



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

**Voting Participants:**

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

**Non-Voting Participants:**

Stephan Goetz  
Michael Dougherty  
Minnie Mitchell  
Brian Raison  
Jen Schottke, PAR

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

**Minutes Review:** Rachel presented the January minutes with two corrections received via email. Minutes were approved as amended.

**Treasurer's Report:** Greg sent the January Financial Report via email prior to the meeting. Greg reported the following summary during the call:

Jan 31 checking balance: \$5,276.75  
Credits: \$9,400.00 (dues)  
Debits: \$7,000.00 (transfer to savings); \$2,255.13 (PAR); \$156.61 (credit card fees);  
\$20.00 (Capital One credit account – Basecamp subscription)  
Jan 31 savings balance: \$149,329.75  
Credits: \$7000.00 (transfer from checking); \$31.18 (interest)  
Debits: none

Membership income to date is significantly higher than last year at this time because we are actively collecting dues sooner this year. Last year, we didn't solicit and collect membership dues until we collected conference registration for our Park City conference in late May. Our net cash available has grown nearly 20% since last year at this time, increasing almost \$25,000. The January Treasurer's report was reviewed and filed with the minutes, subject to audit.



## Committee Reports

**Finance** - Notie Lansford via email on 2/6/13:

The Finance Committee report is simply that we responded to the request for comments/suggestions on the proposed Policies and Procedures. I am grateful for the input of three committee members (including Treasurer Greg Davis). Our hats are off to Tim Borich and the committee for a nice job of crafting a re-write.

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

Most of the committees and individuals asked to respond have provided feedback on the first draft of the Policies and Procedures. Michael, Tim and Rachel will meet to review the recommendations and send a draft to the Board for preview before the March retreat.

**Membership Services** - Minnie Mitchell

Membership is down for the year so far with only about 223 paid dues compared to 333 last year. Part of the issue may be the timing of the conference. In past years, NACDEP has sought membership dues and conference registration simultaneously. That will not be an option during Galaxy. Some discussion centered on a possible lack of incentive in getting membership dues in prior to conference registration. Jen will send a membership reminder around the middle of this month to those that have not yet renewed.

**Communications and Website** - Brian Raison

Susan is moving from Florida to a new position in North Carolina. The committee will meet on Feb. 25<sup>th</sup>. They have been working on feedback on the Policies and Procedures manual.

**Publications** - Mary Emery was not on the call.

Feedback on the new JOE website is requested.

**Recognition** - Michael Dougherty

Michael posed changes to the Policies and Procedure manual in keeping with a discussion held with the committee members. A summary includes:

- Questions about the state awards
- Moving to a calendar year for awards cycles
- Removing excess detail

If these changes are approved, the committee would like to implement these in 2013.

**2013 Galaxy** - Michael Dougherty / Michael Darger

Galaxy Committee has not met since the last NACDEP Board call. The committee will be meeting in Pittsburgh at the same time as the NACDEP Board Retreat. Michael will share the agenda with the Board once received.

Abstract deadline is closed. There are six tracks and a call for reviewers is out. 78 proposals were submitted for NACDEP. NACDEP will have 14 refereed one-hour slots, 5 other 1-hour slots for NACDEP to select, and a 2 hours "super session." The Board was asked to begin thinking about ideas for these sessions. *Note that this paragraph contains some updated information not presented on the call but rather adjusted when the draft minutes were presented.*

Registration will open mid-May. A sponsorship brochure was sent to Extension Directors, but Michael Wilcox will resend.



**PILD Representatives** - Michelle Walk and Charlie Vavrina – not on call

Email from Michelle: Registration is opening soon for the PILD Conference. NACDEP will have a joint association meeting with ANREP. Michelle noted that she will be rolling off the committee after this year.

**Nominations Committee** - Tim Borich not on call

While Tim was not on the call, it was noted that new officers are all now identified and will take office in May.

### **Updates from the Regions & Partners**

**Regional Rural Development Centers** – Stephan Goetz

- Bo Beaulieu has accepted a position at Purdue University to begin April 1. The transition plan for the SRDC is to have an interim director for no more than one year while the federal budget is being established. Sumner Davis has been named to that position.
- The four RRDC directors will be attending the ESCOP meeting, social science committee in two weeks.
- Currently the House version of the federal budget has the RRDCs at a 40% reduction while the Senate has them at level funding.

**Northeast** - Kelly Nix

Kelly is planning to send out a reminder about renewing memberships in the next few days.

**North Central** - Richard Proffer not on call but Michael Darger and Greg added two notes:

The North Central region may do a multi-state project to improve BRE work. Greg is working on a study of fee based Extension programs.

**Southern** - Stacey McCullough

Stacey has sent out individual emails to people that paid dues. She may try to touch base in the next few weeks with those that have not yet paid.

**1890** – Kenyetta

Kenyetta noted that the 1890's as a whole do not know about NACDEP. She is working on a list of community development 1890 agents and is planning a conference call to help them understand NACDEP's importance. The Southern Program Leaders meeting had a good number of 1890 representatives this year. When NACDEP conference comes to the South in 2015, this may provide an excellent opportunity to encourage 1890 participation.

**1994** – No representative at this time.

**Western** - Steve Burr

Steve reported that the Western Rural Development Center is hosting a summit on October 2-3 on land, food, water, and energy issues. Steve will forward the announcement to Michael Wilcox to help promote the event within NACDEP.

**JCEP** - Michael Wilcox and Michael Darger

Michael Darger and Alison Davis are gearing up to represent NACDEP at JCEP next year. Wilcox will also be involved as Secretary for 2013. We need to encourage NACDEP participation at



JCEP events. JCEP will be asked to provide support for the request for a dedicated national program leader within NIFA to replace Sally Maggard.

**Update from PAR - Jen Schottke**

The majority of Jen's time for NACDEP right now has been involved with membership dues.

**Old Business**

**Web-based database proposal – Jen and Stacey**

Element 74 email sent some website examples showcasing their work. Jen and Stacey met with them to explore compatibility of what they propose with PAR's system. Jen said she believes they are compatible. NACDEP needs to decide exactly what we want so that time and resources are not wasted in the process. Element 74 estimates 6-12 weeks for development of the database once they are given approval to start.

The Communications Committee was charged with making a recommendation to the Board at the March meeting of what should be included in the database. Communications was asked to work closely with Member Services Committee on this content.

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

Michael Darger and Bo Beaulieu are working on a draft letter to the program leaders.

**Response to JCEP for ECOP**

Tim Borich developed a draft and vetted it with NACDEP. Bo sent some suggested revisions.

**New Business**

**Application for 2015 NACDEP Annual Conference**

Wilcox brought up the idea for a joint conference with CDS in 2015, which would be held in the South. Stacey suggested we poll the membership as we have gotten mixed reviews of this idea in regional meeting discussions.

**NACDEP brochure – Jen and Michael Darger**

PAR can develop a brochure for NACDEP at a quote of \$65/hour. Rachel suggested that there may be people within our own units that would do the design work for free or at a reduced rate as a service to NACDEP. She stated that she could check with the SRDC staff on the possibility. Stacey thought they may have someone that would do that, too. The Board agreed to give time for Rachel and Stacey as well as any others interested to check with staff before voting on PAR's proposal.

**Inclusiveness – Stacey**

According to discussions with new members and responses to the 2011 survey, some members think NACDEP is an "insider's club" and clickish. Having the Board at the registration table at last year's conference was a positive step. Other ideas included NACDEP wearables, increased social media connections, surveys, and networking opportunities. The Board will discuss this further during the retreat.

**Other Agenda Items**

**Board Retreat – Reminder (March 4-6).**



Agenda remains the same as the original. Wilcox indicated he is looking forward to full board participation.

## **Announcements**

### **Next Conference Call**

Friday, March 8, 2013

### **Adjournment**

Submitted

2/26/13

Rachel Welborn, Secretary

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