

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

March 9, 2007

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

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

**PRESENT**

**John Amrhein, Hank Cothran, Michelle Eley, Charlie French, Jeri Marxman, Rick Maurer, Cynthia Pilcher, Dick Senese, Steve Smutko, Deborah Tootle, Connie Wagner, Mike Woods**

**OPENING**

Dick Senese called the meeting to order and welcomed everyone. Dick asked for a motion to approve the amended agenda. Mike moved, Deborah seconded and the motion passed. Dick 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. Deborah moved and Mike seconded that the minutes for February be approved. Motion passed.

**TREASURER'S REPORT**

Hank reviewed the financial information. Hank moved and Deb seconded to accept the financials. Motion passed

**REGIONAL UPDATES**

The Regional Representatives provided updates from their regions.

Southern Region: No report

Northeastern Region: Charlie went to the NE JCEP meeting.

North Central Region: NC JCEP meeting Several members at the regional meeting.

Western Region: No report

1890 and 1994 Region: No report

**OLD BUSINESS**

**2007 Conference Report:** Over 300 people are registered.

**2008 Galaxy Conference:** More information after the March meeting; Dick is looking into information about the anticipated income from Galaxy.

**Logo Merchandise:** Met with Wendel from A&T Industries and picked out some items. There will be examples and order forms at the conference.

**Dollar Auction:** Michelle reviewed the submitted form and the flyer. There is a slight change on the wording on the bottom of the donation form. Information will be sent to all members.

**Non-Profit Status:** Hank reported that the IRS had responded to NACDEP's application. They rejected the application for the 501 c4 and indicted that the IRS wants NACDEP to file for 501 c3. This would make sponsorships/donations tax deductible.

**Regional Meetings:** There are questions that need to be brought up – Time of year, location (rotation) what else can we do for our membership; JCEP Regional Meetings – 2 in 2008 – if we go to a non-national conference, could we add a day or 2 to the JCEP Regional Meetings; Hank brought up that

some discussion was completed in Las Vegas. Regional Representatives will report back to the Board after their meetings at the conference.

**ByLaws** – 2 documents were provided, one with the changes in blue (approved in 2006) and the track changes. The other was just changes tracked. Dick went through the changes, many things are just a clean-up of wording.

A section was added about the removal of officers. Questions were raised about the information/logistic in that section. A member of the Executive Committee can be removed by the Executive Committee at a meeting with a vote by 2/3 Hank moved and Deborah seconded proposed section 9 be accepted, motion passed.

Ballots - Election results shall be reported by the secretary and approved by the Board. Hank moved and Deborah seconded, motion approved

Proposed amendment to Article 13 – Concern about the power that is given to the President and the Policies & Procedure Committee. Will we need to make changes mid-year? Hank moved and Charlie seconded to accept Article 13. Motion passed.

**State Chapters** – After discussion, it was decided that the follow would be the wording. NACDEP desires to develop strong working relationships with state and regional associations of Extension professionals who share similar organizational goals. It is our intent that these relationships be mutually beneficial and flexible enough to allow for growth in the relationship over time. Such state and regional associations may be accepted as affiliates association upon approval of a petition submitted to the Executive Committee.

Such state and regional affiliate associations may collect the NACDEP annual dues for its members that are also members of NACDEP, and make a single payment to NACDEP on behalf of the individual members following procedures approved by the NACDEP Executive Committee. The membership requirements and membership classes of affiliate associations shall comply with membership requirements of NACDEP as defined in Article III of these bylaws.

Hanke moved and michelle seconded, motion passed.

Hank moved and Deborah seconded that we accept the newly amended bylaws, motion passed.

Community Development Society is developing formal MOUs with partners. More information will be available in Philadelphia.

NACo Fellowship see attached.

The meeting was adjourned.

Call Schedule:

05/11/07	09/14/07
06/08/07	10/12/07
07/13/07	11/09/07
08/10/07	12/14/07



## **Recruiting Announcement Ralph L. Tabor Extension Fellowship**

The National Association of Counties (NACo), in partnership with the USDA Cooperative State Research, Education, and Extension Service (CSREES) and the National Association of State Universities and Land-Grant Colleges (NASULGC), offers a unique fellowship program for Extension faculty and staff.

Full applications are requested by March 30, 2007, to be considered for the one-year term that begins approximately August 1, 2007. Alternatively, candidates may submit a general letter of interest by March 30 and may propose an alternative term of service that better suits the needs of the candidate and his/her local institutions.

### **Overview**

The Ralph L. Tabor Extension Fellowship offers the opportunity to live and work in Washington, D.C., to lend expertise to the nation's 3,066 counties, learn first-hand about the workings of Congress and federal agencies, and take a lead role in enhancing the national partnership between NACo, the Cooperative Extension Service and the nation's land-grant universities. It provides a professional development opportunity to work at NACo, a national legislative and public affairs, research, and technical services organization. The Extension Fellow also works closely with CSREES to gain insight into Extension's federal partner and with NASULGC to enhance the relationship between counties and higher education.

NACo provides the primary work environment in its Capitol Hill offices, including office space, computer, and telephone, as well as paid living accommodations in the Washington, D.C. area. It also funds travel associated with NACo business and, upon request, home state visits during the assignment. CSREES also provides office space, computer and telephone and access to its National Program Leaders to deliver technical and educational support according to the fellowship priorities and special interests.

The home state institution or organization must cover the Extension Fellow's salary and benefits for the term of the fellowship. This arrangement can be a sabbatical leave or a change of station, depending on the individual's faculty or staff status and institutional personnel policies.

## **Responsibilities**

The responsibilities of the Ralph L. Tabor Extension Fellow include:

- Fostering cooperation between NACo, CSREES, NASULGC and counties at the national level;
- Assisting in providing educational and technical assistance to counties on various topics, and in raising awareness about NACo, CSREES and NASULGC research and programs in each other's organizations;
- Contributing articles to *County News*, NACo's bi-weekly publication, *CSREES Update* and *NASULGC Newslines*.
- Representing the Cooperative Extension Service and NACo before outside organizations and coalitions;
- Collaborating with NACo's Legislative Department in areas which the Extension Fellow has expertise or designated as priority; and
- Other responsibilities as determined by collaborating partners and the specific interests of the individual.

## **Qualifications**

NACo and its partners have identified the following topics as potential priorities for the fellowship in 2007-2008 and seek applicants with expertise in one or more areas:

- Leadership training and development
- Community and economic development, especially rural
- Emergency preparedness
- Community response to the methamphetamine epidemic
- Access to health care
- Water resources
- Financial security issues
- Evolving cultural changes, pluralism and diversity

Other professional and personal criteria important to the Ralph L. Tabor Extension Fellow position include:

- Adaptable self-starter with strong oral and written communication skills
- An earned doctorate plus five years of professional experience or a master's degree with ten years of progressively responsible work experience
- Knowledge and understanding of county government issues and needs
- Good political judgment

## **Term of Service**

Twelve months in Washington, D.C., to begin approximately August 1, 2007.

Or, candidates may propose an alternative term of service that best suits the needs of the candidate and his/her local institutions. Proposals that alter the dates of service, length of term, and/or the status of the Extension Fellow as a full-time position will be considered. NACo and its partners desire to make reasonable accommodation in order to attract the best candidates and make the program desirable and successful for all parties involved.

The successful applicant is expected to spend some limited time at his/her home state institution preparing in advance for the fellowship and following up afterwards.

## **Application Procedure**

### Full Application for one-Year Term Beginning August 1, 2007

Because the home state institution or organization must continue the individual's salary and fringe benefits during the term of service, interested individuals must apply to through their Extension Director/Administrator for consideration for the Ralph L. Tabor Extension Fellowship.

Only applications approved by Extension Directors/Administrators will be accepted.

The application must include a cover letter, the applicant's resume, and one or two letters of recommendation, including a letter from the Extension Director/Administrator.

### Letters of Interest for Alternative Terms of Service

A letter of interest must include a statement expressing the desire to be considered for the Ralph L. Tabor Extension Fellowship, the applicant's resume, and an initial proposal regarding any requests to vary the term of service.

A letter of support from the Extension Director/Administrator is not necessary at this point. If necessary, a full application will be requested at a later date.

Please send application or letter of interest on or before March 30, 2007, to:

[extensionfellow@naco.org](mailto:extensionfellow@naco.org)

or

Ralph L. Tabor Extension Fellowship  
National Association of Counties  
25 Massachusetts Ave., NW  
Suite 500  
Washington, D.C. 20001

**For more information, contact:**

Sherry Teachout Glenn, Ed.D.  
Area Extension Education Director  
Iowa State University  
[sglenn@iastate.edu](mailto:sglenn@iastate.edu)

or

Stephanie Osborn  
Deputy Director, County Services  
National Association of Counties  
[sosborn@naco.org](mailto:sosborn@naco.org)

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**Ralph L. Tabor** worked on behalf of county governments for 33 years, including almost 20 years with NACo, before he passed away in 2003 at the age of 70. Tabor, a native of Wisconsin, was a tireless advocate for rural America. He initiated the Extension Fellowship in the late 1980's to enhance the partnership between county officials and the Cooperative Extension Service.

1/30/07

Balance Sheet 2/28/2007

	<u>Feb 28, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank Of America	42,109.58
CCU - Savings	5,733.50
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>	123,378.83
<b>Accounts Receivable</b>	
Accounts Receivable	<u>3,450.00</u>
<b>Total Accounts Receivable</b>	<u>3,450.00</u>
<b>Total Current Assets</b>	<u>126,828.83</u>
<b>TOTAL ASSETS</b>	<u><u>126,828.83</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Unearned sponsorship fees/dues	<u>2,500.00</u>
<b>Total Other Current Liabilities</b>	<u>2,500.00</u>
<b>Total Current Liabilities</b>	<u>2,500.00</u>
<b>Total Liabilities</b>	2,500.00
<b>Equity</b>	
Retained Earnings	48,769.73
Net Income	<u>75,559.10</u>
<b>Total Equity</b>	<u>124,328.83</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>126,828.83</u></u>

P & L 2/28/2007

	<u>Jan - Feb 07</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Conference</b>	
Post Activity	2,020.00
Pre Activity	3,000.00
Registration	85,025.00
Special	2,325.00
Sponsorship	1,600.00
Conference - Other	<u>0.00</u>
<b>Total Conference</b>	93,970.00
Interest	367.32
<b>Membership Dues</b>	<u>15,835.00</u>
<b>Total Income</b>	110,172.32
<b>Expense</b>	
<b>Annual Conference</b>	
Contract	4,575.00
Credit Card Fees	1,252.76
Post Activity	570.00
Registration/Prep	<u>1,314.28</u>
<b>Total Annual Conference</b>	7,712.04
<b>Association Expenses</b>	
Conference	25,000.00
Corporate Fees	61.25
Credit Card Fees	181.10
Phone	62.77
Postage	35.29
Supplies	79.30
Website	<u>99.95</u>
<b>Total Association Expenses</b>	25,519.66
<b>Association Manager</b>	714.00
<b>JCEP Liason</b>	<u>667.52</u>
<b>Total Expense</b>	<u>34,613.22</u>
<b>Net Ordinary Income</b>	<u>75,559.10</u>
<b>Net Income</b>	<u><u>75,559.10</u></u>