

NACDEP Board Conference Call
Draft Minutes

Friday, January 13, 2006

Present

Cindy Bigger
Hank Cothran
Michelle Eley
Rod Howe
Rick Maurer
Jeri Marxman
Cynthia Pilcher
Dick Senese
Emily Shaw
Chris Sieverdes
Julie Stewart
Kathy Tweeten
Connie Wagner

Welcome and Minutes

Rick Maurer called the meeting to order. Rick reported that Deborah Tootle sent a draft of the minutes from 12/09/2005 to the Board. A motion was passed to accept the minutes (Cothran/Sieverdes).

Rick also welcome the new Board members.

Treasurer's Report

Hank Cothran provided the treasurer's report. He reported that the December ending balance is \$31,026.33. These funds include transfers from Mississippi State of 2005 dues for 498 members, \$9,909.22 from Iowa State for conference income, one 2006 conference registration and membership renewal and payments for 136 new and renewing members received in the last quarter of the year. He has moved \$15,000 into CDs.

We have an additional 108 new/renewing members who have paid dues as a part of their conference registration, and invoices have been sent to Clemson University (12), Washington State University (3) and the University of Minnesota (34) for new/renewing members. These invoices will bring an additional \$1,715 in income.

At least seven people have paid dues twice for 2006 either by paying both Hank and the conference system or paying Hank and then having a state association send additional funds (Indiana).

Finally, 51 people registered for the conference as members but did not pay new/renewal fees online nor have they sent funds directly to me. Hank will be sending emails to each of these folks reminding them to join/renew before the conference.

We have \$5,000 at Mississippi State University for CD Strategic Planning. These funds will revert to CSREES in mid-year if we do not request an extension on the project. Kathy Tweeten and Dick Senese will follow up on this and will talk to Sally again about an extension.

New Committee chairs were reminded that they need to submit a budget to the treasurer and the Board if they want to spend money in 2006 as this is required by the laws.

The treasurer's report was approved (Cothran/Bigger).

Committee Chairs for 2006

There are a couple of committees that need to finish up business at the February meeting including the Resolutions and Policy (by law discussion at the business meeting) and the Recognition Committee. Rick is working on replacing those who want to be relieved of their duties. In meantime, if you know of anyone interested contact Rick. He hopes to have these new chairs in place before San Antonio in order to conduct meetings.

Committee Reports

2006 Conference

Emily reported that the most recent registration number was 290. Cindy Bigger reminded everyone of the January 20th hotel deadline and reported that things are moving forward. Last year there was an added hour for committees to meet at the conference. The committee agreed that we need this time again this year, and committee meetings were arranged for Wednesday evening.

The question was raised regarding the format of the Regional Meetings. It was suggested that regional representatives talk with the RRDC Directors as well as State Program Leaders for potential agenda items. Also, the representatives should be mindful of NACDEP business that needs attending to. For example, Dick noted it is a good time to drum up support for committee membership. Additionally, topics might include discussion of regional correspondence and information flow.

Rick will send an email to the regional representatives and the Center directors to with 3 agenda suggestions above. It was noted that the regional representatives are the leaders for these meetings.

2007 Conference

Rod Howe confirmed that the 2007 conference will be held in Philadelphia, though not in February. He will fill out the forms that were developed by the site selection committee though will only address those items that make sense at this

point. The committee has an initial conf call coming up on January 27. Dick Senese will be the co-chair.

Marketing

Rod Howe will not be the 2007 chair; he will be replaced. There was enough interest that the committee is ordering denim shirts, and they will be handed out at registration at the conference or mailed if that person is not attending. The committee will also be handing out 2 promotion items to all conference attendees (a pen and a computer calendar). They are to keep one and give one to colleague in their state to encourage to that person to become a member of NACDEP.

Since the marketing committee chair is new and the existing committee did not have a budget, Hank moved for the approval of a \$1,000 marketing committee budget for 2006 to pay for the promotional materials for the conference (Howe/Cothran), and the motion was approved.

Resolutions and Policy

Jeri Marxman noted that everyone should now have received the final revision of the by laws. Emily will put the document in the registration packets. During the business meeting a discussion of these changes will take place. We will vote article by article and there will be a vote up or down. Rick will work on developing approximate times for all business meeting agenda items.

Membership Services

Steve Daniels – not present, no report.

Finance

Al Kowitz – not present, no report.

Recognition

Chris Sieverdes reported that there is a five-member committee (the South is represented twice while the Northeast is not represented at all. A motion was made to identify a three member committee from the Board to nominate a name to be recognized for 2005 “Excellence and Service to NACDEP” (Sieverdes/Cothran); it was approved unanimously. The committee will be made up of Chris, Rick, and Hank.

JCEP

Kathy Tweeten reported that Walt has asked to step down and that she will take on this responsibility. Walt shared a few things such as the proposal to JCEP, and Kathy will share a draft with Board. JCEP will not take action on the proposal until this fall.

Old Business

Executive Manager

Kathy Tweeten introduced Connie Wagner, Q&E, Inc. of Bismarck, ND, who has served as the executive manager for BREI for over 5 years. The Board welcomed Connie. Introductions of the Board members were made. A motion was made for Connie to attend the conference in San Antonio and for NACDEP to pay her expenses (Cothran/Sieverdes); the motion was approved unanimously. Connie volunteered to help at registration in order to meet members. Her contact information will be sent out to the group, and RRDC staff will begin communicating with her.

New Business

NACDEP Business Meeting

Agenda items for the meeting include the following:

- Minutes and treasurer's report
- Officers' reports
- Committee reports
- By laws discussion
- Hank will bring a motion to raise dues in 2007 to \$50 to accommodate budget requests

Board meetings at San Antonio

- Monday, 2/13, 3:00
- Thursday, 2/16, 12:00

Thursday's meeting agenda items include a report from the Regional Meetings, conference call schedule (these have typically been held the second Friday of each month at 11:00 am Eastern), etc. Lunch will be provided for this meeting (paid for by the Board).

Adjourn