



**National Association of Community Development Extension Professionals Board/Committee Chairs
Minutes
WEDNESDAY, June 8, 2012**

Voting Participants:

Tim Borich, Past President
Steve Burr, Western Rep.
Michael Darger, President-Elect
Greg Davis, Treasurer

Stacey McCullough, Southern Rep.
Kelly Nix, NE Rep.
Michael Wilcox, President
Rachel Welborn - Secretary

Non-Voting Participants:

Bo Beaulieu, RRDC Representative
Mary Emery, JOE Representative
Jen Schottke, PAR

Welcome and Approval of Agenda:

Michael Darger was added to the 2013 Galaxy Committee, and the agenda was approved with that one change.

Minutes Review:

May 20 minutes were approved as presented. May 23rd minutes were corrected and approved as revised. Rachel will forward the corrected version to PAR for posting to the website.

Treasurer's report: Greg Davis

Via email prior to call: Peter (PAR) indicated we don't yet have May financial reports generated. However, we do have a snapshot of the May 31 balances and activity. Below is a summary of activity for the month:

May 31 checking balance: \$8,925.60

- Credits: \$8,226.61 (dues and conference registration)
- Debits: \$2,383.33 (PAR); \$1,450 (conference registration refunds); \$500 (conference keynote video production); \$700 (conference display board rental); \$1,232.03 (Trudy Rice PILD/JCEP travel reimbursement); \$101.18 (credit card fees)

May 31 savings balance: \$190,072.35

- Credits: \$56.24 (interest)
- Debits: none

Update from PAR:

Jen Schottke reported that PAR is still working with the conference hotel on the attrition fee. While the final numbers are still unsettled, it appears that revenue will be near in line with conferences of previous years.

Updates from the Regions

Regional Rural Development Centers (RRDC): Bo Beaulieu

The House budget just passed its Appropriations Bill for Agriculture. RRDCs were cut by 40% to just over half million dollars to be divided among the four centers. This is some better than the "zero" put forth in the past few years; however, clearly is still a concern. Bo is reaching out to the lobbyist for Mississippi State University for guidance. This is at least an indication of what the House is valuing.



The new NIFA Director, Sonny Ramaswamy, knows the work of the RRDCs well as a previous Board Member on the Western Rural Development Center. The Center directors are working on setting a meeting with him in August. Part of the agenda will be to talk about filling Sally Maggard's position as soon as possible. The directors are jointly presenting a letter to that effect, building on the work the NACDEP Board has done.

Seven new Stronger Economy Together (SET) states will be joining the initiative during training next week. These are Virginia, North Carolina, South Carolina, Georgia, Oklahoma, Nevada, and South Dakota.

ReadyCommunity curriculum is now completed and will be piloted in a second phase over the fall of 2012 into early 2013.

As an initiative of the newly established National Agricultural and Rural Development Policy Center NARDeP, the RRDCs are releasing two RFPs on policy issues: One on Natural Gas Extraction (individual or team) and one on Broadband Policy Issues.

Northeast: Kelly Nix

Kelly reported receiving the Northeast NACDEP membership list from Jen. She has sent meeting notes from the regional meeting to members of the region but has not yet received any feedback. She is hoping to hear from some that were unable to attend. Kelly has plans to follow up with those individuals.

Kelly asked if there was a list with universities in the region that have a CRED unit. It was suggested that Kelly contact Stephan Goetz at the Northeast Regional Center for Rural Development for a listing of who is doing this work in the NE. It was also noted that these type programs are sometimes either in different departments and/or called by different names.

The board discussed how we can use the NACDEP regional membership list. Currently the NE does not have a listserv for people in the region that are doing CRED work. Michael Wilcox stated that requests for the NACDEP membership in the past were denied. However, the role of the regional representative means that these people need access to the people in their region. In the past, also, we are trying not to bog down members with email blasts unless very timely and relevant. However, information could be posted on the website, Facebook, etc. Linked In might also be a good way to set up communication links with CRED professionals in a region. Balance the need for communication with people in each region with not overwhelming the members. Stacey suggested that she plans to send a short Southern member blast following each Board meeting to facilitate communication. Michael Darger reported that Richard sends a note to the NC region right before the NACDEP Board meeting to ask for input or questions.

North Central: Richard Proffer

Richard was not able to join the call. Michael Darger reported that Scott Loveridge (NCRCD) was in Minnesota yesterday and encouraged CRED professionals to share resources across the region and to enhance regional cooperation.

Southern: Stacey McCullough

Stacey sent the regional report just before this call. She will be sending the notes to the region to gather additional input. Jen will send Stacey the list of members from the South.

1890 (No elected representative at this time): Michael Wilcox and Bo Beaulieu will be meeting with Association of Extension Administrators (1890 administrators) at the end of the month.



1994 (No elected representative at this time): Rachel asked the two RRDC directors that have 1994 institutions in their regions for suggestions. They suggested NACDEP representative attend the annual meeting of FALCON, which is the 1994 association. Mary Emery reported that she usually attends and would probably attend this coming year in October. John Philips is the director of FALCON. Mary reported that past conversations indicated that FALCON does not have the resources to pursue a lot of CRED efforts. The Board agreed that Galaxy may not be the best place to showcase the value of NACDEP to FALCON.

Western: Steve Burr

Steve stated he had nothing to report at this time, but requested an updated Western NACDEP membership list.

JCEP: Michael Wilcox

Michael Wilcox ran for president-elect for JCEP, but was not elected. However, he was elected as Secretary-elect. Michael was able to visit with Chuck Hibberd, the ECOP Representative, who values NACDEP.

NACDEP is the youngest and smallest of the organizations in JCEP. Several of the other organizations got conference funds through NIFA to help pay for their conferences. NACDEP may want to consider applying for 2014 funding. Some organizations are receiving somewhere around \$25,000.

Michael W. got a copy of the Family and Consumer Science awards instructions to consider when revising NACDEP's awards.

Committee Reports

2012 Conference Committee: Michael Wilcox, Steve Burr, and Jen Schottke

Rachel has almost finished the evaluation analysis. She will send the final report out when complete. The awards PowerPoint is on the website, and PAR is working on converting PowerPoint presentations to PDFs to post. Photos – Steve is working to share on Flickr. Jen is working with the webmaster to host pictures on the NACDEP site. Posting to Facebook is also an option. Send photos to Jen.

2013 Galaxy: Michael Darger and Michael Dougherty

NACDEP will have five sessions to plan instead of the former seven. Some discussion seems to have surfaced regarding NACDEP and ANREP having a joint awards ceremony at Galaxy. Some concern was expressed about the danger of being subsumed by joining groups together, particularly since ANREP is so large.

JCEP supported the idea of marketing the 2013 NACDEP Conference at Galaxy to members. JCEP is eager to help support NACDEP's branding. Michael Dougherty noted that there are some other sub-committee spots that NACDEP needs to fill. He will forward the list to Michael Wilcox.

2014 Conference Committee: Tim Borich, Michael Darger, and Michael Wilcox

Michael Wilcox got the data from NACDEP to look at where our membership centers geographically. Tim sent out applications to the Land Grant Universities in the North Central region for hosting the 2014 conference, providing a July 1st deadline.

Stacey's report from the South notes a number of pros/cons to having a joint conference with CDS. These seemed to mirror some of the other mixed responses from other regions in terms of what members are thinking about this. Stacey reported that the ones that were positive about the joint conference in the South were typically members of both organizations.



Kelly stated that advantages were discussed in the NE regional meeting. She stated that most seemed to favor a weeklong meeting joined in the middle, but do not want to lose the Extension focus or the NACDEP brand. They also do not like the timing of CDS (July).

The North Central region also was not too excited about a totally concurrent conference, but rather seemed to prefer the model of one overlapping day in the middle.

Mary Emery suggested that if we do a joint conference, careful marketing will be important to help members of both organizations see the value.

Michael Wilcox stated that we need to make a decision soon and thus recommend that we finish the analysis of members and make a final decision by next month.

Communications and Website Committee: Michael Darger for Paul Lachapelle

Susan Kelly, recording secretary for the group, will try to convene the committee this month. Thomas Blaine and PAR are working on a NACDEP newsletter.

Recognition: Michael Dougherty

Jen and Michael Dougherty will work together on revising the awards process, looking at what some of the other organizations are doing. Michael Dougherty noted that a NACDEP representative is needed to sit on the Galaxy sub-committee on awards. Daniel Eads was nominated and is willing to participate. The nomination was approved. Michael Dougherty was asked to confirm the appointment with Daniel and send Daniel's contact information to Michael Wilcox.

Finance: Notie Lansford

Notie was not able to join the call. Jen will forward the audit report to the Board.

Membership Services: Stacey McCullough

Stacy had nothing to report at this time.

Policies and Procedures: Gary Taylor, Tim Borich and Michael Darger

Tim and Michael Darger had nothing to report at this time.

Publications: Mary Emery

Mary has attended the orientation for JOE and kept up on the correspondence. A key task this past year has been reframing the board, so that it will again support the organization as it has in the past. They have also raised the subscription price. Submissions continue to grow, and the acceptance rate was 27.8% as of February. Those interested in the metrics can go to: <http://www.joe.org/about-faqs.php#Q2>

PILD Representatives: Michelle Walk

Via Email prior to call: Michelle will be attending PILD planning meeting in August with JCEP covering the cost of this planning session. Trudy had forwarded several names to Michael Wilcox for people interested in the second NACDEP position on the PILD planning committee. Michael Wilcox will be able to provide an update regarding the appointment of one of those individuals on the next call.

Old Business



Committee Appointments – Michael Wilcox will use notes from the regional meetings to generate a matrix of people that have volunteered to serve on the various committees. Once the matrix is complete, the board can assess gaps.

New Business

New Membership Dues:

Michael Wilcox mentioned the possibility of having an 18 month NACDEP membership to allow individuals to join mid-year. He will forward the idea to the Members Services Committee for their input.

Board Retreat

The Board discussed the possibility of having this year's retreat at the 2014 site in late October or early November. Michael Wilcox will send out a Doodle poll to help select dates.

NACDEP Credit Card Jen stated that as conferences near each year there are a number of last minute expenses. It takes time to go through current channels for reimbursement. Thus, PAR requested that NACDEP approve acquisition of a credit card with NACDEP's name on it, using PAR's line of credit. NACDEP will be responsible for paying the associated bill. *Following motion (Michael Darger) and vote, a credit card with up to a \$5000 limit with the term of use concurrent with the contract with management organization was approved.* PAR will work with Greg on the acquisition of the card.

Base Camp was suggested as one way to increase communication among board members between calls. It will also allow for storing documents. There is a monthly fee starting at \$20/month with a 10 project access. This would not replace posting minutes, etc. to the web to promote transparency with memberships. The Board approved the use of Base Camp. Jen will set it up.

Database Proposal

Jen outlined a need for a NACDEP members' database and suggested that Microsoft Access may be a good platform. Currently PAR is using QuickBooks to track membership. PAR proposed to generate the database for \$1,500, but stated that maintenance will be done through the current contract. Should NACDEP end the contract with PAR, the database would belong to NACDEP. This proposal was approved. A small group is needed to work with Jen on the database design. The design features will be added to next month's agenda.

Other Agenda Items:

Announcements:

Newsletter Announcement: Tuesday, June 12, is the deadline for submissions to Jen.

Next Conference Call: Friday, July 13

Submitted by:

Rachel Welborn, Secretary