



**National Association of Community Development Extension Professionals Board/Committee Chairs
Minutes
FRIDAY, SEPTEMBER 14, 2012**

Voting Participants:

Tim Borich, Past President
Steve Burr, Western Rep.
Michael Darger, President-Elect
Greg Davis, Treasurer
Stacey McCullough, Southern Rep.
Kelly Nix, Northeast Rep.
Richard Proffer, NC Rep.
Michael Wilcox, President
Rachel Welborn, Secretary

Non-Voting Participants:

Michael Dougherty
Susan Kelly
Notie Lansford
Minnie Mitchell
Jen Schottke, PAR
Charlie Vavrina

Call to Order and Approval of Agenda: Michael Wilcox called the meeting to order and asked for approval of the agenda. Richard made the motion to approve the agenda. The agenda was approved as presented.

Approval of Minutes: Michael Darger made a motion to approve the August minutes. Minutes were approved as presented.

Treasurer's Report - Greg Davis sent the full report (Excel document) and the summary copied below prior to the call. He reviewed the summary during the call.

Aug 31 checking balance: \$3,353.54

- Credits: \$6,960. (Park City Marriott – Room Rebate); \$3,000. (transfer from savings); \$650. (dues)
- Debits: \$15,000. (Park City Marriott – Conference via Capital One Credit Card); \$5,000. (transfer to savings); \$21.54 (credit card fees)

Aug 31 savings balance: \$152,177.73

- Credits: \$5,000. (transfer from checking); 31.77 (interest)
- Debits: \$3,000. (transfer to checking)

Michael Darger made a motion to accept the August Treasurer's report. The report was approved as presented.

Committee Reports

Finance - Notie Lansford

- Financial statements were sent out to all committee members for May and June. Conference call is set for review. Then the committee will be ready to move forward in helping form next year's budget.
- Michael Darger asked if we should consider transferring some savings to CDs. Greg had checked recently but will check again to see if better rates are available.

Policies and Procedures –Tim Borich and Michael Darger:

Tim contacted the Nonprofit Resource Center in Iowa to ask for other examples of policies and procedures that could help guide this work. Tim's goal is to streamline the document to 15 pages or less. He plans to have a draft sent to the Board for review before the face-to-face meeting in October. Content suggestions are welcome, but not wordsmithing at this point. If anyone knows of good examples, please let Tim know.

Membership Services – Minnie Mitchell

The committee is transitioning to new leadership and offered thanks to Stacey for her past service to the team. The committee is considering new ways to bring on new members, including looking at incentives to bring graduate students on board.

Communications and Website –Susan Kelly,

- NACDEP's quarterly newsletter went out on Tuesday. (Steve Burr noted that he forwarded the newsletter to others in his state to encourage interest in NACDEP.)
- A survey of members about collaboration tools they would like to use got responses from 114 members.
- A freelance designer from Montana has submitted a bid on the database development. Communications committee will send the proposal to Jen to post into Basecamp for the Board to review.
- NACDEP's website has a new banner.

Publications - Mary Emery, via email September 13, 2012

- "I attended the JOE board meeting last week. JOE continues to receive an increased number of manuscripts. The acceptance rate is now down to 35% and 144 articles are now in the pipeline. As more faculty are expected to publish, the demand on the JOE system increases. Should we look at increasing the number of issues or size? If so, how would we pay for it?"
- The editor would like to get 5 or 6 more reviewers, so we need to encourage members to participate. It is great professional development experience.
- Currently, there are several institutions who have not paid their subscriptions. Discussion on what to do about it, such as charge authors from those institutions, did not lead to a quick solution. The financial issues have settled and the JOE and the Job Board seem to be on a positive trajectory.
- The Board is planning on some sessions for Galaxy on getting published in JOE and a reception for reviewers and others.
- We could look at doing our own webinars to help people reach their publication goals successfully through JOE and possibly also CD Practice."

Recognition - Michael Dougherty

Michael Dougherty has started research into how other JCEP organizations do their recognitions. He will report findings and make recommendations based on those processes.

2013 Galaxy - Michael Dougherty, Michael Darger

- Michael Dougherty is checking to see what some of the other organizations are doing for tours.
- NACDEP will control five sessions, plus be responsible for judging any submissions by NACDEP members. Allotment of time for those submissions will be determined by the proportion of total submissions they represent. The call for papers should be released in about 6-8 weeks.
- Registration will be open May through early July, allowing for spreading of registration over two fiscal years.
- NACDEP's dinner will be at the Omni; the NACDEP President will be at the Windham.
- Need to plan on pre and post Board meetings. M. Dougherty will check on space.
- Possible CRED State Program Leaders' meeting. 4H hosts a program leaders' meeting. In Utah, CRED leaders stated they would rather meet at CDS than Galaxy. After some discussion, Wilcox, Darger, and Borich agreed to write a letter to the national CRD program leaders listserv offering to host a meeting at Galaxy to encourage their participation.

PILD Representatives –Charlie Vavrina

Michelle was not on the call and, as the new representative, Charlie did not have anything to report yet. He has visited with Michelle and will be joining the next PILD conference call.

Nominations: Tim Borich

The southern region state program leaders traditionally nominate a slate of officers from their region. No other region takes this approach. Timing of seeking nominations will be set to ensure that elections are held prior to the end of the year.

Updates from the Regions & Partners

Regional Rural Development Centers - Bo Beaulieu was not on the call

Rachel reported that the four RRDC directors had spent this past week in Washington, D.C. meeting with national leaders to promote the work of CRD. Bo was not on this call because he was traveling home from that series of meetings.

Northeast - Kelly Nix

- A Survey Monkey instrument was sent to the region to assess different programs within community development across lines. 109 people responded.
- Kelly plans to send the NACDEP newsletter to membership in NE to make sure they noted key points and also as a recruiting tool per Steve's example.
- She has sent personal invitations through email to people in states that were not connected to NACDEP.
- Having Galaxy in the Northeast region should help in recruiting members from the region.

North Central - Richard Proffer

- The North Central region was showcased in the NACDEP newsletter.
- Richard sent a welcome to new members from the region and encouraged them to join committees.



Southern - Stacey McCullough

- A survey was sent to the South (28% response rate). Stacey sent a report to the Board prior to the call outlining key findings. (See attached report at close of minutes)
- Stacey plans to participate in Southern Region Program Leadership Network calls for CRD.
- She also plans to explore state websites to identify people doing CRD work to encourage them to become NACDEP members.

1890 Representative – Kenyetta Nelson-Smith was not able to be on the call.

1994 - no representative has been identified yet.

Western - Steve Burr

- The West has 2-3 new members. Steve voiced thanks to Jen for notifying Steve so he could contact new members and offer a welcome.
- Steve plans to look at states that have little to no NACDEP membership to encourage participation.
- The WRDC has been active in releasing a number of RFPs related to ag. and rural policy briefs, sustainable energy, wildfire and droughts in the west.

JCEP - Michael Wilcox

- JCEP is in the process of migrating content to a new website.
- M. Wilcox will be representing NACDEP on the JCEP traveling team to the NEAFCS Conference.
- Michael Wilcox and Darger will continue working to strengthen NACDEP's voice in JCEP.

Update from Par – Jen Schottke

- The NACDEP Newsletter had a 35.3% open rate. Top pieces were the president's letter, job postings, and Facebook. Jen requested help in identifying content for Facebook.
- Board retreat logistics are near completion.
- 2014 conference contract is also nearly finalized. The most recent version was posted to Basecamp for review.

Old Business

2014 Conference

- The room rate has been negotiated down from \$127 to \$110. The question was raised regarding whether to add on a room rebate, and if so, how much. M. Darger made a motion to set a rebate of \$15. The motion was approved.
- Wireless Internet in meeting rooms: Currently this is not included in the contract. Jen will attempt to negotiate complementary access into the contract. Rachel stated that this needs to be resolved and be in writing in the contract before the contract is signed.
- Rachel asked for clarification regarding item #2 under "Food and Beverage Guidelines" on page 5. How the hotel defines "group food" in "guest rooms" needs to be clarified.

NACDEP Credit Card

This item was postponed from the August agenda. The July financial report stated that \$15,000 had been charged to the NACDEP credit card. A question was raised at the July meeting pertaining to how this was



possible given that the Board decided on a \$5,000 monthly maximum at the post-NACDEP Conference board meeting in Park City. Greg indicated he neglected to recall the board's decision regarding the \$5,000 monthly limit when PAR suggested establishing activity on the card by covering \$15,000 of the conference hotel charges. Greg also noted that PAR had asked the NACDEP board to reconsider the \$5,000 limit as preconference expenses can add up quickly. In addition, it was noted that the card is in Peter Metsker's name and he is personally liable for charges to the card. The credit limit on the card is currently \$20,000. Notie stated that the limit doesn't really matter since all expenditures require approval from NACDEP's treasurer prior to payment. Thus, if a charge was ever in question, NACDEP could just reject the payment. Richard made the motion to continue use of the credit card in Peter's name and increase the monthly charge amount to \$20,000. The motion was approved.

President's Travel Budget (Nov. 14-15 DC trip): Michael Wilcox has been invited to join a small team of CRD representatives for a two day trip to Washington, DC to meet with national leaders regarding the important work of CRD. Michael has sufficient funds in his allotted President's Travel Budget to cover the trip.

NACDEP/CDS Joint Membership – Michael Wilcox

Michael Wilcox attended both the South and NC program leaders meetings. Both groups noted logistics issues of how NACDEP and CDS membership years run as being a key concern. The Board agreed to table the issue.

New Business

Other Agenda Items

The NACDEP Board Retreat is scheduled for October 29 – 31st. Michael Wilcox is working on agenda. The meeting will begin at 1:00 p.m. on Monday, October 29, and end at noon on Wednesday, October 31st. Key agenda items include the policies and procedures manual, Galaxy conference plans, and PAR's contract which will expire in August 2013. PAR has suggested that NACDEP may want to consider separating the conference contract from the management contract in the new term.

Board Meeting at Galaxy: Michael Darger noted that the conference schedule allowed for the post-conference NACDEP Board meeting to occur prior to 10:00 a.m. He made a motion to have that meeting on the Friday morning of Galaxy before 10:00 a.m. if meeting space was available. The motion was approved.

Next Conference Call

Friday, October, 12th

Adjournment

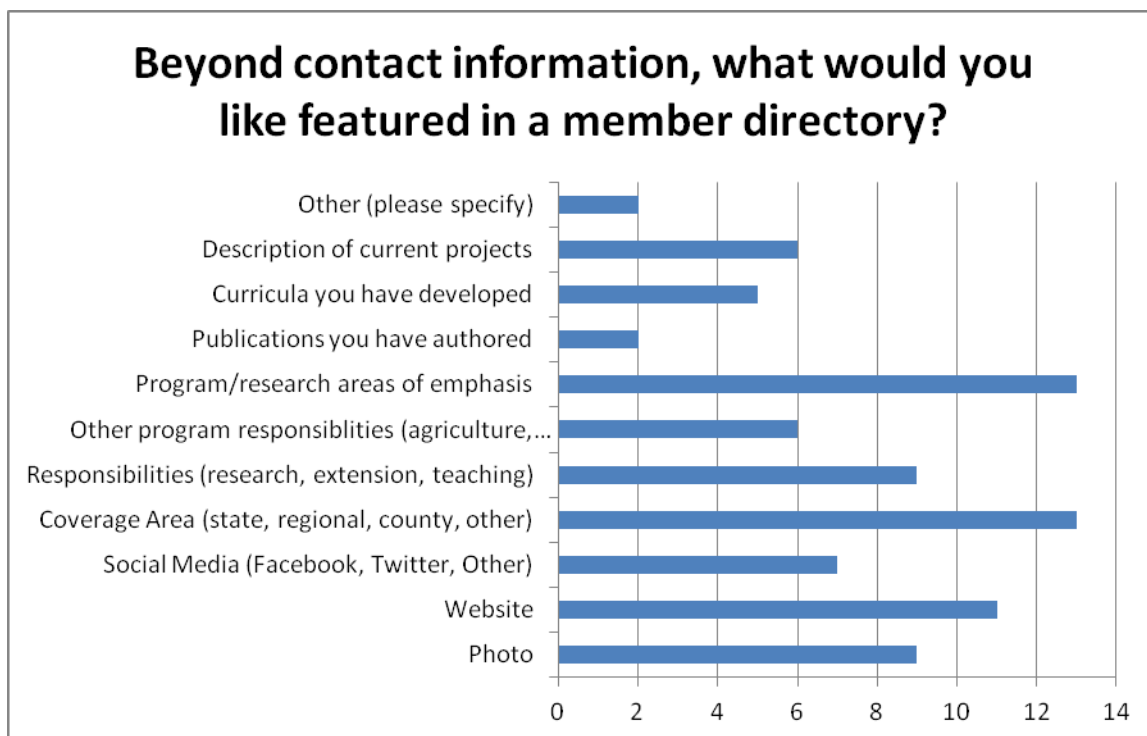
Submitted by
Rachel Welborn
Secretary

Southern Region Report from to the Board – September 14, 2012 Submitted by Stacey McCullough

At our regional meeting at this year's NACDEP conference, members identified the need for more communication and a directory to facilitate sharing of information between members. In response, I created a quick online survey to gather feedback on the specifics of these items as well as other suggestions from NACDEP members in the southern region. In my email soliciting responses to the survey dated August 15, I also included a plug for the 2013 NACDEP Conference at Galaxy and NACDEP's Facebook page and website.

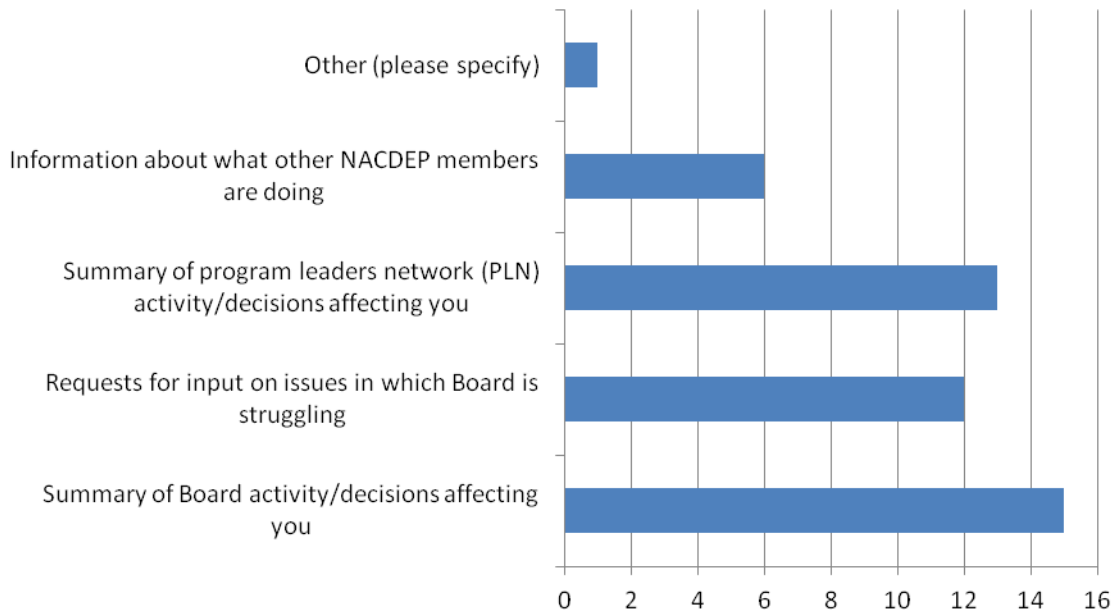
Seventeen out of 61 members responded (28%) to the survey. Regarding information regional members would like in a directory (beyond contact info), the majority of respondents would like to see program/research areas of emphasis, coverage area, website link, responsibilities, and member photos. Regarding communications from me, over two-thirds of respondents are interested in receiving Board and PLN updates, as well as requests for input on issues with which the Board is struggling. Around one-third of respondents want to know more about what other NACDEP members are doing. The majority would only like to hear from on a quarterly basis or only when there is something important to report.

Additional response detail is depicted below.



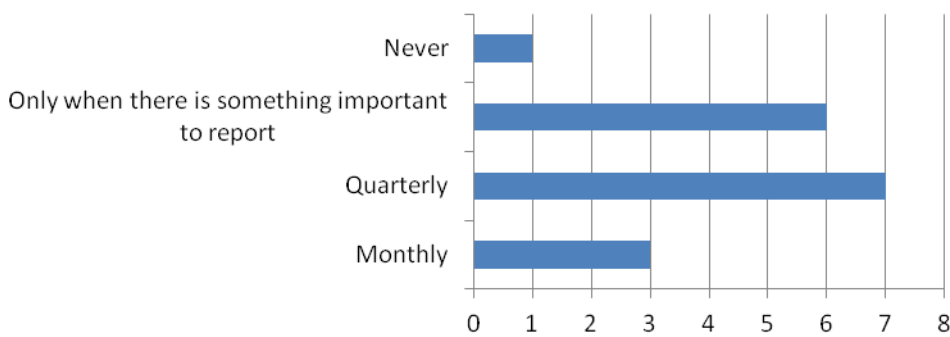
Other responses specified: 1) Educational background; Institutions of employment i.e. universities or USDA, etc.; 2) I think contact info and general areas of work is most important.

What types of communication would you like to receive from me?



Other responses specified: 1) A NACDEP newsletter.

How often would you like to hear from me?



What else can I do to serve you?

- Provide information on how to submit articles.
- Perhaps you can try to join the Southern region CRD Program Leaders 2-3 times a year to provide an update on NACDEP related activities. This would be a good way to get the CRD leaders to see the value of this professional organization.
- Stacey, you are doing a great job!
- We hoping to submit an affiliate application and it looks like that goes through you to the board. FYI! We may need a little help with it, have 2 examples of bylaws.
- Thanks for taking an active hand in getting our input.

Other comments or concerns about NACDEP:

- I appreciate your willingness to serve!
- It is great that this organization exists. Resource Development programming will be the answer to keeping Extension relevant politically.
- Thanks for seeking input from the members in the South. I remained worried that our numbers from our region are getting lower, so would be very open to working with you to see how we can improve the membership in our region.