ISUEO Excellence in Extension Board Meeting  
November 5, 2013

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

Jane asked Nancy to review the suggested bylaws changes sent to the Board prior to the meeting. All the changes relate to the reorganization of the Board in 2013. Jane and Michelle presented two conflict of interest statements for board members. The shorter version was accepted and will become section 10.0 in the bylaws. Nancy will send updated bylaws to the Board for a vote to be conducted by email.

Lyn and Nancy reported on meetings with John Flickinger and the ISU Foundation on how and when the Board receives and disburses funds. John worked with Nancy to update the financial reimbursement information on the EIE website and provided an updated balance of funds. This balance will be updated just prior to selection of winning proposals in February. Proposal winners receive reimbursement of project costs as they are expended through John’s office.

The EIE annual conference display will take place during the learning arcade 4:30-6:00 pm on March 11. Nancy will see if the display can also be part of the opening and closing sessions. The ISUEO communications unit updated the EIE logo and it has been posted on the EIE website. They will also create a single page flyer and EIE logo stickers for the annual conference display. The stickers will be given to staff who donate to EIE to wear during the conference. Copies of the bio of donors from the EIE website will also be available at the display. Nancy will ask 2012 proposal winners if they have posters or materials to provide for the display.

Nancy gave an update on website changes suggested by the Board at the last meeting. All changes have been made and more are welcome to keep the site up to date.

December 2 a reminder will go to ISUEO staff in the Monday Update about the EIE proposal due date of February 1. Nancy will work with the Organizational Advancement staff on this. The selection of EIE proposals in February was discussed. Proposals are due February 1, 2014. Jeff Mohr will set up a CyBox account for the Board. Jane will upload the applications into CyBox as they arrive and Nancy will upload the selection rubrics. Jeff Mohr will create an Excel spreadsheet for each Board member to record their scores for each proposal. All uploads will be in CyBox no later than February 5th (this gives Nancy and Jane time to prescreen proposals for appropriate categories and minimum qualifications). All individual scores for each proposal need to be entered by all Board members into the Excel spread sheet by February 18th. The Board will meet on February 19th from 1:30 to 4:30 pm to review scores and select proposals winners. All proposal submitters will be notified by letter on the status of their proposal and winners will be highlighted at the annual conference March 11-12, 2014.

Jane will meet with IACEC to promote support for EIE for county staff. Nancy will check with Sherry Glenn to get Jane on the agenda.