



National Association of Community Development Extension Professionals

## July 15, 2022 Board Meeting @ 12 noon

### Agenda

#### Administration

- **Welcome/Call to Order** ~ *Rebekka Dudensing*
- **Roll Call** ~ *Michael Dougherty*
  - Rebekka Dudensing, President
  - Crystal Tyler-Mackey, President-Elect
  - Michael Dougherty, Secretary
  - Daniel Eades, Treasurer
  - Molly Donovan, Northeast Regional Rep
  - Kara Salazar, North Central Regional Rep
  - Matt Ulmer, Southern Regional Rep
  - Joy Moten-Thomas, 1890s Regional Rep
  - Jamie Menon, Co-Chair, Communications Committee (Comm-Comm)
  - Jan Steen, Co-Chair, Communications Committee (Comm-Comm)
  - Nicole Walker, Co-Chair, Member Services Committee
  - Susan Kelly, Chair, Marketing Committee
  - Michelle Eley, Co-Chair, DEI Committee
  - Tamara Ogle, Co-Chair, Recognition Committee
  - Don Albrecht, RRDC Partner
  - Russ Garner, ELC Committee Rep
  - Donna Rewalt, ELC Committee Rep
  - Ramona Madhosingh-Hector, PILD Committee Rep
  - Sandra Thompson, PILD Committee Rep

Ricky Atkins, The Association Source, NACDEP Executive Director

- **Agenda** ~ *Rebekka Dudensing*
  - Matthew moved to approve. Joy seconded. Approved.
- **Approve June 5 and 8, 2022 Minutes** ~ *Crystal Tyler-Mackey, Michael Dougherty*
  - Joy moved to approve. Michael seconded. Approved.
- **Treasurer's Report** ~ *Daniel Eades*
  - \$266,000 in assets. \$205,000 in saving and checking. \$49,000 in Vanguard
  - Conference Registration \$13,000 over budget at \$87,000
  - \$4,500-\$5,000 under budgeted on membership
  - Expenses right in line with budgeted. Last report was \$46,000. Already had the bill for \$83,000. Overall everything be right in line with budget estimate.
  - Matt moved to approve. Molly second. Approved.
- **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
  - Uploaded rosters to Member Clicks.
  - 383 Members – most since been involved.
  - Working on conference bills, reimbursements.



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## Partner Reports

- **NIFA Liaison ~ Sarah Rocker**
  - Not present/No report.
- **Regional Rural Development Centers Rep. ~ Don Albrecht**
  - Noted would be representing RRDCs this year. No report.

## Standing Committee Reports (Reports to be filed to Google Docs)

- **Finance Committee ~ Craig Carpenter**
  - Not present. Report given by Daniel Eades.
  - Daniel said committee met yesterday. Reviewed budget documents post-conference. Had been discussion about moving part of carryover to scholarships. (50-50 split with endowment). Finance was supportive of change. Committee was excited that scholarships resulted in institutions sending more people
  - Joy said three people did that. Prairie View A&M started it -- receiving three scholarships and sending 10 attendees. That then led to Kentucky State bringing people (without receiving scholarships)
  - Rebekka noted further action tabled because Katie and Melinda not present.
- **Communications Committee ~ Jaime Menon/Jan Steen**
  - Jan said there was an Informal meeting at conference. Next meeting would be Aug. 5. Topics to be discussed: Job posting/LinkedIn, directory, newsletter design change, and a Canva account.
  - Videos added to YouTube. The capnote presentation, keynote presentation and awards ceremony are already posted. Working on individual awards.
  - Jamie said the committee celebrated Tom Blaine's 10-year anniversary of being newsletter editor.
  - Will be discussing how to drive people to LinkedIn which will streamline job postings and draw attention to them.
  - There is an opportunity to create a rebranding with newsletter (with graphic enhancements. Canva). Wondering if central Canva account, since right now dependent upon individuals' accounts (which can be problem if people not available).
  - Susan said this could be discretionary spending.
  - Ricky said been it had been voted on in past and could be paid for under website development, offered to research it.
  - Rebekka instructed Ricky to research options.
- **Nomination/Policy & Procedures Committee ~ Melinda Grismer**
  - Not present. Comment given by Rebekka Dudensing.
  - Rebekka said the committee will be looking at this, after a call about changes for diversity, equity, and inclusion.



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- **Diversity, Equity & Inclusion (DEI) Committee** ~ *Michelle Eley/Lupe Valtierra/Liza Hinz*
  - Michelle and Lupe met with Rebekka and share info about DEI Committee. Michelle reported the committee hopes to take deeper dive around some of these issues with the board.
    1. Working on wording on mission and vision statements to make sure language reflective of DEI. Will be shared with board, P&P Committee. Know activities of DEI overlap with activities of other committees. Want committees to make final call on language with board input.
    2. Want to see how DEI language can be incorporated into bylaws. Want to make sure not only saying doing something but operationalized in work.
    3. Want to access any baseline membership data to determine how to best serve membership. Know offering value to people in roles community and economic development. Know trying to collect data, access when appropriate. If incomplete, want to work on creating a survey/inventory.
    4. DEI principles in on-going work, an important issue. Provide insight on what might look like. Consult with core leadership and committee chairs. Core principle also work in process.
    5. Work on ways for NACDEP to continue to have access to new membership and strong support 1890 and 1994 institutional members.
  - Want to keep this work going. Support it how we can.
  - Was question about what role DEI Committee would take during deeper dive. Thought it would be discussion point during board retreat. May bring committee into that discussion.
  - Rebekka noted this was discussed by the board in the “pregame.” Is a future action item. Also asking committees to start thinking about this.
  
- **Marketing Committee** ~ *Susan Kelly*
  - Susan said it was a diverse group. The committee talked at conference about other community development organizations and about how to draw them into NACDEP. Group also identified groups in Extension could work with, bring in.
  - The committee had some questions for the board where it needed clarification regarding affiliate memberships for NPOs and inviting community members to do presentations at conferences.
  - Rebekka said that since JCEP uses the overall membership’s Extension appointment as the criteria to review NACDEP that everyone invited.
  
- **Member Services Committee** ~ *Nicole Breazeale/Nicole Walker*
  - Nicole W said a written updated was provided.
  - Committee going to bi-monthly meetings. Will finalize plans for year, including webinars (couple on tap).
  - Looking forward to conference survey data. The conference buddy program was a big win. Great things in store. And liaisons are in place.



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- **Recognition Committee ~ Eric Walcott/Tamara Ogle**
  - Tamara said the committee had an informal meeting at conference and will hold a full meeting Aug. 3.
  - Next task is to review and determine what like to change in awards process. Then committee will set schedule for year, including opening and closing of awards. Please share ideas on awards ceremony and process with chairs.
  - Like to celebrate honorees more and recognize outside of conference.
  - Need committee members from the South and Northeast.
  
- **Historian Report ~ Stacey McCullough**
  - Not present/No report.

**Updates from Regions & Partners (Reports to be filed to Google Docs)**

- **Northeast ~ Molly Donovan**
  - Molly said beginning to schedule fall meeting. Will look for Recognition Committee members. Asked Rebekka about visiting regional meeting.
  
- **North Central ~ Kara Salazar**
  - Kara said will be scheduling fall meeting.
  
- **Southern ~ Matthew Ulmer**
  - Matt said preparing to schedule regional meeting. Looking to segment region out into service/activity areas to engage population different way (Ricky added info to regional rosters)
  
- **Western ~ Katie McFarland**
  - Not present/No report
  
- **1890 ~ Joy Moten-Thomas**
  - Joy said will be leaving Fort Valley State (where Extension Assistant Administrator). Would like to complete term. Next meeting is July 18.
  - Continuing to grow 1890 membership. Have 60 names on roster, major growth from five.
  - Spearheading getting applications from 1890s to host conference in 2024 and mentorship for abstracts for 2023 conference.
  - Want to do better job getting invites to board to 1890 meetings.
  - Don asked Joy where going. Joy declined to disclose, wanted to let employer make announcement. Did say was not leaving Georgia or community development but was leaving University of Georgia system.
  - Rebekka reminding that membership affiliation (for JCEP) is based on membership as a whole -- not any individual.
  
- **1994/FALCON ~ John Phillips**
  - Not present/No report



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- **Joint Council of Extension Professionals (JCEP) ~ Adam Hodges/Melinda Grismer/Rebekka Dudensing**
  - Rebekka reported that JCEP board continued to meet.
  - Dates for Extension Leadership Conference (ELC) and Public Issues Leadership Development (PILD) conference known – and call for presentations for ELC out.
- **Journal of Extension ~ Jamie Rae Walker**
  - Not present/No report
- **ELC (Feb. 7-9, 2023 in Kansas City, MO) ~ Donna Rewalt, Russ Garner**
  - Donna reported work was underway and the committee was “ahead of the game.” Call for proposals out and due in September. Charing the Program Committee. Probably last year for conference in Kansas City (second year of two-year commitment)
  - Rebekka asked about that. Donna said that it was thought the conference went to Kansas City because of the NIFA move. Added there is some thought about having strong university partner for logistics (such as projectors).
- **PILD (April 17-19, 2023 in Arlington, VA) ~ Ramona Madhosingh-Hector, Sandra Thompson**
  - Ramona reported the call for proposals is out and due Oct. 15. The theme is “Year-Round Advocacy.” Conference will be exploring potentially changing hotel (has a longstanding relationship with the current venue – Hyatt Crystal City).
  - Sandra said was still navigating way through. Nothing from 1890 perspective yet and appreciates the assistance.

### Conference Reports

- **2022 Conference – Melinda Grismer/Tamara Ogle/Rebekka Dudensing**
  - Tamara reported that conference survey responses were low and It was being resent in the newsletter. Results will be shared with the board and the 2023 Committee.
  - Ricky mentioned hotel bill. Getting close to wrapping up.
  - Rebekka noted that a few people did a recurring gift to Fundly totally about \$850 and Melinda will be working on tabulating the survey.
- **2023 Conference – Katie McFarland**
  - Not present. Comments provided by Rebekka Dudensing.
  - Rebekka noted that the meeting was coming up. Will be asking about Marketing Liaison among other issues.
- **2024 Conference Selection – Melinda Grismer/Matt Ulmer**
  - Rebekka noted that information went out in the newsletter and an informational meeting was held and posted on YouTube. It will be discussed at next month’s meeting. The selection is being made later than normal, so the call for 2025 will be coming soon.



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### Old Business

- None
- Items left on table to deal with later because need more information or dealt with administratively.

### New Business

- None

### Announcements

- From Rebekka: Consider ways to help the board define and own our DEI commitment (with DEI liaisons). Committees are asked to identify questions that have for a general membership survey. And how to move DEI issues forward into conference activity. (Exec will take feedback before retreat and also receive feedback after and on into the conference.)
- From Rebekka: Asking committees to help define DEI commitments. Opportunities within committees to embrace these principles. Also ask that committees get questions for a membership survey – Targeting early fall so have results to discuss at retreat). Want to find out these things. Want to intentionally incorporate into conference.
- From Rebekka: Share the NACDEP newsletter to colleagues.
- No other announcements from the floor.

### Adjournment

- Daniel moved to adjourn. Mike seconded. Adjourned 1:01 p.m.

Board meetings are by Zoom on the 3<sup>rd</sup> Friday of each month (after conference, next one 7/15)  
**START TIMES: 9 a.m. (PACIFIC) • 10 a.m. (MOUNTAIN) • 11 a.m. (CENTRAL) • noon (EASTERN)**



## **Committee Reports**

**7/15/2022**

*Please include a few sentences about about your committees' current discussions and actions. If decisions are needed from the board, please note those in advance of the meeting.*

### **Standing Committee Reports**

Finance Committee ~ *Craig Carpenter*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

Communications Committee ~ *Jaime Menon/Jan Steen*

Date of last meeting: 6/7/22 @ NACDEP 2022 Conference

Committee highlights: Set next Zoom meeting for August 5th at 10 ET with discussion items at that time of adding a link in the newsletter and website to LinkedIn for job posting, a possible design change for the newsletter since it's getting larger and more popular, and a potential Canva account for newsletter and social media graphics. We also welcomed Charissa Puryear and Matt Ulmer to the committee.

Decisions/actions requested from board: Does NACDEP currently have a Canva account we could get access to, or how to we go about subscribing?

Nomination/Policy & Procedures Committee ~ *Melinda Grismer*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

Diversity, Equity & Inclusion (DEI) Committee ~ *Michelle Eley / Lisa Hinz / Lupe Valtierra*



Date of last meeting: July 12, 2022

Committee highlights: Met and discussed Committee Charges and related issues with President Dudensing as follows:

- Suggestions for rewording of NACDEP Mission/Vision to provide for inclusion of DEI (Diversity, Equity & Inclusion) language in statements
- Importance of By-Laws review by By-Laws Committee to incorporate language reflective of Diversity, Equity & Inclusion (DEI) principles and practices throughout the structures of the organization
- Access to any available NACDEP membership data to determine baselines to guide demographic analysis and creation of possible inventory/survey to further organizational DEI efforts
- How to better infuse DEI principles and practices into the ongoing work efforts of the Board and NACDEP committees
- How to continue expanding access to/for new members and 1890/1994 institutions (*i.e.* 2022 Conference Scholarship recipients/Conference Buddies)

Decisions/actions requested from board:

- What role, if any, should DEI Committee take during NACDEP Board retreat in late summer/fall 2022?

Marketing Committee ~ *Susan Kelly*

Date of last meeting: July 11, 2022

Committee highlights: Discussion of groups outside extension to invite to membership and conference, coordination with Member Services, Comm Comm and the Conference Host Committee. Discussion of engaging and targeting retirees/lifetime members, students, county extension directors. Will meet monthly at 2 EST on the 4th Friday.

Decisions/actions requested from board:

Confirm that inviting those doing community development work outside extension could join as affiliate members.

Host Committee - consider offering a few presentation slots for non-extension presenters, possibly reduce registration to meal cost.

Member Services Committee ~ *Nicole Breazeale/Nicole Walker*

Date of last meeting: At the conference, June 7. The July meeting is being rescheduled pending results of our meeting poll to members. Nicole B. and Nicole W. have taken the co-chairmanship effective at the NACDEP 2022 conference after the excellent leadership of Mike Dougherty for the past several years. We currently have 16 members on the roster and are in the process of confirming that all intend





to be active members this year. In addition to the chairs, we have a secretary, a liaison to the Marketing Committee, a liaison to the DEI Committee, and a liaison to the Communications Committee. We plan to have our next meeting by or in September at the latest, where we will finalize plans for the webinar schedule and other goals for the year. We look forward to getting data from the conference to find out how well the “Conference Buddy” program was received, by both the conference newcomers and the mentors.

Committee highlights: New chairs, new members, and lots of enthusiasm for moving forward!

Decisions/actions requested from board: None at this time

#### Recognition Committee ~ *Eric Walcott/Tamara Ogle*

Date of last meeting: June 7 at conference

Committee highlights: Recognition Committee hosted the awards ceremony at conference. We featured a few award winners in the summer newsletter and will continue to do that throughout the year. In the future, we will also cc com com so they can post to social media if they want. Our next meeting is August 3 at 3pm ET. We will review last years award process and ceremony and go through our plan of action for the next year. We’ve made some notes throughout the process of potential changes or issues and had some preliminary discussions about changing up the awards ceremony.

Decisions/actions requested from board:

#### Historian Report ~ *Stacey McCullough*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

#### **Updates from Regions and Partners**

Northeast ~ *Molly Donovan*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:



North Central ~ *Kara Salazar*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

Southern ~ *Matthew Ulmer*

Date of last meeting: NA

Committee highlights: Preparing to send initial email and coordinating with Joy to set mutually accessible meeting dates for southern region. Ricky provided helpful data with updated roster and specialty preferences to begin efforts to organize and engage members. Meeting invites and engagement will begin formally next week.

Decisions/actions requested from board: NA

Western ~ *Katie McFarland*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

1890 ~ *Joy Moten-Thomas*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

1994/FALCON ~ *John Phillips*

Date of last meeting:



Committee highlights:

Decisions/actions requested from board:

Joint Council of Extension Professionals (JCEP) ~ *Adam Hodges/Melinda Grismer/Rebekka Dudensing*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

Journal of Extension ~ *Jamie Rae Walker*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

ELC (Feb. 7-9, 2023) ~ *Donna Rewalt, Russ Garner*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board:

PILD (April 17-19, 2023 in Arlington, VA) ~ *Ramona Madhosingh-Hector, Sandra Thompson*

Date of last meeting:

Committee highlights:

Decisions/actions requested from board: