**National Association of Community Development Extension Professionals**

**Board Meeting**

**October 18, 2024**

**12 noon - 1:30 p.m. ET**

**Join Zoom Meeting**

**https://us02web.zoom.us/j/83224495532**

**Meeting ID: 832 2449 5532**

**Agenda**

**Welcome/Call to Order ~ Michelle Eley**

* Called to order at 12:04PM

**Roll Call ~ Adriana (“Audrey”) Palmer**

Michelle Eley

Crystal Tyler- Mackey

Jaime Menon

Audrey Palmer

Jan Steen

Juliet Daniels

Ricky Atkins

Stephen Alessi

Michael Dougherty

Novita Epps

Scott Slattery

Craig Carpenter

Gwynn Stewart

Nate Peterson

Adam Hodges

Eric Walcott

Lisa Hinz

Karen Tanner

Donna Rewalt

Iris Crosby

**Agenda ~ Michelle Eley**

* Rearranged for the agenda to switch up the flow to move some important items closer to the top.

**Approve Minutes ~ Audrey Palmer**

* Minutes will be uploaded to memberclicks today.
* Motion to table: Juliet and Seconded: Crystal Tyler- Mackey
* September minutes will be tabled and presented at the November board meeting.

**Treasurer’s Report ~ Daniel Eades/Michelle Eley**

* Report sent in to Michelle Eley from Daniel Eades
* Has been uploaded to memberclicks
* Motion: Crystal Tyler- Mackey Seconded: Scott Slattery
* The October treasurer report was approved.

**Approve Treasurer’s Report**

* The October treasurer report was approved

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

* Fall Newsletter was released.
* Uploaded regional rosters and report to member clicks.
* Gained 2 new members.
* Had a successful site visit in Wichita, Kansas. Will make a venue recommendation soon.

**Partner Reports**

* **Regional Rural Development Centers Representative - NERCRD – Stephen Alessi, Associate Director**
* Updates from the Northeast
* Had TAC Meeting and moving to suggestion and board meeting. Finalize plan of work for 2025
* Every institution knowing how many people are doing Community Development work.
* Attend University of Maryland: Digital Equity Conference as panelist and guest.

**Conference Reports**

* **2025 Conference – Adam Hodges/Michael Dougherty**
  + Committees and subcommittees have been meeting
    - Preparation for board retreat
    - Preparing agendas
  + Logo- We have a logo and designer is correcting things about it
  + Nat is closing out grant year and wants to support conference. Will receive an invoice from Ricky.
* **2026 Conference– Jan Steen/Jaime Menon**
  + Held site visits and there are 2 hotels
  + Visit Wichita has been helpful in setting in a lot
  + Does not have a logo yet
  + $12,000 pledges from Kansas State

**Standing Committee Reports**

* **Nomination/Policy & Procedures Committee ~ Crystal Tyler-Mackey**
  + Proposed Policy and Procedures changes (re: nomination processes)
  + Would like us our language to align with our operational practices.
  + **2. Election Procedures**

**Current language:** The Secretary, in conjunction with the Management Firm, arranges for an electronic election. The Secretary notifies the membership of the electronic location of the ballot and procedures and deadlines for voting. Ballots will be distributed via e-mail and by fax or surface mail upon request. Ballots may be returned by mail, fax, or online voting. The closing date of elections will be 30 days after ballots are distributed.

**Proposed language:** The Past President/Chair of Nominations Committee in conjunction with the Management Firm, arranges for an electronic election. The Past President/Chair of Nominations Committee notifies the membership of the electronic location of the ballot and procedures and deadlines for voting. Ballots will be distributed via e-mail. Ballots may be returned by online voting. The closing date of elections will be 30 days after ballots are distributed. Any individual unable to submit a nomination via email should contact the Past President/Chair of Nominations Committee directly at least 3 business days prior to the closing date to arrange an alternative method to submit ballot.

**3. Election Certificate**

**Current language:** Ballots are tallied and reported by the Secretary.

**Proposed language:** Ballots are tallied and reported by the Past President/Chair of Nominations Committee and Management Firm.

**4. Report of Election**

**Current language:** The election results will be reported by the Secretary and certified by the Executive Committee. Within thirty 30 days following the close of elections, the President will notify members of election results.

**Proposed language:** Election results will be reported by the Past President/Chair of Nominations Committee and certified by the Executive Committee. Within thirty 30 days following the close of elections, the President will notify members of election results.

* + Motion: Julie Daniels move that we approve the election procedures that are titled 2,3,4, as presented
  + Seconded: Scott Slattery
  + It was properly moved and seconded that we approve the election procedures that are titled 2,3,4, as presented.
* **Marketing Committee ~ Donna Rewalt**
  + NACDEP Logo
    - Will be ready to send after some minor changes from designers
    - Creating logo standards
  + Need a board liaison on committee and collaboration into conference committee.
  + Need a drobox or folder to upload photos, documents, videos, etc.
    - Ricky Atkins and Stacey McCullough should be involved in that conversation
* **Member Services Committee ~ Nicole Walker**
  + NP.NR.
* **Finance Committee ~ Craig Carpenter**
  + Other discussion item at our Finance Committee meeting, was that is Daniels final year in which he is eligible to be Treasurer (eligible for two 2-year terms).
  + Often the Finance Committee Chair is nominated to be the Treasurer, which would be me. And I am willing to serve if nominated.
  + We also discussed following the set-up of lots of other committees which have two co-Chairs instead of one Chair, like we have right now. This helps with maintaining institutional knowledge and would help make the work of being a chair seem more manageable.
  + So far, we have zero volunteers to co-Chair, so if anyone is joining and/or co-Chairing please reach out to me.
* **Diversity, Equity & Inclusion (DEI) Committee ~ Amber Twitty/Lisa Hinz**
  + DEI Committee - Next Friday, October 25th will be our next “DEI in CD conversation”. Our committee’s bi-monthly drop-in conversations. Committee co-leads Amber Twitty and Lupe Valtierra will be co-hosting.
* **Communications Committee ~ Gwynn Stewart**
  + Report uploaded
  + Winter Calls: 1st Call- January 7th 2nd Call: January 15th Publication: January 28th
  + Would like to work with Marketing to figure out the roles of each.
* **Recognition Committee ~ Eric Walcott**
  + We met earlier this month and discussed updates to awards for this coming award cycle. Discussion focused on 3 areas: updates to the process for the Distinguished Career Award, finalizing a description and criteria for the Rachel to continue the good work started with the Trailblazer Awards this past conference.
* **Historian Report ~ Stacey McCullough**
  + NP.NR.

**Select committee reports**

* **Conference Playbook ~ Julie Daniels**
  + Conference Playbook Select Committee: Working on scheduling an introductory meeting for Wednesday afternoon before the board retreat
* **Professional Development ~ Crystal Tyler-Mackey and Hunter Goodman**
  + NACDEP New Year
  + Prof dev select committee report: Save the Date for NACDEP New Year 2025 Jan 21
  + Share ideas here: <https://forms.gle/sp3wwqRPVtDjqrdp8>

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

* **Northeast ~ Scott Slattery**
  + The Northeast region did not meet last month. Our next meeting is Nov. 14th. The regional members are working hard to get ready for the conference in 2025. Many of us will be in Charleston WV in a couple of weeks. We will provide a report at the next meeting after the region meets.
* **North Central ~ Jan Steen**
  + NC Region: nothing has changed since the article in the newsletter.
* **Southern ~ Nate Peterson**
  + Save the Date flyer including the Zoom Link for the Southern Region meeting (Oct 25 1 - 2pm CST)
* **Western ~ Julie Daniels**
  + West Region Report: We are meeting at 10AM mountain time at the Zoom. If you would like zoom login info, email me at Juliet.daniels@uwyo.edu
* **1890 ~ Iris Crosby**
* **1994/FALCON ~ Henri Thompson**
* **Joint Council of Extension Professionals (JCEP) ~ Rebekka Dudensing/Crystal Tyler-Mackey**
* **Journal of Extension ~ Jamie Rae Walker**
* **ELC ~ Karen Tanner; one vacancy**
* **PILD ~ Erin Ling; Novita Epps**

**Old Business**

**New Business**

**Announcements**

* **Next meeting – November 15, 2024**
* **December meeting – NEW Date\*\* - \*\*Dec. 13th (due to the holiday break)**

**Adjourn**

* Motion: Juliet Daniels
* Seconded: Crystal Tyler- Mackey

**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) ● noon**

**(EASTERN)**