost (Ken Dean) and the Provost will be supportive if we pursue this. Harry Tyrer (chair of faculty council) is the contact to start having the discussion about this. Extension faculty should have this discussion with Faculty Council (faculty to faculty). Dr. Ouart, the Deputy Provost and Provost will be available to assist if needed. I believe all of us think this has to be a faculty decision not an administrative decision.

5. **Will performance reviews be scaled back in 2013?** Some faculty and staff will only have worked with their RDs for a short time when evaluations occur. No, we will move forward. There are input processes when a new regional director comes in, old regional directors provide input, program directors provide input. They don’t anticipate any scaling back of performance reviews in 2013.

Administration is excited to see everyone at conference next week. Bev requests that UMEA help everyone, including assistants, associates, and educators, feel welcome and not get lost in the shuffle at the conference. Please ask questions or voice opinions to administration.

Rhonda mentioned that everyone needs to make sure they pay attention to their benefit information that came out. It is due by November 4, 2012. They are scaling back the health screenings back this year, but you could also get the form and send to your doctor. If you did it last year, you may not have to do the screening again, but you need to have a certain amount of physical activity logged in a month.

Amie invited administration to the UMEA luncheon on Tuesday at the conference.
Committee reports

- Finance – Cindy Zluticky gave the report. Most was discussed in the financial report. Cindy will have a budget ready for the fall conference for approval. If your committee has budgetary needs, please send those to Cindy. Cindy also needs to know the treasurers for the professional associations so she can send those respective dues on to them.

- Professional Improvement & Staff Benefits – Shaun Murphy gave the report. The committee plans to meet to look over guidelines for professional development funds (things that came up this year). There were no applicants for the professional development funds the last time around. The next deadline would be February 1, 2013. Information has been shared about UMEA members using the rec center for 10 visit pass for $20. The standard price is $10.74 per visit. You can purchase more than one 10 visit pass if you would use that. Send Shaun an email if you are interested or there will be sign-up sheets at fall conference, the deadline is November 1. Thanks to the committee for their work on this.

- Awards – Randa Doty gave the report. Ended up with 10 applications for outstanding program (2 were not eligible) and gave three awards. Rookie of the year - Four applications, two winners. Meritorious service - two applications, two winners. Linda Morgan will present awards at the conference. Missouri Association of Rural Electric Cooperative (Mike Marsh) is sponsoring the funds for the winners.

- Nominations – Susan Mills-Gray gave the report. Vice-president: Chrystal Irons and Lynda Zimmerman. Treasurer: Cindy Zluticky and Bob McNary. A bio and photo will be available on the ballot for elections at the meeting at fall conference.

- Legislative Day – Bob McNary could not attend meeting, but he sent Amie a note with the date for 2013. April 3, 2013 will be Legislative Day.

- Fall Conference – Susan Mills-Gray gave the report. There are about 600 people registered, Susan has worked with silent auction committee to handle all the details. There should not be any expense to UMEA for fall conference, except ribbons, etc.

- Silent auction at fall conference – Richard Proffer gave the report. Silent auction met last Monday and ironed out all the details to this point. We are planning a larger number of items for larger attendance, good for all organizations involved. We are working to involve the program directors this year, as regional directors have been involved in the past. Bring silent auction items on Monday morning (Picadilly) when you register. At least 10% of the total amount brought in must go to UMEA (the rest can go to other organizations or all to UMEA). Please encourage everyone to bring items for auction. We will be using the square device to take credit cards at the auction.

- Special committee report re: policy and procedure for attendance/presenting at professional meetings, seminars, and conferences (regional specialists) - Janet Hackert gave the report. The committee took the suggestions from the last meeting. They used the polls and discussions from last meeting to incorporate
that into this policy. Changes were made to the wording for attending only one meeting per year to leaving that to the discretion of the regional director. The wording for travel time was also changed (changed to “up to one day’s travel before and after the meeting). The funding amounts for attending a conference were also changed into categories for those with 0-4 years ($1,500 per year and $3,000 over four years) and those over four years (one year - $750; two years - $1,000; and an extra $500 for presenting). Discussion was held on if campus specialists (and the appointment they have with Extension) should be included in this policy or if it should just be regional specialists. Maybe add language to include University of Missouri Extension full-time specialists supported 75% by Extension is encouraged to attend (make sure there isn’t other available funding for campus specialists). Wording for programming committee or national board may need to be changed to “responsibility at the national level.” Janet Hackert asked if the amounts were good for the categories. There were some that didn’t agree. Janet asked for clarification as to what they should be. Kent Shannon suggested removing “available once a year” in regards to presenting at a meeting. Which would mean faculty could attend more meetings if they are presenting. There was agreement to remove the wording. Another comment was about the small step from year 1 to year 2. The committee felt that they wanted to keep the increment about the same as it is now. The Board felt that the increment should stay as proposed. Adjustments and word-smithing will be made and will be brought back before the Board at a future Board meeting.

Professional Association Reports

- ESP - Karma Metzgar gave the report. Highlight of the 2012 National meeting in Mobile, Alabama was seeing Mark Stillwell installed as National President. There were three other members attending including Dr. Ouart. Two members are serving on national committees—Mary Leuci on the global relations and Karma Metzgar on membership recruitment and retention. If you know of a retiree who you want to honor, consider the LIFE membership. ESP encourages life members to stay involved by serving on national committees. ESP also provides rebates for LIFE members who attend the national meeting as well as all members who present, serve on committees or are delegates. We would encourage you to think about LIFE membership. The membership form is on the state ESP website. LIFE members receive the same communications as other members if an email address is provided. Please join us at the Epsilon Sigma Phi ice cream social on Monday at fall conference and our business meeting on Wednesday morning. On Tuesday and Wednesday there are two ESP sponsored workshops made possible by a national ESP mini-grant. Our new president will be Julie Middleton.

- MACEDEP - Chris Shoemaker gave the report. MACEDEP membership has lowered due to TCRC layoffs and professional extension staff retirements. We have been preparing for the Annual Conference and discussed auction items and location to take items to. We also talked about location of the
organization meeting at annual conference. We are actively pursuing a membership drive; we have gotten 4-5 new members committed before annual conference.

- MAE4-HYW - Bob McNary gave the report. In April had our retreat at Windermere – the ISE was on social media and we had activities at the retreat that included walking/hiking at Ha-Ha Tonka, Basket Weaving, Silent/Dollar Auction and a State Office Update. We had about 60 at the ISE and 40 at the retreat. Just returned from our national meeting in Orlando and had 21 attend with several of those having poster and seminar sessions. We also had several award winners and an outstanding silent and live auction at the regional brunch.

- MAEP - Kent Shannon gave the report.

- MEAFCS - Sarah Traub gave the report. MEAFCS will be selling shirts at fall conference, so watch for their booth.

- Campus - Sam White gave the report. Sam represents campus Extension NTTs on Faculty Council. Issue of shared governance in Extension is complicated and probably deserves more time. There is currently no discussion about giving regional faculty a position on Faculty Council. Here, we have Intercampus Faculty Council, and then each campus has a council. Each major division, school, college will also have a shared governance structure, for example, the School of Medicine has its own faculty council. Extension has no shared governance structure. UMEA is a voluntary, dues-based professional association, not a shared governance organization. Any shared governance organization would have to have the consent of all Extension faculty, bylaws, etc. in order to function as such. He suggests that if we do want a seat on faculty council, it would require that Extension faculty form a shared governance body. Sam wanted to stress that it would be a long process and at a future UMEA Board meeting we have a shared governance presentation in order to better understand the process of creating shared governance in Extension. Sam indicated that he would be willing to do this presentation, possibly at the January meeting. Shared governance deserves some attention in Extension. Extension is the only group that does not have this. Sam thinks that UMEA should devote some time to understanding the core concept for the future. Questions: Cindy pointed out that Nebraska is a state where Extension has representation on faculty senate. What about other states? He does not suggest that we go to current Faculty Council Chair (Harry Tyrer) or the Provost’s office about this matter before creating a shared governance structure first. Anyone should feel free to contact Sam to discuss the issue. Jim Meyer suggested that we meet with Sam sometime in the future to get the facts about this.

**President’s Report**

Amie attended the September Leadership Retreat in mid-September and they were primarily talking about future discussions on the strategic plan. UMEA is a part of the discussions and is supported by
administration. Amie also attended the October State Extension Council meeting. Many of the members will be attending the Fall Conference.

Old Business

- Board and committee members for 2012-13 – Change to the regional lines will affect UMEA since our board and committee members are based on regions. An email about our plan was sent out. Right now two regions have their slate of board and committee members to Amie. Hopefully we’ll have those set for all of the regions and campus in a couple weeks.

- Annual meeting – Amie will send out the agenda tomorrow or the next day. Any additions to the agenda please let her know. Various ribbons will be distributed to show just how active UMEA is in Extension.

New Business

- How the realignment of Extension will impact UMEA – see discussion in old business, board and committee members for 2012-2013.

- Recognition of ETCS at fall program conference – Lisa Wallace made the suggestion to recognize ETCS at our annual meeting. We appreciate what they do and the whole crew should be able to make the meeting.

- Plans for full board meeting/2013 UMEA Dates. Vivian shared the 2013 meeting dates for the Board and Executive Office have been set and will be sent out once the board members and committee members have been decided along with the Adobe Connect information.
  - The organizational meeting will be held on Wednesday, January 23 from 10:00 a.m. to 3:00 p.m. in Stotler Room/N102 Memorial Union. The organizational meeting is for executive officers, board members, committee members, and other professional association presidents. Dr. Michael Ouart, Beverly Coberly and Rhonda Gibler are scheduled to meet with us. In case of impending bad weather on January 23, Vivian will announce by noon on January 22 if we need to postpone. The snow date will be January 24, 10:00 a.m.-3:00 p.m., via Adobe Connect.
  - Board meetings are for executive officers, board members, committee chairs and other professional association presidents; Dr. Ouart, Beverly Coberly and Rhonda Gibler will be with us at 1:30 p.m. The board meeting dates are: February 20, 2013, April 17, June 19, August 21, and October 23; 1:00-4:00 p.m. via Adobe Connect.
The officer meetings are for executive officers. The dates are: March 27, May 22, July 24, September 2; 1:00-4:00 p.m. via Adobe Connect.

Amie thanked everyone for being on the call and her appreciation for the Board and committee members for doing what you do.

Jim Meyer thanked Amie for her leadership and made a motion to adjourn the meeting. Lynda Zimmerman second. Motion carried. Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Melissa Bess, secretary