



**National Association of Community Development Extension Professionals
Board/Committee Chairs
Minutes
FRIDAY, OCTOBER 12, 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.
Michael Wilcox, President
Rachel Welborn, Secretary

Non-Voting Participants:

Michael Dougherty
Susan Kelly
Notie Lansford
Mary Martin
Minnie Mitchell
Jen Schottke, PAR

Approval of the Agenda: Michael Wilcox opened the meeting with approval of the agenda. Darger made the motion; the agenda was approved unanimously.

Minutes Review: Rachel presented the September minutes. Steve made the motion to approve the minutes; minutes were approved as presented.

Treasurer's Report: Greg presented an overview of NACDEP's financial status, which he also sent by email prior to the meeting, along with the September Financial Report.

Below is a summary of activity for the month:

- Sept 28 checking balance: \$6,781.08
 - Credits: \$7,000 (transfer from savings); \$150. (dues)
 - Debits: \$3,684.41 (PAR admin fee); \$25. (bank overdraft fee); \$13.05 (credit card fees)
- Sept 28 savings balance: \$145,208.25
 - Credits: \$30.52 (interest)
 - Debits: \$7,000. (transfer to checking)

Some observations via Peter at PAR reported by Greg: 'Since we started with NACDEP as a client in Sept 2010, I thought I would take a look back to where we started two years ago. I added a cash on hand comparison to the summary report. Wish our business had that kind of cash flow. You all need to recognize what a good job you have done over the last couple of years of securing NACDEP's future with sound fiscal policies.'

Burr – noted Peter’s acknowledgement of NACDEP’s high cash balance. He stated that this foundation was necessary to strengthen this professional organization, but that a discussion was needed regarding future financial.

Darger – noted that one reason for money in the bank is that NACDEP typically does not do as well financially during Galaxy years, so there is a need for some financial reserves. He also asked about investing in CDs. Notie reported that Greg did some initial checking. Greg did not find any options that were paying anything right now. This may warrant further discussion at the retreat. What is our long term strategy for NACDEP and how does our financial strategy fit within that?

Notie – pointed out that this month’s accounts receivable has a negative balance. This is because three people just joined NACDEP. Since it is so late in the year, a decision to give them 2013 memberships means that the accounts will appear off balance until January.

Mary – offered a point of correction to the Board’s current treatment of the Treasurer’s report. According to Parliamentary Procedure, the Board should not “approve” the report since it has not yet been audited. Rather, the minutes should reflect that the report was reviewed and filed with the minutes subject to audit. This adaptation was accepted.

The September Treasurer’s report was reviewed and filed with the minutes, subject to audit.

Committee Reports

Finance - Notie Lansford

The committee is almost finished with the annual spot audit. The committee reviewed May and June financial report details, reconciled bank statements against PAR’s accounting, reviewed Marriott charges, and examined the scholarship fund. The only corrections needed were minor postings errors that have been corrected in the monthly report that Greg just shared.

The committee will turn its attention next to drafting an operation budget for the Board’s discussion at the October retreat. Wilcox suggested that we try to set up a distance connection of some type so that Notie could join that discussion.

Membership Services - Mary and Minnie

Stacy gave an overview of what the committee does to Mary and Minnie to help them prepare for the new role.

Communications and Website - Brian Ralson and Susan Kelly were not on call

Publications - Mary Emery (via email 10-10-12)

- JOE has developed a new template. Starting in October, Joe articles now have a counter on them tracking how many times they are read. The counter is not visible by default. To view the read count on an article, add “?stats=1” to the end of the url. For example you can do this by visiting the article and then adding the text to the end of what is in the address bar of your browser. Note only articles published after October will have this capability.
 - EXAMPLE: <http://www.joe.org/joe/2012june/a1.php?stats=1>
 - The count will appear underneath the title and above the abstract.

- Total Views: 1 Unique Visitors: 1
NOTE: Readership statistics did not begin collecting until after this issues publication.
- Information on unpaid subscriptions was provided (all invoiced on 3/15/12)
 - Alabama
 - University of Puerto Rico
 - Tennessee St. Univ.
 - American Samoa Co
 - University of Arkansas
 - Florida A&M
 - University of Hawaii
 - Southern University
 - Alcorn State University
 - Northern Marianas C
 - Langston University
 - University of Rhode Island
 - University of Vermont
 - USDA/NIFA
 - TOTAL \$10,500.00
- JOE is looking for 2-4 new reviewers. It would be great to have some additional reviewers from our program area. Those interested can contact:
 - Laura Hoelscher, Ph.D.
 - Editor, *Journal of Extension*
 - Phone: (765) 494-8405
 - E-Mail: joe-ed@joe.org
 - Fax: (765) 496-1117
 - Department of Agricultural Communication
 - Purdue University
 - 615 W. State Street
 - West Lafayette, IN 47907

Recognition - Michael Dougherty

Dougherty is trying to set up a meeting with ANREP to learn about their award process to see if it may be something NACDEP wants to consider.

Wilcox – asked about the timeframe to make sure we are ready for Galaxy awards. Dougherty suggested that a good cutoff may be about April 1 to keep Galaxy and non-Galaxy years balanced. ANREP uses an annual process based on a calendar year, presenting awards at the conference for the previous year.

2013 Galaxy - Michael Dougherty

The Galaxy planners had a call last Wednesday. One of the agenda items was the conference budget which was sent to NACDEP Board members prior to this call. NACDEP has stayed on top of various deadlines related to Galaxy. (See additional discussion of Galaxy Budget under “New Business” below.)

The Galaxy call for papers should go out near the end of this month with a due date in mid-January. Darger reported that each JCEP organization submitted a list of proposed themes. These are the proposed themes that Darger submitted for the call for Galaxy papers. These relate



to NACDEP's historic interest areas with the addition of #6 as a new theme that ties into the Galaxy IV theme, A New Era for Extension. As submitted to Andy Londo, the Galaxy Education Committee chair. NACDEP reviewers will review any papers from people who indicate a primary affiliation with NACDEP. NACDEP's review committee will be led by Craig Hertel and Juliet Daniels, our representatives to the Education Committee.

1. Economic Development and Tourism
2. Leadership Development
3. Civic Engagement and Public Deliberation
4. Environment, Land Use and Natural Resources
5. Building Successful Collaborations
6. The process of change

Darger – Suggested an item to discuss at the retreat related to Galaxy: Adding two events which NACDEP will likely have to pay from its budget:

- CRD state program leader meeting (Invitation to be sent after the November meeting in DC which Wilcox will attend)
- Social for NACDEP

PILD Representatives - Michelle Walk and Charlie Vavrina were not on the call Wilcox noted that there is a link on NACDEP's site. Abstracts are due November 9, 2012, but registration is not open yet.

2014 Conference - Tim Borich, Michael Darger and Michael Wilcox
Dave Ivan has been working with Wilcox and PAR; the hotel contract is signed. We will need to start thinking about a theme, tracks, potential keynotes, and tours.

Nominations Committee -Tim Borich

NACDEP's call for nominations was sent out by PAR, with all responses coming directly to Tim. The ballot will be coming out in November with an early December close date. To date, not every slot is filled with at least two spots. Tim asked PAR to send a reminder. Tim will give a summary to the Board next week to see where there are gaps.

Policies and Procedures - Tim Borich and Michael Darger (see discussion below under "new business.")

Updates from the Regions & Partners

Regional Rural Development Centers – Rachel Welborn and Michael Wilcox

- The four RRDC directors are coordinating a trip to DC in November to help promote the work of CRD on the national level. Each region is sending two CRD leaders, plus Michael Wilcox will be attending representing NACDEP. APLU will be providing training to the participants to prepare them to meet with their legislators. Participants will be meeting with their legislators and with other national leaders interested in community development.
- National Agriculture and Rural Development Policy Center (NARDeP) – this recently launched initiative is designed to help decision-makers weigh options related to challenging rural and agricultural issues. The website is www.nardep.info. The RRDC directors are seeking input on new issues or concerns to be addressed.



Northeast - Kelly Nix

Kelly recently sent an email update to members in the region, drawing from NACDEP newsletters, recruitment for volunteers, and the Northeast Regional Center for Rural Development news. Jenny Fertig (WV State University) has talked to Kelly about the possibility of establishing a West Virginia NACDEP affiliation. Kelly asked about how this has worked for other states. Steve stated that Wyoming and Montana were the only current affiliate chapters. He noted that the Policies and Procedures or By-Laws needed updating before encouraging other states to pursue this. Once updated, it may be good to send out to members to encourage participation. Outlining the benefits to states would allow be helpful. It may also be helpful to see what other JCEP organizations are doing with state chapters.

North Central - Richard Proffer was not on the call

Southern - Stacey McCullough

Stacey will be joining the CRD Southern Region State Program Leaders' conference call next week. She plans to send an update email to the region after that call.

1890 - Kenyetta Nelson Smith was not on the call

1994 – No representative at this time.

Western - Steve Burr

Steve followed up on NACDEP's call for nominations with an email to the western members to encourage nominations.

JCEP - Tim Borich/ Michael Wilcox

Some discussion surrounded the possibility of sending a follow up letter to NIFA regarding the filling of Sally Maggard's position. Since JCEP is now an advisor to ECOP, NACDEP might could petition JCEP to send a letter to ECOP with the request. The Board will revisit this idea after the November trip to DC discussed above under Regional Rural Development Centers.

Update from PAR - Jen Schottke

PAR has been busy working on the Board retreat (room block, logistics, etc.) and getting out the nomination initial letter. Jen also reported that NACDEP has three new members (2 students and 1 standard).

Old Business

Website Proposal – No one from the Communications Committee was on call. Board members are asked to preview the proposal and send questions/comments to the Communications Committee. The decision will move to the retreat's agenda.

New Business

Galaxy Budget – Wilcox sent out the latest Galaxy Budget prior to the call along with an overview of some places that Galaxy planners have had challenges. A few questions were raised on the call such as the cost of purchasing bags and the high goal for sponsorships. Wilcox asked that the Board review the budget before Monday and let him know of any questions or concerns that you would like addressed.



Audit Discussion/Policies and Procedures – Tim Borich

Tim stated that he has worked through about 50-60% of the old NACDEP Policies and Procedures Manual. He is focusing on writing out duplicative language and separating the ByLaws from the Policies and Procedures. He is adding in a section on the management organization (currently PAR). He is working on recording what we really do in our day-to-day operations and definitions of current committees, but leaving some details, such as creation of forms, to the committees. He plans to have a draft out a few days before retreat so that the Board and committee chairs can preview. Darger and Rachel were asked to review respective minutes over the past two years to identify any policy and procedure changes reflected in the minutes.

Notie asked if notes from Peter and committee notes were considered in the revision. Tim stated that he found continual conflicts among comments and with the bylaws. He stated that he kept what he could, but much could not be used.

Tim also noted that a number of topics were not covered that he is attempting to include, such as JCEP (travel to meetings and other expectations.)

Other Agenda Items

Board Retreat – Wilcox is working on the agenda and plans to have a draft out in a few days. Kenyetta and Richard not able to attend. Wilcox is also working on remote access during strategic times as needed to facilitate discussion (i.e. Notie during budget discussion as noted above.)

Next Conference Call

Friday, November 9th

Adjournment

Submitted by
Rachel Welborn
Secretary



**National Association of Community Development Extension Professionals
Board Minutes
OCTOBER 29, 2012**

NOTE: This meeting was held via Adobe Connect instead of the scheduled Board Retreat due to the threat of Hurricane Sandy on the Pittsburg, PA meeting site.

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.
Michael Wilcox, President
Rachel Welborn, Secretary

Non-Voting Participants:

Michael Dougherty
Notie Lansford
Jen Schottke, PAR

Approval of the Agenda: Michael Wilcox opened the meeting with approval of the agenda. The agenda was approved unanimously.

Policies & Procedures: Tim Borich presented an overview of his work in redesigning the draft Policies and Procedures Manual. The plan to move this draft forward is to send the document to the various appropriate committee chairs and ask them to lead a review of the relevant sections. They will be asked to make recommendations on wording that appropriately reflects their work. They also will be asked to provide copies of any relevant forms related to their work. Suggested revisions will be due by January 31 per formal motion by Darger, unanimously approved. M. Wilcox appointed a three person ad hoc committee (Policies and Procedures Committee) to manage and compile the various edits and suggestions into a final draft that will be brought to the face-to-face meeting of the Board planned for March 2013. The committee members are Tim Borich, Michael Darger, and Rachel Welborn. The goal completion date is April 1, just prior to the new officers taking position.

2013 Draft Budget: Notie Lansford presented a draft budget on behalf of the Finance Committee. Potential expenses and revenues from the 2013 Galaxy Conference were not included as Galaxy has its own "stand alone" budget. Potential avenues for increasing NACDEP revenue during Galaxy include tours (to be discussed further down this meeting agenda) and on-site fund raisers. If tours are incorporated, NACDEP may have some up-front costs but could recoup these in registration fees. Notie will add items related to Galaxy and resubmit for the Board's consideration.

Membership Services: Stacey McCullough brought to the attention of the Board an opportunity to expand the membership database during membership renewals. She noted that during the Southern Region meeting at the past conference, participants were interested in being able to



access several pieces of information about the members including: specialty area, websites, research/Extension/teaching appointments, geographical coverage (state, region, county) in addition to what is already gathered. Stacey will work with Jen to design a new registration form that gathers additional information. The other three regional representatives were asked to provide input also. Jen will send renewal notices around December 3rd with a reminder placed in the next NACDEP newsletter slated to be released 12/11/12.

Nominations: Tim Borich reported on the nominations submitted for NACDEP officers and representatives to date. Thus far, only one nomination has been received and accepted for each of these positions: President-elect, treasurer, secretary. No nominations have been accepted for the Western rep., and only one potential for the North Central. Tim was not sure about the 1890 Representative. Rachel noted that she was told by an 1890 member that a decision on the nominee was made by their members and accepted by the nominee. Tim will let Rachel know if he has not received the name yet. Steve made the motion to extend the nomination period to 11/9/12. The motion was approved unanimously. Voting will be from November 14 – December 14.

Review with PAR: Michael Wilcox noted that PAR's contract would be expiring in August 2013. The Board asked that PAR develop a summary that notes what has gone well during this contract period, what has not gone well, recommendations for improving, and a related cost estimate as a beginning point for discussions of future contracts.

Galaxy Tours Update: Michael Wilcox has been in discussions with the Pittsburgh Pirates, Pittsburgh Steelers, Phipps Conservatory, and Wigle Whiskey. Calls are set for tomorrow to talk further with the Pirates and Steelers. M. Wilcox is talking to Phipps and Wigle to reschedule calls with them.

Tuesday October 30, 2012

2:00 pm Eastern

Meet with Pittsburgh Pirates

3:15 pm Eastern

Meet with Pittsburgh Steelers

Board Retreat Rescheduling: The Board agreed to try to reschedule the retreat for late February or March. Wilcox will send out a Doodle poll to identify the best dates.

Reimbursement: M. Darger made the motion that NACDEP reimburse Steve Burr for the one night hotel expense that was charged to his account since NACDEP was past the 24 hour cut off for cancelling the retreat. The motion was approved.

Next Conference Call

Friday, November 9th

Adjournment

Submitted by
Rachel Welborn
Secretary