**Aug. 20, 2021 Board Meeting**

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

**Agenda**

* **Welcome/Call to Order** ~ *Melinda Grismer*
* **Roll Call** ~ *Crystal Tyler-Mackey*

1. Melinda Grismer
2. Jaime Menon
3. Ramona Madhosingh Hector
4. Molly Donovan
5. Michael Dougherty
6. Jan Steen
7. Joy Moten-Thomas
8. Russ Garner
9. Adam Hodges
10. Susan Jakes
11. Rebekkah Dudensing
12. Michael Wilcox
13. Kara Salazar
14. Michael Gaffney
15. Ricky Atkins
16. Crystal Tyler-Mackey
17. Tamara Ogle
18. Brent Elrod
19. Daniel Eades
20. Craig Carpenter
21. Katie Hoffman
22. Donna Rewalt
23. Jamie Rae Walker

* **Approval of the Agenda** ~ *Melinda Grismer*
  + Adam made motion to approve. Rebekkah seconded. Approved.
* **Approve July 16, 2021 Minutes** ~ *Adam Hodges*
  + Daniel made motion to approve. Joy seconded. Approved.
* **Treasurer’s Report - accept and file** ~ *Daniel Eades* 
  + Adam made motion to approve. Molly seconded. Approved.
* **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
  + Report filed. Ricky reviewed profiles for region and found about 60 missing and is updating them.

**Partner Reports**

* NIFA – *Brent Elrod*
  + Brent has been named Division Director of Youth and 4-H, as well as Community Development. Brent will also serve in National Science liaison position and once again work out of Washington, D.C.
  + Brent will provide a “warm handoff” to the incoming person as he takes on the new role.
* Regional Rural Development Centers Rep. ~ *Michael Wilcox*
  + Opportunities to support working groups in three thematic areas: health, civic engagement, and resilience.
  + Looking to continue building and marketing the CD library
  + Welcome to John Green as SRDC director, wishing Steve Turner a happy retirement
  + Two upcoming conferences: EDEN conference in Raleigh in September 2021, registration open; National Extension Tourism Conference in Savannah, GA in November 7-10, 2021

**Standing Committee Reports**

* Finance Committee ~ *Craig Carpenter* 
  + Quarterly meetings established and beginning Sept 9.
* Communications Committee ~ *Jaime Menon/Jan Steen*
  + Reviewed newsletter utility and pleased to find about 44% open rate. Posting all Wednesday webinars as they occur. Reviewed website in detail and have taken and will be sharing notes.
* Marketing Committee ~ *Emily Proctor*
  + Not on the call
* Member Services Committee ~ *Michael Dougherty*
  + Had first committee meeting of the year and are starting to plan webinars. Send email to Katie to see what wasn’t covered at conference that may be good webinar topics. Report filed.
* Recognition Committee ~ *Rachel Welborn/ Tamara Ogle*
  + No report as they took a month off
* Historian Report ~ *Stacey McCullough*
  + Not on the call but Melinda shared she’s working hard on her project.

**Updates from the Regions & Partners**

* Northeast ~ *Molly Donovan*
  + Looking forward to Melinda attending upcoming meeting
* North Central ~ *Kara Salazar*
  + Holding update meetings with some standing items, including program highlights, RRDC updates, collaboration opportunities, etc.
* Southern ~ *Susan Jakes*
  + Had a regional meeting that Melinda joined. Shared updates. Will plan to meet again before Thanksgiving. Looking at maybe having breakout rooms around topics.
* Western ~ *Katie Hoffman*
  + Report filed. Working more closely as a group, and also connecting more with Western RRDC. Melinda joined last meeting.
* 1890 ~ *Joy Moten-Thomas (report on review of membership for affiliation)*
  + Scheduled meeting with Ricky to walk through roster to identify 1890 members. Will then communicate with all 1890 NACDEP members.
* 1994/FALCON ~ *John Phillips (report on review of membership for affiliation)*
  + Not on call today due to not feeling well
* Journal of Extension ~ *Jamie Rae Walker (read newsletter article highlights)*
  + Jamie will have more of an update after the upcoming JOE board meeting. The backlog of articles has mostly been worked through.
* Joint Council of Extension Professionals (JCEP) ~ *Adam Hodges/Melinda Grismer/Rebekka Dudensing (January 2022)*
  + No updates to share
* PILD (April 3-6?, 2022) ~ *Russ Garner, Ramona Madhosingh-Hector*
  + Conference still being planned for Arlington, VA
  + Looking at current public issues for theming the conference and identifying a speaker
  + Planning for in-person
* ELC (Feb. 9-10, 2022) ~ *Donna Rewalt, Mike Gaffney*
  + Planning meeting scheduled for next week.

**Conference Reports**

* 2022 Conference – *Melinda Grismer/Tamara Ogle*
  + Committees are meeting and others who signed up are being contacted. Committee is also preparing to showcase mobile workshops with board members at the board retreat in September 2021.

**New Business**

* Diversity, Equity & Inclusion (DEI) Committee
  + Allow fourteen (14) interested committee members to select their own committee structure – vote required
  + Melinda lifted up that we need to have a vote around this and opened the floor for a discussion.
  + Joy made motion to allow DEI committee to adopt their own committee structure. Adam seconded. Approved.
* Share access to NACDEP’s website (motion by Comm Comm) – vote required
  + Melinda shared that it was observed that the only access to the NACDEP website lies with the Association Source. For backup reasons as well as for additional support to updating the website, at a minimum someone, such as the president, and maybe a CommComm member to support website updates, should have some administrative rights. Ricky shared that the administrative access to the website provides access to financial data and other information, as well, beyond what is displayed on the public-facing website. Having one backup is a great plan. Caution is due if there’s a desire to move beyond one back up. Ricky may also seek information from MemberClicks on whether there is the opportunity to limit access to certain pages.
  + Susan Jakes made a motion that we appoint president as backup. Joy seconded. Motion approved.
* CD Ext Library submissions & call for assistance in sustainment – vote required
  + Proposed ideas and suggestions for ways to structure this to ensure that it is sustainable.
  + Vote tabled. Board may discuss at the retreat in September 2021.

**Unfinished/Ongoing Business**

* Establishing reduced rate for students who attend 2022 and future conferences (discussed at June meeting, but not decided, pending data) and encouraging conference participation from 1890 and 1994 institutions – consider establishing a reduced rate for 1890s and 1994s colleagues who attend 2022 and future conferences (discussed at June meeting, but not decided, pending data, show current conference budget)
* Member outreach – what data do we need to include on the form (show proposed fields)
  + Adding a NACDEP directory linked to our profiles showcasing areas of expertise, interest and potential growth (tabled from May mtg) – should it be mandated?
* How to retain/add value to NACDEP membership in 2021 and beyond (tabled from June, ideas from marketing?) – currently at 369
* These items will be discussed at the board retreat.

**Comments and Announcements**

**Adjourn**

Susan Jakes made motion to adjourn. Meeting ended 1:15pm ET

**Next Zoom Board meeting is Sept. 17, 2021 10 a.m. EST/ 9 a.m. CST/ 8 a.m. MT/ 7 a.m. PT**

Board meetings are by Zoom on the 3rd Friday of each month.

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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