

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

**Minutes**

**January 11, 2008**

(via conference call)

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

**Present:** Hank Cothran, Mike Woods, Connie Wagner, Louise Franck Cyr, Alan Barefield, Charlie French, Lori Higgins, Dick Senese, Michelle Eley, David Civittolo, Ed Jones, Steve Smutko

Mike Woods called the meeting to order. The agenda was reviewed. An addition under New Business for the JCEP & PILD schedule was added. Dick Senese moved and David Civittolo seconded, to accept the agenda, the motion passed.

**Minutes:** Lori Higgins moved and David Civittolo seconded to accept the December minutes, motion passed.

**Financials:** Hank Cothran reviewed the December financials. Dick Senese moved and David Civittolo seconded that the financials be accepted, motion passed. Ed Jones moved and Charlie French seconded to affirm expenses, motion passed.

**Regional Updates:**

David Civittolo – just getting back to things after the holiday break.

Lori Higgins – nothing to report.

Charlie French – working on an Entrepreneurial initiative. They are reviewing what Extension already has and working to develop tools to supplement. Also working on a report for Ag Entrepreneurship.

Mike Woods reminded the Regional Representatives to encourage Galaxy attendance.

**Elections:** Mike Woods congratulated and welcomed Ed Jones as the President-Elect. Rick Maurer did a great job on the election.

**Operations Guidelines:** Connie Wagner is working on this. Steve Smutko said that there are things in the By Laws that can be removed as they belong in the operation guidelines.

**2008 Board Retreat:** Mike Woods wanted the Board to begin thinking about a Board Retreat. After discussion, the four main topics to be considered are; review of the Operational Guidelines manual; By Laws changes; State/Regional Charters/Chapters; and, a 3-5 year strategic directions plan. It was felt that a face-to-face meeting is beneficial. The current dates being reviewed are July 9-11, 2008. The locations suggested are Minneapolis or the 2009 conference site.

**JCEP & PILD Meetings:** Mike Woods talked about the upcoming JCEP & PILD meetings. Each year a different organization is in charge of the JCEP meetings. (*We need to find out when NACDEP will be in charge.*)

**2008 Regional Workshop Dates**

South/Northeast: Orlando, FL - **Feb 5 - 7, 2008**

North Central/West: San Diego, CA - **Feb 20 - 22, 2008**

Connie Wagner will try to get the list of NACDEP members currently registered to attend. NACDEP does want representation at the meeting. Lori Higgins said she is not able to attend but may know of a NACDEP member that will be going.

There are two face-to-face meetings for the JCEP Board, January and June. Dick Senese will be attending the January meeting

**PILD** – NACDEP has time on the schedule. Lynette Flage & Brian Calhoun represent NACDEP on the Planning Committee.

**Finance Committee:** Alan Barefield and Hank Cothran are working on financial policies.

**Members Services Committee:** Dick Senese and Jeri Marxman are working on a survey to go out to existing state associations.

**Newsletter:** Charlie French is working on it and hopes to have it ready in the next three weeks.

**Recognition:** Louise Franck Cyr sent out three documents several days ago. The only change is that the Distinguished Service Award has been added as a National Award. Hank Cothran moved and David Civittolo seconded to approve the awards categories, motion passed. Hank Cothran moved and David Civittolo seconded to approve the awards process, motion passed. Hank Cothran moved and David Civittolo seconded to approve the awards application, motion passed. Mike Woods thanked Louise, Kay Lynn and Cindy for all their hard work on this project.

**Association Manager Report:** There are 223 members that have paid for their 2008 memberships. Another 10 members joined the end of 2007 so are also members for 2008. Statements will be E-Mail out next week. Connie Wagner received a request form a state association that is currently collecting membership dues for NACDEP. They recently paid for 39 members. They would like to know the number of years their members have been members of NACDEP. The person requesting the information is not a NACDEP member. David Civittolo said to just send the information to him and he will take care of it.

Connie Wagner asked about the 2009 Conference planning. Ed Jones, Jim Goodwin and Dick Senese will set up a meeting to get things started. Connie Wagner sent Dick the policy and application forms.

**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. The call number is **662-325-8448**. The remaining dates are:

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

Meeting was adjourned.

Respectfully submitted,

Connie Wagner  
Association Manager

NACDEP P & L, January – December, 2007

	<u>Jan - Dec 07</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Conference</b>	
Post Activity	2,305.00
Pre Activity	3,445.00
Registration	105,520.00
Special	2,980.00
Sponsorship	6,910.94
Conference - Other	<u>0.00</u>
<b>Total Conference</b>	121,160.94
Donation	500.00
Interest	3,466.47
Membership Dues	19,591.04
Merchandise	<u>12.00</u>
<b>Total Income</b>	144,730.45
<b>Expense</b>	
<b>Annual Conference</b>	
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

<b>Special</b>	<u>2,442.17</u>
<b>Total Annual Conference</b>	100,707.16
<b>Association Expenses</b>	
<b>Audit</b>	2,000.00
<b>Corporate Fees</b>	113.75
<b>Credit Card Fees</b>	414.50
<b>Phone</b>	375.55
<b>Postage</b>	144.58
<b>Supplies</b>	471.87
<b>Website</b>	<u>519.95</u>
<b>Total Association Expenses</b>	4,040.20
<b>Association Manager</b>	6,605.75
<b>Galaxy Planning</b>	2,000.58
<b>JCEP Meetings</b>	7,450.04
<b>Marketing/Member Services</b>	224.84
<b>Meetings - Strategic Directions</b>	3,666.87
<b>Publications</b>	240.00
<b>Recognition</b>	541.00
<b>Western Region</b>	<u>465.98</u>
<b>Total Expense</b>	<u>125,942.42</u>
<b>Net Ordinary Income</b>	18,788.03
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Restricted - Education</b>	<u>972.00</u>
<b>Total Other Income</b>	<u>972.00</u>
<b>Net Other Income</b>	<u>972.00</u>
<b>Net Income</b>	<u><u>19,760.03</u></u>