ISU Extension and Outreach Excellence in Extension Board Meeting
March 26, 2013

Present: Ron Lenth, Jeff Macomber, and Jeff Mohr (voting members). Nancy Franz (nonvoting).
Absent: Michelle Temeyer (vacation), Jane Goeken (sick leave)

1. Introductions
2. The past bylaws and most recent changes were reviewed. The board now includes five members representing all five program areas and ISU and county paid staff. Proposals will be sought and awards given once each year.
3. Officer roles are now streamlined to a coordinator (Jane) with Nancy serving in a support role from the Professional and Organizational Development unit.
4. Nancy met with the ISU Foundation staff and reported on the balances and amount of funds available to be spent in each of the three funds. Fundraising will continue through a silent auction at the March 9-12, 2014 ISUEO annual conference. In the short term, Jane and Nancy will look into an employee payroll deduction option to raise funds. The board will develop a display to be posted at the silent auction that gives the purpose of EIE and how the funds have benefited staff, clients, and the organization.
5. There will be no proposal submission in 2013 due to the change in the annual conference and the transition to a new board and structure. The next round of proposals will be due February 1, 2014 and winners will be announced at the March 2014 annual conference. The board will develop a one page information paper on EIE to promote proposal submission and donations.
6. The board agreed it is ok to continue using “Betty Elliot” in the award name even though the original funds have been distributed.
7. At the next board meeting the award selection process will be discussed. Nancy will send out the two selection rubrics for review and discussion. Award winners should be announced in Cathann’s Monday Update and inside ISU.
8. The board will discuss more fully at the next meeting ways to show a return on investment of funded projects/professional development. Terminology may need to be added to the proposal application and the cover letter to winners about project/inservice completion reporting and sanctions/actions if completion doesn’t take place. It was suggested that award winners put together powerpoint slides for an Adobe Connect or Camtasia presentation to be posted on the EIE website.
10. The next board meeting will be held by phone conference on June 6 or 7. A doodle poll will be sent.
11. Ron will put together a draft timeline for board activity over the next year.
12. Nancy will update the EIE website.