

Executive Committee and Committee Chair
National Association of Community Development Extension Professionals

Minutes

August 10, 2007

(via conference call)

2:00 – 3:30 Eastern (1:00 Central, 12:00 Mountain, 11:00 Pacific)

PRESENT

Alan Barefield, Gae Broadwater, David Civittolo, Hank Cothran, Michelle Eley, Rick Maurer, Cynthia Pilcher, Steve Smutko, Kay Tettleton, Dick Senese, Deborah Tootle, Mike Woods

OPENING

Dick Senese welcomed everyone and called the meeting to order. Mike Woods moved to approve that agenda and Deborah Tootle seconded, motion passed. Mike Woods moved to approve the July 2007 minutes and Alan Barefield seconded, motion passed.

Hank Cothran provided the Treasurer's Report. We are not quite finished paying all the conference bills yet, we need to work through some expenses with Connie Wagner. We had about \$3000 worth of transactions in the last month. We transferred in \$3400 from our bank account in North Dakota. At this time we have spent everything in our checking account and only have savings. However, we do have about \$75,000 in CDs. The two shorter term CDs will come due in September and that should get us through end of year. We hope to bring in about \$20,000 in dues. Deborah Tootle moved to approve the Treasurer's Report. Kay Tettleton seconded, motion passed.

Rick Maurer moved to affirm the expenses (transactions). Deborah Tootle seconded, motion passed.

OLD BUSINESS

Updates from the Regions. David Civittolo (North Central), Michelle Eley (1890s), and Lori Higgins (Western) had no news to report.

Operations & Guidelines Manual. Mike Woods began the discussion - on the last call we decided to follow up on the request (from the business meeting at 2007 NACDEP Conference) that the Board develop and refine an operations and guideline manual. Mike Woods, Steve Smutko, Deborah Tootle and Connie Wagner volunteered to work on this committee. Mike recommended that we move forward with this committee and said that he would be willing to chair it. We discussed the need to collect decisions from our minutes and by-laws and starting organizing these in one place. We also discussed going to the Committee chairs and asking them to describe the work of their committees. Hank reported we have some policies that relate to finances right now. Hank suggested that committees be charged with identifying the policies that relate to their committees. Hank also suggested that someone from the financial committee needs to be on this committee. Steve Smutko and Michelle Eley concur that a small committee would be more effective. The first charge may be for the Mike, Steve, Deborah and Connie to come up with operational definitions of By-laws, Policy and Resolutions, and Operations and Guidelines Manual. Operations and Guidelines should be mechanical (e.g., how we do day-to-day activities). According to Steve Smutko (according to the By-laws) this is an Ad-Hoc Committee and can be dissolved after the Operations and Guidelines Manual is developed. Hank and Alan will develop the

Financial Policies at the August PLN meetings. Dick Senese proposed that the Board form a committee (Mike, Steve, Deborah and Connie) to draft an Operations and Guidelines Manual for the Executive Committee. Hank made the motion and Deborah seconded it, the motion passed.

NEW BUSINESS

JCEP Traveling Team. Mike Woods and Rick Maurer reported on the JCEP meetings and the need to attend the various meetings across the country. Mike Woods suggested that the past, current and future presidents need to be part of JCEP traveling teams. Mike, Rick and Dick Senese will talk after this call to figure out which meetings they will be attending.

Retreat Survey Results. Dick Senese reported that he had sent out a survey to the Executive Committee to determine in which city the Board should meet. The survey indicated the top three cities are Minneapolis, Chicago, and Denver; preferable dates are October or maybe November; meeting priorities are directions for NACDEP, relations with other organizations and operations and guidelines.

Galaxy. Gae Broadwater reported that she has a full committee now with representation from all regions except the 94s. We have 3 time slots to fill and the committee is discussing how CED fits into programming needs across the board. Gae and other committee members will be attending a steering committee next month. The call for papers will come out soon and will be distributed through multiple channels. Connie Wagner can send out a specific notice to NACDEP. Mike Woods reported that National Extension Tourism Design team will have a meeting in Park City, Utah in June 14-17 2009. At JCEP meeting Mike and Rick Maurer found out that most other organizations are scheduling their meetings 2 or 3 years out.

Strategic Directions. Gae Broadwater and Dick Senese reported on the Strategic Directions process. Dick explained the efforts by state program leaders to work with NACDEP, CSREES and regional centers to develop strategic directions. NACDEP has been asked to provide representatives to this effort and asked whether we want to send the 5 regional representatives to this meeting. Gae explained that we are trying to give voice and visibility to CRED because we do not have formal organization to do this, and to help CSREES understand what we are doing as a program area. The strategic directions group is a subgroup of the Program Leaders group. It is Ad Hoc and will be dissolved after task is finished. We have representatives from all regional areas. Hank Cothran mentioned that most of the state program leaders are NACDEP members. Hank questioned whether NACDEP should be a part of this effort and suggested it this initiative is important to the states, they should pay travel to this meeting. Conversely, if the initiative is important to CSREES, they should pay.

Alan Barefield briefly discussed the role of the non-program leaders in this process and how agents voices may not be represented. Most of the \$4500 provided by CSREES will be used for meeting rooms and expenses. Regional representatives represent many levels of the system – some are state leaders and some are agents. Deborah Tootle commented that the other CSREES programming areas have already engaged in strategic planning/strategic directions processes. She suggested we are really addressing two questions: one, whether NACDEP should be involved, and two, whether we can afford to send our regional representatives. Most cannot attend without support. Cynthia Pilcher remarked that NACDEP should send representatives from the field to make sure their voices are heard. It will cost approximately \$1000 to \$1200 to send each person. Gae made the motioned that NACDEP fund up to 5 representatives to travel to participate on the strategic directions meeting in Minneapolis. Charlie French seconded the motion. Motion passed. Mike Woods moved we send 5 regional representatives and if they are not available go they can work with the President to identify alternatives who are grass-roots and regionally

balanced. Cynthia Pilcher seconded the motion. Motion carried. The deadline for identifying attendees will be next week.

Other Business. Dick Senese invited Scott Peters to attend our September call to talk about his book. We will all be getting free copies.

COMMITTEE REPORTS (if needed):

Finance. Alan Barefield. No report.

Membership Services. Michelle Eley and Cynthia Pilcher. No report.

Policy and Resolutions. Steve Smutko. No report.

Publications. Charlie French reported that *Newsbites* is out.

Recognition. Kay Tettleton and Louise Franck Cyr. Cindy Bigger, Louise and Kay have scheduled a conference call.

Nominations. Rick Maurer reported that he will go over the protocol in September.

Internationalizing Extension. Dick Senese and Charlie French. No report.

Executive Manager's Update. Connie Wagner. No report.

Meeting Adjourned.

Schedule of future calls:

09/14/07

10/12/07

11/09/07

12/14/07