

NACDEP Executive Committee Meeting

DRAFT MINUTES

2/13/2006
San Antonio, TX

Present:

Cindy Bigger
Hank Cothran
Michelle Ely
Charlie French
Lorie Higgins
Rod Howe
Rick Maurer
Jeri Marxman
Cynthia Pilcher
Dick Senese
Julie Stewart
Michelle
Deborah Tootle
Kathleen Tweeten
Connie Wagner

Rick Maurer called the meeting to order and welcomed the new executive committee members. Deborah Tootle reported that a draft of the minutes from the 1/13/2006 meeting had been sent out to the Committee. A motion was passed approving the minutes (Cothran/Bigger).

Treasurer's Report. Hank Cothran reported we have \$34,211 in the bank. He asked the Committee to discuss and set policies regarding (1) travel, (2) returned checks, (3) refund checks for members who paid dues twice, and (4) auditing and bonding. He suggested that NACDEP adopt the federal per diem rate for travel and adopt a \$25 handling fee for returned checks. Bonding for financial liability and general board liability will run about \$1500.

The Committee approved (1) adoption of federal per diem and mileage for travel, (2) a \$25 handling fee for returned checks, and (3) applying extra dues to the dues for the following year (Cothran/Senese). The Committee approved the purchase of bonding insurance for the Executive Committee as well as financial liability insurance. (Cothran/Tweeten/Bigger amended).

Hank discussed the dues. At \$35 they are at the low end of a range desired by membership. He suggests we will probably have to increase dues and proposes we

increase dues to \$50/years in 2007. The Committee engaged in a discussion on justifying such an increase. The Executive Committee can set dues without a membership vote but we will mention the possible increase at the business meeting.

Committee Reports

2006 Conference. Cindy Bigger and Rick Maurer reported we are at just over 300 participants. Since we based this year's meeting on an 80% participation rate of last year, our budget should be okay. Changes in agenda will be announced at the beginning of the conference. The Executive Committee agreed that registration was well organized.

The Committee approved a motion to pay for the card for Walt Whitmer (Tweeten/Cothran) that Emily Shaw purchased.

Hank Cothran reported that CSREES provided us with \$5000 for this conference and we want to ask Sally to give us a one year extension to use for next years conference.

2007 Conference . Rod Howe and Dick Senese reported that next year's conference will be held April 16-19, 2007. They have met with Connie Wagner on her role and how she and the NERC will coordinate. They are following up on hotels and local arrangements in downtown Philadelphia. Connie will write up the proposal for the hotel. Dick Senese announced a preconference session on cultural competence which will stand on its own with an additional charge. Rod and Dick are working to organize local tours and other workshops. The 2007 Conference Committee will meet on Wednesday to identify members. Some discussion followed regarding a \$5000 budget for the Conference Committee. The Committee decided we need preconference budget but that we also need to roll that budget into the fee. Hank Cothran moved we set aside \$5000 for the preconference budget (Cothran/Bigger).

Marketing. We have no chair yet. Rod Howe reported on shirts, pens, calendars as promotional items. The display is available.

Resolutions and Policy . We have no new chair yet. Voting on by-laws will take place during the annual business meeting. Jeri Marxman asked that members of the Executive Committee help explain as we go through the articles. The Committee discussed the question of membership and affiliates in the proposed by-laws. Jeri will revise these before the business meeting. JCEP requires 51% of members to be CES. We will have to suspend our by-laws to address this issue during the business meeting because the by-laws require 30 day notice of issues for voting. We could amend the statement regarding membership to include "except as needed to meet JCEP requirements". This will have to be an amendment from the floor. Dick Senese moved that the Executive Committee put forth an amendment to this effect (Senese/Tweeten).

Membership Services. We have no chair yet and no one to handle membership. Hank Cothran has been handling membership as the treasurer. At this time no one is responsible for sending out renewal reminder letters to members. Membership Services

needs to draft a policy on the use of the list serve. The Committee approved a motion to create a select committee called Membership Services that subsumes the former Membership Services and Marketing committees (Senese/Tweeten). Rod Howe suggested that 2 of the regional reps work as co-chairs of the new Membership Services Committee.

Finance . We have no chair yet.

Recognition. Chris Seiverdes will remain as chair.

JCEP . Kathy Tweeten will take Walt Whitmer's place. The JCEP Board will be meeting June 13th -18th . We are being asked to submit our application a little earlier. They would like to make a recommendation at the June meeting. We need to make formal request, with intent and rationale, copy of organization's mission and purpose, a statement that identifies extension as part of our mission, articles of incorporation, by-laws, proof of adequate resources (to attend their board meetings and a fee), and proof of equal opportunity membership. We will need to have someone represent us and answer questions. The Committee approved a motion to (a) send Kathy Tweeten to June meeting and (b) pay her way (Cothran/Tootle).

Old Business

eXtension Advisory Committee . It is scheduled for April 5 & 6. Kathy Tweeten will be attending.

Executive Manager . The Executive Committee welcomed Connie Wagner. Dick Senese moved that the Executive Committee authorize \$30/month for phone line for NACDEP in Connie's office (Senese/Cothran). Hank Cothran also asked that we develop a budget for Connie. She suggests that anyone wanting to send items to membership send it to her first so it can be screened for appropriateness. She can provide this service electronically.

New Business

Regional Meetings . The Committee discussed how regions should respond to NACDEP. For example, are they interested in state charters? The Committee also discussed providing regional representatives with partial funds to attend other regional meetings. It is not yet clear on what the regional meetings are meant to be. Are they designed for the regions or for regional rural development centers? The Committee also raised the question of staggering terms for Committee members for continuity. We will continue these discussions.

Rick Maurer reminded everyone of the NACDEP Business meeting on 2/15/2006.
Motion to adjourn.

NACDEP Executive Committee Meeting

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2/16/2006
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Present

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Rick Maurer
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Dick Senese
Deborah Tootle
Kathy Tweeten
Connie Wagner

Rick Maurer opened the meeting.

Orientation. Kathy Tweeten brought up the issue of a new Executive Committee orientation. The new Committee members suggested they would like a session before the first Committee meeting with some type of information packets and perhaps on-line training. The Regional Representatives reported they need lists of members in each region. The Regional Representatives will take the responsibility for helping committee chairs to find committee volunteers.

Conference Calls. Rick Maurer suggested we continue monthly conference calls. The Committee decided to meet every 2nd Friday at 2:00 Eastern ST (1:00 Central ST; 2:00 Western ST; 11:00 Pacific ST). Hank Cothran will set up the calls: March 10, April 14, May 12, June 9, July 14, Aug 11, Sept 8, Oct 13, Nov 10, and Dec 8.

Committee Charters. Each Committee needs to have a charter but there was no agreement as to whose (committee chair or executive committee) responsibility the charter is. We will continue this discussion on our next conference call. Possible committee chairs include: Kathy Tweeten – Nominations, Cynthia Pilcher and Michelle Eley – Membership, Alan Barefield – Finance, Steve Smutko – Policy and Resolutions, and Chris Sieverdes – Recognition.

Regional Meetings

Charlie French and Dick Senese suggested setting up an international committee as the NE Region has an international orientation. Charlie suggested that NACDEP should serve as a repository for data on international activities and research. The NE would like to see NACDEP meet once a year after Galaxy.

Lori Higgins reported the Western region would like to see more linkages between extension and research, get NRI projects highlighted at the annual NACDEP meeting, and increase policy relevance of research. They would like to see the Regional Meetings on the agenda earlier and try to get Extension Directors to attend the meetings. The Western region suggested using the Regional Rural Development Center directors more strategically to influence policy. They also suggested organizing a regional resource directory. They would like a day added to the meeting and were concerned about equitable time distributions for sessions.

Cynthia Pilcher reported that the Southern region had 42 conference participants attend their meeting. The Southern group formed a committee to look at state/regional charters, discussed the possibilities of joint memberships with affiliate organizations and the role of the Regional Representatives. The South identified three roles for the Regional Representatives: (1) serve as NACDEP representatives at JCEP, (2) disseminate Executive Committee information to the regional group, and (3) work with membership.

Michelle Eley reported for the 1890/1994 institutions. They raised questions about recruitment, services, and other community based organizations that might be interested in participating in NACDEP. They were also concerned about how we articulate the benefits of NACDEP and whether the conference could be considered in-service training. The 1890/1994 group reported the conflicts inherent to having a meeting apart from the Southern group. They decided the easiest way to remedy this dilemma is to have the 1890/1994 meeting during a different time period so that it does not conflict with the Southern group. They stressed the need to contact the 1994 extension professionals to encourage their participation in NACDEP.

The Executive Committee passed a motion declaring a vacancy in the 1994 Representative's position (Senese/Tweeten). Michelle is currently the 1890/1994 Representative and will serve in that capacity until we find someone to represent the 1994 institutions.

Cindy Bigger reported the NC region is interested in an on-line membership directory and a discussion board on the web.

Executive Committee Retreat. Hank Cothran suggested the Committee hold a retreat for strategic planning. The retreat could coincide with the site visit for the next year's conference. The Committee identified the following issues as retreat issues:

- Research linkages
- International committee

- State charters
- Timing/scheduling of meetings
- Relationship between NACDEP and RRDCs
- Budgets for Regional Representatives
- Partial scholarships to conference
- New changes in by-laws (i.e., Executive Committee vs “Board”)
- Alternating terms for officers

Other business. Hank Cothran suggested we need a formal audit to get insurance. He will look for a CPA and also draft a budget for NACDEP. The Committee passed a motion that travel expenses (with a \$25 limit) could be reimbursed without receipts (Cothran/Maurer). The Committee passed a motion granting all people who registered as non-members affiliate membership for 2006 (Cothran/Senese). Hank will draft a letter letting people know they can either renew their affiliate memberships or become active members if they fit the criteria. Discussion on the alternating terms for Regional Representatives was referred to the Nominations Committee.

Motion to adjourn.