



National Association of Community Development Extension Professionals

**August 19, 2022 Board Meeting  
12-1:30 p.m. EST**

**Agenda**

**Meeting Opening**

- **Welcome/Call to Order** ~ *Rebekka Dudensing (12:06 pm ET; 11:06 am CT)*
- **Roll Call** ~ *Michael Dougherty*

- Rebekka Dudensing, President
- Crystal Tyler-Mackey, President-Elect
- Melinda Grismer, Immediate Past President
- Michael Dougherty, Secretary
- Molly Donovan, Northeast Regional Rep
- Kara Salazar, North Central Regional Rep
- Matt Ulmer, Southern Regional Rep
- Joy Moten-Thomas, 1890s Regional Rep
- John Phillips, 1994s Regional Rep
  
- Jamie Menon, Co-Chair, Communications Committee (Comm-Comm)
- Craig Carpenter, Finance Committee
- Nicole Walker, Co-Chair, Member Services Committee
- Nicole Breazeale, , Co-Chair, Member Services Committee
- Susan Kelly, Chair, Marketing Committee
- Michelle Eley, Co-Chair, DEI Committee
- Tamara Ogle, Co-Chair, Recognition Committee
- Jamie Rae Walker, JOE Editorial Board Rep
  
- Nate Peterson, Prairie View A&M (2024 Conference Host Bidder)
- Jimmy Henry, Prairie View A&M (2024 Conference Host Bidder)

- **Agenda** ~ *Rebekka Dudensing*  
Approved.
- **Approve Minutes of the Last Meeting** ~ *Michael Dougherty*  
Michael moved for approval. Matt seconded. Approved.
- **Treasurer's Report** ~ *Daniel Eades*  
Not present. Report given by Rebekka and Michael

Based on our July numbers, NACDEP has \$181,112 in total assets; this is in line with the numbers from last year (\$182,043 in July 2021). The value of the endowment fund held at Vanguard was \$51,195. This is \$2,370 below the fund's value at this time last year. However, positive moves in the global stock fund helped NACDEP recover \$1,700 over the past month.



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Current net income is \$15,884. Another \$16,000 in expenses is anticipated, so should just break even for the year. Organization expenses are in line with expectations. Some unexpected conference expenses for hotel room charges (\$10,604) and meals and breaks (\$28,000 over budget). Meetings scheduled to better understand why these came in so far above estimates and how we should adjust our budget going forward. Credit card fees also above estimates (although under budget for these fees in organizational expenses). The budget will be increased for this item moving forward.

Matt moved. Melina seconded. Accepted.

- **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*  
Not present. No report.

### Partner Reports

- **NIFA Liaison** ~ *Sarah Rocker*  
Not present. No report.
- **Regional Rural Development Centers Rep.** ~ *Don Albrecht*  
Not present. No report.

### Standing Committee Reports (please include a brief [Standing Committee Report](#))

- **Finance Committee** ~ *Craig Carpenter*  
Nothing to report in addition to Finance report
- **Communications Committee** ~ *Jaime Menon/Jan Steen*  
Jamie noted the committee moved its meeting date to avoid a conflict with Member Services. Working to direct job postings to LinkedIn (via Newsletter, website). A call for the next newsletter will be coming soon. A liaison from the committee to the DEI Committee has been appointed (Charissa Puryear of NC State Extension).
- **Nomination/Policy & Procedures Committee** ~ *Melinda Grismer*  
Committee does not usually start work until January. Currently, gathering suggestions from conference. Call is out coming for policy and bylaw changes. Already working on those ideas that have bubbled up.
- **Diversity, Equity & Inclusion (DEI) Committee** ~ *Michelle Eley/Lupe Valtierra/Liza Hinz*  
Michelle outlined some things DEI would like to meet with board on to have a deeper conversation. Asked about the role the committee can be play in executive board retreat. Discussed demographic data on the membership, noting there might be some information available and that a snapshot would show where NACDEP is and where growth potential exists; Member Services and Comm-Comm have made reports about this. Also, Member Services is looking at topics for fall webinar which may have a DEI perspective.

Rebekka noted the executive board will be talking about DEI topics during the retreat. There is the full board meeting on October 28; the executive board will be carving out some additional time for discussion. Data from previous surveys can be posted on Google Drive and other available data can be added to it. Melinda added the information from the post-conference survey will be posted.



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- **Marketing Committee ~ Susan Kelly**  
Meeting scheduled next week. Making lists of organizations can tap for new memberships.
- **Member Services Committee ~ Nicole Breazeale/Nicole Walker**  
Nicole W posted notes from last meeting (couple of weeks ago). Next meeting (Sept. 2) will discuss feedback on “Buddy System” and details on the Wednesday Webinars.

Nicole B noted “Buddy System” came from discussions between Member Services and DEI on how to make new members feel comfortable at conference. About one-third conference attendees were new members (83 total). Of those, 23 signed-up for conference buddies – roughly two-thirds of whom were scholarship recipients. Committee tried to match with those with related interest area Had 13 or 14 volunteer buddies. Buddies and newcomers were to have met early in conference, some continued to meet post conference as well.

Post-conference survey had 93 responses, including 18 newcomers who had requested buddies and 23 newcomers without buddies. Conference had an overall 8.2 (on 10-point scale) satisfaction rating; the rating from those with buddies was Committee took that as a sign that system worked. Comments including “helped me make connections, feel included” Comments for improvement included formalization suggestions (including two who did not reach out pre-conference), more time to meet with buddies (perhaps during new member session) and to provide more support/suggestion on how to be best mentor.

- **Recognition Committee ~ Eric Walcott/Tamara Ogle**  
Tamara reported the committee met in early August, reviewed process and addressed changes. Committee also went through timeline, knowing an earlier conference in 2023. The committee plans to set the deadlines earlier in January.

Rebekka asked if NACDEP New Year would still function to highlight awards, given the conference is earlier. Tamara said if the event is in early January, it may still work. The committee does not to close awards before beginning of year, looking at January 15.

Rebekka asked if the Member Services Committee was thinking about previous award winners present in the webinar series. Nicole B responded that historically the fall presentations have featured those who were accepted but could not attend conference. That scope could be expanded, but the committee would want to make sure it was in line with broader DEI and NACDEP goals. Nicole W said that the committee could discuss it at its September meeting, thought there probably would not be able to do something every month as there won't be as many presentations scheduled.

Rebekka commented that it could also be discussed at next Marketing Committee meeting. Susan said the committee could talk about that.

- **Historian Report ~ Stacey McCullough**  
Not present. Report given by Rebekka. Working on social media posts on from the previous NACDEP presidents video series. They should start being posted in September.



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**Updates from Regions & Partners (please include a brief Region/Partner Report)**

- **Northeast** ~ *Molly Donovan*  
No updates
- **North Central** ~ *Kara Salazar*  
No updates.
- **Southern** ~ *Matthew Ulmer*  
Meeting dates set for October 7 and January 27 (2023) at 10 am CT (11 am ET).
- **Western** ~ *Katie McFarland*  
Has some comments related to upcoming conference (see below). Also, there will be a regional retreat September 20-23 and the region will meet with the executive board on
- **1890s** ~ *Joy Moten-Thomas*  
Group meets third Monday of every month at 2 p.m. ET (1 p.m. CT). It has 66 members.

1890 community suggested need for “certificate of completion” for attending conference. Recommend issue such for all attendees – asking for board consideration on the matter. Another item asked about were “Continuing Education” credits (CEUs). Wondered about how to issue such for all conference participants who may want/need CEUs.

Noted it was important to the 1890s to have an 1890s Networking Event as part of conference agenda.

inquired about the continuation of complementary memberships for those working at 1890s. Melinda thought it was a three-year program and agreed that once someone become a member, they were a member. Will need to research it.

Rebekka noted that the CEUs had been discussed in the executive board meeting and if institutions issued them in conjunction with conferences, Joy said she if there was such a mechanism, she would be interested in hearing how that worked. Jamie Rae commented that difference audiences have different requirements for these credits and that often someone has to “sign-off” on them or be the keeper of them. Joy noted that it just came as a request. – Not sure. Just came up as a request. Jamie Rae also commented that a “certificate of completion” cannot be issued unless we know what people completed. Joy noted that this is important to the 1890s members for their professional development folders and she wanted to see what we have that capacity in that area. Melinda said we might be able to use Oxford Abstracts to help track sessions. Michael noted we would need to know about need to know what is needed by those requesting them as the CEUs may be general or subject specific.

Nicole B said in the chat that it sounded like an important idea to consider. Tamara said in the chat that a certificate of completion seems easy. Kara said in the chat that she would use a certificate of completion for professional certification updates.

Nicole W echoed what Nicole B said in chat and said this was something Member Services would support. Nicole B asked what was needed. Joy outlined that it was two separate things – the certification (of completion) and CEUs.



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Matt reiterated a comment from the executive board meeting that if NACDEP offers other professional development opportunities that the ability to provide CEUs from that could be useful or beneficial as well.

- **1994/FALCON ~ John Phillips**  
Planning for annual confere Oct 21- 24 in Albuquerque, NM. On October 24, there will be an 1862-1994 collaboration workshop. Working with Michael Wilcox (of Purdue) and Steve Gavazzi (of Ohio State)
- **Joint Council of Extension Professionals (JCEP) ~ Adam Hodges/Melinda Grismer/Rebekka Dudensing**  
Melinda said the calls for proposal for both ELC and PILD were on the NACDEP website. Also noted that JCEP would not be having board meetings at both conferences. The JCEP board will meet in Chicago in November and at then at PILD. Also, JCEP working with new four committees to emphasize Extension-wide priorities.
- **Journal of Extension ~ Jamie Rae Walker**  
No updates. Board meeting upcoming late August/early September.
- **Extension Leadership Conference (ELC) (Feb. 7-9, 2023) ~ Donna Rewalt, Russ Garner**  
Not present. No report.
- **Public Issues Leadership Development Conference (PILD) (April 17-19, 2023 in Arlington, VA) ~ Ramona Madhosingh-Hector, Sandra Thompson**  
Not present. Rebekka said Ramona wanted to remind everyone call is out.

### Conference Reports

- **2023 Conference – Katie McFarland/Rebekka Dudensing (done early)**  
Rebekka said work is underway and the group is took notes at the recent 2022 conference. Also noted that the conference was seeking a sessions chair and if anyone was interested, to let Katie know. Also, the committee is looking into whether to have a new logo (in lieu of the logo originally designed the 20211 conference).
- **2024 Conference Selection – Melinda Grismer/Matt Ulmer**  
Melinda was excited that Prairie View A&M submitted an application for Houston in June 2024. The application listed two Sunday-Wednesday dates (June 9-12; June 16-19).

The application listed co-chairs and local conference committee members. The narrative listed assets and why Houston would be an asset for hosting NACDEP. A small team was listed. Perhaps there could be a national call to expand conference committee to be able to lend some support.

The hotel pricing is good and comparable to previous conferences. The airport and parking situations look good. The first option for the hotel (the Hyatt Regency) would be more accessible from Airport. (Hyatt Regency).



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There is a desire to move away from Sunday start date. That might be something to be pursued. Another consideration is to ask about food and beverage (F&B) price and attrition rates.

Rebekka noted that Nate and Jimmy (from Prairie View A&M) have joined us.

Nate said Prairie View was excited to potentially host. Houston great location as it embodies culture and economic development. We can include a tour of university (Prairie View A&M,). We have talked with our research director and have support from our dean.

There are questions about getting the government rate. It is wondered if the contract needed to be in Prairie View's name to get that rate. Melinda noted that NACDEP has been able to get the government rate. The contract would be in NACDEP's name. Ricky (Atkins) would work with Prairie View with that and would have the answers. Nate noted the university has weight in Houston area.

Nate said there is a second conference option. It is a nice place about 35 miles from downtown drawing high tech firms and is good for outdoor activities. The third potential option did not come through. The person who handles matters there has been out; but it may be out of the desired price range.

Melinda asked the team to sell NACDEP on Houston. Nate said the city is vibrant and full of culture. It is 45 minutes from Prairie View A&M. It is a major city. There are opportunities for mobile workshops. We have contacts with downtown Houston and access to the Mayor (the plan is to push to have the mayor or a council member give the conference kickoff speech).

Michelle noted that one thing that has been brought up meeting the room quota (attrition). That may be one area to negotiate. Melinda said that Ricky could assist with that as he has done a lot of negotiating with hotels and you would have someone for expertise. Nate asked for insight on past attrition rates. Melinda said that 80% to 85% is good.

Jimmy commented that ideally the committee wants to work with people outside the state and welcomes NACDEP members to execute this. Added that it is our first time, if we had members to be on committee to help with intricacies would be helpful

Joy said she was proud of Prairie View A&M for submitting. Also said another member who could help with planning is SRDC. – Rachel Welborn and others. Also said she could help, though noted she would not be the 1890 Regional Rep by the time of the conference. Michelle noted that Susan (Kelly) volunteered to be on committee in chat.

Rebekka commented that she was sure there are others involved not listed on the application. Nate said the team gleaned a lot of info from AEA conference, such as ideas for different committees. Melinda said would show the team what was done in the past. Also suggested the team may want to have people participate in committees for the 2023 conference to know how things work, become familiar with how they conferences work.

Rebekka asked if the conference could be scheduled for people to come in on Monday, getting Sunday off. Nate said that could be done and would send an email to the hotels.



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### **Old Business—None**

### **New Business**

- **Approval for Canva expense**  
Rebekka said the estimated cost for this graphics service was \$150.  
Matt moved for an allocation of \$150 or a reasonable expense. Kara seconded. Approved.
- **NACDEP 2024 Conference Location**  
Matt moved for Houston with Prairie View A&M as host. Joy seconded. Melinda thanked Prairie View for applying and recognized the time put into application. Approved.  
Jimmy appreciated the kind words and said Prairie View A&M would do a good job hosting it.

### **End of Meeting**

- **Announcements**  
None
- **Adjourn**  
Crystal moved. Matt seconded. Adjourned. (1:19 pm ET; 12:19 pm CT).

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**

**8/19/2022**

*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.*

**Please respond to the charge from the July meeting in the pink section for your committee:**

Considering 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. (The exec board is asking for feedback before retreat. We will discuss the survey survey, DEI, and mission/vision/values updates. We'll ask for additional feedback after the retreat and on into the conference.)

References

- Mission/vision/values <https://nacdep.memberclicks.net/mission-vision>
- Bylaws and policies/procedures <https://nacdep.memberclicks.net/document-library>

## **Standing Committee Reports**

Finance Committee ~ *Craig Carpenter*

*No report.*

Communications Committee ~ *Jaime Menon/Jan Steen*

Date of last meeting: August 5, 2022

Committee highlights: Decided to set our regular meetings on the 2nd Friday to avoid overlap with Member Services. Also set meeting time later to encourage participation from western states. Next meeting is October 14t, 11 ET/10 CT. Discussed some website updates for social media links and 2022 conference highlights, also LinkedIn links to newsletter and website for job postings since anyone can post them on our LinkedIn group page. Matt Ulmer is now Conference Committee liaison - he will be taking requests to that committee (some states need more details on travel costs like parking, meals, other travel related items; continue the great work of previous conf. Committee of branding and packaging info for distribution to our channels). Newsletter article calls will go out in September with the final call of September 23rd to meet the October publishing date.

Jaime met as Comm Comm Liaison to the DEI Committee and asked the DEI Committee if there might be a volunteer from the committee that might be willing to Liaison with Comm Comm as she (Jaime) has not been able to meet with DEI at most of their standing meetings due to other work scheduling conflicts and wanted to make sure that DEI has the opportunity to engage Comm Comm to convey any needs the DEI Committee might have for internal communications to membership. Charissa Puryear of NC State Extension volunteered to be the Liaison (yay and thank you!)





## Nomination/Policy & Procedures Committee ~ *Melinda Grismer*

*No report.*

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

Date of last meeting: August 9, 2022

### Committee highlights:

We received updates from the Member Services and Communications Committees.

- Member Services: Conference Survey - an update on responses from new attendees from the conference survey – 228 conference registrants, 70 were new attendees, and incorporate a “buddy system” for the first time for new attendees. Data support that having a buddy increased satisfaction. There has been some discussion about being more intentional in selecting/offering topics with a DEI perspective for the Fall Webinar series. There were some discussions around that idea.
- Comm Comm indicated that they would value a liaison for our committee, if possible, to keep lines of communication supported. One of our members (Charissa Puryear) volunteered to serve in that role.

### Ongoing Business:

- Mission and Vision Recommendations – The committee would like to share some discussion with the Policy & Procedures Committee and determine how they would like to proceed.
- NACDEP Member Demographic Data – We would like to know what demographic data we have on our membership. What has been collected? We suspect that some data has been collected at different intervals of the organization’s existence. It would be essential to have a baseline to see who NACDEP members are if we already have that data as a good starting point. First question: what do we know about ourselves already? What do you want to find out that is unknown?

### Decisions/actions requested from board:

- Board Retreat – We still like to determine if there is a role for us to take during the NACDEP Board retreat. It could be a survey or a brainstorming exercise with the Board on what they envision, moving Bylaws revision along, and potentially other “low hanging fruit.”

Next Meeting: Tues., September 13 at 1:30 p.m. eastern



## Marketing Committee ~ *Susan Kelly*

Date of last meeting: July 11, 2022

### Suggested member survey/DEI/charter items:

What is one thing NACDEP can do for the next annual conference to create a more diverse, equitable, and inclusive professional environment?

Are there groups that the marketing committee could target for recruiting purposes that would build a more diverse NACDEP membership?

Committee highlights: Set quarterly meetings, developed a list of potential organizations to include in marketing efforts for NACDEP. Next meeting August 26 @ 2PM EST

## Member Services Committee ~ *Nicole Breazeale/Nicole Walker*

Date of last meeting: August 5, 2022

Attendance: Kitt Sanders, North Carolina A&T; Peter Wulfhorst, Penn State; Nicole Walker, University of Florida

### I. Conference Feedback

#### A. Newcomer Session Impressions

##### 1. Successes

- a) Peter: Good interactions with the two conference mentees; conversations. Connecting personally as well (Peter–mentees from FAMU and Nebraska)
- b) Nicole: had two conference buddies—one from University of Florida, a first-timer, and one from Central State University, also a first-timer. Nicole mentioned her buddy has been mentoring her in programming.

### II. Conference Buddy Program

#### A. Will discuss at Sep. meeting

### III. Resuming the Wednesday Webinars

- A. Two ready to go—will see if we can fit these in this year (at least one, October)
- B. Timing and frequency of webinars—move to every other month

The committee meets again September 2, 10:00 am.



Recognition Committee ~ *Eric Walcott/Tamara Ogle*

*No report*

Historian Report ~ *Stacey McCullough*

Committee highlights: Blocked some time off on my calendar for 8/31 and 9/2 to work on a weekly social media posts with information from the past president videos that I want to roll out beginning mid-September.

Conference Report ~ *Katie Hoffman-McFarland*

Committee highlights:

We have the site visit/board meeting confirmed.

We are reforming committees and have carryover in finance, mobile workshops, and hospitality. Still looking for a sessions chair ASAP.

The conference is early so NACDEP recognition committee has noted that for award submissions.

No logo as of yet but it was suggested to reuse the first Idaho host logo. I will poll the team.

We had a small turnout for our last meeting, we are skipping August since I am in Fair and plan the next meeting on September 27<sup>th</sup> at 12 pm MTN.

## **Updates from Regions and Partners**

Northeast ~ *Molly Donovan*

*No update.*

North Central ~ *Kara Salazar*

*No update.*

Southern ~ *Matthew Ulmer*

**Suggested member survey/DEI/charter items:**

Committee highlights: Future meeting dates are 10/7/2022 and 1/27/23 both at 10 am CT. Calendar invites with Zoom links have been sent to all members per data provided by Ricky.



Western ~ *Katie McFarland*

Committee highlights: Nothing new happening, we are still planning our regional/Idaho retreat from September 20<sup>th</sup>- 23<sup>rd</sup> in McCall, Idaho.

1890 ~ *Joy Moten-Thomas*

*No update.*

1994/FALCON ~ *John Phillips*

Committee highlights: Oct 21-24 Albuquerque NM

<https://www.falcontribalcollege.org/annual-conference>

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

*No report.*

Journal of Extension ~ *Jamie Rae Walker*

*No report.*

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

*No report.*

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

Committee highlights: The call for abstracts is still open through October 15.