



National Association of Community Development Extension Professionals

## April 16, 2021 Board Meeting

**START TIMES: 9 a.m. (PACIFIC) • 10 a.m. (MOUNTAIN) • 11 a.m. (CENTRAL) • noon (EASTERN)**

### Agenda

- **Welcome/Call to Order** ~ *Adam Hodges*
- **Roll Call** ~ *Crystal Tyler-Mackey*
  1. Adam Hodges
  2. Jamie Menon
  3. Jan Steen
  4. Riana Gayle
  5. Melinda Grismer
  6. Molly Donovan
  7. Susan Jakes
  8. Michael Dougherty
  9. Michelle Eley
  10. Ricky Atkins
  11. Brian Raison
  12. Susan Kelly
  13. Nancy Bowen
  14. Katie Hoffman
  15. Daniel Eades
  16. Rachel Welborn
  17. Russ Garner
  18. Crystal Tyler-Mackey
  19. Rebekkah Dudensing
  20. Tamara Ogle
  21. Jamie Rae Walker
  
- **Approval of the agenda** ~ *Adam Hodges*
  - Nancy made motion to approve agenda. Melinda seconded. Approved
- **Approve March 19, 2021 Minutes** ~ *Crystal Tyler-Mackey*



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- Susan Kelly made motion to approve. Melinda seconded. Approved
- **Treasurer's report - Accept and file** ~ *Nancy Bowen*
  - Same standing as before. Working with Daniel and Ricky to transfer files in preparation for Daniel to serve as treasurer.
  - Susan Jakes made motion to approve report. Michelle seconded. Approved.
- **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
  - Membership has eclipsed 300 again. Virtual conference registrations are coming along.

### Partner Reports

- Natl. Institute of Food & Agriculture (NIFA) ~ *Brent Elrod*
  - Not on the call but report filed.
- Regional Rural Development Centers Rep. ~ *Riana Gayle*
  - Upcoming webinar series Community Economic Development for Post-Pandemic Economy upcoming - <https://ucanr.edu/survey/survey.cfm?surveynumber=33571>

### Standing Committee Reports

- Finance Committee ~ *Daniel Eades*
  - Working with Nancy and Ricky for transition. Conference budget ongoing. Report has been filed.
- Communications Committee ~ *Jan Steen, Jaime Menon*
  - Newsletter came out with graphics promoting speakers at the conference. A webinar has been uploaded to the YouTube channel. Call out for ComCom committee member with passion for Facebook to join the committee
- Marketing Committee ~ *Emily Proctor*
  - Not on the call
- Member Services Committee ~ *Michael Dougherty*
  - Committee met. Moved time of the newcomer meeting for an hour. Will have people meet in small groups and report back and have time together – using a storytelling approach.
- Resolution and Policy ~ *Susan Kelly*
  - Had a great committee and a dialogue on April 1 to discuss items. Would like to propose an extension of another 90 day grace period before membership expires. More than 51% of members will have a 25% or greater Extension appointment, as aligned with JCEP policies. Will also propose language that adds under committee membership, “every committee will attempt go have good representation from the 1862,1890 and 1994 institutions.” There are also some language changes needed – notes are at the bottom of the minutes here.
  - Motion on the floor as presented the committee. Motion approved.
- Recognition Committee ~ *Rachel Welborn/ Tamara Ogle*
  - Awards have all been judged, and most have been notified but a few more emails are to be sent soon. Will do a video montage of award winners, with a live presentation of the JCEP and Distinguished awards.
- Development Committee ~ *Adam Hodges/ Peggy Schlecter*



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- Adam intends to lead a virtual auction for the conference and hopes to continue this process in the future. Been thinking about auction items to donate – consider shipping cost as you price things.
- Historian Report ~ *Stacey McCullough*
  - *Not on the call*
- Nominations Committee – *Susan Kelly*
  - Nothing to report

### Updates from the Regions & Partners

- Northeast ~ *Molly Donovan*
  - Nothing to report
- North Central ~ *Brian Raison*
  - Not much to report
- Southern ~ *Susan Jakes*
  - Are pushing for students to get signed up for NACDEP
- Western ~ *Katie Hoffman*
  - Sending out reminders for people to register for the NACDEP conference.
- 1890 ~ *Michelle Eley*
  - Will be doing a big push for the conference to have good representation there. The 1890 system had planned an in-person conference in July – but now it's not certain that there will be an in-person conference this year.
- 1994/FALCON ~ *Yvonedda (Henry) Thompson*
  - Henry not on the call
- Joint Council of Extension Professionals (JCEP) ~ *Susan Kelly/Adam Hodges/Melinda Grismer*
  - Melinda asked us to consider other NACDEP members who may be interested in serving on one of the committees
- Journal of Extension ~ *Jamie Rae Walker*
  - JOE is aware of some transition issues/challenges in multiple arenas. Please share when you experience challenges to allow JOE team to have awareness and address them. There's a new marketing team working to have some presence at conferences, as well.
- PILD ~ *Russ Garner, Nadine Sigle*
  - Wrapped up PILD with 218 people last week. Will have a follow-up meeting Monday on the details. This is Russ's last year as a PILD appointment.

### Conference Reports

- 2021 Conference – *Katie Hoffman/Melinda Grismer*
  - Schedule is built and website being set up. Using Oxford abstracts for setting up virtual sessions. Speakers are scheduled and registrations are coming in.
  - Looking for additional moderators for some of the rooms. Asking regional reps to set up their own Zoom links for the Regional meetings. Board helped identify people to co-host/moderators for the Regional meetings.
  - Michelle can support “New Insights for Engagement Research”
- 2022 Conference – *Melinda Grismer*



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- Working on videos and some additional details. Would like to reach out to more members to join the planning committee starting in June. Tamara asked regional reps to add the 2022 conference committee to join meetings.
- September 15-17 Board Retreat

## **Unfinished Business**

## **New Business**

- Survey for National Program Leaders: National Indicators group asked for NACDEP to send a survey to add in with conference marketing. Susan Kelly made motion to approve. Nancy seconded. Approved. Melinda made commentary that moving forward we consider using social media platforms for surveys.
- Petition to create DEI Committee: Michelle sent the petition to the board earlier today to seek support for the establishment of a standing committee focused on DEI efforts in NACDEP. Michelle shared how the ad hoc committee formed in fall 2019 has realized a need for a greater focus on DEI efforts and proposed a new standing committee to elevate the nature of the work. Michael Wilcox worked with the group to set up and send out a survey to get at least 10 signatures (20 already received) to propose the new committee. Input from all 4 regions was received. If approved, recruitment would happen at the conference.
  - Brian moved that we established a DEI committee as shared by Michelle. Susan Kelly seconded. Approved.

## **Comments and Announcements**

### **Adjourn**

Susan Kelly made motion to adjourn. Meeting adjourned 1:29pm ET

### **Next Zoom Board mtg. is May 14, 2021 at 12:00 Eastern Time**

Board meetings are by Zoom on the 3<sup>rd</sup> Friday of each month.

START TIMES: 9 a.m. (PACIFIC & AZ) • 10 a.m. (MOUNTAIN) • 11 a.m. (CENTRAL) • noon (EASTERN)

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### **Strategic Plan focus areas:**

- Priority #1: Communication Strategy
- Priority #2: Member Engagement
- Priority #3: Financial Stability
- Priority #4: Committee/Board Structure and Function

Future Meeting Dates (3rd Friday of each month):

Pre-Conference Board Meeting - May 14, 2021

Annual Business Meeting - May 17, 2021



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Committee on Resolutions and Policy

March 5, 2021

Policy and Procedure Manual Review – November 20, 2020 Version

Susan A. Kelly and Michael Dougherty

1. Page 5 – Add the words: except years that the conference is held virtually. Full sentence:

Two of these meetings will be in person – once as part of the annual conference and again approximately mid-point between conferences at the Board Retreat, ***except when circumstances necessitate a virtual conference or board retreat.***

Reason – unable to meet in person during pandemic and other events making travel impossible.

2. Page 8 – Delete ***If this is something that interests you, I would encourage you to apply. Applications are due by August 15, 2016.*** And: ***Current appointee's term ends in 2016.***

Reason – outdated information

3. Page 10 – delete the word one-year and add ***two-year***. Full sentence: The NACDEP secretary position is a ***two-year*** term that begins at the Annual Meeting.

Reason: Change made in Bylaws by June 2019 amendment.

4. Page 13 – delete the word one-year and add ***two-year***. Full sentence: The NACDEP treasurer position is a ***two-year*** term that begins at the Annual Meeting.

Reason: Change made in Bylaws by June 2017 amendment.

5. Page 26 – Add ELC representatives. Strike previous section. New Section:



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***Joint Council of Extension Professionals (JCEP) Conference Planning Representatives. NACDEP Representatives to serve on the Extension Leadership Conference Planning Committee (ELC) and the Public Issues Leadership Development Conference (PILD). Typically, 2 representatives per conference are appointed each year, a Senior Representative and an Alternate or Junior Representative. The Senior Representative will be responsible for participating in conference planning and reporting to the NACDEP Board, and will rotate off each year. The Junior Representative will participate as needed for familiarity and move up to the Senior position.***

Reason: Change in 2020 made by JCEP Board to establish an ELC planning committee from association membership.

6. **Page 29** -- Ballots are tallied and reported by the Secretary.

Reason: We believe this change was made in the past and not included in this version.

7. Page 35 – Add: ***If no viable applications are received from the region in rotation, the conference site application will be open to all regions.***  
Delete references to the Galaxy Conference. New paragraph is as follows:

The location of the NACDEP annual conference will be rotated among the four Regional Rural Development Center regions. The order is West, North Central, South and Northeast. ***If no viable applications are received from the region in rotation, the conference site application will be open to all regions.*** Conference sites will be secured two years prior and no later than commencement of Annual Conference.

Reason: Executive committee vote 2020.

Addition following Committee on Resolution and Policy Bylaws Dialogue with membership April 1, 2021

8. Extend grace period for membership renewal to 90 days.