

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

July 13, 2007

**PRESENT**

Mike Woods, Deborah Tootle, Hank Cothran, Rick Maurer, Charles French, Louise Franck Cyr, David Civittolo, Lorie Higgins, Connie Wagner, Michelle Eley

**OPENING**

Mike Woods called the meeting to order and welcomed everyone. Mike asked for a motion to approve the agenda. Hank Cothran moved and Deborah Tootle seconded to accept the agenda. Motion passed. Deborah Tootle reported that the draft of the minutes has been sent out to the Executive Committee and Committee Chairs and asked for corrections or changes. Deborah Tootle moved and Charlie French seconded, motion passed

**TREASURER'S REPORT**

Hank Cothran gave the Treasurer's report. Hank Cothran moved & Deborah Tootle seconded to accept the Treasurer's report, motion passed. Deborah Tootle moved and Mike Woods seconded to affirm expenses, motion passed.

Hank Cothran reported that NACDEP has been approved as a 501 (c)3 by the IRS. He will review the information and figure out what needs to send out to everyone. Treasurer has to decide and Board approves how much of your membership fee is tax deductible. Mike suggested that we look at this for the next meeting. In the meantime we can have some discussions via E-Mail.

Hank Cothran talked about the list of things for the retreat. The top priority must be a policy manual. The IRS and auditor will really look at this. Rick Maurer thanked Hank Cothran for all of his hard work on the non-profit status

**REGIONAL UPDATES**

The Regional Representatives provided updates from their regions.

Southern Region: no report

Northeastern Region: Charlie French also reported that this has been a quiet period in the NE.

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Central Region: David Civittolo reported that Greg Davis is the interim CD Department chair at Ohio.

Western Region: Lorie Higgins reported that they are interviewing for new regional center director this month.

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1890 Region: Michele Eley reported this has been quiet time for the region. She has been busy trying to get news for the newsletter.

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**OLD BUSINESS**

**2007 Conference Report:** Monies and bills are still coming in.

**JCEP Update:** Rick Maurer and Mike Woods attended a meeting in June. They are very happy that they went because of the information that they received. They discussed the makeup of the JCEP Board. Mike has had an opportunity to use/utilize the information and contacts made at the meeting. There will be a call for proposals in July. We need a news alert to all of our members – 2 ways to present – NACDEP sessions and general sessions. We will have exhibit space at Galaxy. The profit sharing is more based on the number of NACDEP members at the Galaxy Conference. The PILD (sponsored by JCEP) and Regional meetings in Florida and San Diego have provided opportunities to learn more

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about how we can utilize JCEP. The representatives that came to NACDEP conference were very complimentary of our conference and the information exchanged. The new JCEP President announced that there will be an orientation for new members Dec 12, 2007 – this would be for the new NACDEP President - Elect.

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### NEW BUSINESS

**Appointment of 2007 Committee Chairs:** Deborah Tootle moved and Lorie Higgins seconded to appoint Kay Lynn Tettleton to co-chair the Recognition Committee, motion passed.

**Operations manual** – we need to look at other places to see where to start. At the JCEP meeting, one of the groups offered to share theirs, Mike Woods/Rick Maurer will follow up. We need to go to each committee chair and ask them to put down what they do. If a special committee is set up, Deborah offered to be on it. Connie will talk to the auditor about the requirements for the policy & procedure & operational manual.

**Affiliates** – We passed a motion that we would allow other organizations to be affiliates with NACDEP. Connie will check with the auditor regarding the non-profit status change. An affiliate organization would have to abide by the financial policies that NACDEP has. Deborah & Hank will tart setting up criteria for affiliates and Connie will check with Auditor.

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**Strategic Plan/Direction** – Regional Reps are being asked to participate in a face to face meeting to help draft the strategic directions document this fall. According to Dick Senese, there is money in a grant that may help offset the travel. Deborah Tootle, one of the group leaders, will share information as it becomes available.

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### COMMITTEE REPORTS

**Membership Services:** Michelle Eley reported that the Membership Services Committee raised \$972 at the dollar auction.

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**Publications** Charlie French & Michelle Eley are working on this, all the information should be there. The executive committee needs to review the Newsbites.

**Recognition** Louise Cyr will be in contact with Kay Tettleton and they will contact Cindy Bigger to move forward.

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**Nominations:** Rick Maurer will start the process to call for nominations for elections in the fall.

**Executive Manager’s Update:** Connie Wagner will be working with the auditor. She has been ill but is in the process of getting caught up with her duties.

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The meeting was adjourned.

Call Schedule:

08/10/07  
09/14/07  
10/12/07

11/09/07  
12/14/07

P & L June 2007

	<u>Jan - Jun 07</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Conference</b>	
Post Activity	2,475.00
Pre Activity	3,425.00
Registration	105,520.00
Special	2,905.00
Sponsorship	6,283.34
Conference - Other	<u>0.00</u>
<b>Total Conference</b>	120,608.34
Interest	373.24
Membership Dues	18,991.04
Merchandise	<u>12.00</u>
<b>Total Income</b>	139,984.62
<b>Expense</b>	
<b>Annual Conference</b>	
Audio Video	4,430.45
Contract	10,575.00
Credit Card Fees	1,985.22
Keynote/Capnote	1,399.52
Meals/Breaks	64,010.14
Post Activity	1,969.75
Pre Activity	3,784.81
Registration/Prep	5,845.00
Special	<u>2,442.17</u>
<b>Total Annual Conference</b>	96,442.06
<b>Association Expenses</b>	
Corporate Fees	61.25
Credit Card Fees	252.19
Phone	94.37
Postage	50.26
Supplies	179.75
Website	<u>99.95</u>
<b>Total Association Expenses</b>	737.77
Association Manager	1,218.00
Galaxy Planning	402.70
JCEP Meetings	6,822.44
Marketing/Member Services	224.84
Recognition	541.00
Western Region	<u>465.98</u>
<b>Total Expense</b>	<u>106,854.79</u>
<b>Net Ordinary Income</b>	33,129.83

<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>34,101.83</u></u>

Balance Sheet June 2007

	<u>Jun 30,</u> <u>07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank Of America	1,879.05
CCU - Savings	1,247.31
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>	78,662.11
<b>Accounts Receivable</b>	
Accounts Receivable	<u>4,373.34</u>
<b>Total Accounts Receivable</b>	4,373.34
<b>Other Current Assets</b>	
Undeposited Funds	<u>40.00</u>
<b>Total Other Current Assets</b>	<u>40.00</u>
<b>Total Current Assets</b>	<u>83,075.45</u>
<b>TOTAL ASSETS</b>	<u><u>83,075.45</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Unearned sponsorship fees/dues	<u>200.00</u>
<b>Total Other Current Liabilities</b>	<u>200.00</u>
<b>Total Current Liabilities</b>	<u>200.00</u>
<b>Total Liabilities</b>	200.00
<b>Equity</b>	
Retained Earnings	48,773.62
Net Income	<u>34,101.83</u>
<b>Total Equity</b>	<u>82,875.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>83,075.45</u></u>