



National Association of Community Development Extension Professionals

**November 17, 2023 Board Meeting
12-1:30 p.m. ET**

<https://us02web.zoom.us/j/89378200557?pwd=NU05eU5ncldyb2RGVXkxQi90bWQwQT09>

Agenda

- **Welcome/Call to Order** ~ *Crystal Tyler-Mackey (12:03 PM ET)*
- **Roll Call** ~ *Michael Dougherty*
 - Crystal Tyler-Mackey, President
 - Michelle Eley, President Elect (joined 12:10 PM ET)
 - Rebekka Dudensing, Immediate Past President
 - Daniel Eades, Treasurer (left 12:55 PM ET)
 - Michael Dougherty, Secretary

 - Scott Slattery, Northeast Regional Rep
 - Hunter Goodman, Southern Regional Rep
 - Jan Steen, North Central Regional Rep
 - Henry Thompson, 1994 Regional Rep (left 12:25 PM ET)

 - Craig Carpenter, Finance Committee Chair
 - Jaime Menon, Communications Committee Co-Chair (left 12:45 PM ET)
 - Nicole Walker, Member Services Committee Co-Chair
 - Eric Walcott, Awards Committee Co-Chair

 - John Green, RRDC Representative
 - Sarah Rocker, NIFA Representative (left 1:05 PM ET)
 - Jamie Rae Walker, JOE Representative (joined 12:45 PM ET)
 - Ramona Madhosingh-Hector, PILD Planning Committee Representative
 - Karen Tanner, ELC Planning Committee Representative
 - Nate Peterson, 2024 Conference Committee

 - Ricky Adkins, NACDEP Executive Director
- **Agenda** ~ *Crystal Tyler-Mackey*
 - Hunter moved to approve the agenda. Scott seconded. Agenda approved.
- **Approve Minutes of the Last Meeting** ~ *Michael Dougherty*
 - Rebekka moved to approve the minutes. Daniel seconded. Minutes approved.
- **Treasurer's Report** ~ *Daniel Eades*
 - Financial statements and report posted to Member Clicks. Have \$189,700 in assets and \$52,500 in endowment as of October 31.



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- Expenses to travel to conference site and board meeting posted, which is the only big change from last month. Everything else is line with expectations. The travel costs were more, which is a function of doing business in Houston.
- An unexpected outstanding vendor payment \$2,500 was paid.
- Taxes have been taken care of. There was a request for Conflict of interest statements from the tax report. Ricky (from the NACDEP files) and Rebekka (from other organizations) found examples. Will create new one and have board members sign it.
- Michael moved to accept the report. Reb seconded. Report accepted.

- **The Association Source ~ Ricky Atkins, NACDEP Executive Director**
 - National office report and regional rosters have been uploaded to Member Clicks.
 - Currently NACDEP has 401 members, finally reached the membership goal. Crystal said this was exciting news and we should celebrate reaching that goal.

- **Partner Reports**
 - NIFA liaison ~ Sarah Rucker
 - Reported on programs and recently released funding.
 - NTAE grants, University of New Hampshire (Ken LaValley director) is now overseeing with the Extension Foundation (Beverly Coberly, CEO) as sub-awardee. Previously grants had been held by Oklahoma State and the foundation. Another round of funding on-going, call open until December 22. Link: <https://extension.org/national-programs-services/ntae/>
 - Scott reported from the UNH perspective and said would let Ken LaValley know that it was brought it up. Thanked NIFA for being awarded. Will have update next meeting.
 - Formal and public launch of 12 regional local food centers. Link: <https://www.ams.usda.gov/services/local-regional/rfbcp>
 - Continue to thank working group on the recreation economy. Doug Arbogast (WVU) and Jake Powell (Utah State) leading the effort. Presented to the RRDCs this week.

 - Regional Rural Development Centers Rep.- SRDC – John Green
 - Outdoor recreation MOU and working group – Collaborating with RRDCs. Conversations continued from those held at the National Extension Tourism meeting. Plan is for each RRDC work with regional point of contact through that working group to develop regional activities around outdoor recreation and extension role and research projects. Also See what regional expertise that might have national impact. RRDCs going back to regional points of contact.
 - Represented RRDCs at Federal Reserve Bank of St Louis meeting focused on investing in rural prosperity. Part of continuing collaboration. Focus on rural communities respond to changing demographics – especially those losing population. Able to introduce people to Extension (some people who said they did not know that Extension did community development work).
 - Will start working with Program Leaders for the Monday afternoon meeting at NACDEP.

 - Community Development Society (quarterly) ~ Bo Beaulieu
 - Not present. Not meeting to report.



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- **Select Committees**
 - Professional Development
 - Hunter said be happy to part of that effort. Nicole volunteered in chat.
 - Conference Playbook Review and Update.
 - Juliet said would lead.

- **Standing Committee Reports (please include a brief Standing Committee Report)**
 - Finance Committee ~ Craig Carpenter
 - No update. Have not met since last meeting (beyond what Daniel talked about).
 - Diversity, Equity & Inclusion (DEI) Committee ~ Amber Tweety/Lupe Valtierra/Liza Hinz
 - Michelle reported on behalf. Had standing meeting and special meeting a week prior to it. Looking at activities may want to support as a committee.
 - Committee looking at what kind of efforts could do in this area. Ideas include book reading/book share, examination of real-life experience, peer-to-peer sharing, TEDtalk type presentations, etc. Want to make sure whatever plan to do is interactive and engaging with actionable steps (things can implement, take on). Also make sure it is relevant. Hope to do 1-2 activities between now and annual conference. Hoping make announcements at NACDEP New Year and solicit participation.
 - Also want to capitalize on knowledge base have as organization. See overlaps with other organizational activities.
 - Have a lot of information from last year's NACDEP NewYear. Working with that feedback. Trying to figure out what is doable. Collecting information from committee. Plan to reach back out when make final decision.
 - Communications Committee ~ Jaime Menon/Gwynn Stewart
 - Jaime said posted notes to Member Clicks.
 - Prairie View working on videography process using students.
 - Posted information on Winter 2024 newsletter. First call on January 4. Second call on January 11. Deadline for submissions is January 18. Publish date is January 24.
 - Discussed potential replacement for X (Twitter). Researching options and plan to survey membership about social media use.
 - Gwynn developed and distributing Ideas on finding funding for conference attendance.
 - Next meeting is January 5, 2024, at 2 p.m. ET
 - Marketing Committee ~ Tanya Lamo/Donna Rewalt
 - Not present. No report.
 - Member Services Committee ~ Nicole Walker/Charissa Puryear
 - Nicole reported committee met November 3. Talked about Wednesday Webinars. Had intended to being in fall but did not happen. Soliciting speakers for spring. Hope to have speakers on February 21, March 20, and April 17. Will have information for newsletter.
 - Committee also had a conversation about scholarships as it the committee's responsibility. Want to enhance what is available. Gwynn from Comm-Comm put together list of options that people can look at. Still want to expand scholarships.



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- As get closer to conference, want to work with Nate and Prairie View to make sure conference buddy program part of registration. Want to get people involved.
- Next meeting is December 1 at 10 am ET.
- Recognition Committee ~ Eric Walcott/Tamara Ogle
 - Eric said portal will open December 4. Work on getting communication out; Social media announcements planned out for it. Will start recruiting judges in early December as well.
 - Crystal asked about benefit of serving as a judge. Eric said get to see great work and help be part of recognizing those efforts. Crystal – also helps connect people with NACDEP and learn what winning awards application looks like. Service with that added benefit. Eric said since doing through Qualtrics, should be easier for judging and nominations.
- Nomination/Policy & Procedures Committee ~ Rebekkah Dudensing
 - Have a slate of candidates ready to go out. Thanked everyone who agreed to run or considering running. Ballot will go out right after Thanksgiving. Will be reaching out for bio and photo.
 - Think bylaws updated for posted. Still have some clean-up to make sure that documents agree and reflect actual operations.
 - Crystal said excited to have people step up and run for office and (if elected) ready to serve. Bylaw revisions not most people's favorite but important to organization.
- Historian Report ~ Stacey McCullough
 - Not present. No report.
- **Updates from Regions & Partners (please include a brief Region/Partner Report)**
 - Northeast ~ Scott Slattery
 - Held a meeting this morning. Plan to have a standing meeting before board meetings.
 - Got updates, talked about NACDEP New Year and annual conference. Looked at roster, will reach out to Ricky to find out why certain people on the regional list.
 - North Central ~ Jan Steen
 - Met November 9. Updated members on NACDEP happenings – conference registration, awards nominations, sessions submissions; NCRCD update. Presentation from Rural Grocery initiative at K-State micro-credential program.
 - Moved email to constant contact to reach 185 people (K-State email was working for it).
 - Southern ~ Hunter Goodman
 - Jeder institute sessions successful.
 - Correspondence going out before holidays.
 - Getting people excited about NACDEP New Year.
 - Western ~ Juliet Daniels
 - Not present. No report.



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- 1890 ~ Iris Crosby
 - Not present. No report.
- 1994/FALCON ~ Henry Thompson
 - Had to depart. No update.
- Joint Council of Extension Professionals (JCEP) ~ Rebekka Dudensing/Crystal Tyler-Mackey
 - Rebekka has nothing to report from the JCEP fall call.
- Journal of Extension ~ Jamie Rae Walker
 - JOE starting a new strategic planning process in March.
 - Editorial committee putting together materials for reviewers/potential reviewers.
 - Journal uploads are up– highest since Clemson took over journal.
- ELC ~ Donna Rewalt/Karen Tanner
 - Karen reported that registration was open for the conference on February 14-15, 2024, in Tampa.
 - Proposals are being reviewed. Acceptance notices will be going out in soon.
 - Will have more about the conference schedule next meeting.
 - <https://www.jcep.org/elc>
- PILD ~ Ramona Madhosingh-Hector/Erin Ling
 - Ramona reported that registration was open. The early bird \$475 is available through March 6. It also includes a pre-conference webinar about what to expect when visiting offices on Capitol Hill.
 - The regular registration cost will be \$525.
 - <https://www.jcep.org/pild>
- **Conference Reports**
- NACDEP New Year 2024 – Thursday, Jan 11, 2024, noon ET
 - Rebekka said session was slated for the traditional second Thursday of January time.
 - Have save the date ready to be sent out. Will be asking people to register to track attendees and to be able to invite others. Regional reps will be sending out information to promote. Reaching out to DEI about what to promote, others will need to send to Rebekka what needs to be highlighted.
 - Crystal said hoping new people show up, learn about community development, then come to the conference in Houston.
- 2024 Conference – Jimmy Henry/Nate Peterson/Talia Washington
 - Nate reported had a very productive conference committee meeting. Focused on schedule at a glance. Shared schedule in the chat and asked for feedback.
 - Asked about what to do regarding proposed table topics discussions for 1890s/1994s. Said if they were relocated to Tuesday, it would make room on the schedule on Thursday.
 - Noted moved mobile workshops to the morning because of Houston traffic.



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- Michelle said one recommendation made to Nate was to keep all regional meetings on same date. State/regional nights out could be moved to allow ample time. Some regions need more than an hour to meet and the timeframe feels rushed. The logistics make sense to keep all meeting on same day. Looking at start/end times for each. Last year did meetings back-to-back (the geographic regions, followed by the 1890/1994 regions) and wondered if could use same model.
 - Nate shared sponsorship letter and form (Qualtrics link on letter). Added that John asked made sure include vendor opportunity – now at all levels. [Hunter asked if had listing of prospective sponsors in chat. Rebekka said had a list in the files).
 - Michelle asked how someone stated they were a vendor. Nate said form takes to website with more information. Said Ricky would work with them. Nate noted Diamond Level sponsorship includes participation in awards ceremony. Also said had funding to cover gaps in videography.
 - Next conference committee meeting December 14 at 1:30 p.m. ET.
 - Ricky asked if everyone set with Oxford. Nate said that everyone had access. Committee chair would be seeking to add a few members. Proposals will be going out November 28. Jamie Rae reported was able to access as committee members.
 - Michelle suggested table topics be added to call for proposals.. Nate said conversations about removing targeted Table Topics for 1890s and 1994s since they would have meetings on Tuesday. Said that would free up time.
 - Ramona brought forward idea about real talks that was done in Ashville conference as another option.
 - Nate asked about a national sponsors list. Rebekka said current president and treasurer does that. They send a model letter from conference to past sponsors. Suggested sending the final letter to Crystal and Daniel.
 - Crystal circled back to Tuesday and the regional meetings. Suggested first having the geographically-based regional meetings, then the 1890s/1994s regional meetings, and finally then start state/regional nights meetings out alter.
 - Crystal noted that some people can only come if they presented, which was a reason to keep Table Talks. Want to have minimum number for presenters than in the past. Something to consider about table talks. Rebekka liked the idea of submitting Table Talks since can show that to the university. Nate said Table Topics would focus on all institutions, not just 1980s and 1994s. Want to keep them on schedule as well.
 - Part of reason for truncated timing on schedule is business meeting is longer since it has runover its allotted time in the past.
 - Jamie Rae wanted to confirm that while JOE not a sponsor, it has received table space and time for writing workshop. (It has no marketing money since survives on assessments). Wondered where/when does this come into conversation. Nate thanked for context and said could allocate time/space. Asked if could do a post-conference session as well. Said can work with JOE. Michelle asked if JOE filled out (sponsorship) forms. Jamie Rae said yes as it made matters easier.
- 2025 Conference - Rebekkah Dudensing
 - Ricky said has reached out to hotel and it is putting a proposal together.



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- **Old Business**
 - None

- **New Business**
 - None

- **Announcements**
 - Next meeting – December 15, 2023

- **Adjourn**
 - All items on agenda covered/completed.
 - Meeting adjourned at 1:12 PM ET.

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