NACDEP Executive Committee Meeting Minutes, September 10, 2010

Meeting via conference call (freeconference.com) and University of Minnesota’s UM-Connect webinar system.

Meeting called to order by Deborah Tootle, President, at 1:00 pm Central time. Also attending were: Tim Borich, Steve Burr, Harry Crissy, Winifred McGee, Michael Darger, and Greg Davis. Not attending: Paulette Cooper, Ed Jones, Gary Green.

Meeting Agenda

The meeting agenda was changed to discuss the F2F Executive Committee retreat agenda on Sept. 14-15 in Kansas City while waiting for a quorum.

The 4 major chunks for the F2F meeting were:

1. Conf. Committee - Planning the Conference

2. Brainstorming 5 and 1 year goals

3. Meet and finish contract with new association manager, Professional Administrative Resources (PAR)

4. Organizational Structure and Operations

Approval of Meeting Minutes

When quorum was achieved, the meeting minutes from the Aug. 13, 2010 conference call as presented by Greg Davis, Treasurer, were accepted on a motion by Tim, second by Steve, and carried.

Acceptance of Treasurer’s Report

Greg Davis, Treasurer, presented an update since the last meeting. A motion to accept made by Michael, second by Tim, and carried.

Updates from the NACDEP Regions

Northeast. Winifred McGee, Northeast Region Rep. Not a lot to report except that Galaxy planning committee is gradually forming for the 2013 conference.

North Central. No report.

Southern. Harry Crissy, South Region Rep. reported that Florida may form a state NACDEP chapter.

1890. No report.

West. Steve Burr, West Region Rep. No report for West but Steve did give an update on the NET conference planning for the 2011 conference that will occur right after the NACDEP conference in Charleston.

Committee Reports were deferred to the F2F retreat in Kansas City the following week

Meeting adjourned around 2:00 p.m., Central time.

Respectfully submitted,

Michael Darger, Secretary

National Association of Community Development Extension Professionals

Board Face to Face Meeting

September 14-15, 2010

Kansas City MO, Airport Hilton

DRAFT AGENDA and DISCUSSION NOTES by Greg Davis, Michael Darger

September 14th, 2010. Retreat called to order by Deb Tootle, President

In attendance: Deb Tootle, Greg Davis, Ed Jones, Tim Borich, Michael Darger, Winifred McGee, Harry Crissy, Steve Burr. Peter Metsker of Professional Administrative Resources joined the meeting later on the 1st day. Not attending: Paulette Cooper, Gary Green.

2011 NACDEP Conference Tim Borich and Harry Crissy

Budget:

same as 2010 (regular registration $425, double early bird: $345, early bird: $375)

Program:

LEED-Certified neighborhood for a pre-conference tour.

Site visit:

Committee may visit, no plans made

Call for proposals:

Not web-based, due Oct 11

Business meeting format:

consent agenda with a ‘state of the organization-type address’

Informative, relevant materials shared via slides and presentation

Awards:

Excellence in CD work and Excellence in Teamwork (criteria are similar… how should they be tweaked to address this?) Last year’s Recognition Committee suggested the NACDEP Excellence in Teamwork Award. The Board voted in favor of this suggestion.

Suggested advising the Recognition Committee that they consider revising the award titles in the policies/procedures handbook as follows: award #1 be titled ‘National Service Award’, award #2 be titled and the National Distinguished Service Award, and a #2a be proposed titled State Distinguished Service Award.

Brainstorming and Strategic Planning Shared facilitation and recording

What do we want to accomplish this year? Where do we want to be in 5 years and how do we get there?

Where have we been? What is the historical context for where we are today?

Mission statement: NACDEP is an organization dedicated to improving the visibility, coordination, professional status and resource base of community and economic development Extension programs and professionals.

History of NACDEP planning and organization - Ed Jones

Role of National Leadership Council-CRD - Tim Borich, Deborah Tootle

Tom Blewett, Gae Broadwater, Sally Maggard pulled it together

Services as advisory group to NIFA (formerly known as CSREES)

Sally Maggard is considered the leadership of the advocacy effort

Each region to be represented by 2 program leaders

What are our goals and objectives for this year?

|  |  |
| --- | --- |
| TASK/GOAL | Responsible Parties/Committees |
| Increase membership engagement | Board |
| Plan and produce a ‘WOW’ business meeting | Board |
| Foster working committees | Board and committees |
| Assess our role, expectations, desires with JCEP | Board and membership |
| Foster a working association management | Board and PAR |
| Build communication with membership | Board, Communications and Website |
| Reactivate website | Communications and Website, PAR |
| Strengthen value of membership | Membership Services |
| Investigate possibilities of non-Extension appointment membership status | Membership Services |
| Pursue possibility of joint annual conference registration with National Extension Tourism | PAR and Board |
| Develop written protocol for partnering with other associations/organizations | Policy and Resolutions in cooperation with Extension Partnership |
| Explore partnering with CDS | Policy and Resolutions in cooperation with Extension Partnership |
| Review/restructure awards (national award should be national, not national-state award) | Recognition |
| Foster development of community networks among membership/resolve state/regional chapter development issues | Regional Chapter |
| Review policy and procedure handbook | Board, Policy and Resolutions |

What are our goals and objectives for the next 5 years?

Increase prestige of awards

Foster development of networks among membership with national, regional, state opportunities

Certification programs

Offer benefits resulting from arrangements/agreements with other organizations/associations

Increase national membership to 500

Increase state chapters to 20

Offer a NACDEP-sponsored journal

Organize international activities/participation/collaboration with international organizations

Revisit annual/every other year conference schedule

Position NACDEP as an advocate for CD Extension among different audiences

Increase visibility of program efforts

Measure and communicate impact of our work

NOTES:

are board members asked to serve on committees? One board member/committee could be helpful

Newsletter/communications: PAR to coordinate or will committees handle that

Who needs to be involved in the planning – the Board? Board plus committees? Board, committees and general membership?

What information do we need to make decisions – current status of LGUs? Notes from regional meetings? Information from other associations and their membership issues?

How do we implement these processes?

How important is JCEP? Why are we involved? What can JCEP bring to the table?

What do our members need from us?

How do we get our members more engaged in general? What is the role of management vis a vis membership?

What do we know about membership decline? How do we know that? How should we be addressing declining membership? How have other organizations addressed the issue of declining membership?

Do we need to open up our membership (according to JCEP, 51% of our membership needs to have at least a 20% extension appointment)? What about membership categories?

What types of relationships with other organizations do we need/want?

Where does PAR fit into the big picture? What do we need to discuss with Peter?

What else?

Organizational Structure and Operations

Bylaws and policy manual review process Deborah Tootle

Discussion of PAR client agreement/contract Board with Peter Metsker

Overview of committee appointments and charges Deborah Tootle

Finance and Audit (Notie Lansford)

Greg has updated the draft charge based on the Board’s review/comment and will re-send to the Board

Policy and Resolutions (Jeri Marxman)

Recognition (Paulette Cooper and Hank Cothran)

Membership (Stacey McCullough)

Communications and website (Tim Borich with Paul Lachapelle)

2013 Galaxy (Winifred McGee and Judith Chambers)

Historian (Hank Cothran?)

the Board reviewed the draft charter

revisions were made and will be discussed at a future Board meeting

Publications (Michael Wilcox)

JCEP (Ed Jones, Deborah Tootle, Tim Borich)

Priority of financial cost of JCEP – our participation consumes 25-30% of our annual non-conference expenditures – our physical participation should be determined by how much we can afford

How many people can we afford to send to JCEP meetings? Two ‘in-person’ for meetings should be appropriate (Ed)

‘JCEP-lite’ a possibility?

What we have to gain:

Visibility & legitimacy, credibility, galaxy participation, PILD, national leadership meeting

Moved to budget no more than $5000 annually for JCEP, with the president exercising how that funding is to be spent. Exceeding that amount requires Board approval. Motion passed.

Nominations (Ed Jones with Michael Darger)

PILD (Trudy Rice and Michelle Walk)

Ad hoc committee with CDS (Dick Senese)

Affiliates (state and regional) Deborah Tootle, Harry Crissy, Steve Burr

Mid year report to membership

Minutes of Strategic Planning Mtg., Sept 15th, 10:30 to noon. Taken by Michael Darger after Greg left.

Survey of Members –

Member Services Committee will be charged with conducting a member survey to find out what people, current and past members, to find out what they want from NACDEP. Info. should be back from the committee by Jan. 15th, 2011. Winifred will take this to the committee.

Review of Committee Rosters –

Regional Chapters – Ask Richard Proffer as possible chair

Member Services – Mary Martin & Cathy Martinez will be asked to join

Publications – Put this under Communications & Website Committee. Michael Wilcox will be appointee to represent NACDEP to JOE

External Partnerships (new committee) – Dick Senese, Deb Tootle, Steve Burr

Communications and Website – Tim Borich and Paul LaChappelle as co-chairs. Add Michael Darger to this committee.

Nominations – Michelle Eley, Mary Leuci?, Tim Kelsey?, Steve Burr

Site Selection for 2012 Conference

Steve Burr will send info. out to Western members a call for proposals.

Announcement about PAR as new association manager. Michael and Deb will collaborate on this.

Database fields to track about members

Adjourned at 11:30.