Present: Jane Goeken (coordinator), Ron Lenth, Jeff Macomber, Jeff Mohr, Michelle Temeyer, and Nancy Franz (non board member)

Jane discussed development of a brochure and display to promote Excellence in Extension (EIE) at the annual conference. The group reviewed the brochure/display information sent by Nancy and decided to add sections on who can apply for EIE grants, how people can invest in EIE, to add the EIE logo (the logo needs to be updated to include “and outreach”) and to clarify the amount of funding available each year. Jane will continue to develop the brochure and display. The brochure will be shared with IACEC and the ISU alumni association.

Nancy researched payroll deduction/web donation for EIE. It is currently available through the ISU Foundation. This should be highlighted with an email to the whole organization and at the annual conference. Since county paid staff do not have this option, IACEC should be made award of EIE as a potential investment and for staff development.

The website was reviewed and a number of small changes were suggested. Nancy will work with Chris Johnson to make the changes and updates. Information on the three named donors (Herb Howell, Betty Elliott, and Marvin Anderson) should be added to the website. Nancy will check with the ISU Foundation to see if they have information on the donors.

The application selection rubrics were reviewed and no major changes suggested. They worked well last year.

The group discussed improving project follow up. Emails will be sent to people who have not turned in their report forms. Project reports will be posted on the website. The report form on the website will be updated to make Jane the contact and to allow reports to use the ISUEO success story format.

Ron’s suggested timeline for the board was accepted and added to:
- June through August – conduct business by email
- September 1 – announcement goes out for 2014 proposals
- November – fall teleconference (include bylaws update and review to add conflict of interest Statement, discuss how and when we get and disburse funds)
- December 1 – reminder about proposals due
- February 1 – deadline for submitting proposals
- February 10 – meet or teleconference to determine winners
- March 9-12, 2014- announce winners at annual conference and erect information display at Silent auction and highlight winners and the purpose of the funds

Jane and Michelle will create a conflict of interest policy to share with the Board.