

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

September 9, 2011

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

Members present: Greg Davis, Richard Proffer, Michael Darger, Winifred McGee, Steve Burr, Harry Crissy

Members not present: Deb Tootle, Michael Wilcox, Paulette Cooper

Others present: Peter Metsker, Michael Dougherty, Stacey McCullough, Notie Lansford

Agenda approved on motion by Richard Proffer, second by Greg Davis and carried.

Approval of the minutes from August 12, 2011 on motion by Richard Proffer second by Greg Davis and carried.

Treasurer's report was made by Greg Davis. Details shown on dashboard report in appendices attached. Approved on motion by Winifred McGee, second by Steve Burr and carried.

Updates from the Regions

§ Northeast - Winifred McGee reported on the pre-conference planned before the NERC RD conference (19 registered). Co-sponsored with NACDEP. 70 people registered total. Sept. 18th in Philadelphia.

§ North Central - Richard Proffer reported that Nebraska is interested in doing some cooperative work with other states on ED and BD work. Missouri has completed its SET project and is going to do some implementation rollout. CD & BD people have helped mobilize state, federal and local opportunities in disaster response in MO, which was hard hit this year.

§ Southern - Harry Crissy reported that University of Florida and Georgia are joining in with the sea captains program out of South Carolina. He was in Central America recently so had nothing else to report.

§ 1890 - Paulette Cooper was not present.

§ Western - Steve Burr reported nothing from the West. However, he does have an article that he may be able to contribute for newsletter.

Committee Reports

2012 Conference Committee reported by Steve Burr. Peter Metsker and Steve Burr will

meet on Sept. 15th. Tom Chestnut is active again in assembling the call for proposals and managing that process as he done for a few years. Special newsletter edition promoting the conference went out in August. The call for papers will be put into the newsletter this month.

Communications Committee- Michael Darger reported for the committee. Six recommendations were made on Social Media use by the organization. See attached. Peter offered to have PAR set up a Facebook page with a sub-page about the conference and to monitor/manage it within the new contract with PAR. Motion by Michael Darger to have PAR create a Facebook page, second by Harry Crissy, and carried. No action was taken on the other social media recommendations at this time since the Board considered Facebook a good place to start.

RFP for member database creation, as revised, was shown by Peter Metsker. Bids to be submitted by mid-October. Motion to approve the RFP was made by Michael Darger, seconded by Harry Crissy, and carried. It will be distributed to Board and Comm Comm members so they can get it out to likely bidders.

Peter reported that he needs newsletter articles for the September issue and he was soliciting articles from the regional reps during their reports.

Recognition - No one was present to report.

Finance – Notie Lansford reported that an informal audit was conducted and presented a written report with the four findings (see attached). The report was accepted on motion by Michael Darger, second by Harry Crissy and carried. Acting on recommendations in the committee report, Michael Darger moved that speakers fees go in one expense line and speakers expenses go in a separate expense line, Harry Crissy seconded, and it was carried. Michael Darger moved that room rental expenses for the conference be put into one line item in the conference accounting, Steve Burr seconded, and it was carried. Tim Borich thanked the committee for doing the informal audit. Notie said that their next business would be to help with the 2012 budget, as needed.

2013 Galaxy report by Michael Dougherty. There is at least one slot per concurrent session that NACDEP will be responsible for and that we will have dedicated to us (same thing for the other JCEP member organizations). Second, that committee members slots were overfilled but he is trying to re-distribute some volunteers to some other openings. Committees are starting to meet and thinking through the logistics of the call for papers.

Member Services Committee report by Stacey McCullough. The committee met on Aug. 30th and they went over comments received from one board member on the member benefits document. The committee would like the Board to accept the Benefits of NACDEP membership promotional piece (as revised). The Board agreed to this by consensus. The document about Membership Renewal Protocol and NACDEP Membership info. on the website need more work. One key question is what is the real value of an affiliate membership; what do they get for the money? Another was whether to promote NACDEP just to Extension people or to other folks in higher education.

PILD report. No one was present to report.

Discussion of PAR. Tim and Peter will be finishing the PAR contract renewal based on its approval by the Board in August.

Review of goals from the Board Retreat:

1. Policies and Procedures were reviewed by Peter and sent to Tim and Deb.
2. Business plan? Peter wondering what we want in this. Need more info. on cash flow from Galaxy and affiliate and student members. Michael Dougherty will watch and listen for this information (re Galaxy) so that NACDEP can be informed of this important info.
3. Membership and marketing. A Pitch piece was started by Member Services Committee and approved today. Student memberships - Membership Services Committee is working on something for this.
4. Membership requirements? What did this mean from the July meeting? Tim and Deb will continue to explore this.

Buckets of Activity for Website Work (as mentioned in July, 2011 minutes). Progress is being made on database RFP and Facebook page creation. There are still holes in the history in terms of business meeting minutes and conference agendas. Greg Davis will be looking in his boxes from Connie Wagner. Missing items could be mentioned in a future newsletter in case any "pack rat" members would still have them laying around.

Concepts of Cooperation with CDS were discussed. Richard Proffer said that his CDS board contact may be interested in a 2014 cooperative conference when CDS conference will be in the Quad Cities. They are talking already with Rural Sociology Society but haven't signed anything. CDS will be inviting NACDEP members to submit papers for their online Community Development Practices publication. Tim Borich will call Bo Beaulieu to get his perspective since he is connected with all three organizations (CDS, RSS and NACDEP).

Meeting adjourned 2:38 on motion by Michael Darger, second by Richard Proffer and carried.

Respectfully Submitted by Michael Darger, Secretary

Appendices

Treasurers Report

Year to Date

	Actual YTD	Prior Year to date	\$ Change	% Change
Membership	\$ 24,525.00	\$ 24,700.00	\$ (175.00)	-0.71%
Conference Income (net)	\$ 33,314.87	\$ 46,227.01	\$ (12,912.14)	-27.93%
Other Income	\$ 377.41	\$ 584.30	\$ (206.89)	-35.41%
Expenses (Operational)	\$ 26,104.62	\$ 23,778.50	\$ 2,326.12	9.78%
Net Income	\$ 32,112.66	\$ 47,732.81	\$ (15,620.15)	-32.72%

YTD to Budget

	Actual YTD	Budget YTD	\$ Over Budget	% of Budget
Membership	\$ 24,525.00	\$ 22,500.00	\$ 2,025.00	109.00%
Conference Income (net)	\$ 33,314.87	\$825.00	\$ 32,489.87	
Expenses (Operational)	\$ 26,104.62	\$25,636.68	\$ 467.94	101.83%

	Actual YTD	Prior Year to date	\$ Change	% Change
Cash on Hand	\$ 128,636.64	\$ 105,297.91	\$ 23,338.73	22.16%
Accounts Payable	\$ -	\$ (2,100.00)		
Net Cash Available	\$ 128,636.64	\$ 107,397.91	\$ 21,238.73	19.78%

North Central Region NACDEP Report

September 9, 2011

Richard Proffer, regional representative

I have a request from Nebraska to see if there is an interest in organizing/implementing theoretical models of CD/BD work. Chery cites an example of the Service-profit chain developed by the Harvard Business School that shows the relationship between employee training and the company's profitability.

Missouri MACDEP responded with comments on the following projects:

Stronger Economies Together – Missouri completed their two instate regions as the first state to complete the pilot project. The technical assistance approach was asset based and gave the participants the opportunity to learn more about their local and regional economies and how to work together and utilize the local assets. Both groups are now working on their final presentation to the state partnership. This project has now led the state training team to be considered for a 3 year project with the Community Foundation of the Ozarks doing the same work with six different communities.

COAD – Community Organizations Active in Disaster. Missouri has had it fair share of natural disasters – floods, straight winds, and Joplin's tornado. These Extension lead teams are in the field working to streamline disaster recovery resources for Missourians.

Healthy Lifestyles Initiative – is a team focused on creating a physical and social environment emphasizing fresh local food products and accessible exercise space for all Missourians. Some projects are new farmer's markets, improving bike and walking paths etc.

Communications Committee Report

After convening a Social Networking Sub-committee meeting on Aug. 15, 2011 via phone (Erik Glenn, Susan Kelly, Paul Lachapelle), and then providing minutes and asking for comments from the Communication Committee via email between Aug. 22 and 24, the Communications Committee submits the following recommendations to the Board:

1. NACDEP set up a LinkedIn Group.
2. NACDEP set up both a Facebook (FB) Group and Fan Page.
3. Initial set-up and on-going content for the Facebook and LinkedIn sites should be the responsibility of either the president, past president or president-elect (ultimately, board should decide).
4. A Twitter hashtag be created (i.e. #NACDEP is still available)
5. All Social Networks be linked so that for example, when an e-Newsletter is sent, the link is also posted ("pushed") on FB, Tweeted, etc.
6. Priority be given to establishing a Facebook presence if the Board feels the need to prioritize social networking options.

Recommendations respectfully submitted Aug. 25, 2011 by Paul Lachapelle (Chair, Communications Committee)

Informal Audit

Finance and Audit Committee

National Association of Community Development Extension Professionals

September 7, 2011

The finance and audit committee examined the financial reports and bank statements of NACDEP provided by Greg Davis and Peter Metsker for the months of March and April 2011. Overall, things seem to be in very good order.

We were able to reconcile the checking account balance with the detailed listing of transactions in the Audit Comm Report.xlsx file. (Note: the transactions list details are shown on the “Budget to Actual” tab of the Excel file; an apparent typo on the tab title.)

We checked this file (Audit Comm Reports.xlsx file) for appropriate placement of transactions into account categories. Here are our findings and questions:

1. The Woods & Poole Economics “Speaking Fee” was placed in the “Speaker Expenses” category rather than the “Keynote/Capnote - Other” category where the honorarium for Mark Partridge was placed. Other expenses for Mark Partridge are placed in the “Speaker Expenses” category.

Both 510201 and 51020 are sub-categories of 51020 – Keynote/Capnote, so it probably makes no real difference unless we have a reason for strictly separating the expenses (airfare, lodging, ...) of speakers from the compensation for their speech. The committee recommends that we be consistent in placing “speaker fee” in one category and “speaker’s expenses” in the other.

2. Another categorization that we did not understand was the \$58.33 for “President’s gift” that is charged to the Board Meetings account. It seemed more appropriate to the committee to place this expense in the 51040 – Awards category or in the 60064 – Recognition category. It may be customary to categorize the president’s gift as a Board expense but Recognition seems more appropriate. Peter Metsker responded: “Didn’t feel this should be an expense to the conference, as I thought it was simply a gift to the outgoing President for service and as such would be a direct expense to the Board.” So, good arguments can be made for either categorization and it is a relatively small expense.

3. Category 60020 – Postage had an amount for \$475 paid to Hendon & Slate, P.C. The committee believed this to be an error. There is an identical charge on the same date listed in the 60025 – Audit & Tax Prep line. The accompanying note was slightly different. It seemed probable that this was either another accounting fee or was an error regarding postage or was an erroneous duplication. Peter Metsker responded: “Post error on my part, there is a duplication because there is a charge for the corrected filing for 2009 filing along with the filing for 2010. I have made the correction.” So, the item has been satisfactorily dealt with. The \$475 that was shown as postage has been corrected to be shown as “Audit & Tax Prep.”

4. Category 51008 – Room Rentals and 51031 – Reception.

Both items in account 51008 (dated April 8 & 9) and the one item in 51031 (dated April 7) were indicated to be for rental of the ballroom. We could simplify this next year by just having one room rental account. (We think this is how the conference committee set it up for next year.) Peter Metsker responded: “We can certainly make the change, my thought was to try and break out the cost of the reception from the actual sessions, but maybe that doesn’t make sense or is worth the effort. Let me know and I will adjust the posting if you want.” The Finance & Audit Committee leans toward putting the items together but recommends that the Board select a preference, then consistently adhere to it. This will help as we compare one year to the next.

In conclusion, the informal audit of March and April 2011 shows the books to be in good order. The caveat is that we examined only two months’ bank statements and expense categorization. There were a few questions that were adequately addressed and an erroneous categorization that was corrected. The Board needs to make a few minor decisions for the purpose of consistent categorization of expenses over time. The only other item suggested by the committee is that NACDEP think through and establish good internal control policies with regard to collection, deposit, and expenditure of funds. It is unclear whether our current practices are adequate.

Craig Hertel and David Nelson serve on the NACDEP Finance and Audit Committee with me.

Notie H. Lansford, Jr., Chair

NACDEP Finance and Audit Committee