

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

Minutes

December 14, 2007

(via conference call)

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

Present: Hank Cothran, Mike Woods, Connie Wagner, Deborah Tootle, Jeri Marxman, Louise Franck Cyr, Alan Barefield, Richard Maurer, Charlie French, Lori Higgins, Cynthia Pilcher, Gae Broadwater, Dick Senese

Mike Woods called the meeting to order. The agenda was reviewed and accepted.

Minutes: Deborah Tootle moved and Hank Cothran seconded to accept the October minutes, motion passed.

Financials: Hank Cothran reviewed the November financials. Deborah Tootle moved and Alan Barefield seconded that the financials be accepted, motion passed. Deborah Tootle moved and Alan Barefield seconded to affirm expenses, motion passed.

Regional Updates: Lori Higgins reported that Montana has started their own state association – MACDEP. She also stated that there is no official word on the new director for the western region.

Charlie French said that there is nothing new for the Northeast Region. He will be putting together the next Newsbites. If anyone has anything that needs to be included, they should send the information to Michelle Eley or him.

Nominations: Rick Maurer said that there is one more week for voting. After that, he will send an E-Mail to Deborah Tootle so she can write the announcement to the members. For the next election, we need to notify members at Galaxy and try to identify additional members to run for office. Rick Maurer has a document with the election information for next year. He will send that information to Mike Woods and Connie Wagner. (*see below*)

President-Elect – will be open for next year's election for the term 2009

Secretary – one year term 1/1/08 – 12/31/08

Treasurer – one year term 1/1/08 – 12/13/08

North Central Regional Rep – term expires 12/31/08

Western Regional Rep – term expires 12/31/08

1890 Regional Rep – term expires 12/31/08

Northeast Regional Rep – term expires 12/31/09

Southern Regional Rep – term expires 12/31/09

1994 Regional Rep – term expires 12/31/09

Operations Guidelines: An outline was shared with the Board. Connie has the go ahead to put together all the existing information. The goal is to have the document on the web by Galaxy.

Galaxy Update: Gae has the following three programs proposed for the NACDEP sessions.

Thriving Communities - This session will feature Jean Burkhardt and Daniel Kemmis and will require no financial contribution from NACDEP. The Northwest Area Foundation will take care of expenses for these speakers and we will want to acknowledge their contribution to this session in the program booklet. There is no budget request to NACDEP for this session.

Jean Burkhardt is the Lead for the Northwest Area Foundation's Horizons Project. This project is a collaboration with 8 land grant universities and tribal colleges in the upper Midwest, along with [Study Circles Resource Center](#) and the [Pew Partnership for Civic Change](#). At the end of 2008, this project anticipates that "40,000 people from across the region will have a better understanding about poverty and its causes. They will have learned new leadership skills to take action to move their communities forward to achieve poverty reduction."

Daniel Kemmis is the O'Connor Center Senior Fellow, is the former Mayor of Missoula, and a former Speaker and Minority Leader of the Montana House of Representatives. Mr. Kemmis serves on the Boards of Directors of the Northwest Area and Kettering Foundations, and the Missoula Redevelopment Agency. Kemmis is the author of *Community and The Politics of Place* and *The Good City and the Good Life*, and *This Sovereign Land: A New Vision for Governing the West*. You can read more at: <http://crmw.org/Staff.aspx?p=DanielKemmis>

Tourism - Extension's [National Tourism Design Team](#) will provide leadership for this session. They are asked to address trends in tourism, economic impact of tourism, how the team's work supports Extension programming, etc. Leadership will be provided by Steven W. Burr, Ph.D., Associate Professor of Recreation Resources Management, Director, Institute for Outdoor Recreation and Tourism, Extension Specialist in Outdoor Recreation and Tourism, Department of Environment and Society, College of Natural Resources, Utah State University, and chair of the ENTD. Sam Cordes, Co-Director, Center for Regional Development, and Assistant Director and Program Leader for Economic and Community Development, Cooperative Extension Service, Purdue University and Mike Woods, Professor and Head, Department of Agricultural Economics, Oklahoma State University will provide supporting leadership, also. There is no budget request for this session.

Immigration - The first half would feature a synthesis and analysis of current research regarding immigration. The second half would explore Extension/community success stories in dealing with the challenges and opportunities related to immigration. The Southern Rural Development Center has recently established the New Hispanic South-SERA (Southern Extension Research Activity) team to address these issues. The NACDEP-Galaxy Team wants to "commission" this team to prepare and present the research immigration section for this session. The budget request for this programming is \$3,000 for the SERA to use in support of research and travel to Galaxy.

Rick Maurer moved and Hank Cothran seconded that we endorse the three program topics, motion passed.

Also, the review panels are full with an adequate number of NACDEP members. The next planning meeting will be in January. Both Gae Broadwater and Mike Woods will attend.

There was some discussion about the Horizon's presentation. Dick Senese and Lori Higgins will work together on this.

2009 Conference: Dick Senese nominated Jim Goodwin as the co-chair for the conference.. Hank Cothran moved and Mike Woods seconded that Jim's nomination be approved, motion carried. A timeline and plan is to be presented to the Board at the February or March meeting for the 2009 Conference.

Members Services Committee: Jeri Marxman spoke about organizations that may wish to have an official relationship with NACDEP.

- There were Community Development organizations in place prior to the organization of NACDEP
 - New organizations/associations have been established since NACDEP was formed
- NACDEP knows very little about these organizations. Members Services would like to do a survey to compile data to help us understand how NACDEP can work with them. Hank Cothran stated that we need to make sure that the organizations know that there is no existing policy and this information will be used to create one. Hank pointed out that since we do not yet have such a policy, Montana cannot yet have a NACDEP chapter. Jeri Marxman will draft a letter to go with the survey and send it to Dick.

Budget 2009: Hank reviewed the budget that was sent out earlier. An additional \$3000 is added for speakers at the conference. We do not have any idea about the possible proceeds from the Galaxy Conference. The budget does not include monies for the Association Manager to attend Galaxy. Mike Woods stated that he does want Connie Wagner there to help with the Board meeting and sessions. Hank Cothran moved and Deborah Tootle seconded that the budget be adopted, motion passed.

Affiliate Associations: Dick Senese had sent out some items to consider as we go forward and develop the policy. This conversation will probably cover several Board meetings. Everyone needs to review the information. Hank Cothran said that he and Deborah were supposed to write the policy. The more they got into it, the more questions came up. Hank Cothran asked and Dick Senese will check if Jeri Marxman would like to also serve on the committee. Cynthia Pilcher reminded the Board that they had asked the Regional Representatives to find out if the NACDEP members were interested in forming state and/or regional chapters.

Association Manager Contract: Dick Senese reviewed the Association Manager's contract. The changes include an increase of \$1.00 per hour, the processing of awards was removed since the Recognition Committee will be handling them, the hours went from an average of 5 per week to 8 per week, the Board retreat and web site migration. Charlie French moved and Lorie Higgins

seconded to approve the contract, motion passed. This adds \$880 to the budget for the web site migration.

Dick Senese added that the Board would like to give Q & E, Inc. a \$500.00 bonus for the extra work done in 2007. Deborah Tootle moved and Hank Cothran seconded to give Q & E, Inc. the \$500.00 bonus. Motion passed.

Schedule for 2008: The call will be on the second Friday of each month at 2:00 PM Eastern/1:00 PM Central/12:00 PM Mountain. Alan Barefield will set up the call number. The dates are:

January 11	April 11	July 11	October 10
February 8	May 9	August 8	November 14
March 14	June 13	September 12	December 12

Monies from the Dollar Auction: Cynthia Pilcher moved and Deborah Tootle seconded that the money made from the Dollar Auction be reserved only for scholarships. Motion passed.

Awards: Louise Franck Cyr discussed the Awards information that was sent to the Board. The Regional Representatives are asked to form a committee and send the regional winners to the Recognition Committee for determination of the national award. All winners will be notified by the early bird deadline of the Galaxy Conference. Hank Cothran moved and Deborah Tootle seconded to accept the new policy and forms. It was brought up that the Distinguished Service Awards is missing. This is to be added back in with the Recognition Committee to come up with the process for it. Motion passed. The information will go out to the NACDEP members after the next Board meeting.

Meeting was adjourned.

Respectfully submitted,

Connie Wagner
Association Manager

NACDEP Profit & Loss January thru November 2007

	Jan - Nov 07
Ordinary Income/Expense	
Income	
Conference	
Post Activity	2,305.00
Pre Activity	3,445.00
Registration	105,520.00
Special	2,980.00
Sponsorship	6,910.94
Conference - Other	0.00
Total Conference	<u>121,160.94</u>
Donation	500.00
Interest	3,256.49
Membership Dues	19,591.04
Merchandise	12.00
Total Income	<u>144,520.47</u>
Expense	
Annual Conference	
Audio Video	4,430.45
Contract	11,000.00
Credit Card Fees	1,985.97
Keynote/Capnote	1,440.75
Meals/Breaks	64,010.14
Post Activity	2,711.41
Pre Activity	5,148.98
Registration/Prep	7,537.29
Special	2,442.17
Total Annual Conference	<u>100,707.16</u>
Association Expenses	
Audit	2,000.00
Corporate Fees	113.75
Credit Card Fees	376.19
Phone	313.55
Postage	52.58
Supplies	454.87
Website	99.95
Total Association Expenses	<u>3,410.89</u>
Association Manager	4,368.00
Galaxy Planning	2,000.58

JCEP Meetings	7,450.04
Marketing/Member Services	224.84
Meetings - Strategic Directions	3,666.87
Recognition	541.00
Western Region	<u>465.98</u>
Total Expense	<u>122,835.36</u>
Net Ordinary Income	21,685.11
Other Income/Expense	
Other Income	
 Restricted - Education	<u>972.00</u>
Total Other Income	<u>972.00</u>
Net Other Income	<u>972.00</u>
Net Income	<u><u>22,657.11</u></u>