

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

Date 2/

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

Call-in Number: **662-325-8448**

PRESENT

Cindy Bigger, David Civittolo, Michelle Eley, Charlie French, Lori Higgins, Rick Maurer, Cynthia Pilcher, Dick Senese, Steve Smutko, Connie Wagner, Mike Woods

OPENING

Dick Senese called the meeting to order and welcomed everyone. Dick asked for a motion to approve the agenda. Cindy Bigger moved and Charlie French seconded, motion passed. Dick Senese reported that the draft of the minutes has been sent out to the Executive Committee and Committee Chairs and asked for corrections or changes. Dick asked for a motion to approve the minutes. David Civittolo moved and Cindy Bigger seconded that the minutes be approved. Motion passed.

TREASURER’S REPORT

Dick reviewed the Treasurer’s report. Mike Woods moved and David Civittolo seconded that the financial report be accepted. Motion passed.

REGIONAL UPDATES

The Regional Representatives provided updates from their regions.

Southern Region: Cynthia Pilcher no report

Northeastern Region: Charlie French no report

Central Region: David Civittolo - Contacting and reminding people to sign up for NACDEP

1890 and 1994 Regions: Michele Eley no report

OLD BUSINESS

2007 Conference Report:

- Conference Registrations 242 paying
- Foundations of Practice 25
- Inclusive Communities 23
- Mural Arts 18
- Local Foods 16
- Farm/Non-Farm Conflict 13
- State Program Leaders 27

Regional JCEP Conferences: Dick went to Phoenix, it was interesting to meet and see how the second day is utilized. He now has a much clearer concept of the JCEP obligations. Dick & Cindy will be going to St Louis, Charlie is going to Valley Forge and will be staying for most of day 2. Next year there will be only 2 regional meetings.

2008 Galaxy Conference: Mike Woods reported there will be a March committee meeting and will have more information. Mike joined a call that they had and there are about dozen committees, most of which are just getting underway. Mike was asked about our responsibility/obligations. Mike said he does not have a good handle on this. Rick said that we will have some sessions and probably a lunch.

Dick also mentioned that the conference is a huge income for our budget. We need to find out what are our reasonable expectations for income.

National Tourism Mike contacted Steve Burr about having them exchange display space with their conference.

CDS Deborah Tootle sent a letter regarding co-hosting conference. Instead of co-hosting, we are hoping to exchange exhibitor space. Dick Senese will attend their meeting in Appleton, WI and visit about Extension Role.

2009 Conference We need to decide when we need to decide. Need to discuss in the regions (regional meetings at conference and report back to the board) as far as timing. One idea is to add a day to the JCEP Regional meetings? Rick Maurer will take the lead to make sure a standard message/questions are sent out. Charlie will work on them also.

NEW BUSINESS

Listserv Policy: Information was sent out, discussion with some changes were made. Rick Maurer moved and David Civittolo moved to adopt as amended. Motion passed.

Board Retreat: The group discussed in terms of budget issues. Because of the JCEP obligations, we will discuss in April when we have a better handle on the financial situation.

Budget Dick discussed the proposed revisions to the budget. With a better understanding of NACDEP's JCEP responsibilities, different items need to be adjusted. Cindy Bigger moved and Michelle Ely seconded that we adopt the amended budget. The motion passed.

Dick Senese met with A&T Industries about applying the NACDEP logo to merchandise, selling it and we get 10% royalty. The royalty is paid on the gross in January of each year. If the assoc dissolves, we may have to pay any items that are in stock. However, most items are print on demand. They will sell at the NACDEP Conference with us providing them a table. We will promote merchandise sales by linking to their site and giving people instructions. We will also give them the right to sell at other conferences where NACDEP members may be attending. They will process and ship all orders, they need a 6 month advance notice if we change the logo. Cindy Bigger talked about the 4-H involvement and they were pleased. Lori asked if the merchandise is produced in the US or a different country.

Dick Senese would like to negotiate the contract as soon as possible. Agreement needs to acknowledge that we have existing merchandise. Lori moved to allow Dick Senese to negotiate and sign the contract. Charlie French seconded – motion passed

COMMITTEE REPORTS

Finance: No report

Membership Services: Finalizing details for dollar auction, they are developing flyer and form to go on web. Tuesday will be auction – donation process needs to be by March 30. If there are extra items they will run a silent auction. Tickets will be sold for auction and dollar bills will be accepted. They will meet to discuss the use of the money. A reminder for the regional reps to send out information about the donations. People attending the orientation session will not be receiving additional ‘gifts’.

Policy and Resolutions: Steve Smutko reported they met yesterday and reviewed the changes recommended for the bylaws plus consistency. They are looking a finalizing by next week. The changes need to be to the members by mid-March.

State charters – not enough information to proceed. They will send it back to the Membership Services Committee.

Operational policies – asked the committees to submit information that needs to be in it. This committee will track this.

To take up a by-law change at the conference – different options are available. The options will be in the document they are working on.

Question on State Charters – feel that we need to address it at the Conference. Amend by March 9, draft discussion to talk about at regional meetings. Dick Senese & Steve Smutko will get thoughts/ideas to Jeri Marxman. We need to remember that in several national organizations, the national group was in place before the state/regional. In NACDEP’s case, the state/region organizations were already in existence.

Publications Frequency? Quarterly or bi-annual? Cindy Bigger stated 2 times a year and Michelle Eley agreed. Charlie will do March and then move to once every six months

Recognition Cindy submitted information for review.

Friend of NACDEP & Service to organization

First year Cindy takes everything in and have people from each region review. Start with Regional Representatives and look at others if representatives do not have the time.

Plaque will be given to national award winners others would get certificates.

Diversity & Inclusion

Excellence in Teamwork

Educational Technology

Excellence in Community Development Programming

Regional Representatives or someone recommend by regional representatives be put on committee to decide – individual or team. Comes down to the impact of the individual/team. Rick moved and Michelle seconded. Cindy will do this for 2007 and review for future.

ASA & Distinguished Service award and fields of NACDEP – look at offering per region/state. Since the regions are not even, may have to consider proportion according to membership numbers.

Nominations: no report

Internationalizing Extension: Theme of JCEP conference, Dick Senese will write something up and get it to the group.

Executive Manager's Update:

- Need to continue to get word out for registration
- Spouses can go on the post tours
- Will put the Listserv Policy on the web with a link

Michelle Ely moved and David Civittolo seconded - meeting was adjourned.

Call Schedule:

03/09/07	08/10/07
04/18/07 5:30 – 9:00 PM <i>Philadelphia</i>	09/14/07
05/11/07	10/12/07
06/08/07	11/09/07
07/13/07	12/14/07

NACDEP
Listserv Policy
Adopted February 2007

The purpose of these guidelines is to promote good communications through the efficient use of technology. Any notices sent by the listserv at the Association level should relate to NACDEP business and must conform to the NACDEP bylaws. Guidelines for the NACDEP moderated listserv are effective immediately and are as follows:

- 1) The listserv is an electronic communications tool to disseminate information (e.g., news and events) relevant and related to NACDEP and its membership.
- 2) Acceptable forms of listserv communications include NACDEP news and events, job listings, conferences/training opportunities, and announcements (new curriculum, JCEP business, etc). Unacceptable forms of communications for the listserv include: commercial advertising, notices of events unrelated to NACDEP, and political or nonprofit notices. Relevant but unrelated items can submitted for posting to the NACDEP website (see #3).
- 3) Any notices posted through the listserv should be brief as a short memo and divert members to the NACDEP (association) website for additional information. General membership should submit job and/or conference announcements via the association website. The President and association manger reserve the right to review, edit and/or reject any submitted announcements prior to distribution.
- 4) Use descriptive subject headings for all listserv messages. A standard identifier, which includes your name, affiliation, and appropriate contact numbers (phone, fax, e-mail addresses) should be attached at the end of each message.
- 5) Access to the listserv should be reserved for the NACDEP officers, regional representatives and association manager. It is the responsibility of the President and association manager to manage this process, until a website/listserv manager has been identified.
- 6) The “reply to all” feature will not be allowed in the design of the functionality of the listserv.
- 7) Members can request at any time to be unsubscribed from the listserv.
- 8) Guidelines may be amended as needed for currency and relevancy.

NACDEP Balance Sheet – 1/31/2007

Jan 31, 07

ASSETS

Current Assets

Checking/Savings

Bank Of America	20,854.46
CCU - Savings	11,943.50
CD-0303 11 Month Promo	60,367.32
CD - 150 Days	10,132.20
CD - 90 Days	<u>5,036.23</u>

Total Checking/Savings 108,333.71

Accounts Receivable

Accounts Receivable	<u>9,495.00</u>
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Total Accounts Receivable 9,495.00

Total Current Assets 117,828.71

TOTAL ASSETS 117,828.71

LIABILITIES & EQUITY

Equity

Retained Earnings	48,769.73
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Net Income	<u>69,058.98</u>
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Total Equity 117,828.71

TOTAL LIABILITIES & EQUITY 117,828.71

NACDEP P & L 1/31/2007

	<u>Jan 07</u>
Ordinary Income/Expense	
Income	
Conference	
Post Activity	1,685.00
Pre Activity	2,735.00
Registration	77,400.00
Special	1,725.00
Sponsorship	<u>2,350.00</u>
Total Conference	85,895.00
Interest	367.32
Membership Dues	<u>13,560.00</u>
Total Income	99,822.32
Expense	
Annual Conference	
Contract	2,790.00
Credit Card Fees	1,252.76
Post Activity	570.00
Registration/Prep	<u>435.08</u>
Total Annual Conference	5,047.84
Association Expenses	
Conference	25,000.00
Credit Card Fees	140.26
Phone	32.00
Postage	35.29
Supplies	72.00
Website	<u>99.95</u>
Total Association Expenses	25,379.50
Association Manager	<u>336.00</u>
Total Expense	<u>30,763.34</u>
Net Ordinary Income	<u>69,058.98</u>
Net Income	<u><u>69,058.98</u></u>