



National Association of Community Development Extension Professionals

**February 17, 2022 Board Meeting
12-1:30 p.m. ET**

New Zoom link today: Join Zoom Meeting

<https://tamu.zoom.us/j/5483601873?pwd=SzQxNHRPSmhKa2tjRk0rMU5iZjJxQT09>

Agenda

- **Welcome/Call to Order** ~ *Rebekka Dudensing (12:03 pm ET, 11:03 am CT)*
- **Roll Call** ~ *Michael Dougherty*
 - *Rebekka Dudensing, President*
 - *Crystal Tyler-Mackey, President-Elect*
 - *Melinda Grismer, Immediate Past President*
 - *Daniel Eades, Treasurer (left 12:20 pm ET, 11:20 am CT)*
 - *Michael Dougherty, Secretary*
 - *Scott Slattery, Northeast Regional Rep (Appointed to replace Molly Donovan)*
 - *Matt Ulmer, Southern Regional Rep*
 - *Katie Hoffman-McFarland, Western Regional Rep*
 - *Joy Moten-Thomas, 1890s Regional Rep*
 - *John Phillips, 1994s Regional Rep*

 - *Jaime Menon, Co-Chair, Communications Committee (Comm-Comm)*
 - *Jan Steen, Co-Chair, Communications Committee (Comm-Comm)*
 - *Nicole Walker, Co-Chair, Member Services Committee*
 - *Nicole Breazeale, Co-Chair, Member Services Committee (left 12:30 pm ET, 11:30 am CT)*
 - *Michelle Eley, Co-Chair, DEI Committee*
 - *Susan Kelly, Chair, Marketing Committee*
 - *Tamara Ogle, Co-Chair, Recognition Committee*
 - *Eric Walcott, Co-Chair, Recognition Committee*
 - *Jamie Rae Walker, JOE Rep (left 12:55 pm. ET, 11:55 am CT)*

 - *Don Albrecht, Regional Rural Development Center Rep.*

 - *Ricky Atkins, The Association Source, NACDEP Executive Director*
- **Agenda** ~ *Rebekka Dudensing*
 - Matt moved, Melinda seconded. Approved
- **Approve Minutes of the Last Meeting** ~ *Michael Dougherty*
https://drive.google.com/drive/u/1/folders/1c3X_wR15Z-iHC9EUHTBs8LjbXyuN-M5D
 - Crystal moved, Matt seconded. Approved.
- **Treasurer's Report** ~ *Daniel Eades*
 - Reported \$172,000 total assets, including \$53,000 in the endowment. This represents a \$2,000 increase month-to-month, \$1,000 decrease year-to-year. The expenses look good, in-line with expected. Membership dues are \$4,000 higher, that's a positive and hopefully bodes well. Credit card fees becoming an increasingly large part of budget and would like board to consider cost recovery for that.



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- Rebekka showed proposed budget and highlighted the credit card fees. Noted that \$4,000-\$5,000 in a tight budget can mean difference between finishing in “red” or “black.” Hopefully there can be able to vote on budget next month after Finance looks at it.
- Daniel complemented host committee for keeping costs low, using local resources.
- Matt moved to accept. Joy seconded. Accepted.
- **The Association Source ~ Ricky Atkins, NACDEP Executive Director**
 - Uploaded reports and regional rosters to Member Clicks; they included expiration dates. NACDEP up to 280 members for 2023. About 150 persons have not renewed yet; they probably would do with conference registration.
 - If we open conference registration too early, all people not (renewed) members will still get member rate. We would either need to remove everyone (who has not renewed) now or wait until March 1 to open registration. If they (conference registrants) are non-members, they will have a general profile, then when they review, I then go behind and update their profiles.
 - Katie noted that some have contacted me about getting registration out before March 1 to use state funds to renew membership because of budget timing. Wasn't sure of best way to handle that. Ricky said will get into system to see.
- **President's Report ~ Rebekka Dudensing**
 - Board looked at funds for scholarship. Currently have about \$2,200, that includes \$1,000 from Fundly, \$500 from popcorn sales, and \$700 from the 2022 silent auction. Will be following up with Nicole and Nicole (the Member Services co-chairs). We are back where we were pre-COVID. Have thoughts about maximum being \$750 but also try to spread around.
 - Reminded be thinking of silent auction items to bring to Coeur d'Alene.

Partner Reports

- NIFA liaison ~ Sarah Rocker
 - Not present. No report.
- Regional Rural Development Centers Rep. ~ Don Albrecht
 - All is going well with the regional centers. Will be in contact to plan State Program Leaders meeting
- Community Development Society (quarterly) ~ Bo Beaulieu
 - Will join next month.



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

- Finance Committee ~ *Craig Carpenter*
 - Not present. No report.

- Communications Committee ~ *Jaime Menon/Jan Steen*
 - Jaime reported the committee met on February 10 and Gwen Stewart brought NET (National Extension Tourism) and that it wanted to start up newsletter, which is a lot of work. In the interim, NET will contribute to NACDEP newsletter and Gwen be the conduit.
 - Jan leaving post as co-chair to become North Central Regional Rep. Gwen has stepped forward to step forward.
 - Discussion of needing to alter newsletter submission dates because of early conference. The plan is for a March 27 deadline with an April 3 publication date.
 - Jan noted that it appears we have videographer role filled for conference. Melinda said have an “all-girl” team this year. Jaime added they are from the area and it will be interesting to see how they frame things.
 - Jaime asked about co-chair nomination. Rebekka said new president handles that each year but would welcome nominations.

- Member Services Committee ~ *Nicole Breazeale/Nicole Walker*
Taken out of order (after Comm-Comm) because of scheduling issues.
 - Nicole B said the committee met week and half ago and talked about Buddy program that started out last year for scholarship winners.
 - Asked about numbers. Interested in how NACDEP got the scholarship grant (last year) and how it can work toward that type of scholarship funding again.
 - Discussed comments on how to change program. One was giving heads up earlier. Will get word out few weeks before. Also sought more time to meet during conference, granted a time slot on Tuesday afternoon (poster session)
 - Webinar Series. Moved to March and April. Fx DEI. Especially after NNY regional sessions. Some people expressed hesitation as lifting themselves up as “knowing what they are doing.” Looking at turning one into a panel to discuss matters. Possibly those who have completed or used materials from Coming Together for Racial Understanding program. Other options reach out to DEI Committee or to non-Extension entities. Need assistance/guidance.
 - Crystal said would be happy to help. Michelle and I both serve on national “Coming Together” team. Also, the Racial Equity in Food Systems subcommittee could be another area of interest to reach out to (and would be happy to do so).
 - Michelle said has some information could share with you regarding the focus groups (from NACDEP New Year). Will have some time to work on it this month.
 - Nicole B asked if it was realistic to “put together” a panel in a month. That would leave the option to do another panel or a talk in April. Or could do something that rose out of the focus groups for a training or meet a need.
 - Michelle said let’s meet on short order. Leaning that “Coming Together” would be easier to do more quickly.
 - Nicole B will follow-up with Crystal or Michelle and figure it out. Just need a plan.



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- **Nomination/Policy & Procedures Committee ~ *Melinda Grismer***
 - Shared proposed changes last meeting; they are part of the report.
 - Want to nudge people to turn in any Playbook charges by March 1, especially if might involve policy changes so covered in March 31 webinar. Will also need DEI statement from Michelle as well.
 - Rebekka showed where the Playbooks are found on NACDEP website. Added was glad Melinda addressing matters so holistically.

- **Diversity, Equity & Inclusion (DEI) Committee ~ *Michelle Eley/Lupe Valtierra/Liza Hinz***
 - Michelle said committee met last Tuesday (February 7) . Looking at information received (from NACDEP New Year) Almost overwhelming. Tremendous opportunity to get that feedback.
 - Felt like need more time with data to determine theme. Information is inconsistent across the four groups and we want to develop strategy for sharing with board. Will work with Rebekka and others to convey that information. If we need a deeper dive, choose how to do that best for everyone. Looking forward to sharing with everyone, hopefully in the next month or so. So, we are just combing through data. Rebekka added there was a lot of data to comb through.

- **Marketing Committee ~ *Susan Kelly/Tanya Lamo***
 - Susan said the committee was ready to market conference outside NACDEP. It will reach out to non-members and those in the western region.
 - Noted that this is different than what is in Playbook and apologized for that. Apologized. Rebekka said that (the apology) was not needed. Michael mentioned the Venn Diagram (showing Marketing, Member Services, and Communications). Melinda was hopeful this could all be updated in the Playbooks. Susan was going looking to update it (for Marketing).

- **Recognition Committee ~ *Eric Walcott/Tamara Ogle***
 - Tamara said had about same number of applications (this year) with a better spread across categories. The “Big 3” categories (JCEP, DCA, DSA) all had applications. Judges scoring and hope have back by the end of the month. Hopefully won’t have to hound alternate judges. Will get with Ricky once know how many plaques to get.

- **Historian Report ~ *Stacey McCullough***
 - Not present. No report.

Updates from Regions & Partners (please include a brief [Region/Partner Report](#))

- **Northeast ~ *Molly Donovan***
 - Not present. No report.
 - Note: Molly is leaving Extension.

- **North Central ~ *Kara Salazar***
 - Not present. No report.



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- Southern ~ *Matthew Ulmer*
 - Met January 27. Talked about regional expertise interests and whether to share knowledge or expand skills. Hope to have finalized and share lists within region next week to set up meetings.
- Western ~ *Katie McFarland*
 - Have not met since December. Not a lot of new things. Have judges (for awards) and encouraged award submissions.
- 1890 ~ *Joy Moten-Thomas*
 - No report.
 - 1890 members attended Matt's Southern Meeting. It was our first joint meeting and worked out pretty-good. Helps to avoid double meetings.
- 1994/FALCON ~ *John Phillips*
 - Will be changing (FALCON) conference venue this year. Plan on going to Denver on October 13-15. (the Kansas City venue is too small as the conference size doubled last few years). Will get out once contracts signed and cancelled.
- Joint Council of Extension Professionals (JCEP) ~ *Melinda Grismer/Rebekka Dudensing*
 - Rebekka noted there is a new JCEP award – Excellence in Extension Engagement Award.
 - PILD registration now open.
 - Michelle noted wanted to get info from 1890 and 1994 members (from NACDEP New Year type activity). Asked if could be on future meeting. Received positive responses from John and Matt (with Joy).
 - Melinda noted that ELC had 221 registrants – and 213 attendees. Received good comments. The Keynote and Capnote speakers were well-received. In the process of deciding where it will be next year. Will be decided at next JCEP board meeting. Looking at somewhere in the south.
 - Donna still willing to serve as ELC Rep. Also willing to step-down if someone wanting to take that. Knowing shifting in JCEP regarding conferences, that will be something Crystal will deal with.
- Journal of Extension ~ *Jamie Rae Walker*
 - Adding an editor – Jenna Anding of Texas A&M, who had been an associate editor. Voting on it in March. Will attend NACDEP conference and staff booth. Looking at a session/writing assessment.
- ELC (Feb. 7-9, 2023) ~ *Donna Rewalt*,
 - Not present. See above.
- PILD (April 17-19, 2023 in Arlington, VA) ~ *Ramona Madhosingh-Hector*,
 - Not present. See above.



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Conference Reports

- 2023 Conference – *Katie McFarland/Rebekka Dudensing*
 - Katie noted the session acceptance emails sent out. Waiting to hear back from people who can make it. More presentations than have had past couple of years. Finalizing that.
 - Mobile workshops set with prices and reservations. Keynote and Capnote confirmed. Collecting bios and photos. Finalized budget. Planning entertainment. Ricky has AV and meals scheduled. Getting really close.
 - Rebekka noted can make hotel reservation now.
 - Michelle asked about registration. Ricky said \$535/\$585 member. \$625/\$675 non-members (early bird/regular registration).
 - Michelle asked about shuttle. Joy said a pay shuttle from the airport (Spokane) to Coeur d'Alene. It takes about 40 minutes. Matt said it cost \$70. Michelle asked about how to make reservations. Matt said to call them.
 - Susan wanted to make sure that I am not listed as contact for conference. Noted had received call when hotel mixed up about another organization.
 - Jamie-Rae asked if people who had presentations accepted still confirm. Katie said yes; that way, if someone not coming, can put in another presentations. Jamie-Rae said email received does not say that, just says to withdraw (if cannot present). Melinda noted attendance is assumed unless proposal is withdrawn.
- 2024 Conference Selection – *Jimmy Henry/Nate Peterson/Talia Washington/Matt Ulmer*
 - Rebekka noted that Ricky and team has been looking at hotel contracts. Process is rolling along.

Old Business

- None.

New Business

- Northeast Region Rep appointment- Scott Slattery
 - Rebekka stated that Molly Donovan had taken job elsewhere (with the state of New Hampshire). Scott at the University of New Hampshire is willing to fill role for next year. And hopefully after that.
 - Michael moved. Matt seconded. Appointed.
 - Scott said that Molly was a mentor when I started Extension. Molly not going far, moving over to Community Development Finance Authority. Also said was at NACDEP last year and has been participating in session review and award judging.
- Approval to charge credit card fees to transactions
 - Melinda moved. Joy seconded.
 - Joy asked if flat fee or percentage. Rebekka said it was percentage based. For example, it will add \$16 to member early bird conference registration (at 3%). Payment regular cost by check. Both will appear on form.
 - Michelle asked about membership costs. Rebekka said same 3% would apply.
 - Approved.



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Announcements

- Next meeting March 17.

Adjourn

- **Call to Adjourn** ~ *Rebekka Dudensing* (Approximately 1:02 pm ET, 12:02 pm CT)
 - Joy moved. Adjourned.

Board meetings are by Zoom on the 3rd Friday of each month
**START TIMES: 9 a.m. (PACIFIC/ARIZONA) • 10 a.m. (MOUNTAIN) • 11 a.m. (CENTRAL) •
12 noon (EASTERN)**



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Standing Committee Reports

- Finance Committee ~ *Craig Carpenter*

- Communications Committee ~ Jaime Menon/Jan Steen
Date of last meeting: February 10, 2023
Committee highlights:
 - Potential National Extension Tourism contributions to the NACDEP Newsletter - the Committee is open to the idea. Gwynn Stewart will be a conduit for these submissions to Tom Blaine.
 - Gwynn Stewart was approved by Comm-Comm to fill Jan Steen's vacancy as co-chair when Jan assumes NACDEP North Central Regional Rep responsibilities after the 2023 Annual Conference.
 - Newsletter submission requests and review will be altered to have submissions and release of the newsletter a few days earlier than planned due to how early the conference is this year than in years past - Deadline of submissions will be March 27th, reviewers must have drafts back to Tom by March 30th, the publication date must be April 3.
 - Melinda is working on finalizing videographers for Idaho (some students have stepped up to volunteer, Melinda is currently working with them).*Decisions/actions requested from board:*
 - Is approval needed for Gwynn to assume the role of co-chair for Comm-Comm?
 - Feedback on Newsletter date shift?

- Nomination/Policy & Procedures Committee ~ Melinda Grismer

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

- Marketing Committee ~ Susan Kelly
Date of last meeting: January 27, 2023
Committee Highlights:
 - Set up a spreadsheet to share with committee members, for use in inviting other groups to join NACDEP and attend the conference. Waiting for registration link to conference to continue.

- Member Services Committee ~ Nicole Breazeale/Nicole Walker
Date of last meeting: February 3, 2023
Committee Highlights:
 - No submissions for the DEI-focused Wednesday Webinars slots for March and April. Committee discussed having a panel instead for March. Plans still in the works for April 2023. Dates are
 - Continuance (2nd year) of NACDEP Conference Buddy Program, where newcomers and first-timers and veteran conference attendees are matched. This helps facilitate both navigating the conference for the first time as well as retention and welcoming of new members.*Decisions/actions requested from board:*
 - How scholarships will be handled this year, in relation to how we coordinate the Conference Buddy Program. President Dudensing will reach out to the co-chairs Breazeale and Walker.



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- Recognition Committee ~ Eric Walcott/Tamara Ogle
Date of last meeting: February 1, 2023
Committee Highlights:
 - We had 46 awards applications. We did have applications in both distinguished and JCEP categories! We did have a few disqualified because they did not follow the rules or were submitted after the deadline. Applications have been sent to the judges and scores are due Feb 24.
- Historian Report ~ Stacey McCullough
- Conference Report ~ Katie Hoffman-McFarland
Date of last meeting: January 17, 2023
Committee highlights:
 - Both Capnote and Keynote speakers are confirmed. Mobile workshops are confirmed. Budget is being finalized. Registration will be released soon.Decisions/actions requested from board:
 - Decision on handle credit card fees?

Updated from Regions and Partners

- Northeast ~ Molly Donovan
Date of last meeting: January 12, 2023 – Immediately following NACDEP New Year.
Committee highlights:
 - Session on DEI with the DEI committee members. We had good turnout and participation in the discussion about diversity, equity and inclusion.
- North Central ~ Kara Salazar
- Southern ~ Matthew Ulmer
Date of last meeting: January 27, 2023
Committee highlights:
 - Group is moving quickly toward forming specialty area groups. Will schedule group meetings in the coming months to get the initiative rolling.
- Western ~ Katie McFarland
Date of last meeting: December 21, 2022
Committee highlights:
 - Nothing new.
- 1890 ~ Joy Moten-Thomas
- 1994/FALCON ~ John Phillips
- Joint Council of Extension Professionals (JCEP) ~ Adam Hodges/Melinda Grismer/Rebekka Dudensing
Committee highlights:
 - New Excellence in Extension Engagement Award; learn more and apply at <https://www.jcep.org/> Due May 31.



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- Journal of Extension ~ Jamie Rae Walker
- Extension Leadership Conference [ELC] (Feb. 7-9, 2023) ~ Donna Rewalt
- Public Issues Leadership Development Conference [PILD] (April 17-19, 2023 in Arlington, VA) ~ Ramona Madhosingh-Hector