



**National Association of Community Development Extension Professionals Board/Committee Chairs
Minutes
WEDNESDAY, MAY 23, 2012**

Participants:

Tim Borich, Past-President
Steve Burr - Western Rep.
Michael Darger, President-Elect
Greg Davis – Treasurer
Stacey McCullough, Southern Rep.
Julie Metsker, PAR

Kelly Nix, NE Rep.
Richard Proffer, NC Rep.
Jen Schottke, PAR
Michael Wilcox, President
Rachel Welborn - Secretary

President Michael Wilcox called the meeting to order and provided a welcome. Each member introduced themselves. The agenda was approved with one clarification on the role that Stacey has on a committee.

Minutes Review: Michael Darger presented the minutes from the previous meeting. The Board agreed to wait until the next call to approve them, allowing more time to read the minutes.

Acceptance of the Treasurer's report: Greg Davis reported that the accounting from the conference was not yet complete. He will present a report on the conference when that work is completed.

An excerpt from the cover letter that accompanied the NACDEP financial review report was read that indicated the reviewing CPAs believe NACDEP's accounting is within the generally accepted accounting principles. Greg Davis reported that Notie Lansford, chair of the Finance Committee, expressed concern that NACDEP bylaws call for an audit, rather than an annual financial review. Therefore our decision to commission an annual financial review rather than an audit is in conflict with current NACDEP bylaws.

Updates from the Regions

Each region gave an overview with details to follow later. Regions will write a report on the regional meetings to share with the Board. The minutes from these meetings will be shared with the region first, asking for any additional input from those that could not attend. Reports will be submitted after vetted regionally.

Northeast: Kelly Nix

Winifred McGee was at the meeting to help with the transition. About 12 attended the meeting. Kelly expressed interest in knowing how that compared with numbers in the past and with numbers of CRD staff in the region. The NE provided good feedback on the three questions the Board posed and also on how the region would like to see the NACDEP representative work. They also discussed how they would like to work as a region, surfacing two or three ideas. Several volunteered to serve on committees this year. One idea that seemed to get a lot of attention was for NACDEP to provide some ways to interact electronically. The proposed database would be a good starting place. Julie suggested that *Linked In* could be one option for establishing virtual networking groups.

North Central: Richard Proffer

The region spent a lot of time talking about awards because some submissions were disqualified in the regional review. There was a rich discussion about how to better connect the NCRCD with the state



CRD professionals in the region. Committee sign-ups were shared and Richard will follow up with recruiting by email. Another topic discussed was state affiliations. There were 59 in attendance.

Southern: Stacey McCullough

There were 36 in attendance and about half signed up for committees. The region spent a good bit of time on introductions and sharing expertise and current programming priorities because there were so many new people in the group.

1890 and 1994:

Currently, NACDEP does not have an 1890 representative. Michael Wilcox spoke to four 1890 professionals that were in attendance at the conference: Traci Dixon, Kenyetta Nelson Smith, Sandra Thompson, and Jenny Fertig. Kenyetta is interested in serving as the 1890 representative for this year. Since no one ran for the position, Michael W. (as president) can appoint someone to the position for this year with Board approval, according to the by-laws. Michael W. and Bo Beaulieu will be speaking at Association of Extension Administrators (AEA) annual conference and will be working to raise awareness and interest in NACDEP.

Michael W. pointed out that there is also a slot for the 1994 institutions which has not been filled. Rachel agreed to find out if the 1994's have an association or if they meet on a regular basis. This might provide an opportunity for a NACDEP representative to meet with any from those institutions that may be interested.

Western: Steve Burr

About 40 were in attendance. Interest was voiced in having some type of "Community Development 101" professional development training. [The Board suggested that Foundations of Practice might fill this need.] The group discussed what the WRDC could do for the region and vice versa. The participants are interested in aligning expertise in the region for rapid response to RFP requests and other projects. One suggestion was to have a regional focus in the NACDEP newsletters to raise awareness of the issues unique to each region. The group also discussed how we can make Extension relevant in the next 100 years, funding, branding, etc. Community Development is the future of Extension.

Committee Reports

Communications and Website Committee: Michael Darger for Paul Lachapelle

Jen will become the content driver for the newsletter. The plan for the newsletter exists, but Jen's role would nudge those that may need to submit. Thomas Blaine will continue to serve as editor. Susan Kelly will serve as advisor on content. The committee plans to meet the month before newsletters come out: March, June, Sept. and Dec. Eight people attended the meeting, but no one from the NE is currently on the committee. The procedure for newsletter submissions is this: articles will be submitted to Jen, who will coordinate with Thomas. The newsletter also needs to include links to upcoming training and links to key events and opportunities. RRDCs have a space available in the newsletter format as does the NACDEP President. Michael W. will send out a list of the structure that is designed for the newsletter.

Recognition: Michael W. for Michael Dougherty

Michael Dougherty may be too tied up with Galaxy to deal with chairing this committee this year. We need to make sure we can get photographs in all regional meetings of regional award winners. The process also needs reviewing to make the awards more meaningful and to clear up guidelines. There



was not much competition for national awards. Could we look back over the past few years to see how many nominations have been received for the various awards? Some options mentioned included having fewer awards and providing different levels for awards (county vs. specialist.) If too many new members to NACDEP are on the committee, we may need to recruit someone with more experience to help.

2013 Galaxy: Michael W. for Michael Dougherty and Winifred McGee

NACDEP has three opportunities to make Galaxy a financial blockbuster if we want:

- Get people to attend – market as NACDEP conference at Galaxy
- Set up tours (local foods, Pittsburg renaissance), thinking beyond just Pittsburg such as considering waterfront activities/use
- Recruit sponsors and display booths

Finance: Michael W. for Notie Lansford

The issue of audit language in the bylaws was referenced again, as discussed above under the Treasurer's report.

Membership Services: Stacey McCullough

Two current committee members are interested in chairing in Stacey's place. They may consider serving as co-chairs.

Nominations: Tim Borich

NACDEP had good participation in elections this year (164 votes). The incoming president was a contested race. The next elections need to be in this calendar year. According to the bylaws, officers transfer on May 1st in years in which Galaxy is held.

Policies and Procedures: Tim Borich

Tim Borich and Michael Darger will draft an initial revision of the Policies and Procedures by October for the committees' reactions. Tim will chair the work, moving to a small group to get the first draft prepared.

Publications: Michael W. for Mary Emery

Mary is actively working as a member of the JOE board. We need to work on increasing communication between JOE and NACDEP. Currently, this is a one-person committee that simply sits on the board of JOE. This could be transformed into a broader scope committee that would help communicate other publication opportunities. This may be a priority that is placed behind getting the website and newsletter updated.

PILD Representatives: Michael Wilcox

Michelle Walk and Trudy Rice have both rolled off. However, Michelle has offered to stay on one more year to re-establish the two year rotation.

Chairs for committees – Michael W. will identify potential chairs where needed and bring to the Executive Board according to the bylaws.

2014 Conference Committee: Tim Borich, Michael Darger and Michael Wilcox will work with Community Development Society (CDS) on the idea of a joint meeting for 2014. Bo Beaulieu, Michael



W., and Jen will look at the memberships of both organizations to see what the potential might be. A report will be shared at the July board meeting. The membership will also be viewed by region (cluster). The data may help inform the location also.

Old Business: none noted

New Business

2012 Conference Review: Michael W.

- Initial thoughts, comments – Board member thoughts shared
 - Put region name and state on nametag
 - Jen and Michael W. will work together to map out the management organization responsibilities as well as NACDEP's, with a particular focus on the conference.
 - A conference host checklist is also needed. Michael Darger has a copy of one generated in the past. There is an application for the host institution/state.
 - Keeping track of attendance at sessions may also be valuable for future planning.
 - Having board members at the registration table and sitting at the table at some of the breaks to meet and greet members was helpful.
 - Oral presentations that were denied have the opportunity to submit a poster. The same opportunity may be needed for workshop presentations to opt for an oral presentation or poster if denied a place as a workshop.
 - The pre-conference meeting with state program leaders was well received. NACDEP needs to work with this group to plan a meeting for them at future annual conferences.
 - Stretching the conference out instead of being so compact seems appreciated – more networking opportunities.
 - Tours enhanced networking

- The Good, the Bad and the Ugly – A short overview of the evaluations: Michael W. Rachel will compile the responses from the evaluations for the Board to review in greater detail.
 - Pre-conferences went well, and were even mentioned in overall evaluations. It may be helpful to include a call for pre/post training and meetings when the presentation call goes out to facilitate communication and planning.
 - Networking was mentioned as the top value of the conference
 - Mayor of Park City was a “home run.”
 - Some suggested there were no “heavy hitters” as keynotes.
 - Having Sally Maggard speak gave us the opportunity to say “thank-you” as the matriarch of NACDEP and CRED.
 - Tours worked. Having them integrated into the program was positive.

- Conference thank you notes: Michael W. will coordinate thank you notes to all tour guides and keynote speakers on NACDEP letterhead. Also, he will have contact information for tour guides and keynotes included in the NACDEP newsletter and encourage membership to write notes.

2014 Conference Discussion

Discussion will be guided by these items once compiled:

- Compile data from evaluations
- Data from CDS/NACDEP membership
- Regional reports



Opportunity to collaborate with National Extension Tourism (NET): NET may want to become a track at NACDEP every other year. Most people that come to NET have other CRED responsibilities also which may mean they would enjoy NACDEP. NET is not chartered or funded.

Other Agenda Items:

Future Call Schedule: Calls are set for the second Friday each month at 2:00 – 4:00 Eastern; 1:00 – 3:00 Central; noon – 2:00 Mountain; 11:00 – 1:00 Pacific

Board Retreat: The location and dates will be discussed on the June call.

NACDEP Credit/Debit Card Request: Par has requested a NACDEP credit card or debit to facilitate last minute expenses for PAR. This will be discussed on the June call. The bank has offered this service. The Board would need to establish policy for use (i.e. spending limit, accounting procedure, etc.)

Receipts: Any NACDEP related receipts go to Greg Davis for reimbursements.

Communications and Connections: *Base Camp* may be a good tool for the Board, committees, etc. to stay connected. Group email lists are available through that site. These would cost \$10/month through PAR's account or \$30/month as an organization. PAR recommends NACDEP does its own separate account to preserve archives in the event that another management organization is used in the future.

A database is needed for NACDEP to keep track of attendance, committee volunteers, connections to related organizations (ANREP, CDS, RSS, NET, etc.), and expertise. Par could develop the database at an additional cost.

Meeting adjourned at 3:15 MDT

Rachel Welborn, Secretary