**Executive Committee and Committee Chairs**

National Association of Community Development Extension Professionals

**Minutes**

**April 11, 2010**

(face-to-face meeting before conference in Bloomington, MN)

**6:30-8:30PM (CST)**

**Present:** Deborah Tootle, Cynthia Pilcher, Hank Cothran, Paulette Cooper, Michelle Eley, Ed Jones, Steve Burr, Michael Darger *(incoming)*, Harry Crissy *(incoming)*, Winifred McGee *(incoming)*, and Tim Borich (*incoming)*.

Ed Jones welcomed everyone. Michelle Eley read minutes from the last meeting and minutes were approved as read.

**Treasurer Report:** We have $142,000 in the bank—most of it is conference income. $88K is associated ‘Bank of America’account. $47K is in savings. $23K is derived from dues (originally budget for $30K). We have 312 members, compared to 400 members last year. He said that 100 people registered since the last conference call. Hank said that $23K came out of our savings account and he would like to see that restored. A check from Valley Tour was returned back to us. Univ. of Minnesota said that this company were associated with us with they were not -- Hank purchased liability event insurance (on-site). We anticipated that the expected revenue (above expenses) from conference would be $58K, but we are around $78K – would makes our expected profit to be around $14K. We received 1,500 in sponsorship (Rural Center).

Winifred brought to our attention that Next Galaxy conference in 2013 will be Pittsburgh and the NE region is slated to host the conference in 2012 and she was concerned about the having the conference in the same region two years in the row. We decided that we would alter the rotation so that 2012 conference will be in the West. Steve recommended that Park City, UT is a nice meeting location. After Galaxy, the rotation would resume as planned (so NC region will host in 2014 and the Southern region will host in 2015). Ed asked for a motion. Hank motioned that the NACDEP conference will be hosted in West in 2012 & in NE in 2013. Cynthia seconded. No discussion followed.

The planning committee for the National Extension Tourism (NET) conference may attempt to host their meeting in conjunction to NACDEP conference next year when we meet in Charleston.

**Regional Updates:**

Northeast – No report

North Central – Gary was not present in the meeting, but it was announced that Missouri has submitted paperwork for state charter. They have submitted their information to Gary. Montana was organized into a state charter. Missouri was a pre-existing organization before submitting paperwork to NACDEP. Deborah asked for a motion. Michelle made a motion to approve the Missouri’s application to become a state charter. The motion is seconded by Steve Burr. Motion carried Steve asked if Paul Lachapelle speak about their process at Monday’s business meeting.

Southern – Cynthia acknowledge that Harry will be introduced at the regional meeting and Harry will facilitate the meeting.

Western – Steve reintegrated that Montana has a new state charter organization and they are are hosting annual conference in 2012.

1890 –Paulette has promoted NACDEP within the 1890 region. Prairie View A&M is facing some budget cuts and the proposed cuts would likely translate in staff changes or a reduction in faculty/staff positions.

Agenda for Business Meeting – Cynthia and Ed was planning to finalized the agenda together

Association Manager – discussion was moved to the end of the meeting.

2010 Conference – Harry shared information about the 2011 NACDEP conference. Francis Marion Hotel, in historical district of Charleston, will serve as a conference hotel. Conference dates are The hotel is located close to restaurants, stores and tour opportunities. He said the conference committee is trying work on the theme of valuing a green and accountable economy. He and another colleague Dr. David Hughes work in tourism development and other economic development activities. “A palable economy” seems to be a working theme for next year’s conference.

There was some discussion if NET could overlap a day (like Wednesday) of their conference with NACDEP.

**JCEP:** PILD will be held April 26-28, 2010. Attendance is lower their previous year. NACDEP president will be attending this event. There is a JCEP leadership workshop planned for San Antonio, TX (Feb. 8-10, 2011). A JCEP Board meeting will be in June at the Grove Park Inn in Ashville and Ed, Cynthia and Tom will be attending this meeting. Overall, there are two (face-to-face) Board meetings, a monthly Board meeting (teleconference); and subcommittee meeting calls (teleconference) between the monthly Board calls.

**Policy and Procedure:** There is a section in the bylaws that needs to be changed. There is a conflict in languate. **Election of Officers/Article IV: Officers and Exec. Committee. It was noted that the Bylaws on the website may be incorrect.** Steve Burr made motion to suspend the Bylaws and that this matter should be presented to the membership. Paulette second. Motion carried.

Proposed Agenda for Business Meeting

* Amend By-laws
* Charleston video (2011 Conference Site)
* Introduction of 2010-11 NACEP Board
* Association Manager

Michael has agreed to oversee that transition for a new association manager. Paulette, Hank and Steve agreed to help out with the search. He will present this information to membership at Tuesday Business meeting. Some questions were raised: What does this association want to be in the future? What skills should Association manger have? What can we build value of people who are part of NACDEP? What should we do to sustain the organization over time? Connie has provided a statement or a listing of actual task she has done as association manager. Connie will available to help us we identify someone to fill this position. At the business meeting, Michael would to discuss how we would like to handle the search. It was suggested to draft a RFP for the position.

Minutes respectfully submitted by Michelle Eley, outgoing Secretary.

**Executive Committee**

National Association of Community Development Extension Professionals

**Minutes**

**April 14, 2009**

(face-to-face meeting at end of Minnesota conference in Bloomington, MN)

**5:30 PM CDT**

**Members Present:** Ed Jones, Steven Burr (left around 6:15), Paulette Cooper (left around 6:30), Deborah Tootle, Winifred McGee, Harry Crissy, Greg Davis (left around 6), Tim Borich, Michael Darger

**Absent:** Gary Green

Deborah Tootle welcomed everyone and called the first meeting of the 2010-2011 Executive Committee to order.

**Minutes**: There were no minutes available from either the March 12th or April 11th meetings available.

**Agenda**: Deborah shifted the matter of the finance committee and transition of banking and financial management issues (2010 Conference Report) to the beginning of the meeting because Greg Davis, the new treasurer, could not stay for the entire meeting.

**Treasurer/Finance:** The transition of knowledge about NACDEP financial policies and practices from Hank Cothran to Greg Davis were discussed. With Greg being the first treasurer besides Hank and the pending transition from Connie Wagner to a new association manager, the Executive Committee discussed the top priorities in financial affairs. Greg will open a bank account in Ohio and start paying vendors ASAP. Currently, there are no paper checks available; a situation he will rectify with the new bank account. Potential finance committee members and candidates for chair were discussed with no action taken. Action items: 1. work out an arrangement with Connie Wagner to perform fee-for-service duties through 6-30-10 as continuing association manager; 2. Deborah and Greg will meet with Connie to work out the working arrangement for continuing management during this transition period. Also, Michael will mail two boxes of financial records to Greg that Connie brought out to the conference.

**Search for new Association Manager:** Michael Darger, Search Committee Chair, reported on the recommendations of the Search Committee for the search. Harry Crissy, Steven Burr, Paulette Cooper, and Michael will be the board reps. on the search. Richard Proffer and Monica Santiago volunteered as non-board reps. to the committee. Winifred reported that Rod Howe may also join the committee.

The Executive Committee went through the draft RFP and whittled it down to the core duties envisioned for the new association manager. The major items removed from the existing duties were: website management and updates (a separate contract is envisioned with a web expert), the specific committee names were removed, some financial duties were transferred to the Treasurer, and duties related to annual conference (other than registration) were removed.

A successful search is dependent on robust participation by the Executive Committee and rank and file NACDEP members, who will be notified via e-mail with the RFP document. The Committee will launch the search the week of April 19th with a deadline of May 21st for applications and a hire/contract deadline of June 30th, if not before.

**Communications/Website Committee Idea**: An idea was considered for establishing a committee to implement a communications strategy that includes more than just a website. There was consensus that NACDEP needs to overhaul and significantly its web presense and that a contract should be established with a different person than the association manager. No action was taken on the committee idea but Tim Borich will follow-up with a possible candidate for redesigning (not management/updates, just redesign) the website.

**NACDEP Committees:** Deborah noted that we need to capture the momentum and interest coming out of this conference and get people active on committees before their interest wanes. Harry Crissy got many individuals from the Southern region signed up for various committees. The other regions did not have as much organizing in their section meetings. Deborah will send a post-conference message and ask members to contact their regional reps. if they would like to get involved in a committee. Harry agreed to share his registration sheet so that other regional reps. could use it to get people signed up for committee involvement.

There was consensus that the Special Committee to JCEP and International Concerns Committee are no longer needed. The creation of a Marketing/Chapter committee received some interest during the conference. No action taken on these ideas.

**2010 Conference:** Deborah observed that the conference was very successful. The quality of the site, the program agenda, the plenary sessions and the concurrent sessions were all quite high. She sensed a lot of energy in the members who attended despite the fact that budgets are tough back home. Deborah plans to send the conference proceedings out to the members fairly soon as most of the presentations were captured by Connie Wagner, Bruce Schwartau, etc. Harry noted that Cynthia Messer will be sending him a complete guide to the Minnesota conference planning experience so that the South Carolina conference planning can benefit from the 2010 success. Michael has the NACDEP display at his office. He will mail some leftover mugs and biz card holders and the banner to Harry.

**Future meetings:** It was decided to continue the 2nd Friday conference calls (1-3 p.m. Central Time) that were the monthly meetings for the previous board. The next call is May 14th. Michael will provide a webinar site at <https://umconnect.umn.edu/nacdep/> for visuals, chat, etc. Deborah will provide the conference call audio line for call. **Members requested that the written agenda, minutes, financial reports, and other documents be made at least a week in advance of each meeting.** (Duly noted by the Secretary as these minutes are provided on 4-20-10)

**Board retreat:** Ed and Deborah advanced the idea of having a retreat for the Executive Committee so that the board can get off to a strong start and NACDEP can have a very productive year. JCEP is meeting June 14-15th in Asheville, NC and Ed, Deborah, and Tim will be there as the presidential reps. for NACDEP. Therefore, a retreat in Asheville on June 16-17th is a possibility for NACDEP. Most members present said they could attend but one could not. No action was taken.

Deborah invited the Executive Committee members to be open with their thoughts and concerns so that the Executive Committee can constructively approach NACDEP issues and move forward productively. And she thanked them for their service and energy going into the new year.

This being the meeting at the end of annual conference, no more business was brought forward and the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Michael Darger

Secretary (2009-2010)