

NACDEP Board and Committee Chairs Conference Call  
December 8, 2006  
2:00 - 3:30 Eastern (1:00 Central, 12:00 Mountain, 11:00 Pacific)

Call-in Number: 850-410-8045

**PRESENT**

Gae Broadwater  
Hank Cothran  
Michele Eley  
Charlie French  
Lorie Higgins  
Rick Maurer  
Dick Senese  
Deborah Tootle  
Kathy Tweeten  
Connie Wagner

Rick Maurer welcomed everyone and called the meeting to order. Deborah Tootle reported that the minutes from the November meeting have been posted on the web. A motion was made and approved to accept the minutes (Eley/Tootle).

Hank Cothran provided the Treasurer's Report. Hank reviewed the Financial Reports for November and noted that we are not spending much right now but we are getting ready to spend heavily on the conference. Connie will be sending out invoices for dues next week. Our net income for year is approximately \$25,000 although we have roughly another \$5000 in expenses for the year. A motion was made and approved to accept the Treasurer's Report (Senese/Tweeten).

Hank also reported on the audit. The auditor said that we need a written set of financial policies and procedures. Hank will work with Alan Barefield to put together a set of financial policies.

Review of 2007 Budget . The budget report shows both the 2006 budget and the proposed 2007 budget. Hank mentioned that the 2006 budget has been amended several times during the year and that we need to start showing where the budget has been amended. The 2006 budget was adopted in May, 2006. The 2007 budget projects a total income of \$30,000 and expenses of \$37,175. The Board discussed strategies for addressing the deficit. Suggestions included reducing (a) the amount budgeted for mid-year retreat, (b) the amount budgeted for the JCEP liaison, and (c) the amount budgeted for awards, and increasing the projected income from membership. Hank suggested (a) increasing the expected

income from membership dues to \$20,000 (reflecting 500 members instead of 350), and (b) reducing the mid-year conference to \$10,000.

Hank discussed the role of the Secretary and suggested that we contract with the Association Manager to take and post the minutes. This will include tape recording the meetings, transcribing the minutes and posting the financial records with each set of minutes. Hank proposed adding 2 hours each month to the Association Manager's contract for reviewing and transcribing the minutes. We could budget another 24 hours into the Association Managers contract for \$504.

Hank moved that we approve a budget based on an income of \$32,350 and expected expenses of \$32,175 (which will give us a net income of \$175). Motion (Cothran/Tootle) passed.

## **COMMITTEE REPORTS**

**Regional Updates:** Charlie French reported that Rod Howe is stepping down from his 25% appointment with NECRD. Charlie will be assuming his duties.

**2008 Galaxy Conference:** Gae Broadwater reported on the 2008 Galaxy Conference planning efforts. Gae thanked everyone for helping fill Galaxy Committees from NACDEP. She has two more requests. First, do we want to sponsor or cosponsor breaks? She proposes we commit to \$2500 for a cosponsored break. This will affect the 2008 budget. The Board agreed that we would like to sponsor/cosponsor a break but we will need more information before we can commit. Dick suggested we find out how other associations have handled the break sponsorship. Gae will find out more information on the costs of sponsoring a break. Second, Galaxy provides space for association controlled sessions. Gae suggests we propose taking up three slots (one a day). The Board agreed.

**2007 NACDEP Conference:** Dick Senese updated the Board on the 2007 NACDEP Conference scheduled for April. Dick discussed two issues. First, the Conference Committee wants to request authorization to develop a student conference rate. The reduced rate will be built so that it will cover NACDEP's expenses and overhead for the student. Second, Dick asked the Regional Representatives to promote the Conference. Michele Eley asked that the Regional Representatives be given some materials for promoting the Conference.

Dick moved that the Executive Committee authorize the Conference Committee to develop a student rate that covers NACDEP's direct expenses for that student to attend. Motion passed (Senese/Cothran). Dick will work with Connie and Rod to develop the student rate.

**Finance:** No report. Alan Barefield not present. Hank reported that the audit would be posted to the web. The document is so large that most of us cannot open this file. Hank will send it out to everyone as a PDF file. Hank suggested we consider renaming the finance committee to reflect their role as an audit committee.

**Membership Services:** Michelle Eley reported that the membership committee wants to give card holders to members at the Conference. Michele and Charlie will be working on the next edition of the newsletter. Charlie reminded us that they would send this out sometime this month after the election results are in.

**Policy and Resolutions:** No report. Steve Smutko was not present.

**Recognition:** No report. Chris Sieverdes was not present.

**Nominations (Elections):** Kathy Tweeten reported the voting closed yesterday. Votes are verified:

Mike Woods - President Elect  
Deborah Tootle - Secretary  
Hank Cothran - Treasurer  
Southern Regional Representative - Cynthia Pilcher  
Northeast Regional Representative - Charlie French  
North Central Regional Representative - David Civittolo  
Western Regional Representative - Lorie Higgins  
1890 Representative - Michele Eley

Dick will notify all those who ran of the results and then will work with Charlie and Michelle to send out the results via the newsletter.

**JCEP Liaison:** Rick Maurer talked about the last JCEP call and reported there was really nothing new that applied to us other than attending some of the regional meetings. Dick suggested we forward the names of our Regional Representatives to JCEP in lieu of NACDEP state representatives.

**Internationalizing Extension:** Dick Senese and Charlie French had nothing else to report.

**Executive Manager's Update:** Connie Wagner reported 23 Conference registrations today. Connie has activated membership renewals on the webpage.

## **NEW BUSINESS:**

**Manager's Contract:** Hank reported on the results of the survey he sent out to evaluate the performance of the Association Manager. The results were overwhelmingly positive. A motion was approved to extend the Association Manager's contract for another year (Cothran/Tweeten). The Executive

Committee approved an increase in the hourly rate by \$1 when approving the 2007 budget. Dick Senese moved to have the Association Manager take minutes at Board meetings for an additional 24 hours of work a year (\$504). Motion passed (Senese/Cothran). Hank emphasized that Board members need to read and understand the contract with the Association Manager. The new Board needs to be sent the contract so everyone understands Connie Wagner's duties and that she is only working for us 4 hours a week.

## **OTHER ITEMS**

**Listserv Policy:** Deborah will work with Rick, Cynthia, and Michele to develop a listserv policy. Hank Cothran moved to allow the distribution of JCEP related e-mail on the listserv at the discretion of the president or listserv manager as a stop-gap until we have an approved policy. Motion passed (Cothran/Tootle).

**2007 Call Schedule:** The call schedule will remain the same - 2<sup>nd</sup> Friday of each month at 1:00 Central time. Hank will set up the calls. The next call is scheduled for January 12.

Dick Senese thanked Rick Maurer and Kathy Tweeten for their services over the last year.

The meeting was adjourned.