

Meeting of the NACDEP Executive Committee via teleconference and WebEx webinar system.

June 10, 2011

Meeting called to order by President, Tim Borich at 1 PM (CDT)

Members present: Michael Wilcox, Greg Davis, Paulette Cooper, Richard Proffer, Michael Darger, Deb Tootle, Steve Burr, Winifred McGee

Members not present: Harry Crissy

Others present: Peter Metsker (ex officio), Michael Dougherty, Notie Lansford

Agenda approved on motion by Deb Tootle, second by Steve Burr and carried.

Approval of the minutes from May 13, 2011. Approved on motion by Paulette Cooper, second by Deb Tootle and carried.

Acceptance of the Treasurer's report by Greg Davis. \$139,700 cash on hand. Other details shown on dashboard report in appendices attached. Approved on motion by Michael Darger, second by Deb Tootle and carried.

Updates from the Regions

§ Northeast - Winifred McGee was present but had no report.

§ North Central - Richard Proffer reported that he will present the results of his NC survey at the July retreat.

§ Southern - Harry Crissy was not present.

§ 1890 - Paulette Cooper was present but had no report.

§ Western - Steve Burr was present but had no report..

Committee Reports

2012 Conference Committee reported by Steve Burr & Michael Wilcox. Themes and tracks were researched in the conference archives by Steve. Land use and economic development are historical tracks that have been in all conferences to date. Then there have been a variety of other tracks that have sometimes been on the agenda. Using the Community Capitals framework for tracks is one idea for next conference. Cultural capital is probably the only one in the framework that hasn't historically been covered in our conferences. Themes are something that have varied over time. Track chairs and getting an RFP out for presentations. Schedule from evening Sunday as conference

kickoff to early afternoon on Wednesday, in order to have a less packed schedule than the Charleston schedule. Possibly field trips mid-conference on Tuesday afternoon and Wednesday p.m. Possibly some regional meals and meeting times as well as off-site meal opportunities. Possibly a trail tour and historic downtown tour.

Michael Wilcox needs track committees by July but unfortunately the call for volunteers did not make it into the June edition of newsletter. Members won't know their travel budgets until probably after July. There will be an opportunity for people to decline an invite to speak but very few declined for this year's conference.

Conference budget. Motion by Michael Darger, second by Steve Burr and carried for Tim Borich to create the hotel contract, based on prices presented today by Peter Metsker, with Park City Marriott. Rooms prices (with commission back to NACDEP) would be about \$126/night, food prices will be negotiated later, and meeting rooms will be free. See appendices to these minutes for details. Historically, we try to keep tours as separate events so that they cannot hurt NACDEP's budget. Steve will work on the tour plans.

Motion needed to cover various travel for NACDEP budget:

1. PILD Conference. Trudy Rice will need to take two trips for PILD.
2. Richard Proffer scouted St. Louis for board retreat.
3. Tim Borich will travel to the JCEP conference
4. 3 "team visits" for JCEP also are needed to sister organizations. Hopefully, these will be covered by some NACDEP members near the conference sites.

Tim made a rough guess of \$3,000 for all of this travel. Motion by Deb Tootle, Paulette Cooper seconded and carried to authorize approximately \$5,000 for this aggregate travel.

Michael Darger made a motion, Deb Tootle seconded, and carried to approve not more than \$3,500 for board member travel to the St. Louis retreat (for those facing financial hardship).

Communications Committee- Michael Darger reported for Paul Lachapelle that the first edition of the newsletter went out this month, which is the first edition in at least two years. It didn't have as much content as it could have but it is a real accomplishment for the new committee. Peter gave the stats of 368 e-mail addresses that newsletters were sent to and that 124 were opened, which is pretty good in his experience. There is a lot of discussion happening about the website but not much content has been posted yet. Some discussion occurred. It was agreed that the St. Louis retreat will be a key time to wrestle with how much content to post by whom and how to get it done with volunteers, professional assistance or both. This led to the realization that certain committee chairs

who are not also board members need to be brought into the St. Louis retreat via phone conference or Webex, Skype, etc.

Committee Rosters—Tim Borich will send out the updated rosters with member names. They will go into the minutes of this meeting (see attached) and posted to the website by Peter.

Recognition - Paulette Cooper reported that nothing much is going on yet. She thinks Hank Cothran has something for posting to the web.

Finance – Notie Lansford has to leave the meeting before he could report but sent a note indicating that Finance & Audit is working on how to conduct the informal, spot audit. He'll have more to report next time. After the meeting he sent a note asking for precise motions when dealing with financial allocations.

2013 Galaxy report by Winifred McGee on behalf of Michael Dougherty, who had to leave early. There are several volunteers for the subcommittees even though there are still some open slots. Tim Borich is assigning people to various committees. He will take the names to the JCEP board meeting. Winifred and Michael Dougherty continue to attend the web meetings. Michael Dougherty came back on the call and emphasized that we have to get our volunteers plugged in and working ASAP because JCEP is expecting everyone to “pull their weight”.

Member Services Committee report not made because Stacey McCullough was not able to attend. She reported before the meeting that based on the membership survey the committee will have its recommendations prepared for the board in time for the St. Louis retreat.

PILD report Michelle Walk was not in attendance but submitted this report. The update from PILD: We have an in person planning meeting in August to start the planning for next year. Trudy Rice is co-chair for 2012 and will be chair in 2013.

Report from PAR by Peter Metsker. Nothing in addition to conversation earlier in the meeting.

St. Louis event on July 12-13, 2011. Tim called for agenda items to be sent to him so he can craft the agenda for the face to face retreat. We will go out for dinner on the Tuesday. Committee chairs will not be physically present but key committee chairs not on that board will be invited for portions of the meeting via teleconference participation.

No board conference call meeting will be held on July 8th.

Meeting adjourned at 2:45 on motion by Paulette Cooper and second by Steve Burr and carried.

Respectfully Submitted by Michael Darger, Secretary

Appendices to June 10, 2011 Board Minutes

**May Financial
Dashboard Year to
Date**

	Actual YTD	Prior Year to date	\$ Change	% Change	Prior Year	\$ Change
Membership	\$ 24,375.00	\$ 24,700.00	\$ (775.00)	-1.32%	\$ 24,700.00	\$ (325.00)
Conference Income (net)	\$ 33,314.87	\$ 44,817.01	\$ (11,502.14)	-25.67%	\$ 44,186.12	\$ (10,871.25)
Other Income	\$ 243.45	\$ 79.54	\$ 163.91	206.07%	\$ 207.84	\$ 35.61
Expenses (Operational)	\$ 17,188.70	\$ 16,372.80	\$ 815.90	4.98%	\$ 32,625.97	\$ (15,437.27)
Net Income	\$ 40,744.62	\$ 53,223.75	\$ (12,479.13)	-23.45%	\$ 38,397.99	\$ 2,346.63

YTD to Budget

	Actual YTD	Budget YTD	\$ Over Budget	% of Budget	Full Yr Budget	\$ Change
Membership	\$ 24,375.00	\$ 22,500.00	\$ 1,875.00	108.33%	\$ 22,500.00	\$ 1,875.00
Conference Income (net)	\$ 33,314.87	(\$175.00)	\$ 33,489.87		(\$675.00)	\$ 33,989.87
Expenses (Operational)	\$ 17,188.70	\$11,833.36	\$ 5,355.34	145.26%	\$31,870.00	\$ (14,681.30)

Actual YTD	Prior Year to date	\$ Change	% Change
------------	--------------------	-----------	----------

Cash on Hand	\$ 139,677.02	\$ 112,718.85	\$ 26,958.17	23.92%
Accounts Payable	\$ 1,583.42	\$ -		
Net Cash Available	\$ 138,093.60	\$ 112,718.85	\$ 25,374.75	22.51%

Park City Marriott Conference Site proposed costs

Item	2011 - Francis Marion	2012 Park City Marriott	2012 Park City Marriott (commissioned rate)
Total Room Nights Contracted	347	425	
Total Room Nights Actual	411		
Room Rates	\$139.00	\$99.00	\$113.85
Local Taxes	12.50%	10.45%	10.45%
Local Taxes	<u>\$17.38</u>	<u>\$10.35</u>	<u>\$11.90</u>
Total Room Rate	\$156.38	\$109.35	\$125.75
 Complimentary Rooms Room Upgrades	 1 for every 50 room nights 3 Suite Upgrades	 1 for every 50 room nights 3 Suite Upgrades Presidential Suite Comped Free Internet throughout facility	
 NACDEP Room Commission	 10%	 15%	 \$14.85
Gross Revenue for Commission	\$58,409.00	\$42,075.00	
Actual Commission Received	\$5,693.00	\$6,311.25	
 Meeting Room rental	 \$ 450.00 per day plus Tax for 3 days Ballroom	 Complimentary	
Total Meeting Room Rental	\$1,464.75	\$0.00	
Sales Tax Paid	\$3,554.04	\$0.00	
Total Expense to NACDEP	<u>\$5,018.79</u>	<u>\$0.00</u>	

Committee Rosters

Member Services Committee (May 2011, as submitted by Stacey McCullough)

Stacey McCullough, Chair	University of Arkansas	smccullough@uaex.edu
Michele Craig	University of New Hampshire	michele.craig@unh.edu
Paulette Cooper	Texas A&M University	pcooper@ag.tamu.edu
Erik Glenn	University of Arizona	erikg@cals.arizona.edu
Danielle Hautaniemi	Cornell University	dah35@cornell.edu
Jody Horntvedt	University of Minnesota	hornt001@umn.edu
Joann Kowalski	Pennsylvania State University	jmkowalski10@gmail.com
Mary Martin	University of Wyoming	mmartin@tetonwyo.org
Cathy Martinez	University of Arizona	clmartin@cals.arizona.edu
Winifred McGee	Pennsylvania State University	wwm1@psu.edu
Minnie Mitchell	North Carolina State University	minnie_mitchell@ncsu.edu
Dan Oedekoven	South Dakota State University	dan.oedekoven@sdstate.edu
Mary Peabody	University of Vermont	Mary.Peabody@uvm.edu