

**National Association of Community Development Extension Professionals
Board Retreat – July 9, 2008**

Notes/Minutes

PRESENT

Hank Cothran, Deborah Tootle, Steve Smutko, Mike Woods, Ed Jones, Cynthia Pilcher, Michelle Eley, Jim Goodwin

OPENING

Mike Woods welcomed everyone and thanked him or her for attending.

Connie Wagner went over a few housekeeping issues – meal times/locations and reminded people to submit expenses as quickly as possible after the retreat.

Mike went around the room and had each person introduced himself or herself.

AGENDA

We will meet after dinner and continue with our discussion.

MINUTES

Ed Jones moved and Deborah Tootle seconded to accept the May minutes. Motion passed.
(There was not a quorum for the June meeting.)

FINANCIALS

Hank Cothran reviewed the May financials. Dave Civittolo moved and Deborah Tootle seconded to accept the May financials. Motion passed. Deborah Tootle moved to affirm the May expenditures and Michelle Eley seconded. Motion passed.

Hank Cothran reviewed the June financials. Deborah Tootle moved and Cynthia Pilcher seconded to accept the June financials. Motion passed. Cynthia Pilcher moved to affirm June expenditures and Deborah Tootle seconded. Motion passed.

Audit & Tax Report – Hank Cothran went over the report from the auditor and the taxes for 2007.

GALAXY

Mike Woods reminded everyone about the schedule for NACDEP related activities. Gae Broadwater and Mike Woods have been working on a reception for members. They are trying to identify the time. Mike Woods will have a large suite so the tentative location is there. Timing for reception will be Tuesday, September 16, at 5 PM until 7 PM in Mike Woods' suite.

Mike Woods went over the three sponsored NACDEP sessions. Gae Broadwater has been working on the paper selections. She will work on providing a list of NACDEP members' presentations.

Member Services is working on an orientation. (Galaxy will provide an orientation for people attending Galaxy.) Cynthia Pilcher, Michelle Eley and Mike Woods will work on setting up/working in the orientation.

Recognition at Galaxy is done per region. NACDEP looking at recognition of the award winners at the NACDEP business meeting and present the actual plaques at the regional award banquet. The Bonnie Teeter award will be given out at the NACDEP Business Meeting at Galaxy.

Mike Woods has been asked to provide two names for people to present the NACDEP awards at the Galaxy Awards Banquet. The Board feels that the award winners need to be acknowledged at the Annual Meeting but be presented at the Galaxy Awards Banquet.

JCEP

There was a meeting in New Mexico last month (June). Other associations have been very open to NACDEP. There was discussion of the Farm Bill, PILD and Galaxy. Galaxy Registration has picked up.

Sustainable Communities was also discussed. Extension may be more visible with the administration change. A committee was formed concerning sustainable communities. There was a call last week with Jim Sperling w/CRESS, to put the right words integrated fashion together to catch the eye of the leaders.

2009 CONFERENCE

Ed Jones, Jim Goodwin and Connie Wagner went to San Diego for a site visit. The Doubletree is a good location. With San Diego being a hub the hotel having shuttle service available, and easy access to downtown, this will be an excellent location.

We need to decide on the target number of people attending and build the budget and hotel contract from there. Time was spent going through a spreadsheet to help visualize the starting numbers. After discussion, it was decided that the conference will start on Monday late afternoon and run through Wednesday. We will plan for a minimum of 225 attendees.

2010 CONFERENCE

The location for the 2010 Conference is scheduled in the North Central region. If possible, the location announcement will be made at the Galaxy conference. Dave Civittolo will contact various people in the North Central region to determine interest.

BY-LAWS

There are some areas that need to be addressed with By-Laws changes.

- Some work clarifying committees.
- Changing the required quorum for the Board from 2/3 to a majority.
- Dues payment—to be a member in good standing dues must be paid when due. This is critical for those holding office and those voting in elections.
- Consider a new communications standing committee.

OPERATION GUIDELINES/POLICIES & PROCEDURES

This document will match our By-Laws. There may be some minor tweaking needed on the By-laws. Everyone went through the draft Operation Guidelines/Policies & Procedures. Some items need to be moved to a different location. People were identified to help fill in areas that need additional information. See current draft at <http://nacdep.net/about/PandPDraft.pdf>

2009 CONFERENCE – Additional Discussion

After modifying the number, Jim Goodwin provided and updated spreadsheet. Jim Goodwin will visit with Kathy Ibendahl from Helms Briscoe about the numbers and work to get a contract with the hotel.

Once the hotel contract has been signed, we will need to get the word out ASAP. The Conference Committee will be expanded and begin working on the Call for papers. There will be fewer categories and less breakouts.

STRATEGIC DIRECTIONS

Several ideas for NACDEP's future were discussed. The current goals are:

- Completion of the Operation Guidelines/Policies & Procedures
- Have a great Galaxy conference
- Plan a great 2009 NACDEP Conference
- Start work on the 2010 NACDEP Conference

Longer term goals include:

- Enhance member recruitment and retention.
- Build on our 501 c3 advantage in fund raising.
- Enhance member services –what do members want?
- Explore core competencies and a certification process. We are the professional organization for extension CD professionals. What do they need in this area?
- Involve field staff and insure their activity and leadership opportunities.
- Annual Conferences were mentioned a lot—this is our strength. Be sure to offer a place for educators to present their work, offer materials to take back to counties to enhance local programs, offer networking opportunities, roundtable discussions, and possibly interest groups.
- What is our relationship to other organizations like CDS, BREI, etc.?
- Explain the purpose and role of JCEP better to members. How do we best fulfill our JCEP role?
- Have as a goal -- 500 members and 8 chapters in two years.

Submitted by,
Connie Wagner