

**Executive Committee and Committee Chair Conference Meeting  
National Association of Community Development Extension Professionals**

PRESENT:

Dave Civitolo, Charlie French, Cynthia Pilcher, Michelle Eley, Alan Barefield , Lori Higgins, Dick Senese, Sally Maggard, Deborah Tootle, Gae Broadwater, Rick Maurer, Hank Cothran, Mike Woods, Connie Wagner

Dick called the meeting to order. The March minutes will be reviewed at the May meeting.

Hank reviewed the financials

- Balance sheet - Rick asked about the incoming expenses and Hank went through anticipated conference expenses. We should have a better idea by the May meeting.
- Hank discussed the current interest rates that we are receiving. Once the bills are in for the conference the money will be transferred into higher paying interest accounts
- Deborah asked about the balance sheet – the equity is used to balance the income and expenses – this is the info as of 3/31/07
- The Budget shows the information of the current income and expenses
  - o The credit card information deals with NACDEP processing credit cards. NACDEP does not have a credit card that it uses
  - o There were questions on the JCEP expenses. The February Minutes explicitly state that we will pay up to \$600. Hank Cothran moved and Dave Civittolo seconded to accept the financial report, motion passed. Dave Civittolo moved and Deborah Tootle seconded to affirm the expenses in the March report, motion passed.

Conference – questions regarding refunds due to weather board discussed. Hank moved that we give a full refund to the people that request it, Michelle seconded. Both accepted a friendly amendment to withhold \$50, motion passed.

Hank stated that we may need to consider event insurance in the future.

Dick handed out a template MOU with CDS. Dick has been visiting with program/Association heads to see what type of collaborative relationships can be established. Randy from CDS will be here to visit. The Board discussed the following

- Case by case bases
- Set priorities – higher priority with other Extension Association than non-ext assoc
- One of the main reasons that NACDEP was formed was to belong to JCEP and should be our first priority

Mike Woods talked about the National Tourism Design conversations. They are interested in forming a relationship. Mike will be our liaison and see what opportunities are available.

Regional Meetings

Charlie – NE members want annual meetings. They would like an extra day tacked on for Regional Meetings. They would also like to see a survey of the members to see what other organizations people belong to.

Cynthia – Southern members would like to see a January or February annual conference. Forty four people attended.

Michelle – the 1990 members meet with the Southern group and they also separately. Concerns – recruitment that people that should be 1890 members need to be contacted and possibly have the executive board members contact the heads of appropriate extension services to visit about the options. Awards – opportunity for recognition, one of the benefits of NACDEP membership.

Lorie – West members would like to have a NACDEP Conference every other year with regional meetings on the off years. They have had some Western initiatives training that have been very well received and look for WCVI expansion opportunities during the off year. They created a resource directory – Paul from MT was a big help. It is a good resource for the members and will be on the Western Rural Development Center and be updated. Will be able to print occasionally good resource for new people to NACDEP. Lorie was trying to get the things printed and cost more than originally budgeted.

Dave – 70 people attended. The members felt that 2010 should be the next conference and they are not in favor of the regional meetings. They would like to see each session evaluated as before, this comes into play with job evaluations. They would also like to see the board minutes and Treasure reports on the web. (It was pointed out that they are on the web.)

Randy Adams from CDS came to visit about his organization. We went around the room and introduced ourselves. Dick will be meeting with their board in Appleton, WI. Many NACDEP members are CDS members. Trying to more formalize relationships with organizations that they would like to collaborate with and support. Reach out and support each other and common goals. Discussed the draft MOU – promises that you make – ideas; publication – jointly do the journal. We are feeling that we are young and should go very slow. We can work together – members and ideas overlap. We need to make sure that we know what we are doing before we reach out to others. Dave Lamie suggested that out of both orgs we have an ad hoc committee that gives sustainability to the relationship. Explore the synergies – meet a couple times a year – report – opportunities, here are things that we can do together. We can submit articles and comments – promote each others conferences – send out information /issues that are effecting via listserv.

What would they like to see in short and long term – promote the idea of why it is importance to joint membership – numbers?? This organization is about 40 years old. Their membership is at 500 and they finally showed a profit on their conferences the last two years.

The Board Retreat was discussed. We will look at airline hubs including Chicago, Atlanta, Minneapolis, Dallas and DC. Dick sent around a paper and asked that we list our departing city. He will check the airline fees. Possible dates are in August. We are looking at two nights with pre-work that will need to be done.

Gae reported on Galaxy. We have board meeting time on Sunday and 3 session times that we can control as we want – regional meetings for 1, we need to decide for the other 2. Committees need to be set up to help with the 90 minute blocks

During one of the session, Lisa Heinz did an interactive mapping technique on things to do to make NACDEP membership compelling. Unfortunately, the papers that were put in the Board Meeting room were disposed of. Some ideas included: tours, professional development and chocolate!

Concerns were expressed about needing to do something about the Farm Bill. We were reminded that there are rules with the 501c3. Hank will send some information.

Davie Was unable to attend the North Central JCEP meeting so Cindy Bigger went in his place. Dave moved that Cindy go in his place and Hank seconded, motion passed.

The meeting was adjourned.

Balance Sheet 3/31/07

Mar 31, 07

**ASSETS**

**Current Assets**

**Checking/Savings**

Bank Of America	20,156.02
CCU - Savings	236.93
CD-0303 11 Month Promo	60,367.32
CD - 150 Days	10,132.20
CD - 90 Days	<u>5,036.23</u>
<b>Total Checking/Savings</b>	<b>95,928.70</b>

**Accounts Receivable**

Accounts Receivable	<u>7,980.00</u>
<b>Total Accounts Receivable</b>	<b><u>7,980.00</u></b>

<b>Total Current Assets</b>	<b><u>103,908.70</u></b>
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**TOTAL ASSETS** **103,908.70**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

Unearned sponsorship fees/dues	<u>4,800.00</u>
<b>Total Other Current Liabilities</b>	<b><u>4,800.00</u></b>

<b>Total Current Liabilities</b>	<b><u>4,800.00</u></b>
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<b>Total Liabilities</b>	<b>4,800.00</b>
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**Equity**

Retained Earnings	48,773.33
Net Income	<u>50,335.37</u>
<b>Total Equity</b>	<b><u>99,108.70</u></b>

**TOTAL LIABILITIES & EQUITY** **103,908.70**

P & L 3/31/2007

	<u>Jan - Mar 07</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Conference</b>	
Post Activity	2,250.00
Pre Activity	3,515.00
Registration	103,670.00
Special	2,475.00
Sponsorship	2,800.00
Conference - Other	<u>0.00</u>
<b>Total Conference</b>	114,710.00
Interest	372.15
<b>Membership Dues</b>	<u>17,950.00</u>
<b>Total Income</b>	133,032.15
<b>Expense</b>	
<b>Annual Conference</b>	
Contract	7,575.00
Credit Card Fees	1,509.72
Meals/Breaks	62,000.00
Post Activity	1,565.00
Registration/Prep	<u>2,119.58</u>
<b>Total Annual Conference</b>	74,769.30
<b>Association Expenses</b>	
Corporate Fees	61.25
Credit Card Fees	195.98
Phone	94.37
Postage	50.26
Supplies	164.55
Website	<u>99.95</u>
<b>Total Association Expenses</b>	666.36
<b>Association Manager</b>	1,218.00
<b>Galaxy Planning</b>	402.70
<b>JCEP Liason</b>	<u>5,640.42</u>
<b>Total Expense</b>	<u>82,696.78</u>
<b>Net Ordinary Income</b>	<u>50,335.37</u>
<b>Net Income</b>	<u><u>50,335.37</u></u>