

**National Association of Community Development Extension Professionals Business Meeting**  
**Monday, June 10, 2019**  
**12:15-2:15 PM**  
**Renaissance Asheville**  
**Asheville, North Carolina**

**Welcome / Call to Order / Introductions**

David Civittolo, NACDEP President

Called to order at 12:44 p.m.

**Approval of the 2019 Business Meeting agenda**

David Civittolo, NACDEP President

Allison Davis (University of Kentucky) made the motion. Brian Raison (Ohio State) seconded. Approved.

**Recognitions / Highlights for the Year**

David Civittolo, NACDEP President

David recognized the following groups and individuals.

- The North Carolina contingent, noting that they worked for more than a year, behind the scenes, to put conference together, ensure everyone has a good time.
- First time attendees, asking long-time members to introduce themselves to educate them about NACDEP and engage them.
- Life members, thanking them for their dedication.
- Founding members.
- Student members.
- Those using Guidebook App, having them raise their hand Also extolled the app and referred it to those using a paper-based program packet.
- Members posing on social media.
- Presenters.
- Committee members.
- Members of one of seven (or eight) state affiliates, with news coming on that.
- Board members, noting they are passionate dedicated folks.
- Past presidents, mentioning several recent past presidents present (Michael Wilcox (2013-2014), Allison Davis (2014-2015), Stacey McCullough (2015-2016).
- Members by their region (Northeast, South, West, North Central, 1890s, 1994s).
- Persons retiring this year.

David then discussed the highlights of the past year with a focus on organizational improvement for members.

- Reviewed and continue to use strategic plan as a guiding document. (Guide members, financial stability, communication, board function/operation/interaction with members)
- Conducted a survey to improve services to membership, regain inactive members, and add value to NACDEP membership. 49% response rate. Members want more interaction. But communication platforms not seen as a strength. Increase relevancy of business meeting to membership.
- Reached a Memo of Understanding with (Land Use) Planning and Zoning Community of Practice. NACDEP will be the organization's new fiscal agent. This begins to add third pillar to finances (through the fiscal agent fee).
- Enhanced social media presence – YouTube Channel. Use as marketing tool, share benefits to NACDEP.
- Created an Endowment fund account.
- Partnered for a National Endowment for the Arts (NEA) Knowledge Building Grant for the 2020 conference.
- Approved a new state chapter for North Carolina – recognizing it the eighth state chapter.
- Noted that there will be soon be a new chapter in Florida.



**Approve minutes from 2018 Business Meeting**

Michael Dougherty, NACDEP Secretary

Presented the minutes from the 2018 Business Meeting during the conference in Cleveland prepared by Suzette Barta (the 2017-2018 Secretary).

Lori Garkovich (University of Kentucky) moved. Susan Jakes (North Carolina State) seconded. Approved.

**JCEP Prestation**

Mark Blevins, President of ESP  
John Kushla, President of ANREP

Mark listed the seven sibling organizations that make up Joint Council of Extension Professionals: ANREP (Association of Natural Resources Extension Professionals), ESP (Epsilon Sigma Phi), NACAAA (National Association of County Agricultural Agents), NACDEP, NAE4-HA (National Association of Extension 4-H Agents), NAEPSPD (National Association of Extension Program and Staff Development Professionals), and NEAFCS (National Extension Association of Family and Consumer Sciences). Noted that the leadership group get together to make decisions that affect all or our organizations and move toward change national policy level.

John described it as umbrella organization advocate unified voice with stakeholders in Washington. Encourage scholarship, synergy in partnerships. Noted the professional development offered through two conferences and the recognition offered through \$250 for an award of the organization's choice.

Mark listed the Extension Leadership Conference in San Antonio, Tex., on February 12-13, 2020 and PILD in Crystal City, Va., (Washington, D.C.) on April 5-8, 2020. Commented that JCEP was only great because you (NACDEP members) are great. Concluded that David's (Civittolo) word today is extraordinary, so extolled everyone to be extraordinary so JCEP can be extraordinary, and Extension can be profound.

**NIFA Update**

Brent Elrod, NIFA, National Program Leader, CD

Talked about the introductory video to Ashville (shown during the Sunday reception). Noted that it serves as a reminder that people can bring their influence to a community and make a difference in a short period of time.

Discussed the recent memorial service for Meryl Broussard, the associate director of programs for NIFA who died on May 18, 2019. Noted that his wife (widow) brought a recording he made on death bed and that it stated his core values.

Saluted NACDEP, talked about what to do, where to grow. Completed the North Carolina Planning Committee and talked about going to New Hampshire next year.

Noted that Extension may not have millions of dollars (like Julian Price) but can engage, educate, inform, provide knowledge-based research.

David Civittolo recognized contributions Brett bring to NACDEP board through participation board calls/monthly reports.

**Treasurers Report**

Nancy Bowen-Ellzey

Noted that there is volatility because of dependence upon two pillar (revenue streams) and that NACDEP needed revenue diversification.

Overall, trending up (depending upon conference, this conference looks good). Membership even. Expenses about same/constant.

David Civittolo thanked Nancy and stated that the finances were in great hands.

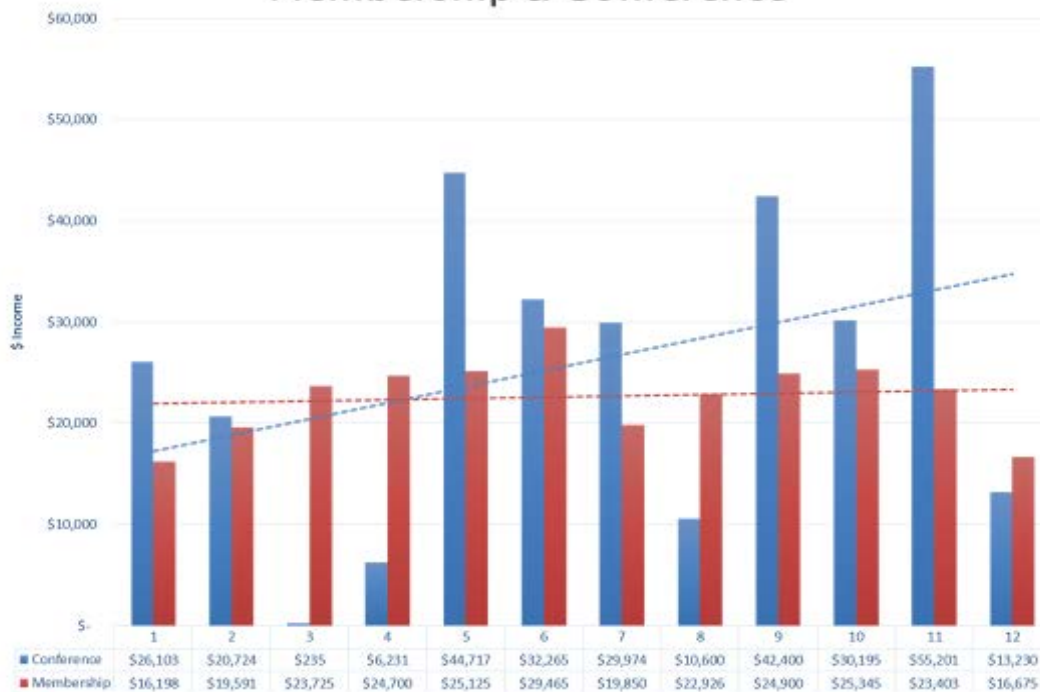
Paul LaChappelle (Montana State) asked about percentage of investment in social responsible investing and wondered if NACDEP would consider making it 100 percent. Nancy deferred to Finance Chair Dan Eades' report, noting that it is certain percentage that NACDEP went with long-term growth fund that included that type of funds.

Tammara Ogle (Purdue) moved to accept the report. Susan Kelly (North Carolina State) seconded. Approved.

### Year-End NACDEP Balance Trends



## Two Sources of NACDEP Income: Membership & Conference



Membership less volatile, but flat. Conference has up and down years, but shows a slight upward trend.

### Summary Notes

- Total NACDEP expenses average \$50k annually
- Expenses have not increased tremendously (\$42K in 2008 vs. \$48k in 2017)
- Management expenses are 70% of the total Association expenses
- Conference and membership income each cover roughly half of the Association expenses
- This 50/50 split has been a long term pattern (since inception)
- Conference net income should be about \$25k to break even
- Association balance and conference income rise and/or dip together as membership remains fairly flat

### Association/Management Expenses



## **Officer/Committee/Liaisons Reports**

### *Communications (Com-Com)*

*Melinda Grismer*

Introduced the members and outlined their roles and responsibilities. Noted that the committee individualized tasks to move things forward (five task chairs) with the goal of collectively facilitate communications. She discussed accomplishments and invited people to join.

[2018-2019 Committee members: Melinda Grismer (Purdue), Chairperson; Becky Nesbitt (Ohio State), Social Media Chair; Thomas Blaine (Ohio State), Newsletter Editor; Jan Steen (Kansas State), YouTube Chair; Marie Hvidsten (North Dakota State), YouTube Co-Chair; Dean Larkin (University of Missouri), Internal Communications Chair; Alice Hutzal-Bateson (Ohio State), Internal Communications Co-Chair; Brian Raison (Ohio State), At-Large; Jaime Menon (Kansas State), At-Large; Kaitlin Wojciak (Michigan State), At-Large.]

### *Quick Break*

*Susan Kelly*

Susan discussed how the quotes on cards on table apply to your job during the 90-second break.

### *Development*

*Noted Lansford*

Stacey McCullough and Michael Wilcox presented as Notie was stuck in Dallas. Michael went over the committee's "raison d'être:" Working with the Finance Committee to establish the Endowment Fund and conducting the Silent Auction and related fund-raising efforts.

Stacey talked about the work. She noted that there have been glitches along the way – such as recurring payments not being deducted each month – that have been resolved. She also mentioned that since NACDEP is a 501(c)(3) non-profit that seniors as age 70½ could transfer contributions directly, pre-tax. She also noted that because of Notie's travel problems, the planned raffle would not be happening. She recognized the silent auction donors and reminded attendees that the silent auction closes at 6:45 p.m. Tuesday.

Michael noted that the committee will match up to a \$1,000 of pledges at conference and expend the remaining \$1,495 of board-established matching funds. He also said the committee wants to raise \$1,500 in scholarship funds through the silent auction. He stated that the desire is to get to the point where the endowment is "spinning out" funds for scholarships. Michael closed by asking people to add their time/talent/treasure to the committee.

David Civittolo noted that both Stacey and Michael are past NACDEP presidents who continue to contribute.

[2018-2019 Committee members: Notie Lansford (Oklahoma State), Chair; Stacey McCullough (Arkansas); Michael Wilcox (Purdue).]

*Finance*

*Daniel Eades*

Recognized committee members. Noted rely on them and their expertise. Encouraged newcomers to join because of wealth of experience. Explained committee tasks – the “nuts and bolts” of things.

Explained the creation of the investment policy. Answered Paul LaChappelle’s question by stating the language in the policy says it is to be guided by organization principles but there was no language about any particular type of fund. Noted that this was an important question and changes can be made based on what the membership wants. Added that the initial focus was on the monetary goals.

Commented that work on the endowment started at the business meeting at the conference at Big Sky (2017) and that it was good to see this done. Added that this is working toward organizational financial stability.

*[2018-19 Members: Daniel Eades (West Virginia), Chair; Steve Burr (Utah State), Past Chair; Nancy Bowen-Ellzey (Ohio State), NACDEP Treasurer; Greg Davis (Ohio State) NACDEP Past Treasurer; Gary Deziel (Vermont); Notie Lansford (Oklahoma State); Tony Michael (West Virginia); Eric Romich (Ohio State); Steve Turner (Mississippi State/SRDC).]*

*Journal of Extension*

*Jamie Rae Walker*

Explained that JOE was in the middle of a strategic planning process working through to completion that outlines four major initiatives: (1) High quality journal, (2) Financial sustainability, (3) Using the website, (4) Stability.

Asked to contact her with questions or comments to take forward.

*Marketing Committee*

*Rebekka Duddensing*

Asked people on the committee to stand and be recognized. Thanked people for hanging in there as the committee thought it had been disbanded and the recommendation to move its activities it back into “Comm-Comm” (Communications) and Member Services had been accepted.

Commented the community is now doing fun things that have not been done in past as it worked to use its competitive advantages. Noted these new things included “Conference Out,” sharing resources, and true engagement. Asked people to join the committee.

David Civittolo noted the redefinition of the committee and explained how it worked out the new model with Trudy Rice (Immediate Past President) providing leadership.

*[2018-19 Members: Rebekka Duddensing (Texas A&M), Chair; Suzette Barta (Oklahoma State); Michael Darger (Minnesota); Laura Lauffer (North Carolina State); Richard Proffer (Missouri); Marilyn Schlake (Nebraska-Lincoln); Kenneth Sherin (South Dakota State); John Turack (Penn State); Jamie Rae Walker (Texas A&M); Kaitlin Wojciak (Michigan State); Adam Hodges (West Virginia State), Board Liaison.]*

*Member Services*

*John Phillips*

Asked members to stand. Talked about adding value to membership and finding ways to better engage and network so we can learn more and share more.

Noted the committee undertook the member survey. Described the New Member Orientation that helps people plug into NACDEP and conference. Added that the committee gives out the conference scholarships and recognized the winners – Lisa Chase (Vermont), Angela Gardner (Arkansas), Katie Hoffman (Idaho), Eric Wallcott (Michigan State), and Penny Whitman (New Hampshire). Added that there were some compelling applications. Invited people to attend the committee meeting and reached out to the membership.

[2018-19 Members: John Phillips (First Americans Land-Grant Consortium), Co-Chair; Peggy Schlechter (South Dakota State), Co-Chair; Nancy Daniels (Kansas State); Traci Dixon (North Carolina A&T); Brent Hales (Minnesota); Kittrane Sanders (North Carolina State); Deborah Tootle (Iowa State); Phyllis Varnon (Prairie View A&M); Walt Whitmer (Penn State); Amanda Philyaw-Perez (Arkansas), Board Liaison.]

*Recognition*

*Rachel Welborn*

Recognized members. Explained work. Noted working to make the awards process it consistent and streamlined. Asked people to take time when awards come open to nominate people in their state.

[2018-19 Members: Carroll Welte (Nebraska-Lincoln), Co-Chair, Rachel Welborn (SRDC), Co-Chair; Becky Bowen (North Carolina State); Cheryl Burkhart-Kriesel (Nebraska-Lincoln); Daniel Eades (West Virginia University); Katie Hoffman (Idaho); Susan Jakes (North Carolina State); Michael Dougherty (West Virginia University), Board Liaison.)]

*Historian*

*Stacey McCullough*

Reported that had reworked history on website. Stated that doing interviews via Zoom with past presidents, identifying milestones and these videos will appear on the NACDEP You Tube channel and website. Noted that it was interesting to see dynamic leadership from different places, levels, career. Added that she is seeking photos from past conferences, especially pre-Facebook.

*Regional Representatives*

*Amanda Philyaw Perez (Southern Region)*

Presented for the regional directors on the value of regional meetings. Stated there are connections beyond the conference. Noted these connections become “partners in crime” – whether phoning a friend for help or working on a grant together. Added that the regional representatives work to bring in significant resources and undertake multi-state projects, as well as doing “R&D” (rip-off and duplicate).

Shared a message received from Henry “Hank” Colthran, a Life Member who retired from IFAS who was formerly very active, showing what NACDEP means to people and brought tears to her eyes. Noted that Hank wanted to let people know that his wife had passed -- especially long-time members Deb Tootle, Alan Barefield, Ed Woods, Bo Beaulieu, Mike Woods, and Kathy Tweeten. David Civittolo asked to keep Hank in our prayers.



*[2018-19 Regional Reps: Mary Peabody (Vermont), Northeast; Amanda Philyaw Perez (Arkansas), Southern; Brian Raison (Ohio State), North Central; Laura Ryser (Washington State) Western; Adam Hodges (West Virginia State) 1890s; Yvonneda “Henry” Thompson (Chief Dull Knife College) 1994s.]*

**Proposed Bylaw change**

Trudy Rice, Immediate NACDEP Past President

Proposed change to length of term for Secretary (Article IV, Section 6) . Said suggestion came from member in good standing. Noted only office with single year term of office and change would begin in an odd year to ease with transition (to have it run a different cycle than the Treasure).

Trudy Rice (Kansas State) moved for approval. Bo Beaulieu (Purdue) seconded. Approved.

**Recognition of Management Firm**

David Civittolo, NACDEP President

David recognized The Association Source, the NACDEP management firm. Noted that Ricky Atkins, the executive director, and his wife Jody Atkins were at the conference, providing support, and staffing the registration desk.

**Introduction of 2019-2020 Board Members**

David Civittolo, NACDEP President  
Susan Kelly, NACDEP President 2019-2020

David called board on stage – 1994 Region Rep: Yvonneda (“Henry”) Thompson; 1890 Regional Rep: Michelle Eley (new); Western Regional Rep.: Katie Hoffman (new); North Central Regional Rep.: Brian Raison; Northeast Regional Rep.: Mary Peabody; Southern Regional Rep.: Amanda Philyaw-Perez; Treasurer: Nancy Bowen-Ellzey; Secretary: Crystal Tyler-Mackey (new); Immediate Past President: David Civittolo; President–Elect: Adam Hodges; President: Susan Kelly.

David noted that Henry could not attend because of a loss in her family. Asked for thoughts and prayers for her.

David turned over gavel to Susan at 1:59 p.m.

Susan recognized David. Noted he did the same thing she just did – hosting a conference as President Elect.

Susan recognized outgoing board members: Trudy Rice (Immediate Past President); Michael Dougherty (Secretary); Laura Ryser (Western Regional Rep.); Adam Hodges (1890s Regional Rep.).

Susan commented that she never thought would become president when attended first conference at Minnesota (Minneapolis in 2010). Said hosting conference catalyst expanded community development activity om North Carolina, got us a seat at the table, new partnerships.

Susan talked about “Value” – what is the value for members, what is value of state chapters, what is value of Extension Community Development to our profession. Commented that she believes NACDEP members play a role in the future Cooperative Extension. Added that we often work in areas where we have not worked before. Concluded by challenging attendees to become and stay active in NACDEP.





## **2020 Conference Update**

Susan Kelly, NACDEP President 2019-2020  
Charlie French, 2020 Conference Chair

Charlie announced that his sole purpose was to entice all of you come to NACDEP 2020 in Portsmouth, NH – he wanted to get everyone excited. He talked about Portsmouth being a “cool” city, a European-style city, He noted that it was on the coast, settled by the Abenaki about 5000 years ago, and then resettled by Europeans in the 1600s. Charlie also said the city has compact streets, breweries, and a vibrant food scene. The population triples during the summer (going from about 22,000 to over 60,000).

Charlie then showed a self-made “sizzle reel” video highlighting city. He asked who was going to Portsmouth – and many hands went up. He noted there was conference information in the back of room as well as an opportunity to vote on mobile learning workshops.

Susan said she had high hopes for the conference. Added that New Hampshire had put people on all the committees for this conference.

Charlie added that people with blue buttons on host committees and they could use help.

## **Announcements and Adjourn**

Susan Kelly, NACDEP President 2019-2020

Announced regional meeting locations. Added that door prizes will be awarded each day – Red Tickets for today (Monday), Blue Tickets for tomorrow (Tuesday).

Called to adjourn the meeting. Christopher Cribbs. (Kentucky State) moved. Melinda Grismer (Purdue) seconded. Meeting adjourned at 2:13 p.m.