



**National Association of Community Development Extension Professionals  
Board/Committee Chairs  
MINUTES  
FRIDAY, March 8, 2013**

**Voting Participants:**

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

**Non-Voting Participants:**

Stephan Goetz  
Michael Dougherty  
Mary Emery  
Dave Ivan  
Susan Kelly  
Notie Lansford  
Winifred McGee

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

**Minutes Review:** Rachel presented the February minutes. Some changes were made to the original draft and resent. Minutes were approved as amended.

**Treasurer's Report:** Greg sent the February Financial Report via email prior to the meeting. However, some corrections were needed prior to formal presentation. Greg requested that the presentation be postponed until the April meeting when the questions could be resolved.

Greg reported the following summary during the call:

Feb 28 checking balance: \$7,386.79

Credits: \$4,000.00 (transfer from savings); \$3,372.22 (dues)

Debits: \$2,198.93(PAR); \$919.80 (Michelle Walk PILD travel reimbursement);

\$844.24 (Michael Wilcox JCEP travel reimbursement); \$688.00 (AON Assoc.

Services – D&O insurance); \$491.82 (Michael Darger JCEP travel reimbursement);

\$98.89 (credit card fees); \$20.00 (Capital One credit account – Basecamp subscription)

Feb 28 savings balance: \$145,357.97

Credits: \$28.22 (interest)

Debits: \$4,000.00 (transfer to checking)



## Committee Reports

### **Finance** - Notie Lansford

The Committee does not have anything to report this month. The committee will be working with Greg over the next month to help facilitate the transition to the new treasurer, Notie.

### **2014 Conference** – Dave Ivan

Preliminary plans are in place and Dave has begun a conversation with the new President-Elect, Alison Davis.

### **Regional Rural Development Centers** – Stephan Goetz

- NE and South released annual reports for 2012 and these are posted to their websites. The West and NC are close to releasing theirs.
- SRDC reports that seven states have applied to be in SET Phase IV. The applications will be reviewed in the next few days.
- NARDEP Center website is about to be released. April 3 is the anticipated release date of the fracking report in DC.
- Mississippi State University is moving slowly in reappointing a director for the SRDC, as they are wanting to wait to see how the federal budget turns out. The regional Extension Directors and Research Directors make the decision about whether or not the center is bid out or remains at MSU uncontested. They have offered MSU rights of first refusal at this point.
- Wilcox asked if the RRDCs had made a decision about producing a joint magazine (currently produced by the WRDC alone.) Stephan reported that this was under consideration. The magazine is believed to have great value but is expensive. Bo's departure has also created a challenge in the process. Wilcox introduced the possibility of the magazine becoming a joint RRDC and NACDEP journal. Stephan will discuss with the RRDC Directors on their call on Monday.

### **Membership Services** – Mary Martin, Minnie Mitchell - Not on the call; no report

### **Communications and Website** - Brian Raison/ Susan Kelly

February Policies and Procedures comments were submitted to the Board. The committee has endorsed the Element 74 proposal. The committee will be assisting with additional policy recommendations regarding social media usages in NACDEP.

### **Publications** - Mary Emery

JOE's Board is meeting next week so Mary will be able to provide a larger report on the next call. JOE is planning a survey of authors and reviewers to get feedback on the submission process. "Should JOE do a special issue of 100 year anniversary of Extension" is a point of discussion at the upcoming meeting. Wilcox suggested that one possibility would be to do a review of how program areas have changed over time.

Mary noted that very little information on the Publications Chair is mentioned in the current Policy and Procedures Manual. This position could be expanded to be responsible for helping NACDEP members move toward more opportunities to publish. Mary will draft some initial thoughts for the Board's consideration.

### **PILD Representatives** - Michelle Walk and Charlie Vavrina – Not on the call; no report

**Nominations Committee** - Tim Borich/ Michael Wilcox

Wilcox reported that the newly elected secretary, Jenny Fertig, is no longer an Extension employee. After some discussions with her and in conference with the Board, Glenn Muske, the other colleague running against her in the past election (lost by a single vote) was considered the best replacement. Wilcox contacted Muske to ensure that he may still be willing to step into this role. He agreed to accept the position upon Board approval. The Board voted to approve the appointment. Wilcox will notify Glenn of the appointment.

**Recognition** - Michael Dougherty

Call for awards will be released shortly after the Board finalizes the recommended changes in the Policies and Procedures Manual.

**Policies and Procedures** –Michael Darger, Rachel Welborn

The board is in the process of reviewing this document. The Board agreed to complete the review of the awards section electronically. Rachel will resend the current document and the Board will respond with questions/comments by 3/15. Rachel will work with Darger and Tim to synthesize these comments and submit a final draft for electronic vote no later than 3/22.

The addendums noted at the retreat need review also. The communications section needs additional work before reviewing.

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

Keeping up with the massive amount of details among the various committees and organizations is challenging. Galaxy does not currently have a well-defined policies and procedures manual for the conference.

Darger presented a summary of key volunteer activities for Galaxy for the Board's consideration (See attachment of Key Volunteer Activities for Galaxy – Darger at the close of these minutes.) Dougherty noted the need to coordinate with Galaxy committees where there are logical linkages and/or potential overlap. Dougherty and Winifred will insert these into Darger's spreadsheet.

Conference tours and super sessions were discussed. The Board decided to offer both the Steelers/Pirates and Phipps Conservatory tours on Monday. Darger proposed a super session to explore the work of CRED. Additionally, discussions focused on finding time on the agenda for committee time, state program leaders, newcomers' session and/or potential NACDEP members recruitment. Board members were asked to review the Galaxy Matrix that Darger sent via email to identify areas in which they would agree to take leadership.

**Updates from the Regions & Partners** – postponed for lack of time

**Old Business**

**Web-based database proposal** – postponed for lack of time

**Letter to Program Leaders for 2013 National Program Leaders Meeting** -

Don Albrecht will take lead on this session. Rachel has been communicating with him about the possible time slots. She will check back to confirm a time.



**Response to JCEP for ECOP** – The Board finalized and approved edits on the proposed JCEP letter during the Board retreat earlier this week. A copy is attached to this document.

## **New Business**

### **Request for Pre-conference at 2014 Conference**

NACDEP has received a request for a support letter for a pre-conference on climate change. The proposal budgets \$8000 in scholarships for NACDEP members for travel money, targeted to county based educators. Room rental would be covered in the budget also. Participants would pay for their own meals. Attempts will be made to frame the conversation as politically neutral. In the absence of a quorum by this point in the meeting, a final vote could not be taken.

A section addressing preconference requests needs to be added to the Policies and Procedures Manual. Stacey agreed to generate a first draft.

**Application for 2015 NACDEP Annual Conference** – discussion postponed. However, Wilcox agreed to take lead on site selection process.

## **Announcements**

### **Next Conference Call**

Friday, April 12, 2013

### **Adjournment**

Submitted

3/11/13

Rachel Welborn, Secretary

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## Attachment: Key Volunteer Activities for Galaxy – Darger

1. NACDEP exhibit booth staff will 1. promote NACDEP membership, 2. our conferences, 3. direct people to NACDEP sessions and resources, 4. enthusiastically speak for CRED Extension folks everywhere
2. Host & moderate NACDEP presentation sessions (Note: MiDo says that Andy Londo will be looking for moderators for Galaxy Committee, so this effort could coordinate with his?) Session hosts will welcome, moderate, support presenters, electronically save presentations on stick drives, and encourage immediate written feedback from participants
3. Welcome & guide our members as they arrive at the Galaxy IV event. This team's charge is to determine the best ways to welcome, orient, connect and generally make NACDEP members feel welcome and able to connect with other members while enjoying the "big tent" uniqueness of Galaxy. Also, need to coordinate activities with Newcomers Committee. Membership Committee may be a logical fit
4. Proposal review and ranking for NACDEP juried proposals This team will review, rank and choose the proposals for acceptance in the 14 NACDEP 1-hour slots managed by the Galaxy Education Committee
5. Super-seminar (two hours) and NACDEP's five one-hour sessions (i.e. non-juried) This team will assist Michael Darger in devising ways to demonstrate, edify and generally share Community Resource and Economic Development (CRED). Both for outreach to nonmembers and for inreach to our members.
6. Wigle Whiskey networking event Team will plan and implement this networking to be held at a local entrepreneur's distillery
7. Sports-led Community and Economic Development Tour at Pittsburgh Pirates and Steelers stadiums (Monday) Team will plan and implement this tour that will be open to all Galaxy attendees as a NACDEP-sponsored event
8. Sustainable living and green innovations Tour at Phipps Conservatory (Thursday a.m.) Team will plan and implement this tour that will be open to all Galaxy attendees as a NACDEP-sponsored event
9. Plan our Regional meetings and Annual Business Meeting (NACDEP) Team will plan and implement dynamic, well attended and successful meetings for our time together on Wed. morning
10. Pre and (almost) Post Board Meeting Arrangements Will plan and arrange logistics and agenda for Tuesday morning and Friday morning board meetings at Wyndham Hotel (including RSVPs from committee chairs and ex officio members and PAR)
11. Awards Banquet Will plan a fun, festive, lively celebration of our award winners and of NACDEP itself. This is our gala that should both stimulate and inspire our members while encouraging interactions among both old and new friends. If possible, a short fund-raiser (dollar auction or other methods) should be integrated.



12. Welcome newcomers to NACDEP. There is a newcomers event on Monday held by Galaxy, but we should try to have something too just for our folks (should coordinate with Galaxy committee) This could be a stand-alone event with one of our one-hour slots at conv. center? Or an informal get-together somewhere in the Wyndham Hotel, or elsewhere? And also a moment during our awards banquet when we ask the new NACDEPers to stand up and be recognized. It could also be in the way members reach out and welcome these folks. Membership Committee may be a logical fit

**Attachment: JCEP Letter to ECOP, edited and approved by NACDEP Board, 3-6-13**

The Joint Council of Extension Professionals (JCEP) is comprised of the leadership of each of the six extension professional associations. We support agriculture, 4-H, Family and Consumer Sciences, Agricultural and Natural Resources, Extension Professional Development and Community Development. The associations provide programming and support that touches the lives of every American in some way.

Historically, each of these associations has had National Program Leaders (NPL) available through the National Institute of Food and Agriculture (NIFA) that served as a resource and a liaison. Recently the NPL for Community Resource and Economic Development (CRED) position became vacant. Due to the budget constraints and fiscal situation in Washington this position has not been filled. Our colleagues that serve the community and resource development program area have not had an NPL as a resource and liaison in NIFA .

In support of our colleagues in the National Association of Community Development Extension Professionals (NACDEP), the Joint Council of Extension Professionals requests that ECOP formally explore the current opportunities and constraints faced by Community Resource and Economic Development (CRED) Extension program are to ensure that Extension continues to be positioned to meet its core mission of “enabling people to improve their lives and communities through learning partnerships that put knowledge to work” through timely, relevant, and excellent capacity building CRED programs that are forward-looking and supported at the national, regional, state, and institutional levels.

Members of NACDEP already face the obstacle that in some institutions there is no department dedicated to their mission. They may be assigned a percentage of responsibility in several different departments, schools, or colleges within an institution. Now with no NPL in place for community development the NACDEP professionals face the same situation in Washington. They must visit with several NPLs in other program areas in search of support. Moreover, as previously stated in the DFCS/NIFA Response to the Draft Resolution from JCEP’s Board of Directors, each of the current NPLs assigned to work with NACDEP and to the Regional Rural Development Centers “has taken additional duties and expended extra effort” to their current work assignment. As a result, we have NPLs that are unable to give full attention to the critical needs of this program area within NIFA.

Similar to ECOP’s recent study on integrated pest management, JCEP expects that action will be taken to find a solution so that our NACDEP professionals have resources available to them so they may continue to provide sound, timely, reliable programming in community and economic development that benefits all communities.



## March Minutes Addendum:

On March 27, 2013 two motions were made via email and distributed to the voting Board members for approval. On April 1, both motions were approved as proposed. The two motions are noted below along with the referenced attachments.

Michael Darger motion: "I move that we accept the awards section Policy & Procedure as presented by Rachel on March 25th, including the **addition** of the NACDEP Cross-Program Area Award and the **deletion** of the NACDEP Media Presentation Award: Individual or Team." (attached)

Rachel Welborn motion: "I move that we ask PAR to revise their bid based on the refined task list." (attached)

## **SECTION M: NACDEP Awards**

NACDEP offers a series of annual awards to its membership to recognize exemplary service and practice. Each year, the Recognition Committee will put forth the names of members who deserve special recognition in the form of national and regional NACDEP awards. Awards will be based on a calendar-year cycle. Eligibility will be those members who were active in the field during the previous year, unless otherwise stated for a specific award. The committee will notify the membership of award availability and request applications at least 120 days in advance of the annual conference. The Recognition Committee will work with Management Firm to post current application forms on the NACDEP website. Applications will be due no later than 90 days prior to the conference. Late applications will not be eligible. The Executive Committee, Management Firm, and the Conference Committee will notify the winners to the appropriate parties no later than 60 days prior to annual conference. Management Firm is charged with preparation of award plaques and certificates for the award ceremony held during the annual conference. The specific application requirements and evaluation criteria will be developed by the Recognition Committee, approved by the Executive Committee, and posted for that particular year.

All awards applications will be submitted to the regional recognition committees for review and evaluation. For the Distinguished National Service Award and the Distinguished Career Award, a regional winner shall be named and forwarded to the national recognition committee, so long as it meets the minimum meritorious standards as specified on the application. The Recognition Committee will then name a national winner.

For all other awards, a regional winner and runner-up shall be named and forwarded to the Recognition Committee, so long as it meets the minimum meritorious standards. The minimum meritorious standard is a score of 75 with a superior merit score being 90 or above. Regional committees will also forward any other application that meets a superior meritorious standard. The Recognition Committee will then name a national winner and runner-up. It will also recognize any other application that meets a superior meritorious standard as an honorable mention.

The following NACDEP awards will be given annually:

### **1. NACDEP Distinguished National Service Award**

This national award recognizes a NACDEP member who is actively involved in service to NACDEP and has contributed significantly to the organization for three years as of January 1 of current year. Eligible recipients include members who are in good standing in the immediate past year as well as the current year. Self-nominations will not be accepted. The successful applicant must demonstrate at least three years of service to NACDEP, including service in the current year. The Distinguished Service National Award may be received only once.

Criteria for applications are:

- Actively involved in service to the NACDEP organization (25 points)
- Special contributions to the organization (30 points)
- Years of continuous service in the leadership or development of NACDEP (25 points)
- Professional attitude and leadership ability (20 points)

In addition to a completed application form, each nomination will include:

- An attachment with the nominee's name, address, state, and e-mail address, and a 50-word summary of the nominee's service to NACDEP, as well as special contributions to the organization (anything more than 50 words is not acceptable)
- Two letters of support (one page, single-spaced).

### **2. NACDEP Distinguished Career Award**

This national award recognizes a NACDEP member who is actively engaged in Extension community development programs and who has served more than seven years as of January 1 of current year in Extension community development programming. This recognition is awarded at the regional level. Award recipients will be recognized with a plaque at the NACDEP Annual Conference.



Eligible recipients include members who are in good standing in the immediate past year as well as the current year. In addition, the individual has served more than seven years as of January 1 of the current year in Extension community development programs. Members recommended must be actively engaged in Extension community development programs as of the date the selections are made. States or units (NIFA or Regional Rural Development Centers) may recommend one Distinguished Career Award recipient. The Distinguished Career Award may be received only once.

Criteria for application evaluation are:

- Professional attitude, work with a professional association, Extension committee work and responsibilities (15 points)
- Professional improvement including advanced formal education and supplemental training including attendance NACDEP Annual Conferences (15 points)
- Professional accomplishments, size and depth of programs created and implemented, demonstrated program improvements and program innovation (50 points)
- Personal interests and activities related to community development (15 points)
- Honors and awards received related to Extension and/or community development (5 points)

### **3. NACDEP Diversity Award: Individual or Team**

This national award recognizes a NACDEP member or group of members who have developed an outstanding effort or program that ensures meaningful diversity and inclusiveness. This award will be given at both the national and regional levels, with the national recipient selected from the pool of regional award winners. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate. .

Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and programs nominated must have been active the previous calendar year.

Criteria for evaluation are:

- Purpose reflects and recognizes outstanding efforts and accomplishments in achieving and sustaining diversity in community development Extension programs and/or audiences (25 points)
- Applicant's efforts foster an environment of diversity and inclusiveness (15 points)
- As a result of a programmatic effort, a significant change occurred (15 points)
- Creative methods were used to accomplish program's goals and objectives (15 points)
- Program demonstrated uniqueness and difference to warrant recognition (15 points)
- Methods were used to promote retention of diverse audiences (15 points)

### **4. NACDEP Educational Package Award: Individual or Team**

This national award recognizes a NACDEP member or group of members who have developed outstanding materials that educate through accurate, concise information. Entries must consist of at least two or more components such as exhibit, feature, story, media presentation, news story, periodical publication, personal column, published photograph, radio program, or video program. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must also be NACDEP members. The entry must be one piece and apply to one subject. Multi-media such as websites, PowerPoint, video, audio, and overheads may be included with the entry. Promotional pieces will be disqualified. Programs and materials nominated must have been active and utilized the previous calendar year.



Criteria for application evaluation are:

- Accurate, credible information and research based as applies (20 points)
- Well written, using correct grammar, simple sentences and short paragraphs (15 points)
- Concise, yet includes all essential information (15 points)
- Designed to make audience understand/become aware/informed/educated (15 points)
- Holds the attention of the audience (10 points)
- Appearance of materials demonstrates effective use of design and typographical techniques (25 points)

#### **5. NACDEP Educational Piece Award**

This national award recognizes a NACDEP member or group of members who have developed outstanding materials that educate through accurate, concise information. Entries must be one piece such as a website, PowerPoint slide set, video, or audio. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must also be NACDEP members. The entry must be one piece and apply to one subject. The piece submitted for consideration should be included with the entry. Promotional pieces will be disqualified. Programs and materials nominated must have been active and utilized the previous calendar year.

#### **6. NACDEP Educational Technology Award: Individual or Team**

This national award recognizes a NACDEP member or group of members for the use of technology in delivering or managing educational programs, in expanding the use of technology in community development work, and/or the use of educational technology to promote logical, problem-solving techniques. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and programs nominated must have been active the previous calendar year.

#### **7. NACDEP Excellence in Community Development Work Award: Individual or Team**

This national award recognizes a NACDEP member or group of members for outstanding programs in any aspect of community development work or for program accomplishments relative to scholarly and creative activities, teaching and/or research effectiveness, and to show evidence or collaboration with others who help meet community development needs. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and efforts nominated must have occurred the previous calendar year.

#### **8. NACDEP Excellence in Teamwork Award**

This national award recognizes outstanding Extension programming or projects conducted by a team that involves a NACDEP member or group of members that demonstrates effective performance and significant results (impact) at the community, area, state, or multi-state level. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.



Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must also be NACDEP members. Entries must be submitted by a team and limited to no more than ten (10) members. At least one team member must be a member of NACDEP and employed at the time of the activity. All program entries must be conducted during the previous year.

#### **9. NACDEP Cross-Program Area Award**

In the spirit of “Cooperative Extension”, this national award recognizes excellence in Extension work that combines or integrates CRED (Community Resource and Economic Development) work with other program areas. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and the majority of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and programs nominated must have been active the previous calendar year.



Revised list for PAR's consideration:

**Maintain Office Presence including Phone, Mail, and E-Mail:** Maintaining an office presence for NACDEP including answering phone, email and fax inquiries; pick up mail on a regular basis; process and forward mail as appropriate.

**Membership Database Maintenance:** Managing the NACDEP membership database including membership renewals, dropped members and prospective members and preparation of membership reports to the Board.

**Participate in Monthly Board of Director Calls and Support Committees:** Participating in monthly Executive Committee conference calls and supporting standing committees, including preparation and distribution of materials for Executive Committee calls.

**Maintain Website and Newsletter in Cooperation with Board Rep.:** Maintaining the NACDEP website and newsletter software in cooperation with board representatives.

**Maintain and Archive Organizations Records:** Maintaining and archiving of NACDEP records to the extent required.

**Assist with Financial Duties including maintenance of financial records, work with Treasurer, make deposits:** Assisting with financial duties by making deposits, processing credit cards, maintaining financial records, and working with Treasurer.

**Assist Treasurer with Presentation of Financial Reports:** Providing monthly account statements for the Treasurer's presentation of financial reports to the board and membership.

**Attend Annual Board Retreat (travel expenses paid outside of retainer):** Attending the Annual NACDEP Board Retreat.

**Manage Registration for 2014 Annual Conference & Tours:** Creating and maintaining conference registration processes in non-Galaxy years).

**Assist with 2014 Annual Conference Planning:** Including reviewing contracts and ordering awards as identified by the Recognition Committee.

**Attend and Onsite Management of 2014 Annual Conference:** Attending annual NACDEP conference, assisting with additional conference planning and execution, and providing one additional support person at the annual NACDEP conference. On duty days will be June 22-25, 2014.

**Provide a monthly report to the Executive Committee on tasks completed and estimated hours, as well as other reports needed related to above tasks:** Reporting [specifically Peter Metsker, representing PAR] to the NACDEP Executive Committee in general and to the NACDEP President specifically.