President Kathy Macomber called the meeting to order at 1:00 p.m. via LYNC. Those in attendance were Kathy Macomber, Vivian Mason, Lynda Zimmerman, Sarah Traub, Melissa Bess, and Rebecca Blocker.

Lynda Zimmerman moved to approve the July 30, 2014 Executive Board Minutes with a correction of wording so that it doesn’t appear that Rebecca Travnichek was giving her report in person because she was not actually in attendance at the meeting and had submitted her report. Melissa Bess seconded and the motion carried.

A Treasurer’s report was not submitted.

Old Business:
- IRS and our federal tax-exempt status was tabled because Rebecca Travnichek was unable to be on the call.
- Richard Proffer and Becky Simpson have agreed to chair the silent auction at Fall Conference this year. There will only be the silent auction this year.

New Business:
- membership for new faculty
  - Who should be included for the one-year free membership?
    - Discussion was held about the wording in the bylaws of who is eligible to be a member. Based on the way it is written right now it only includes those who do programming, so the question is who does that specifically include and who not? It was suggested that a bylaw rewording following a big discussion with clarification needs to take place in the next year.
  - Should we send an email to the new faculty hired in the last year to specifically invite them to the UMEA annual meeting luncheon?
    - Discussion was held that there is a new hire meeting at the beginning of Fall Conference and Kathy Macomber is going to represent UMEA at that meeting. It was discussed that she should make the invite at that to them to attend that luncheon.
- Professional Development committee request to address issues. A discussion was held on these issues and Rebecca Blocker was given the go-ahead to move forward on this with the committee at the January meeting.
  - We had some unusual issues come up with awarding grants when we had twice as many applicants and funds available. Below are Issues the professional development committee would like to address:
    - Total Career amount eligible: We need to clarify that the total amount you can apply for in a lifetime is $500, and if other UMEA grants were awarded that must be deducted. It would help to ask if they respond yes, they have received funds to
specify the year and amount to help us verify this. There still is controversy on if this is accurate. Bev M. found it in the minutes from 2011 or 2012?

- **Signing the application.** Should we ask for only emailed or electronic entries? Only accept electronic applications from the RD? Should people be penalized if they only typed their name in or did not sign? Should they be penalized if the RD did not meet the deadline or sign the document?

- **Additional application wording:** Can we add the words (benefit to the clientele) to the application form to reflect the scoring sheet criteria?

- **Blinding reviewer’s scores and comments:** I blinded the reviewer’s score sheets coming back in so their scores were anonymous before I summarized on a spreadsheet and sent back out for discussion and final voting. Should we let the committee see individual’s scores and who made the comments?

- **Blinding applications:** Should the applications be blinded so that reviewers do not know the person, only the content on the application?

- **Applicants judging:** I removed committee people from judging who had an application entered. I did not find this written down as a rule anywhere. Are there any rules for the judging?

- **Alternates:** All regions did not have an alternate to fill in for a committee member who had applied, so they had one less vote per region.

- **History, forms rules:** Could a file be established to transfer notes to the next chairman or is there still a notebook somewhere of the history and forms on file or in hard copy?

- **Revamping application and score sheet:** One committee member asked for a total format upgrade because the form was difficult and needed improvement.

  - State Council Meeting Report from Kathy Macomber. At the meeting there was discussion on the fact that there are only about 50% of Extension faculty who are members of UMEA. There was the question of why wouldn’t someone want to join UMEA, so they discussed the cumulative cost of joining all of the organizations.

  - Next meeting: Full board Adobe Connect Wednesday 10/15/14 1-4 pm

Vivian Mason made a motion to adjourn the meeting, Melissa Bess seconded it and the motion carried. The meeting adjourned at 2:08 p.m.