

## **Western Extension Directors Association (WEDA) Assessment Information and Process**

### **WEDA Regional Assessments:**

The Western Extension Directors have one annual assessment that funds the office of the WEDA Executive Director. This assessment includes salary, benefits, office expenses, equipment, and travel in support of WEDA. There are other separate regional and national membership based Extension organizations, such as the Western Center for Metropolitan Extension and Research (WCMER), and the Extension Foundation that each require an annual institutional membership fee. In addition, information about national Cooperative Extension assessments through the Association of Public and Land-grant Universities (APLU) is available on the APLU ECOP website.

### **WEDA Assessment Process:**

Annually, during the Spring WEDA meeting, the WEDA Chair conducts a performance review of the Executive Director (ED) including all regional and national work, and office operations. The review is based on accomplishments as is related to the prior year's approved plan of work. At this meeting WEDA makes a decision about extending the ED contract and/or making any changes. At this time, WEDA also discusses, modifies, and approves the proposed budget for the next fiscal year, approving the annual assessment amount.

By contract, Washington State University is the fiscal agent for WEDA. They bill, collect, and hold all WEDA funds. After the budget decisions are made at the Spring WEDA meeting, the ED works with WSU fiscal staff to determine assessment amounts for each Western institution.

WEDA assessments are generally based on the percentage of Smith Lever funding that each Western institution received in the prior Federal fiscal year (or the most recent data available). There is one exception to this: WEDA made a decision that the four territories/insular islands would be assessed a flat \$1500 each annually. The remaining WEDA assessment is divided proportionately between the member WEDA states based on the proportion of Smith Lever Funding each receives.

### **When are WEDA assessments paid?**

WEDA assessment invoices come from WSU to each Extension Director or the primary WEDA contact for each Western LGU institution. Assessments are sent out in May of each year to provide Directors the opportunity to pay with year-end funds or to hold the invoice and pay with new fiscal year funds after July 1. Assessment payments are due after July 1<sup>st</sup> and considered past-due after the first quarter of the fiscal year (October 1<sup>st</sup>).

### **Who to contact with questions:**

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WEDA Chair, name and contact info on WEDA website: <https://weda.extension.oregonstate.edu/>  
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