

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

May 11, 2007

PRESENT

Gae Broadwater , David Civitollo, Hank Cothran, Charlie French, Lori Higgins, Cynthia Pilcher, Dick Senese, Deborah Tootle, Connie Wagner, Mike Woods

OPENING

Dick Senese called the meeting to order and welcomed everyone. We will start with the 2009 Conference discussion. Hank Cothran moved & Deborah Tootle seconded that we adopted the amended agenda, motion passed.

OLD BUSINESS

2009 Conference:

- There were quite a few people at the conference that were in favor of a 2009 conference
- We need to have continuity
- Can we afford not to have the conference
 - Hank Cothran talked about income and the budget. If there is no conference income in 2008 and we keep with our current budget, we will have to find other sources to fund our obligations.
 - To sustain the momentum we need to have annual conference/meetings
- We can draw non-members to the conferences
- Lori Higgins stated that her Regional meeting that people have multiple conference and have to pick and choose which they can go to

Mike Woods is leaning to having the conference in 2009. Mike Woods moved and Deborah Tootle seconded that we hold the conference in 2009. Dick Senese clarified that the rotation would put us in the West. There was a question about the timing of the year because of the input from the regional meetings. The motion does not include a specific time/month. The motion passed.

Conference 2009 Site: People having ideas about co-chair and committee members should contact Dick Senese or Lori Higgins. A Committee will be put together to deal with partners, location and time.

Orientation Meeting: There were about 44 people that attended the new member/new attendee orientations.

March & April Minutes: Deborah Tootle moved that March & April minutes be accepted, Mike Woods seconded and motion passed.

Treasurer's Report: Hank Cothran reviewed the information.

Hank Cothran moved and Deborah Tootle seconded that the financials be accepted, motion passed. Charlie French moved & Deborah Tootle seconded to affirm the expenses, motion passed.

OLD BUSINESS

Region Update: Charlie French – working with Time Kelsey to look up research indicators.

JCEP Travel: Mike Woods – clarification is needed for supporting travel for JCEP & Galaxy Options – the budget is global or it is as stated in February minutes. Hank feels that if we expect people to represent NACDEP at these meetings, we need to provide financial support. It is the Board's feeling that the money in the budget is available for attendance at the function at the actual costs, according to NACDEP's travel policy.

Leadership Advisory Council – past pres of JCEP group

JCEP Board Meeting – Rick Maurer, Dick Senese & Mike Woods will attend in Portland in June
JCEP Traveling Team - 4 later this year with one in St Paul – usually President or President-Elect participates in one session.

Hank Cothran moved we pay the full cost of travel for meetings NACDEP sends Board Members to, Deborah Tootle seconded the motion, motion passed

Dick Senese attended the PILD conference, he also went to the MN congressional offices and was able to have UMN pick up the costs.

Mike Woods moved & Deborah Tootle seconded that we send Kathy Tweeten to the Leadership Advisory Council, motion passed

Question on what JCEP expects from us for attendance for all of these meeting. Gae Broadwater stated that other associations spend a great deal of time and resources to attend meetings. The value of participation vs. NACDEP easing into this must be weighed. Should we be sending only one rather than three? Mike Woods is trying to identify all of the meetings and dates for the JCEP obligation.

Hank said that we need to look at the costs. For some of these, air costs are at least double from the budget numbers in February.

The feeling is that the JCEP Board meeting be attending. Then we address the JCEP Traveling Team meetings. We can then see if there are members that would be attending and possibly have them represent NACDEP.

Hank Cothran move that we send up to three people to the June JCEP Board Meeting and pay full cost, seconded by Lori Higgins, motion passed.

Lori Higgins talked about the Resource Directory – she spent more than what was previously budgeted. Hank brought to everyone's attention that budgets are annual and expire at the end of the year. Hank Cothran Moved and David Civitollo seconded to pay the balance, motion passed.

Retreat Survey: - hopefully get this out next week

2007 Conference Report: Waiting for all the bills and payment to come in.

2008 Galaxy Conference: Gae – committee needed to help with the three sessions at Galaxy.
Charlie will have something in the next newsletter.

Retirees – Do we need to identify and acknowledge? Hank Cothran mentioned that we do have one lifetime member.

NEW BUSINESS

Travel to CDS: Dick will be going and attending some sessions so UMN will pay.

Ad-Hoc committees – fill out the form - form sent out through the regional reps to organizations

Committee co-chair appointment: Louise Franck Cyr would like to be co-chair of Recognition. Hank Cothran moved and Dave Civitollo seconded that Louise Franck Cyr be appointed, motion passed.

PILD Conference – committees – we need two people to be representatives on the committee, Lynette Flage will be appointed by Dick Senese. An additional person is needed, Brian Calhoun's name was brought forth and Dick Senese will call him.

COMMITTEE REPORTS

Member Services – call in a month or so for review of the conference and formalize the use of the money.

Policy & Resolutions – Hank has to have the amended bylaws very quickly (10 days) for the IRS.

Publications – newsletter out in the next couple weeks

Mike Woods – anticipating Connie's participation in the Galaxy conference.

Hank moved to adjourn the meeting, Deborah Tootle seconded and the meeting adjourned.

Balance April 30, 2007

	<u>Apr 30,</u> <u>07</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank Of America	1,245.60
CCU - Savings	3,601.60
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	<u>80,382.95</u>
Accounts Receivable	
Accounts Receivable	<u>1,630.00</u>
Total Accounts Receivable	<u>1,630.00</u>
Total Current Assets	<u>82,012.95</u>
TOTAL ASSETS	<u><u>82,012.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Unearned sponsorship fees/dues	<u>200.00</u>
Total Other Current Liabilities	<u>200.00</u>
Total Current Liabilities	<u>200.00</u>
Total Liabilities	200.00
Equity	
Retained Earnings	48,773.33
Net Income	<u>33,039.62</u>
Total Equity	<u>81,812.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>82,012.95</u></u>

P & L April 30, 2007

	<u>Jan - Apr 07</u>
Ordinary Income/Expense	
Income	
Conference	
Post Activity	2,475.00
Pre Activity	3,425.00
Registration	105,200.00
Special	2,790.00
Sponsorship	2,450.00
Conference - Other	<u>0.00</u>
Total Conference	116,340.00
Interest	372.82
Membership Dues	18,900.00
Merchandise	<u>12.00</u>
Total Income	135,624.82
Expense	
Annual Conference	
Audio Video	4,430.45
Contract	10,575.00
Credit Card Fees	1,838.55
Keynote/Capnote	500.00
Meals/Breaks	64,010.14
Post Activity	1,969.75
Pre Activity	3,552.71
Registration/Prep	5,845.00
Special	<u>2,442.17</u>
Total Annual Conference	95,163.77
Association Expenses	
Corporate Fees	61.25
Credit Card Fees	227.24
Phone	94.37
Postage	50.26
Supplies	164.55
Website	<u>99.95</u>
Total Association Expenses	697.62
Association Manager	1,218.00
Galaxy Planning	402.70
JCEP Liason	5,076.62
Marketing/Member Services	224.84
Recognition	523.65
Western Region	<u>250.00</u>
Total Expense	<u>103,557.20</u>
Net Ordinary Income	32,067.62

Other Income/Expense	
Other Income	
Restricted - Education	<u>972.00</u>
Total Other Income	<u>972.00</u>
Net Other Income	<u>972.00</u>
Net Income	<u><u>33,039.62</u></u>