



National Association of Community Development Extension Professionals

April 19, 2024 Board Meeting
12:00-1:30 p.m. ET

<https://us02web.zoom.us/j/84451494282>

Agenda

Welcome/Call to Order ~ *Crystal Tyler-Mackey*

- Meeting called to order by the NACDEP President at 12:02 PM ET

Roll Call ~ *Michael Dougherty*

- Crystal Tyler-Mackey, President
- Rebekka Dudensing, Immediate Past President
- Daniel Eades, Treasurer
- Michael Dougherty, Secretary

- Scott Slattery, Northeastern Regional Rep
- Jan Steen, North Central Regional Rep
- Hunter Goodman, Southern Regional Rep
- Juliet Daniels, Western Regional Rep
- Iris Crosby, 1890s Regional Rep

- Jaime Menon, Communications Committee Co-Chair
- Gwynn Stewart, Communication Committee Co-Chair
- Lisa Hinz, DEI Committee Co-Chair
- Craig Carpenter, Finance Committee Chair
- Tanya Lamo, Marketing Committee Co-Chair
- Nicole Walker, Member Services Committee Co-Chair
- Tamara Ogle, Recognition Committee Co-Chair
- Eric Walcott, Recognition Committee Co-Chair

- John Green RRDC Representative
- Jamie Rae Walker, JOE Representative
- Karen Tanner, ELC Planning Committee Rep

- La'Toya Scott, 2024 Conference Committee
- Adam Hodges, 2025 Conference Committee (joined later)

- Ricky Adkins, NACDEP Executive Director

Agenda ~ *Crystal Tyler-Mackey*

- Hunter moved to approve agenda. Juliet seconded. Agenda approved.

Approve Minutes of the Last Meeting ~ *Michael Dougherty*

- Rebekka moved to approve minutes. Jan seconded. Minutes approved.



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President's Report - *Crystal Tyler-Mackey*

- Said a lot happening and it is getting exciting. People getting ready to travel to Houston. Getting ready to do presentations and learn about impactful CD work.
- Noted that people receiving awards notified and acknowledged. Excited to celebrate with peers across the nation. Great opportunities to learn and celebrate together. Learn what work worthy of being shared and being lifted-up by peers (honored with awards). Opportunity to meet, network, undertake collaborative opportunities. Looking forward to seeing everyone who can be there.
- Hoped people still spreading the word. So many people who do CD work who don't have it in their title, job description, don't even know that is what they are doing. Reach out to those in other program areas who do work through a CD lens. Our work is collaborative. Conference offers content and process.
- Excited about opportunities being made available through committees (noted Member Services, DEI) as well.

Treasurer's Report ~ *Daniel Eades*

- Ricky uploaded financials. Treasurer's report uploaded to MemberClicks.
- \$220,891 assets, include just under \$60,000 (\$59,484) in endowment.
- Met with Finance committee about final budget. Distributed early part of week.
- Membership dues up (\$25,515 vs. \$24,890), Sponsorships up as well (\$23,750 on statement but closer to \$60,000 based on conference committee's calculations).
- Conference revenue is lower (\$29,690 vs. \$52,440) but conference was about seven weeks earlier last year.
- Organizational expenses about the same (\$12,860 vs. \$12,968).
- Juliet moved to accept the report. Rebekka seconded. Treasurer's Report accepted

The Association Source ~ *Ricky Atkins, NACDEP Executive Director*

- Uploaded national office report and regional rosters to MemberClicks.
- At 350 members and growing because of conference registrations. Ended last year at 403. Still little bit to go but several weeks to go before beginning of conference, pick them up there.
- Working on newsletter for spring.
- Iris asked if way to know who registered for 1890s and 1994s so can follow-up. Ricky said could download with organizations, would do so and send to Iris and Nate.
- Iris asked about invoicing registration for 1890s rather than sponsorship. Ricky noted if register for conference on-line, can select "invoice me." Iris clarified that these were sponsorship (but problem getting through business offices). Ricky said to contact directly to resolve.

Old Business

- None.



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New Business

- Organizational Budget (Daniel Eades)
 - Daniel shared budget. Asked second version be approved. Increased membership dues slightly as it appears on-track. Sponsorship revenue looking good – kudos to conference committee. Conference pieces generated with conference committee. Regular expenses are known or could be estimated. Noted that always pledge to cover up to \$1,500 for meetings people asked to attend (on NACDEP's behalf). Traditionally, only one person needed help; budgeted \$6,000 but expected to spend about \$1,500. That will result in budget being "in the black" for the year. Would have about a \$3,000 deficit if amount fully expended.
 - Iris asked about scholarships. Daniel said that Nate had a slightly different amount. Noted had \$12,744 plus \$10,000 conference secured. Anything earmarked for scholarships will commit for scholarships. Requested that committee be conscious on spending monies the board committed – registration is great as it offsets organizational costs while funds that go for travel disappear (spent elsewhere). Less concerned about monies for HBCUs (special allocation).
 - Iris followed-up that \$22,744 for scholarships. Daniel confirmed, noted was asking for considerations on the money directly allocated from the board (\$5,450).
 - La'Toya asked if \$5,450 was part of \$12,744. Daniel confirmed.
 - La'Toya asked if this was the budget for the conference or overall (organization). Daniel noted is organizational budget. La'Toya asked about target for conference finances. Daniel noted with the increased scholarships, would have to figure out how to back out the money for registrations to balance the budget.
 - Ricky noted that not all commitments had come through and had asked Nate about that (as had not received \$10,000 check from Alcorn State University).
 - La'Toya asked about difference between costs and sponsorships. Daniel explained how conferences funds the organization La'Toya asked if \$61,000 included national sponsorships. Daniel said it included money from RRDCs and calls out to IMPLAN and REMI.
 - Nicole said scholarships worked with \$22,744. Noted not all funds in account yet. Plan was to notify winners April 22. Asked if should move forward or hold off. Daniel noted did not know which ones have come in, been working on pledges. Nicole noted Early Bird registration open until May 10, meaning have a little time. And don't have to notify until Monday.
 - Julie asked that the conference page be updated with the May 10 Early Bird Deadline. Ricky said that could be done.



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- Ricky noted it may only be the \$10,000 that has not been received. Iris said it was from the Socially Disadvantaged Program Center housed at Alcorn State University. Noted there was also money coming from 1890 Foundation. Both have committed to scholarships for those from 1890s. Iris added they may be waiting on an invoice. Ricky said he would send an invoice.
- Daniel noted that changing scholarships would be organization “in the red” by \$7,000, if other funds not specifically allocated to those from 1890s. Iris noted the 1890 Foundation funds can only be used to support those from 1890 universities. A large discussion followed regarding sponsorships for 1890s and their use ensued. Iris said she would work with Ricky off-line.
- Rebekka asked if ready to call the question. Crystal noted that there had been a lot of discussion “in the weeds” on the budget. Daniel noted that if additional commitments come in, it would make it easier on the organization. Noted that funds the NACDEP Board committed would be best used to offset registration and hotel costs (of attendees) from an organizational perspective. Also asked to give the funds to those who need them – not just because have money (allocated).
- Rebekka moved to approve the budget. Scott seconded. Budget approved.
- Policies and Procedures (Rebekka Dudensing)
 - Changed focused on the Treasurer’s term and Secretary responsibilities.
 - Change 1 – Page 13 – Treasure two-year term. Change from 1 year to year 2 (at the top of the page). This practice has been around since 2019 but it cannot be found where it was approved.
 - Change 2 – Page 11 – Secretary duties. Add records motions with lasting consequences. Adds a second bullet under “Records meeting minutes” under Documents that says “A running list of motions with lasting consequences (e.g., no need to record approved minutes, reports, budgets).”
 - Julie moved to accept the changes to policies and procedures. Michael seconded. Changes approved.

Partner Reports

- NIFA liaison ~ *Sarah Rocker*
 - Not present. No report.
- Regional Rural Development Centers Rep.- SRDC – *John Green*
 - Continue with planning for Program Leaders meeting. Group working on CD 101 conference.
 - David Kay, Stacy McCullough, and John did session at PILD. An attendee said they did know CD was their home which points to the importance of CD101 training.



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- West region transitioning to University of Idaho.
- Rachel Welbourn retiring as Assistant Direct SRDC.
- RRDCs received a 13% base funding cut. And are “zeroed out” in FY25 White House budget. Asking people to educate on importance of centers. Daniel asked about the White House budget. John said justification was that the work could be done though AFRI competitive grants. Daniel and Rebekka asked for information to share. Iris noted about equity and inclusion role played by RRDCs. Crystal noted seeing importance of centers.
- Community Development Society (quarterly) ~ *Bo Beaulieu*
 - Crystal noted about CDS session on publishing.

Standing Committee Reports (please include a brief Standing Committee Report)

- Communications Committee ~ *Jaime Menon/Gwynn Stewart/Jan Steen*
 - Gwynn said committee working on newsletter as well a hosting webinars and DEI sessions. Jaime added the newsletter includes information on conference and behind the scenes numbers.
- Diversity, Equity & Inclusion (DEI) Committee ~ *Amber Tweety/Lupe Valtierra/Lisa Hinz*
 - Lisa reported the second DEI Conversation was next week. Added was looking forward to discussions at conference.
- Finance Committee ~ *Craig Carpenter*
 - Reported committee had approved the budget (for presentation) at its meeting. Reiterated efforts to raise funds.
- Marketing Committee ~ *Tanya Lamo/Donna Rewalt*
 - Tayna reported in final stages of logo development. Hoping to at least do reveal at conference – if unable to get it on conference materials. Advised to wait until conference transactions ended to update website. Pushing out conference info to found CD contacts not listed with NACDEP.
- Member Services Committee ~ *Nicole Walker/Charissa Puryear/Michael Dougherty*
 - Nicole reported last Wednesday Webinar (of the season) held. Thanked the speaker and Comm-Comm for getting message out. Working through scholarships. Will have more in May on Conference Buddy Program after Early Bird registration.
- Recognition Committee ~ *Eric Walcott/Tamara Ogle*
 - Tamara reported award selections finalized and Eric sent out notifications. Need to work on materials.
- Nomination/Policy & Procedures Committee ~ *Rebekka Dudensing*
 - Had to depart. No report.
- Historian Report ~ *Stacey McCullough*



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- Crystal said Stacy hoped to have materials to share at conference.

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

- Northeast ~ *Scott Slattery*
 - Had great discussion last week. Talked about indicator work. Will be sending out info on meeting and night at on conference.
- North Central ~ *Jan Steen*
 - Been working to help get cost estimates to attend conference. Building agenda for regional meeting. Updating contact list.
- Southern ~ *Hunter Goodman*
 - Good participation last meeting. Include Held breakout sessions. Nate and I working on transition.
- Western ~ *Julie Daniels*
 - Had updates on regional projects at meeting. Did informal breakouts so people could network. Starting to plan for meeting at conference.
- 1890 ~ *Iris Crosby*
 - Lots of excitement about meeting. Was at Association of 1890 Research Directors (in Nashville) and could not participate in Southern regional meeting. Distributed fliers for NACDEP while at ARD. Looking forward to increased participation from 1890s and 1994s. Reaching out to ones not participating before.
- 1994/FALCON ~ *Henri Thompson*
 - Will not be on call. No report this month.
- Journal of Extension ~ *Jamie Rae Walker*
 - Had to depart. No report.
- Joint Council of Extension Professionals (JCEP) ~ *Rebekka Dudensing/Crystal Tyler-Mackey*
 - Rebekka reminded people about the JCEP Extension Engagement Award (<https://www.jcep.org/awards>). Crystal noted the ECOP Diversity Award was also out there (<https://awards.extension.org/national-extension-diversity-award/>).
- ELC ~ *Donna Rewalt/Karen Tanner*
 - Crystal noted Karen had to drop-off the call. Said board will be seeking an additional ELC Rep for next year. 2025 Extension Leadership Conference will be February 18-19 in Savannah, GA.



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- PILD ~ *Ramona Madhosingh-Hector/Erin Ling*
 - Crystal noted will be seeking a PILD Rep for next year as Ramona's term ends. 2024 Public Issues Leadership Development conference just ended. Dates not set for 2025.

Conference Reports

- 2024 Conference – *Jimmy Henry/Nate Peterson/Talia Washington/La'Toya Scott*
 - La'Toya noted articles had been submitted for the newsletter. Reminders are out. A new video is available. And promoting #NACDEP2024 (hashtag).
 - About 120 registrants (according to Nate).
 - Have secured sponsorships for T-shirts (NeighborWorks). Will be in registration bag. Will have to send out an email to registrants about them. Asking people to wear them for their Mobile tours.
- 2025 Conference – *Adam Hodges*
 - Hoping to pull planning group together next week. Need to finalize theme. Have Director of Communications to do logo. Have for May meeting for branding.
 - Worked out so have table to give out information at Houston. Plan to have list of MW so attendees can vote on. It will be useful to know the size, popularity of trips.
 - Have videographer on staff. Will produce a welcome video. Has agreed to lead effort for 2025. Get some students to work with him.
 - Dates are June 9-12, 2025. Going to be great (Omelet bar as part of provided breakfast, suites for rooms).
 - Crystal noted that looking for 2026 site soon.

Announcements

- Next meeting – May 17, 2024

Adjourn

- Meeting adjourned at 1:27 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)**