

NACDEP Board and Committee Chairs Conference Call  
March 10, 2006  
2:00 – 3:30 Eastern (1:00 Central, 12:00 Mountain, 11:00 Pacific)

Call-in Number: 850-410-8045

**Present**

Alan Barefield  
Cindy Bigger  
Hank Cothran  
Charlie French  
Kristin Grifka  
Lorie Higgins  
Sally Maggard  
Rick Maurer  
Cynthia Pilcher  
Dick Senese  
Deborah Tootle  
Kathy Tweeten  
Connie Wagner

Rick Maurer called the meeting to order. Deborah Tootle reported that the minutes from the February 13 and 16 had been sent out to the Executive Committee. A motion was made and passed to approve the minutes (Bigger/Maurer).

Hank Cothran provided the Treasurer's Report. He discussed the working budget which he had sent out to the Executive Committee earlier in the week. There appears to be a \$7,000 deficit but Hank needs to the rest of expected expenses and income from conference. We may have to draw from last year's income. We have about \$30,000 in the bank – about \$17,000 in cash and the rest in CDs. We can finalize this budget in the next call.

**COMMITTEE REPORTS**

**2006 Conference**

Cindy Bigger and Rick Maurer reported they are getting good comments about the meetings. They currently have only preliminary reports on expenses but should have a final report by the next meeting. Hank Cothran asked about the 15 people who did not pay dues associated with registration. Hank will send the list to Rick and Rick will start contacting these people about paying.

**2007 Conference**

Dick Senese and Rod Howe report that the Conference Committee will start meeting before this meeting. They are planning a site visit in Philadelphia for June 5<sup>th</sup>. They have not yet chosen a hotel yet. Dick and Rod will talk on Monday about the 2007 Conference Committee.

### **Finance**

Alan Barefield reported that the Finance Committee will conduct an internal audit. The budget must be approved by the Executive Committee. The outside auditor will work with both the Finance Committee and the Treasurer.

### **Membership Services**

Cynthia Pilcher reported that she and Michelle Eley (co-chair) and Jeri will have a conference call next week. They will put together a report on membership services by next week. They will look at a policy on the list serve use. The Executive Committee at one point asked that announcements be run through the web site. The membership had agreed that we should be able to put training information out on list. However, we cannot find that document. Members of the Executive Committee do not all agree that we should or should not send out the information. The issue, though, is that we need a policy. The Membership Services Committee will work on a policy. In the meantime, we can put this information out in a Newsblast.

### **Policy and Resolutions**

Steve Smutko was not present. The Committee will start working with the new by-laws. Rick and Deborah will work with Jeri to pull the by-laws together.

### **Recognition**

Chris Sieverdes was not present.

### **Nominations**

Kathy Tweeten reported that the Nominations Committee will work on the addition of the 1994 position. Texas A&M will offer their services again for voting.

### **JCEP Liaison**

Kathy Tweeten reported they are still gathering information.

### **Internationalizing Extension**

Dick Senese and Charlie French are pulling together information on how other organizations are handling.

### **Executive Manager's Update**

Connie Wagner reported on list serve and presentation issues. Both will be functioning by the end of the week. She reminded everyone that bookmarks for the NACDEP website are now invalid. New website is [www.nacdep.net](http://www.nacdep.net).

### **OLD BUSINESS**

**Strategic Planning Grant Extension.** Sally Maggard reported that we did get approval to continue the process. The \$5000 is for a face to face meeting with about 10 people (some from each region) to work on the strategic planning process. Sally asked that NACDEP to start discussing the process. Hank Cothran suggested that Kathy Tweeten and Deborah Tootle continue with this process. Sally will send some information to Kathy and Deborah.

**Board and Committee Chairs Mid-year Meeting**

The mid year meeting needs to coincide with the site visit. We are looking at the first full week of June (7,8, and 9). Dick Senese and Rod Howe will work on this.

**NEW BUSINESS**

Hank Cothran would like the Executive Committee or Finance Committee to advise him on putting money into CDs. A motion was made and passed to authorize Hank Cothran to renew CD (Senese/Tootle). Hank would eventually like Finance Committee to review his books and make recommendations which he will then bring to the Executive Committee.

Motion to adjourn