



**National Association of Community Development Extension Professionals Board/Committee Chairs  
Minutes  
FRIDAY, AUGUST 10, 2012**

**Voting Participants:**

Steve Burr, Western Rep.  
Michael Darger, President-Elect  
Greg Davis, Treasurer  
Stacey McCullough, Southern Rep.  
Kenyetta Nelson Smith, 1890 Rep.  
Richard Proffer, NC Rep.  
Michael Wilcox, President  
Rachel Welborn, Secretary

**Non-Voting Participants:**

Michael Dougherty  
Susan Kelly  
Notie Lansford  
Jen Schottke, PAR

**Call to order:** Michael Wilcox opened the meeting and welcomed Kenyetta Nelson-Smith, the newly appointed 1890 Representative.

**Approval of Agenda:** M. Darger made a motion to approve the agenda. It was unanimously approved.

**Adoption of revised Robert's Rules of Order for teleconferences:**

Rachel reported on some revisions that were recommended or allowable in the newest version of Robert's Rules of Order for use in teleconferencing. These four points were presented:

- Participants state their name before commenting
- Vote is conducted by electronic "agree/disagree" mechanisms for on-line participants and/or by roll call for those that cannot use the electronic system (those joining only through phone lines)
- The person making a motion types the motion into the chat box if possible. Another participant may type the motion for someone that is only joining by phone.
- For teleconferencing, a second to a motion is not required.

Steve made a motion to accept these four revisions. These revised rules were discussed and approved for use unanimously.

**Approval of Minutes:** July minutes were approved with one correction. The statement regarding Board approval for a joint CDS conference in 2014 was stricken from the notes as a formal vote was not taken. The minutes were approved with that one correction. (Motion by Stacey)

**Treasurer's Report - Greg Davis**

Jul 31 checking balance: \$15,687.13

- Credits: \$375. (dues)



- Debits: \$22,339.23 (Park City Marriott – Conference), \$2,042.88 (PAR); \$924.18 (conference keynote –Maggard travel reimbursement); \$517.68 (meeting with PAR-Wilcox travel reimbursement); \$226.39 (board reception-Wilcox reimbursement); \$250 (conference video production); \$73.23 (credit card fees)

Jul 31 savings balance: \$150,145.96

- Credits: \$31.75 (interest)
- Debits: none

July 2012 Financial Statement was approved unanimously. (Motion by M. Darger)

June 2012 Financial Statement was approved unanimously. (Motion by Richard)

## Committee Reports

### Finance - Notie Lansford

- Currently, there are nine committee members plus Greg Davis, Treasurer.
- An informal audit report will be starting soon. The committee plans to report to the Board at the next conference call.

### Policies and Procedures –Michael Darger:

Tim Borich was not on the call, but plans to work on this throughout the summer.

### Membership Services - Stacey McCullough

- The committee has not met since the last call.
- Two people expressed interest in being chair. Stacey had sent them both a note about considering serving as co-chairs. One responded “yes,” while the other has not yet responded. The committee is also considering a chair and vice-chair structure reminiscent of the Communications and Website Committee.

### Communications and Website –Susan Kelly, & Michael Darger

The committee has 17 members and Susan is the new chair. The committee has reviewed the RFP for NACDEP’s website. One interested party was quoting \$40,000+ as a fee, which is far above what NACDEP anticipated. The searchable database appears to be the item that is driving cost estimates up. Susan noted that the committee liked the searchable database that ANREP has but they have an internal person that was able to devote some time to its development. Stacey noted that if the other proposals come in above what we anticipated, we may can keep what we have but just expand the information. Rachel asked how the RFP was distributed. Susan stated that it was distributed to those that showed interest at the conference. The question was raised about whether we might need to consider broadening the net.

**Publications** - Mary Emery was not on the call but sent an email to M. Wilcox indicating that she planned to join the September 5-7 JOE Board meeting.

### Recognition - Michael Dougherty

M. Dougherty has received the names of committee members and plans to start making contact to get things going. Discussion points will include ironing out issues that surfaced this year around the



nomination process. Also, the committee plans to explore levels of awards similar to what ANREP offers (gold, silver, bronze levels).

### **2013 Galaxy - Michael Dougherty & Michael Darger**

- NACDEP will have a separate awards banquet from ANREP, but the two organizations would have a common social time and area.
- NACDEP will have control over five sessions. Additionally, a general call for presentations will be released around October 1<sup>st</sup> with a January deadline. Each organization will be asked to review submissions in their subject area, using a common score sheet.
- There may be an opportunity for a “super session” on Thursday morning for cross organizational interests.
- Tours are still a possibility.
- A silent auction and live auction will be held at Galaxy. Donated items can be tagged to a specific organization providing one way to raise money for NACDEP. Stacey asked for clarification on what other options would be allowed.

### **PILD Representatives – Michelle Walk & Charlie Vavrina**

No representatives were on the call. However, M. Wilcox reported that Charlie Vavrina did accept the nomination as PILD representative.

### **2014 Conference –Michael Darger, & Michael Wilcox**

M. Wilcox met with the CDS Board to discuss 2014 needs/desires of both organizations. CDS Board thought it was a good idea to have a joint conference with NACDEP. CDS prefers a concurrent conference (i.e. happening at the same time rather than one day overlap model). CDS thought Grand Rapids was the best option of the three NACDEP proposals. CDS agreed with NACDEP that Bismarck was probably not the strongest proposal due primarily to proximity to membership. 2014 may be a bit premature, especially since it would be following Galaxy. Having another year to plan and also to put together a joint RFP for conference sites might make 2015 a better option. Some CDS members voiced some discomfort in not having the opportunity to have input on the RFP that NACDEP distributed for 2014 sites, nor to allow its members to respond. CDS Board is also very interested in joint NACDEP/CDS membership.

Discussion:

Dougherty - CDS has a long history of joint meetings and often seems willing to give control to the other partner. CDS had about 140 at the past conference (in July 2012)

Stacey – The Southern region was not in favor of a concurrent conference (as opposed to a one day overlap) for 2014 following Galaxy

Michael Wilcox reported the following conference dates for 2014 in the various JCEP organizations:  
2014 • ANREP: Sacramento, CA – May 16-21 • NACAA: Mobile, AL - July 20 - 24 • NEAFCS: Lexington, KY - Sept 15 – 19 • ESP: Indianapolis, IN - Oct 5 - 9 • NAE4-HA: Minneapolis, MN - Oct 26 - 30

Michael Darger noted that if a joint CDS and NACDEP conference in 2014 is not really advisable, then the discussion regarding NACDEP’s 2014 sites may change.



## Updates from the Regions & Partners

### Regional Rural Development Centers - Bo Beaulieu via Michael Wilcox

The four RRDC directors are in Washington DC so Bo sent his updates via M. Wilcox:

- Sonny Ramaswamy, Director of NIFA: RRDC directors are feeling good about how NIFA is positioned to focus on CRD with Dr. Ramaswamy in this position. We are now on their radar.
- National Rural Electric Cooperative: working to increase their outreach and to work better with Extension, particularly in the realm of broadband expansion
- Cornerstone: Cornerstone representatives felt fairly confident that the RRDCs will get level funding with some slight possibility of a slight cut. However some people are thinking the hammer will come down with some agencies left protecting a few things with everything else being on the cutting board.
- John King (in Dr. Woteki's office): developing strong metrics to make sure we can demonstrate impacts. RRDC will be working together to try to develop those metrics nationally in CRD.
- Rural Development: Most of the discussions were around SET, looking forward to Phase IV. RD sent a note to state RD Directors and Bo will be sending a note to Extension directors to gauge interest. This phase will likely be open to states currently involved in SET or new states.

### Northeast - Kelly Nix (via email August 4<sup>th</sup>)

Kelly sent an email the Board prior to the call since she was unable to join. She has taken the following steps to engage her region:

- Developed SurveyMonkey questions to create a better connection so we can collaborate and share information across institutions
- Reviewed responses to questions/concerns during regional meeting at NACDEP
- Notified the region that NACDEP newsletter was posted

### North Central - Richard Proffer

- Missouri is moving to a new program on community arts, community creativity workshops
- North Dakota and Nebraska are promoting their new release: Direct Marketing Food Products, on-line training curriculum
- The NC region is collecting articles for the NACDEP newsletter

**Southern - Stacey McCullough** Nothing to report

### 1890 Representative – Kenyetta Nelson-Smith

Kenyetta was able to join the Board call for the first time since being appointed. She is planning to work to get more 1890s involved in NACDEP.

**1994 - no representative has been identified yet.**

**Western - Steve Burr** Nothing to report

### JCEP - Michael Wilcox

M. Wilcox is on the JCEP traveling team representing NACDEP. JCEP recently hired a new management firm.



### Update from Par – Jen Schottke

- Working on updating the website and keeping current information posted to Facebook
- The next NACDEP newsletter is scheduled for release on Sept 11 with submissions due by September 4<sup>th</sup>.

### Old Business

#### Committee Appointment Update – Michael Wilcox

- Charlie Vavrina was appointed as representative to PILD
- New rosters have been sent to all committee chairs

#### NACDEP/CDS Joint Membership –

- Current proposed joint membership would involve \$5 off NACDEP membership/ \$5 off CDS for joint
- Some discussion surrounded the benefits for both organizations. NACDEP would get access to CDS journal, though some stated that it was probably already available through their universities. CDS benefit would be a cost savings if they attend the NACDEP conference.
- What is in it for NACDEP? Will we gain more members?
- Currently only about 9% of our members are also currently CDS members.
- Michael Darger: For the sake of formal discussion I move to approve the joint membership proposal for NACDEP/CDS with a \$5 discount off each standard membership rate.
- Jen Schottke: Shared this information that was posted on the CDS site: "NEW!! CDS/NACDEP Joint Membership – The CDS and NACDEP boards have just approved a new category of Joint CDS/NACDEP Membership. This joint membership is ideal for those that are active in both organizations or would like to be active in both. Final details are being worked out and this new option should be available in the next couple of months. • Joint CDS/NACDEP Print (\$220) -- Members can read and/or download the CDS Journal copies from the CDS web site, plus they receive printed copies of the Journal • Joint CDS/NACDEP Electronic (\$200) -- Members can read and/or download the CDS Journal copies from the CDS web site, but will not receive printed copies of the Journal."
- Richard suggested that we may need to consider the logistical process before voting. Stacey stated that she was unsure that the \$5 discount would make much difference in growing the NACDEP membership.
- It was also noted that the two organizations have different timelines for membership
- Timelines differ for membership year.
- Darger withdrew his motion.
- Wilcox will take concerns to CDS to discuss further.

#### 2014 Conference

- Joint CDS – NACDEP meeting: Stacey McCullough: I move that we **do not consider** a joint conference with CDS in 2014 – unanimous
- 2014 location:
  - Bismarck – The Board stated unanimously that Bismarck was not as desirable a location. .
  - Dubuque – no new information was provided for this site. Room rates are \$99 + 12% tax + free parking
  - Grand Rapids – New room rate quote is \$110 + 14% tax + \$10 parking



- Greg Davis: Motion to hold the 2014 NACDEP Conference in Grand Rapids, MI without conflicting with another JCEP Organization (if possible) or bylaws and between May 1 – 31. Motion approved unanimously.

**NACDEP Credit Card** discussion was postponed to September because of the length of the call.

**EDEN Request** – EDEN is looking into a way to get information to our members such as a survey with a small write up in NACDEP's newsletter.

### **New Business**

**Conflict of Interest Issues** – Rachel reminded the group that the bylaws state that if someone has a conflict of interest, they are asked to leave the meeting (or call) to allow for open discussion.

### **Other Agenda Items**

Board Retreat is scheduled for October 29 – 31<sup>st</sup> at the selected 2014 site. The plan is that the Board members meet face-to-face with committee members joining via conference call at some point during the meeting.

*[Secretary's note: Following this meeting, it was noted that the Board Retreat should be in Pittsburgh (the 2013 conference site rather than the 2014 site. The addendum to these notes reflects that discussion and related decision.]*

**Next Conference Call:** Friday, September 14<sup>th</sup>

### **Announcements**

Newsletter Announcement/Reminder September 4<sup>th</sup> submissions for a September 11<sup>th</sup> release.

### **Next Conference Call**

Friday, September 14<sup>th</sup>

### **Adjournment**

**Submitted by**  
**Rachel Welborn**  
**Secretary**



### **Addendum to the August 10, 2012 Minutes:**

**On August 23, 2012, Jen Schottke posted the following note to Basecamp:**

Jen Schottke

Hello Board of Directors,

Please watch your inboxes. I just sent you a survey link to vote on the motion for the 2014 conference, as well as the location for the 2012 Board retreat. Please respond as soon as possible so we may begin planning for both.

Thank you!

- Jen

**Shortly afterward, the message below and the survey link were delivered via email:**

Good Afternoon NACDEP Board of Directors -

There are two items that need your attention prior to our September Board conference call.

The first is the 2014 NACDEP annual conference. There has been discussion about June conference dates on Basecamp. This discussion resulted in the motion linked below. Please vote to support or oppose the conference by following the link.

The second item needing your attention is the 2012 Board retreat. It has come to our attention that with Galaxy as the 2013 NACDEP conference, we should be holding our retreat in Pittsburgh. Please vote to accept or oppose Pittsburgh as the destination for the Board Retreat beginning on October 29th at 1:00 p.m. and concluding on Wednesday, October 31st at 12:00 p.m.

All votes are anonymous. I will share the tallied results on Basecamp as soon as all have been received.

**A link was provided to a two question online survey that is duplicated below:**

**MOTION** (Greg Davis): I move we hold the 2014 NACDEP Conference at the Amway Grand Plaza Conference Center and Hotel in Grand Rapids, MI June 22-25.

**MOTION** (Michael Darger): I move to hold the 2012 NACDEP Board Retreat in Pittsburgh, PA on October 29th - October 31st.

\*1. Please select "yes" if you accept the motion to hold the 2014 NACDEP conference in Grand Rapids, Michigan from Sunday, June 22 through Wednesday, June 25. Please select "no" if you oppose this motion.



Yes, I accept

No, I oppose

✳️2. Please select "yes" if you accept the motion to hold the 2012 NACDEP Board Retreat in Pittsburgh, PA. Please select "no" if you oppose this motion.

Yes, I accept

No, I oppose

Finish

**The ballot results were reported via Basecamp as indicated in the message below:**

Monday, August 27, 2012  
2012 Board Meeting / 2014 Annual Conference

Greetings NACDEP Board Members -

The results of the online balloting are as follows:

2012 Board Meeting in Pittsburgh, PA from 1pm on October 29th to noon on October 31:  
7 (for), 1 (against), 2 (abstentions)

2014 Annual Conference in Grand Rapids, MI from June 22 - 25:  
8 (for), 0 (against), 2 (abstentions)

I will personally follow up with Kathy and Tim regarding 2014. I believe Jen and Winifred are investigating housing options for Pittsburgh. We hope to have all of the logistical details sorted out prior to our next Board meeting. Please know that Rachel plans to append this information (motions and votes) to the August minutes for our approval in September.

As always, please feel free to contact me if you have any questions or concerns ([amwilcox2@gmail.com](mailto:amwilcox2@gmail.com) or 865-696-2267).

Many thanks,

- Michael [Wilcox]