



National Association of Community Development Extension Professionals

May 17, 2019 Board Meeting

Agenda

- **Welcome/Call to Order ~ David Civittolo**
 - Called to order at 12:05 p.m.

- **Roll Call ~ Michael Dougherty**
 - David Civittolo, President
 - Susan Kelly, President-Elect
 - Trudy Rice, Past President
 - Nancy Bowen-Ellzey, Treasurer
 - Michael Dougherty, Secretary
 - Mary Peabody, Northeast Rep
 - Brian Raison, North Central Rep
 - Amanda Philyaw Perez, Southern Rep
 - Laura Ryser, Western Rep
 - Adam Hodges, 1890s Rep
 - Yvonneda (Henry) Thompson, 1994s /FALCON Rep
 - Ricky Atkins, NACDEP Executive Director
 - Brent Elrod, NIFA
 - Daniel Eades, Finance Committee Chair
 - Melinda Grismer, Communications Committee (Com-Com) Chair
 - Rebekka Dudensing, Marketing Committee
 - John Phillips, Member Services Committee Chair
 - Notie Landsford, Development Committee Chair
 - Rebecca Sero, PILD Conference
 - Crystal Tyler-Mackey, Incoming Secretary
 - Michelle Eley, Incoming 1890s Rep

- **Approval of the agenda ~ David Civittolo**
 - Susan Kelly moved to approve. Nancy Bowen-Ellzey seconded.
 - Agenda corrected to show current date (rather than date of last meeting). Approved.

- **Approve April 12, 2019 Minutes ~ Michael Dougherty**
 - Nancy Bowen-Ellzey moved to approve. Mary Peabody seconded. Approved.

- **Treasurer's Report (Accept and File) ~ Nancy Bowen-Ellzey**
 - Balance sheet and profit/loss posted.
 - Finances reflect being at the end of the fourth month of the years. It is exciting time because income is up (about 80% of the total for the year) while expenses are down (about 18%). The result is a balance of about \$223,000. But conference expenses will be kicking in soon. (Conference registration revenue has already been received).
 - Noted there will be a new motion will need to be made to set the deposit amount for the Investment Account that has been set up with Vanguard.
 - Adam Hodges moved to accept and file the report. Susan Kelly seconded. Approved.

- **The Association Source ~ Ricky Atkins**
 - Report posted. Regional rosters also uploaded.
 - Registration for conference at about 209 attendees.
 - NACDEP currently has about 300 members – which will be increasing with memberships (complementary membership from conference registration) from the last week. Expected to increase to 320 to 330 members.
 - Report shows scope of work been doing; it is mostly conference related.
 - Susan Kelly said she appreciated Ricky) and that he has “about 1,000” emails a day from her. She also asked about an email to go out for Development Committee about the Silent Auction. Ricky said he could get it out today, if Notie (Lansford) could send it to him this afternoon. Notie responded he sent it to Susan earlier and would send it to Ricky.

Partner Reports

- **National Institute of Food & Agriculture (NIFA) ~ Brent Elrod**
 - Thanked the board and conference planning team for hard work get us to Ashville.
 - He noted to him catch me early at the conference as NIFA has scheduled relocation and unionization vote for June 11 and you have to be present to vote.
 - NIFA is supposed to know the proposed site (either Kansas City, Indiana, or the Research Triangle of North Carolina) in early June. Then people have to file a stay or go notice – with 90 days to move after that. There is a lot of turnover expected and a lot is already happening. The result is a lot of attrition, blanks, and the possibility of things falling through cracks.
 - NIFA has a lot of announcements on the street. Including two years of AFRI grants because of pending relocation. The institute is also working on other announcements.
 - Regional Rural Development Centers have been involved in the 2019 National Prosperity Summits (in May in Houston and Philadelphia and in June in Phoenix and Atlanta. (Information attached).
 - RRDC Directors be in Washington, DC on June 4-5 to meet. They have been told to treat this as the last time they will meet with NIFA there.
- **Regional Rural Development Centers Rep. ~ Rachel Welborn**
 - Not on call.

Committee Reports

- **Finance Committee ~ Daniel Eades**
 - Nothing to report beyond what Nancy Bowen-Ellzey mentioned.
 - Vanguard account opened with thanks to Nancy, Ricky Atkins, and Notie Lansford on that.
- **Communications Committee ~ Melinda Grismer**
 - Committee just met.
 - Two videographers lined up through a local community college. This saved money and will get more service.
 - Videos will be sent to YouTube chair who will post snippets there.
 - Plan post-conference to reinvigorate gate process for You Tube chair and Social Media chair to get information to post.
 - Social Media chair looking to post “a-ha” moments from concurrent sessions.
 - Committee will have met-up after movie Sunday night at conference to get ready to help out.

- **Marketing Committee ~ Rebekka Dudensing**
 - Things going on expand value of attendees.
 - A list of resources will be made available after conference (rather than social media postings).
 - Working as a group to engage on through webinars.

- **Member Services Committee ~ John Phillips**
 - Just wrapped up survey. Submitted draft summary to President who forwarded to board.
 - New member orientation being organized. It is pretty much done, with a few things to fit in here or there. Excited about large number of new members signed up.
 - Susan Kelly wondered if it might be because of the one-day registrations, then realized they would not be members.

- **Resolution and Policy ~ Trudy Rice**
 - Received request for bylaws change. Taking only board year position Secretary and propose it two years.
 - Will discuss under new business. Notice sent out to membership, meeting bylaw requirements.

- **Recognition Committee ~ Rachel Welborn/ Carroll Welte**
 - Michael Dougherty reported that the awards had been decided. Also the work had been assigned for the awards ceremony and that it was anticipated it would be complete the first week of June.
 - Susan Kelly said she needed to talk them about how much time needed as the starting time for the entertainment has been pushed to 8:30

- **Development Committee ~ Notie Lansford**
 - Have \$6,500 for the endowment – doubled with matching funds. Have \$13,000 to deposit.
 - Goal is to add a couple of thousand dollars at conference. Plan to plug it there.
 - If Silent Auction as successful as expected, the committee suggests the first \$1,500 go for scholarship with additional proceeds going to the endowment. Would require board action.
 - Plan to get out email for Silent Auction.
 - Suggest group pictures at the conference as a fund-raiser. Unsure of fund for proceeds.

- **Historian Report ~ Stacey McCullough**
 - Not on call.

Updates from the Regions & Partners

- **Northeast ~ Mary Peabody**
 - No report. Will cover conference matters at regional meeting.

- **North Central ~ Brian Raison**
 - Getting ready to send out final notice about conference, including time of regional meeting.

- **Southern ~ Amanda Philyaw Perez**
 - Getting ready to send out final notice about conference, including time of regional meeting.
 - Have application in from North Carolina for state chapter. It will be ready for the conference.
 - Working on Florida becoming a chapter as well. Hopefully will have it later this summer.

- **Western ~ Laura Ryser**
 - Had a call with incoming regional rep Katie Hoffman.
 - She expressed interest in starting a state chapter in Idaho.

- **1890s ~ Adam Hodges**
 - Excited to see everyone in Ashville.
- **1994/FALCON ~ Yvonedda (Henry) Thompson**
 - No report.
- **Joint Council of Extension Professionals (JCEP) ~ Trudy Rice/David Civittolo/Susan Kelly**
 - David reported the three of them would be at the JCEP Summer Retreat in Nashville on May 21-22.
 - Added they look forward to sharing what they will have learned there.
- **Journal of Extension ~ Jamie Rae Walker**
 - Not on call.

Conference Reports

- **PILD Conference 2019 ~ Rebecca Sero**
 - Held April 14-17 in Washington, DC area.
 - Theme was of “Enhancing Leadership Capacity for Emerging Public Issues”
 - Had a successful conference. Trudy Rice was there and 17 NACDEP members attended.
 - There was discussion and dissemination of preliminary survey results.
 - Also discussed future NACDEP involvement in PILD.
 - Trudy added that the webinars proposed by Member Services Committee was on the right track.
- **2019 Annual Conference ~ Susan Kelly**
 - Scheduled for June 9-13 in Asheville, NC
 - Theme is “Home Grown to New Heights”
 - Things falling into place and its crazy with all the details. Appreciate Ricky Atkins’s patience.
 - Did a walk through. Decided to move orientation because of large number of people anticipated.
 - Clogging demonstration on Sunday, then the movie on Ashville.
 - Hoping to get a few more registrations. MLW are getting filled up.
- **2020 Annual Conference ~ Charlie French**
 - Scheduled for May 31-June 3, 2020 in Portsmouth, NH.
 - Theme is Rich Past, Vibrant Future.
 - Mary Peabody noted that the committees are working, the first draft of MLWs is up for discussion.
 - Things are coming together.
- **2021 Conference (West Region) update ~ Trudy Rice/Laura Ryser**
 - David Civittolo said the goal was to have it in the Western Region.
 - We will have the regional reps talk to membership to solicit/seek other applications.

Unfinished Business

- **Memorandum of Understanding between the Land Use Planning Community of Practice and NACDEP Update ~ David Civittolo**
 - New version of agreement (May 3) includes updates and an initial six-month review.
 - Michael Dougherty moved for adoption to MoU. Susan Kelly seconded. Approved.
- **NACDEP eXtension Fellow Position ~ David Civittolo**
 - Going to work with eXtension director on the next steps and make sure NACDEP is comfortable.

New Business

- **Setting Endowment Deposit Amount ~ David Civittolo**
 - Proposed amount is \$13,010. It represents previous donations (\$6065), the full board match, and \$880 in subsequent donations.
 - Nancy Bowen-Ellzey moved to approve. Adam Hodges seconded. Approved.
- **Survey Update ~ David Civittolo**
 - Received from Member Service Committee and forwarded to board. Will take time to review.
- **Proposed Bylaw Change ~ David Civittolo**
 - Change is to move to a two-year term for secretary (only office with single-year term).
- **Request for NACDEP Business Mtg ~ David Civittolo**
 - Committees to start working on your two to three slides for business meeting
 - Slides are due May 24. Contact David with any questions.
 - Contact David if any questions.
- **State Chapter Update ~ Amanda Philyaw Perez/Susan Kelly**
 - Amanda reported North Carolina has worked to get everything together.
 - The state has uploaded its information and everything appears to be there to move forward.
 - Adam Hodges moved to accept the application. Michael Dougherty seconded. Approved.

Comments and Announcements

- **Slides needed for NACDEP Business meeting in Asheville ~ David Civittolo**
 - Committee request for information for the 2019 NACDEP Business Meeting
 - Start working on your slides for the business meeting.
- **Adjourn ~ David Civittolo**
 - Nancy Bowen-Ellzey moved to adjourn. Susan Kelly seconded.
 - Meeting adjourned at 12:50 p.m.

Next Zoom Board Meeting is June 9, 2019 at 11:30 EDT in Asheville, NC



National Association of Community Development Extension Professionals, Inc.

BUDGET VS. ACTUALS: BUDGET FY 2019 - FY19 P&L

January - April, 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40001 Membership Dues	18,125.00	24,325.00	(6,200.00)
40002 Endowment	885.00		885.00
41000 Conference			
41010 Registration	86,400.00	92,300.00	(5,900.00)
41010.1 Mobile Workshop		7,525.00	(7,525.00)
41010.2 Pre Activity		1,600.00	(1,600.00)
41015 Sponsorship & Exhibits	10,000.00	17,500.00	(7,500.00)
Total 41000 Conference	96,400.00	118,925.00	(22,525.00)
Total Income	\$115,410.00	\$143,250.00	\$ (27,840.00)
GROSS PROFIT	\$115,410.00	\$143,250.00	\$ (27,840.00)
Expenses			
51000 Annual Conference Expense			
51005 Conf Planning & Registration		3,300.00	(3,300.00)
51007 Printing/Copies/Promotion	105.11	50.00	55.11
51007.1 Abstract Submission Program	2,800.00	2,500.00	300.00
51008 Facility Rentals		15,578.00	(15,578.00)
51009 Conference Supplies & Materials		1,200.00	(1,200.00)
51010 Audio Video		8,000.00	(8,000.00)
51020 Keynote/Capnote			
510201 Speaker Expenses	6,500.00	9,000.00	(2,500.00)
Total 51020 Keynote/Capnote	6,500.00	9,000.00	(2,500.00)
51021 Tour Expense		1,300.00	(1,300.00)
51022 Transportation		2,575.00	(2,575.00)
51023 Video Recording		1,000.00	(1,000.00)
51030 Meals/Breaks		42,242.00	(42,242.00)
51040 Awards Program Expense		400.00	(400.00)
51050 Credit Card Fees	1,932.73	2,500.00	(567.27)
51051 Misc		850.00	(850.00)
51061 Conference Postage/Shipping		1,000.00	(1,000.00)
Total 51000 Annual Conference Expense	11,337.84	91,495.00	(80,157.16)
60000 Association Expenses			
60010 Board Meetings		3,500.00	(3,500.00)
60015 Supplies		325.00	(325.00)
60017 Website	55.98	125.00	(69.02)
60020 Postage		65.00	(65.00)
60024 Florida Corporate Fees		61.25	(61.25)
60025 Audit & Tax Prep		500.00	(500.00)
60027 AMS Software - MemberClicks	1,267.33	3,700.00	(2,432.67)
60030 Insurance Expense	625.00	1,200.00	(575.00)
60050 Bank Service Fees		50.00	(50.00)



		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
60052 Credit Card Fees	528.01	1,500.00	(971.99)
60080 Association Manager	11,440.00	34,400.00	(22,960.00)
60085 Assoc Mgr Conf Travel-Per Diem		3,500.00	(3,500.00)
60200 JCEP and PILD Liaison		2,000.00	(2,000.00)
Total 60000 Association Expenses	13,916.32	50,926.25	(37,009.93)
Total Expenses	\$25,254.16	\$142,421.25	\$ (117,167.09)
NET OPERATING INCOME	\$90,155.84	\$828.75	\$89,327.09
Other Income			
70300 Other Income			
70350 Interest	13.65	300.00	(286.35)
Total 70300 Other Income	13.65	300.00	(286.35)
Total Other Income	\$13.65	\$300.00	\$ (286.35)
NET OTHER INCOME	\$13.65	\$300.00	\$ (286.35)
NET INCOME	\$90,169.49	\$1,128.75	\$89,040.74

**National Office Report
May 2019
Ricky Atkins**

Since the last board meeting the NACDEP National Office (TAS) has engaged in the following scope of work.

Finance:

- TAS has reconciled financials for April and sent to the treasurer for their report
- TAS continues to monitor all accounts receivable and payable for the association
- TAS is working with H&S to get documents ready for taxes.
- TAS Has worked with VANGUARD to set up the endowment account

Membership:

- TAS is currently processing Membership renewals for the 2019 membership year. 300 members have renewed through the online renewal system or mailed in their state rosters.

Communication:

- TAS has sent out several internal communications

Web:

- TAS has added jobs to the Job opportunities page
- TAS has made general updates and web site changes

2019 Conference:

- TAS has received and executed an amended contract to add rooms for the 2019 conference.
- TAS has set up the Conference web page and are adding features as they come available through the conference committee.
- TAS has registered 208 people for the conference

2020 Conference

- TAS has negotiated the contract for the 2020 conference in Portsmouth, N.H. at the Sheraton Bayside Resort
- TAS is working with the Sheraton Harborside hotel in Portsmouth to secure a contract for the 2019 NACDEP Board Retreat

**Marketing Committee Report
May 2019
Rebekka Dudensing**

The marketing committee is finalizing its plans to promote value to members and their clients beyond the conference, perhaps by creating a list of resources to be posted on the website and then tweeted as a group rather than through individual social media posts (kind of similar to the concurrent sessions materials list from the 2018 conference). We are also working on a way to score presentations for their suitability for online engagement sessions. We will be communicating mostly by email before the conference.

**Member Services Committee Report
May 2019
John Phillips**

Committee Leadership:

- John Phillips and Peggy Schlechter are co-chairing the committee.
- Both John and Peggy would like to find new roles in the coming year, so we will be looking for a new committee Chair.

Current and Planned Activities:

- The member survey has been completed and data has been analyzed. We shared a draft summary report with the Board on May 3, 2019, and are waiting to learn how the Board would like to use and share the findings. We think there is much useful data that can be applied to adding value to memberships, as well as communications and marketing strategies.
- We held a committee meeting on May 14, 2019, to plan for the conference and new member orientation session. A draft agenda has been developed, and we will also conduct targeted recruiting for first-time attendees.

Other Business:

- We have had some attrition and currently have nine committee members but we are noticing that participation in committee activities has fallen off during the past year. We hope to recruit more members at the conference and to re-energize our current committee members.

**Development Committee Report
May 2019
Notie Lansford**

Following is a "To Do" list compiled by the committee with responses by Susan Kelly (*italicized*).

This is an odd way to report but hopefully effective!

Stacey (McCullough) shared you list of auction "to dos" and I can help with some of them...

1. This week. Ask Ricky to send out an email encouraging every attendee to either (a) bring a high value, nonperishable, broad appeal item for the silent auction or (b) come ready (\$\$) to bid on silent auction items. Facebook also.

I alerted Ricky to this but he will need the message written that should go in the email.

2. Also, raffle off a deck of cards at \$10 each. Winner gets pick of silent auction items. (purchaser gets half a card; winning card is selected at awards banquet)

Very cool!

3. Email past presidents challenging them to bring their favorite item for auction.

I would be happy to do this if someone sends me their email addresses. I have some...

4. This week, in the same email, challenge members to match and exceed the Development Committee challenge. Challenge the audience to realize \$2019 during 2019.

Facebook also. Our publicity committee could do a slick promotion of this if you get me the information. Or you all can do it - either way

5. This week, Ask the President and President-elect if we can auction an item at the awards banquet. Pick this from among the silent auction items! And also select the raffle winner!

As long as it is quick. We have Cherokee Warriors coming on right after and we don't want to make them mad! Good idea!

6. This week, Tell the President and President-elect that we want to play the "Past Presidents" video during the business meeting and/or awards banquet.

Ask David (Civittolo), I think.

7. This week, tell Ricky we need a place to store the silent auction items.

There is a closet that locks right behind the registration desk. We also have a room set aside on the 2nd floor as a war room if needed.

8. This week, ask Ricky about the best way to collect silent auction items (such as at registration?).

9. Ask if we can display the silent auction items in the exhibit hall during the day.

Yes. We are planning on it! Tables down the middle of the exhibit space.

10. Tell Ricky we plan to have donation cards at various places like the silent auction area and registration.
11. Recruit helpers for the silent auction and live auction.
12. Tell the Board that we propose first \$1,500 of auction money to scholarship and everything above that to the endowment. (this is our committee reward for conducting this thing)
13. Close the silent auction just before the Awards banquet and tell everyone to pick up their items immediately after.

Will put in the script

I hope that helps! I think we need to get the email out ASAP.

Date: May 3, 2019

To: National Association of Community Development Extension Professionals Board of Directors

Re: Memorandum of Understanding for Formal Collaboration between the Land Use Planning Community of Practice and the National Association of Community Development Extension Professionals

Contact: Kara Salazar, 2018-2020 Chair, Land Use Planning and Zoning CoP
Purdue University Extension / IL-IN Sea Grant
salazark@purdue.edu / 765-496-1070

Wayne Beyea, CoP Board Member and American Citizen Planner Program Chair
Michigan State University Extension
beyea@msu.edu / 517-432-7600

The Land Use Planning Community of Practice (CoP) is affiliated with eXtension, a component of the Cooperative Extension System of the Land Grant Universities nationwide. The CoP is additionally aligned with the Association of Natural Resource Extension Professionals (ANREP) and the National Association of Community Development Extension Professionals (NACDEP).

The CoP focuses on providing timely and relevant information to citizens and Extension professionals interested in land use planning, community planning and zoning, and sustainable development. The CoP empowers citizen leaders who want to shape the future of their communities with useful tools and education for positive land use decisions.

The CoP maintains a national list serv and website hosted by eXtension to distribute professional development resources. Our primary professional development offerings include webinars, publications, and the national American Citizen Planner online course.

Please see the CoP attached bylaws for organization and purpose.

Purpose and Activities

This memorandum of understanding (MOU) outlines a cooperative arrangement that will benefit NACDEP and CoP colleagues, clients, and collective impact. Joint goals will be accomplished by undertaking activities such as:

- Sharing professional development opportunities, including webinars, publications, and training across listservs and communication media to link people, organizations and resources between the CoP and NACDEP networks;
- Providing opportunity for NACDEP members to sign up for the Land Use Planning Community of Practice listserv;

- Participating in the annual NACDEP conference through hosting the CoP annual meeting;
 - o Additional conference participation may include organizing land use planning–related sessions, workshops, or field trips
- Offering co-branded specialized trainings;
- Collaborating on the production of education materials such as extension publications, videos, and white papers; and
- Promoting each partner’s work to respective members.

Reporting and Collaboration Structure

The CoP will functionally operate as an affiliate of NACDEP. The CoP leadership will provide quarterly updates to the NACDEP board of directors.

Account Management

The CoP generates revenue through online training programs hosted through the eXtension moodle platform. eXtension provides registration services, including fee collection, but does not act as a fiduciary agent. The CoP will have a designated account with NACDEP to deposit funds generated from the eXtension training programs. The CoP will maintain oversight of the accounting and will have authorization and access to spend funds to meet program needs. An account service fee of 5% of revenue will be paid to NACDEP annually.

The CoP Treasurer and Chair will provide quarterly transaction notices approved by the CoP board to the NACDEP Treasurer and Executive Director. These transactions include course revenue deposits from eXtension and payments to affiliated course providers and vendors. Some vendor transactions may be made outside of the regular quarterly cycle.

Duration

This MOU will become effective upon agreement as authorized by the NACDEP Board of Directors and the CoP Leadership Board. It will be reviewed within the first six months and then every two years for modifications. The agreement will remain in effect until modified or terminated by mutual consent.



**National Association of Community Development Extension Professional (NACDEP)
Local (State/Regional) Chapter Application**

Official name of the State/Regional Association for Community Development: NCACDEP

(North Carolina Association of Community Development Extension Professionals). Please attached a copy of your logo if you have one.

State(s) included in this local unit association: North Carolina

This is a newly formed association

This is an existing association. If existing, date originally formed:

Mission of the organization: NCADEP is a state affiliate of NACDEP and exists for the purpose of promoting and furthering community development extension opportunities and resources for extension professionals and partners in North Carolina.

Membership and Dues structure proposed for your local unit association:

Membership Category	Local Dues	NACDEP Dues - \$75.00 (if being paid directly by local chapter)	Total
Active (must have a .25 Extension Appointment):	25.00		25.00
Life (must be retired from the CE System):	100 - 1 Time		100.00 -1 Time
Affiliate:	25.00		25.00
Student:	10.00		10.00
Other:			

Please attach to this application:

- ✓ Contact information for association officers (name, office, address, phone, email, state)
- ✓ Copy of Constitution and/or Bylaws
- ✓ Membership list of current paid members indicating:

Name	Membership Category	Email address/State	Local/regional/state position	Area of Responsibility

Name of Applicant Organization Representative: Susan A. Kelly

Signed: *Susan A Kelly* Date: May 6, 2019

Ricky Atkins, The Association Source.
Association Manager, NACDEP
600 Cleveland St. #780
Clearwater, FL. 33755