**National Association of Community Development Extension Professionals Board/Committee Chairs**

**Board Meeting**

**MINUTES**

**Friday, July 15, 2016**

**Voting Participants: (Present members highlighted in YELLOW)**

Kelly Nix, President

Stacey McCullough, Past President

Trudi Rice, President-Elect

Connie Hancock, Secretary

Nancy Bowen-Ellzey, Treasurer

Adam Hodges, 1890 Representative

John Phillips, 1994 Representative

Connie Mefford, North Central Representative

Mary Peabody, Northeastern Representative

Susan Kelly, Southern Representative

Roslynn Brain, Western Representative

**Non-Voting Participants:**

Brent Elrod, National Institute of Food & Agriculture (NIFA)

Don Albrecht, Regional Rural Development Center Representative

Peggy Schlechter, Member Services Committee

Brian Raison, Communications Committee

Rebekka Dudensing, Marketing Committee

Steve Burr, Finance Committee

Michael Dougherty, Recognition

Mary Emery, Journal of Extension

Norm Schwertfeger, PILD Conference

Trudy Rice, State Affiliate Committee

Michael Wilcox, Development Committee

Paul Lachapelle, Annual Conference Committee

Greg Davis, 2018 Annual Conference Committee

Kevin Andrews, Historian Report

Ricky Atkins, Karriin Naeff, Cindy Rossen, TAS

Welcome / Call to Order / Introductions Kelly Nix

Approval of the agenda Kelly Nix

-Moved to approve the agenda – Ros Brain

Approve minutes: Connie Hancock

June 17 Board Meeting

 -Nancy Bowen-Ellzey moved to approve June 17 minutes

 -Ros Brain seconded. Motion carried.

June 26 Pre Conference Board meeting

 -Susan Kelly moved to approve June 26 minutes

 -Nancy Bowen Ellzey seconded

 -Motion carried

June 27 Annual Meeting

 -Any corrections please share with Connie Hancock – will be approved at Annual meeting in 2017

June 29 Post Conference Board meeting

 -Connie Mefford moved to approve June 29 minutes

 -Mary Peabody seconded

 -Motion carried

Accept Treasurer’s report and file Nancy Bowen Ellzey

 -Financials was sent out

 -Conference expenses still coming in – do not have net income as of today

 -Within budget on all line items – some line items have not been touched

**Committee/Liaison Reports (20 minutes, written reports are preferred)**

Natl. Institute of Food & Agriculture (NIFA) Brent Elrod

 -No Report

Regional Rural Development Centers Rep. Don Albrecht

-No Report – first meeting but anything you want taken back to Regional Center Directors please let Don know

North American Food Systems Network (NAFSN) Susan Kelly

 -One of ten National Partners – signed on March 2016

-Meeting weekly – interested in Food Systems certification – discussing community impact – will be -asking for input. Report filed.

Member Services Committee Peggy Schlechter

 -What would the Board like Member Services to focus on?

 -What would you like to see happen?

 -Share with Kelly – and she will pull together

Communications Committee Brian Raison

 -No Report

Marketing Committee Rebekka Dudensing

 -Rebekka was unable to make the meeting and will cover the below items in August.

-Videos of selected sessions

-Contact award winners for video production

-Revised definition

Finance Committee Steve Burr

 -No Report

 -Received Finance Committee Playbook

 -Daniel Eades – WVU will be joining committee

Nominations Committee Stacey McCullough

 -No Report

Journal of Extension Mary Emery

 -No Report

 -Always looking for reviews – meeting next week

PILD Conference 2017 Norm Schwertfeger/TBD

 -No Report

 -Looking for the Junior Rep position – Norm has moved to Senior Rep position

JCEP Leadership Conference 2017 Kelly Nix

 -Committee has been working on a marketing packet – has been finalized

 -Information will go into next eNewsletter

 -Let Kelly know if you would like a copy of the packet

Recognition Committee Michael Dougherty

-Presented awards and recognition for 2016

-Corrections have been made and sent to Ricky to post on website

-Figuring out where to go – Discussing how to move forward

-Will be talking with CDS Recognition contact to discuss 2017 Awards Recognition presentation

-Creating a playbook

-Awards are based on the calendar year – Awards presented in 2017 will be based on programs in 2016

-Susan Kelly suggested a meeting with Regional Reps to increase awards submissions

Development Committee Michael Wilcox/Melissa Bond

-Will stay on for one more year

-Successfully recruited Becky Bowen from North Carolina State

-Need to follow up with Ricky on a landing page for NACDEP website

-Nancy Bowen-Ellzey and Steve Burr have had issues with the donation button – Ricky needs to check on this

2016 Annual Conference w/ANREP #’s Wrap up Ricky Atkins & Others

-Cross-referencing membership lists – 439 registered online – 3 or 4 registered on site – 443/444

-Between $25,000 and $30,000 profit – estimate $70,000 net profit

-Still working thru expenses

-Stacy – registration was higher than past years to accommodate

-Kelly – shared the Board discussed Pros and Cons of the 2016 conference during the Post Conference Board meeting. Please share any comments you have with Trudy and Kelly

2017 Annual Conference w/CDS Trudy Rice/Ros Brain/Paul Lachapelle/Ricky Atkins & Others

-Meeting face to face at 2016 CDS with local planning committee and the CDS Planning committee for the 2017 conference in MT

-Paul and Trudy will go over the agenda to make sure it makes sense

-2016 joint conference appeared to be a seamless conference and she hopes to have that again in 2017 with CDS

-Michael Dougherty will be in attendance at CDS

Historian Report Kevin Andrews

-Kelly reported that Kevin will remain and asked for advice from the Board as to what Kevin can focus on for the year. Share suggestions with Kelly and she will share with Kevin

 -NACDEP culture/history/background – Stacey is interested

**Updates from the Regions & Partners (5 minutes)**

Northeast Mary Peabody

 -No Report

 -Regional meeting was well attended

 -Working on Newsletter

North Central Connie Mefford

 -Working on Quarterly Newsletter

 -Regional meeting was well attended – all 12 states were represented

 -A lot of awards – John and Julie helped with this recognition

Southern Susan Kelly

 -Submitted report

 -35 in attendance

Western Ros Brain

 -35 in attendance at Regional meeting

 -Updated contact list for Newsletter

 -Identified active members – trying to recruit those inactive back to NACDEP

 -Will focus on State programs/staff for Newsletter

 -Listserv was created for better communication

Kelly asked Regional reps to share their newsletters with each other for ideas, content, etc.

1890 Adam Hodges

 -No Report

-Michael Wilcox asked about AEA meeting. Adam was not aware of another AEA meeting or other planned meeting for the 1890 but will check – a good way for NACDEP to reach out

-Stacey will reach out during a couple of planned upcoming meetings – Washington DC and Southern Region meetings - and ask what NACDEP can assist with.

1994/FALCON John Philips

 -No Report

Joint Council of Extension Professionals (JCEP) Stacey McCullough/Kelly Nix/Trudy Rice

 -Stacey will be representing JCEP at the National Ag Agents meeting

 -JCEP regular meeting will be July 26

 -Stacey has been asked to join the handbook committee – same as NACDEP policy committee

Update from TAS Ricky Atkins

 -Report uploaded

 -As a result of the conference membership has increased 33 members -328 to 361

-Webinar – July 27 on NACDEP member training – any member of NACDEP tutorial on how to best use member clicks – there is an online community where you can connect with people – can start circles etc.…..can set up a committee function – need information for Regional contacts to share

 -Post conference work

 -Stacey and Nancy – complimented and shared appreciation for the work that Ricky and Jody do for

**Unfinished Business**

 **-**Need action on pending state chapter – Stacey

-Connie Mefford will make sure Brad in on the next call – will ask him to share why they want to be a member and if Board has questions they can ask

-A vote can be taken once they are off the call

-Stacey will review NACDEP policy of shared membership – but need to consider when reviewing their application.

-According to Connie M – there are 5 to 6 states that have a dual membership

**New Business**

Play Book Homework Kelly Nix

-Ask every Board member or committee role – to create a Play Book for their position – helps with transition

 -Susan Kelly has taken a lead on the Regional Rep Play Book

 -Early September to have DRAFT to Kelly

 -Will discuss during September Retreat

-Committee Chairs – it would be helpful for a list of committee members – may have a drop down on website to recognize them

Board Retreat in Big Sky, MT Kelly Nix

**Comments and Announcements**

**Adjourn**

 **-**Susan Kelly moved to adjourn

 -Connie Mefford seconded

**Next Board mtg. is August 19, 2016**