



**National Association of Community Development Extension Professionals
Board/Committee Chairs
Minutes
FRIDAY, NOVEMBER 9, 2012**

Voting Participants:

Steve Burr, Western Rep.
Michael Darger, President-Elect
Stacey McCullough, Southern Rep.
Michael Wilcox, President
Rachel Welborn, Secretary

Non-Voting Participants:

Michael Dougherty
Susan Kelly
Brian Ralson
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 October 12th and 29th minutes. M. Darger made the motion to approve the minutes; minutes were approved as presented.

Treasurer's Report: Greg sent this month's report via email prior to the meeting, along with the October Financial Report.

Below is a summary of activity for the month:

The official October financial reports (via Peter and Jen at PAR) were emailed to the Executive Committee for review. One observation in the Summary Report tab: given the membership dues collected in September, we have now exceeded our budgeted membership figures not only YTD but also for 2012. Nice job, folks!

Below is a summary of the relatively limited activity for the month:

Oct 31 checking balance: \$4,012.53

Credits: \$200. (dues)

Debits: \$2,934.83 (PAR admin fee); \$20.00 (Capital One - BaseCamp subscription);
\$13.72 (credit card fees)

Oct 31 savings balance: \$145,238.96: Credits: \$30.71 (interest)

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

Committee Reports



Finance - Notie Lansford was unable to join. Since there was not an Executive Committee quorum and no finance committee representation, the discussion of the 2013 budget was moved to the December call.

Policies and Procedures –Michael Darger, Rachel Welborn (Tim Borich not on call) Michael and Rachel provided an overview of the process that the Policies and Procedures Committee has set. Plans are to have the various sections sent out to committees within the next few days with a deadline for returning suggestions by Jan. 31. The suggested edits will be reviewed and incorporated as appropriate with a final draft presented to the Executive Committee for review at the March 4-6, 2013 retreat.

Membership Services - Mary Martin and Minnie Mitchell submitted the following report via email on 11/8/12:

NACDEP: Co-chairs, Mary Martin and Minnie Mitchell met via teleconference (October 31, 2012) to discuss the following membership items:

- Strategies to increase membership in NACDEP. Determine how the organization can best serve the needs of members by creating a survey. Ask national committee to send out via Survey Monkey. Survey to be completed by 2013. The survey should address the following issues: Why are previous members not rejoining? How can we expand our membership throughout the states?
- Per Jen Schottke, the membership for the last 3 years.
 - 2012 334 members
 - 2011 379 members
 - 2010 339 members
- Seek methods to increase funding for scholarships. I.e. First time members attending national meeting.
- Co-chairs will coordinate schedules for Board meetings to insure participation. Mary Martin will participate in the December 14, 2012 NACDEP Board meeting.
- The co-chairs developed assignments to be completed by December 7, 2012.

Communications and Website - Brian Ralson and Susan Kelly

- The committee reviewed the website database proposal that was received. The committee believes the current NACDEP website is fine and meets the organization's needs. Thus the RFP should focus on the database, which is not represented. Jen will add the database elements that have been identified to the RFP and send it out so it can be circulated to generate additional proposals.
- December's NACDEP newsletter will feature the Northeast region.
- A Facebook subcommittee has been established to explore possibilities for interaction. Rebecca Dudensing is looking at other Extension professional sites. Paul LaChapelle is exploring related policies/procedures from other organizations.

Publications - Mary Emery was not able to join the call.

Recognition - Michael Dougherty

A conference call is set with ANREP to discuss their awards process. ANREP uses a tiered level rather than regional/national. Challenges in approaching NACDEP's awards from a regional basis occur given that NACDEP's membership is uneven across the regions and various regions interpret the guidelines in different ways. Darger suggested that it may also be helpful to consider using a fixed calendar year for awards.

2013 Galaxy - Michael Dougherty, Winifred McGee, and Michael Darger

- Galaxy's call for proposals is slated for release next week and remains open until mid-January. The next planning call is Wednesday, November 14, 2012.
- Possible Tours: Wilcox:
 - Sports led community and economic development (Pirates and Steelers)
 - Sustainable Living (Phipps Conservatory)
 - Agritourism Community Development (Wigles Whiskey)
- NACDEP friendly meeting document was discussed (Darger) and is added as an attachment to the end of this document. Related discussion points are noted below:
 - Dougherty will take the idea of a social to Galaxy planning committee. A Pirates Game may be a possibility.
 - Outreach – one possibility may be a roundtable discussions for those that want to stay at the Convention Center Thursday morning ("super session on CRED). Dougherty will take this suggestion to the Galaxy planners.
 - NACDEP's Executive Committee meeting will be Tuesday morning from 7:00 – 8:30 a.m.
 - CRED program leaders meeting may need to be on Sunday given the full schedule.
 - Rachel expressed caution that we do not get overbooked on activities where we are too stretched to carry out plans well.
- Dougherty will clarify what the NIFA session at Galaxy involves and who should attend.

PILD Representatives - Michelle Walk and Charlie Vavrina were not able to join the call.

2014 Conference –Michael Wilcox, Jen Schottke – no activity to report since the last call.

Nominations Committee -Rachel and Jen (in Tim Borich's absence)

The slate of nominees was reviewed. In so doing, one omission was noted and the slate was adjusted. All except two nominees had been confirmed. Rachel will work with Jen to confirm the two remaining candidates. The ballot will be released on 11/14/12 and remain open until 12/14/12.

Updates from the Regions & Partners

Regional Rural Development Centers – Michael Wilcox/Rachel Welborn

Plans are finalized for the CRD meeting in DC scheduled for November 14-15. The four RRDC directors will be joined by a CRD representative from each region and Michael Wilcox as NACDEP's president. The agenda includes meetings with representatives from NIFA, NACO, and NTCA among others.

The SRDC's Technical and Operational Advisory Committee and Board of Directors recently met. Two people from NIFA joined by conference calls at different times. These conversations emphasized the importance of speaking to NIFA regularly to help them understand the work of CRD.

Northeast - Kelly Nix was not able to join the call.



North Central - Richard Proffer was not able to join the call.

Southern - Stacey McCullough was on the call but had to leave before reporting time.

1890 - Kenyetta Nelson Smith was not able to join the call.

1994 – No representative at this time.

Western - Steve Burr is working with the other regional representatives to give input on the membership database elements to include.

JCEP - Michael Wilcox stated that there was nothing new to report except what was reported previously regarding Galaxy

Update from PAR - Jen Schottke

- NACDEP has received three new memberships since last month
- Jen will be on vacation next week. However, email accounts will be monitored by others at PAR in her absence
- NACDEP and PAR need to think through how they would work during Galaxy.
- The December newsletter submissions are due.

Old Business

Website Proposal – Discussion is tabled until the RFP can be revised and re-released per discussion above.

New Business

Letter to Program Leaders – Plans are to write an invitation letter to CRD program leaders to join a meeting at Galaxy after the November 14-15 visit to DC noted above.

Other Agenda Items

Board Retreat– The retreat is rescheduled for March 4-6, 2013 in Pittsburgh with a similar agenda to that of the previously proposed December meeting that was postponed. The hotel is moving us to the new dates without penalty.

Next Conference Call

Friday, December 14th

Adjournment

Submitted by
Rachel Welborn
Secretary

[Attachment from Michael Darger:](#)

Making Galaxy NACDEP-friendly

Thoughts for enhancing our experience in Pittsburgh. And giving a NACDEP frame to it all.

By Michael Darger, Oct. 30, 2012

1. **Tours.** Monday p.m. and Thursday a.m. are the best slots. The opportunity includes: making Galaxy more fun for our existing members and reaching out to potential members from other JCEP organizations (i.e. giving NACDEP membership brochures, souvenir item? to all participants)
2. **Socials.** The Awards banquet (Omni Hotel on Thurs. evening) is the only NACDEP social planned into the Galaxy agenda (not counting our business meeting/regional meetings Wed. morning). Other possible socials could be either a breakfast thing early on Tuesday or a late event on Wed. night after the auction and live auction events (we don't want to compete with these JCEP events). I'm not sure about competing with States' Night Out on Tuesday yet that seems like the only night that would allow a social from early evening on (like a social at Wigle Whiskey, Pirates game, or something else).
3. **Outreach.** Another concept for reaching out to Extension people who may want to check us out would be a super-seminar on Thursday morning. Could we bring in some of our CD ringers to do a seminar of the *Cooperative Extension's Community Development Foundation of Practice?* Kind of a Comm. Devel. for Dummies thing that would build upon Sally Maggard's challenge to NACDEP in Park City that we need to reach out beyond our membership to other Extension professionals and leaders. Or should the topic be something more on the cutting edge (higher risk perhaps)? As in the tour events, we would provide our membership brochures and mingle with participants in a proactive way.
4. **CRED Program Leaders.** We've already decided that we want Extension's Community Resources and Economic Development leaders to gather at NACDEP conferences, including Galaxy. The best slots for this would be either Thursday a.m. or Monday p.m. (but Monday is pre-conference).
5. **NACDEP Board.** Our pre-conference board meeting is scheduled all day on Monday. We don't need this much time. We could schedule it Monday morning (before tours) but this would require us to get there on Sunday night. Or Monday afternoon (we don't go on tours) or shoehorn it in somewhere early on Tuesday (7-8:30). The post-conference board meeting will happen 7-9 a.m. on Friday and this has already been accepted by Chuck Schwartau (a Galaxy co-chair) since it avoids competing with the closing event at 10 a.m.