**NACDEP Executive Committee (aka Board) Meeting Minutes, February 11,** **2011**

Meeting held via conference call and webinar hosted by University of Minnesota

Deb Tootle called the meeting to order at 1:00 CST.

Tim Borich, Michael Darger, Steve Burr, Winifred McGee, Ed Jones, Paulette Cooper in attendance.  Not attending: Greg Davis, Gary Green, Harry Crissy.

Others attending: Peter Metsker (assoc. manager), Paul Lachapelle, Notie Lansford, Michael Wilcox.

Approval of the agenda on motion by Ed Jones and second by Tim Borich and approved.

Approval of the January 14, 2011, minutes on motion by Ed Jones and second by Tim Borich and approved.

Treasurer's report given by Peter covering for Greg Davis who could not attend.  We're about $13,000 behind last year's conference income total.  Member renewals are a little ahead of last year.  Not much change on balance sheet. Treasurer's report approved on motion by Paulette Cooper  and second by Winifred McGee and carried.

Regional Reports

Northeast - Winifred McGee had nothing to report.

North Central - Gary Green not in attendance.

Western - Steve Burr had nothing to report for West.  For NET conference, he sent a reminder through NACDEP’s newsletter this week.

Southern - Harry Crissy not in attendance.

1890 - Paulette Cooper reported that folks are trying to figure out what budget cuts will be and she is trying to get them to attend conference.

Committee reports:

Conference site for 2012.  Discussion of pros/cons of May or June in Park City, Utah.  It was decided to hold the conference May 21-23, 2012, a Monday thru Wednesday.  Tim and Steve will cover this at the Charleston conference.  Steve will prepare promotional materials

2011 Budget.  Presented by Notie Lansford, Finance Committee Chair.  Discussion of JCEP and PILD (required by JCEP) expense and what the appropriate level of expense should be for that line.  Possibly bring the JCEP issue to the membership in the future, possibly as a question for the regional meeting breakout sessions in Charleston.  Peter deemed the budget conservative on revenue side and liberal on expense side so he was comfortable with it as presented.  Budget approved on motion by Michael Darger and second by Ed Jones and approved.

Galaxy Conference, 2013.  Report by Winifred McGee.  Galaxy Committee has met twice by telephone; January and February.  F2F in Pittsburgh in the third week of March.  NACDEP is being asked to provide 28 volunteers for various Galaxy sub-committees; she needs help recruiting the volunteers ASAP.  An announcement will be posted on the website and remaining gaps will be filled at regional meetings at conference.

Winifred McGee left the meeting at this time.  There still was quorum.

Conference Planning. Tim Borich reported that there are 160 registrants as of today. Hank Cothran is pulling together awards info.  Facility visit by Tim last week in Charleston ironed out a lot of details.  Taxi ride is about $26 for two or $38 for three people (from airport).  Program has come together pretty well. Tracking down presenters and room assignments still needs to happen.  The Stacey Brayboy dinner with the CRED state program leaders is on Monday night.  The room block is filled and the question of adding to it needs to be addressed.  Insurance is not in place but Peter recommended against buying that and this was assented to.  Meal dropoff (i.e. not having as many meals as the hotel contract calls for) may be an issue because of good restaurants nearby.  Hospitality suite will be held on Tuesday night and members and important guests will be invited (i.e. NIFA and JCEP guests).   Business meeting agenda will be worked out in next few weeks.

Communications Committee - Michael Darger reported that Paul Lachapelle, chair, would like the board to decide who has authority to post to list, web, newsletter.  It was suggested that the committee would come back with some recommendations for spelling this out, starting with reviewing the policies and procedures manual section on communications. Michael suggested that getting PAR assigned to do this is the scenario that may be the most workable but that he will take it back to committee.

Awards - Paulette Cooper reported that their work is done for 2011 and within budget so far.  Maybe about 180 program brochures are needed.

JOE (Journal of Extension) - Michael Wilcox reported that the JOE board will meet in June most likely.

Membership – Deb Tootle reported for Stacey McCullough that the member survey is out there to the membership as of this week.  They also created a proposed amendment to the bylaws to create a student membership, which will be decided in Charleston.

PILD -- previously discussed.

Nominations/Elections -- Ed Jones suggested getting the regional reps. involved in the future nominations committee.  Michael reported that the election was held with PAR's help and the results are in.  The President will call all candidates to share the results and the Secretary will then announce the results to the membership. The regional reps. need to be able to communicate directly with the members of their regions.  This is something that needs to be attended to. Michael said that there were 27% of members voting in the election or 86 members. Unlike previous years there was membership-wide voting for the regional rep. contests on the ballot. This is because in running the election for the first time, he and PAR did not see the provision for regional members only voting in their regional rep. contest that is in another article of the bylaws, separate from the Elections article.

Quorum was lost at this part of the meeting as Steve Burr had to leave the meeting.

Bylaws - Perhaps for the first time in NACDEP history the Policies and Resolutions Committee was able to get the bylaws amendments out to the membership at least 30 days in advance.   This accomplishment is duly noted by the executive committee. Two amendments were put out for consideration: 1. student memberships and 2. proposal to add a historian as an elected member on the executive committee.

PAR - No report.

New Business:

Discussion of application by MACLEP (Minnesota Association of Community and Leadership Education Professionals) to become recognized as an affiliated chapter of NACDEP.  Peter pointed out that MACLEP is legally part of MAEE (Minnesota Association of Extension Educators) so that is the group that NACDEP should make an agreement with.  It is recommended that MAEE state in writing that it will take responsibility for MACLEP.  Also, the question needs to be answered: is MACLEP an incorporated organization in Minnesota?  MACLEP’s membership requirements need to be consistent with NACDEP's and since NACDEP doesn't have a student membership yet (it may have such if the bylaws are changed in Charleston) there is an inconsistency.  In 7b. and 7c. and 12 of Policy and Procedures manual there are things that are inconsistent between MACLEP and NACDEP.  This needs to be looked at.  Michael Darger, a MACLEP member, will take this back to MACLEP for their consideration.

There being no further business the meeting was adjourned at 3:03 Central Time.

Respectfully submitted,

Michael Darger

Secretary