



**National Association of Community Development Extension Professionals  
Board/Committee Chairs  
MINUTES  
FRIDAY, April 12, 2013**

**Voting Participants:**

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

**Non-Voting Participants:**

Josh Clements  
Michael Dougherty  
Minnie Mitchell  
Brian Raison  
Jen Schottke  
Julie Metsker

**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 March minutes, noting the addition of the two motions on which the Board voted electronically since the March meeting. Minutes were approved as presented.

**Treasurer's Report:** Greg sent the March Financial Report via email prior to the meeting. The official March 2013 financial reports were emailed prior to the call your review. The 'March P&L' tab cell G5 indicates NACDEP gained 22 additional members in March. Our membership figures ('Summary Report' tab row 5) are 22% lower compared to this time last year because we didn't solicit and collect membership dues until we collected conference registration for our Park City conference in late May last year.

Greg also reported on the questions raised about the February Financial Report on the last call. The questions were regarding why some figures being presented seemed a bit 'off' compared to what we agreed to in our budget and what is found on bank statements. After talking to Peter, Greg learned that the discrepancies were in when the bank records payments/receipts versus when the actual payments/deposits are made. This may result in various items being reported in different months.

In short, the use of accrual accounting is a key reason we find an occasional question with what is being presented. Some of our annual budgeted figures are entered in places where our 'budget' is referenced in the financial reports (e.g. phone is \$108/month, postage is entered \$16.67/month, newsletter is entered \$50/month, and association management is entered \$2000/month, etc). Other items are entered based on when we believe they will occur. For example, we know audit



and tax prep will take place in March, so \$1700 is entered there; \$2500 is entered for JCEP liaison in February, etc. See Peter's attached budget by month file for more detail. It is for this reason that some figures appear over or under budget month by month.

We also concluded that my report of monthly activity based on monthly bank statements may be a cause for confusion too. For example, the February bank statement showed over \$3000 in dues income for February, but the Feb P&L tab (see attached) only showed \$975 of dues income. Peter said this is the result of the accrual system and that ultimately the dues the bank said we received in February will appear in the monthly financial reports and recommended not including the report of activity based on bank statements as this can lead to confusion.

He also indicated that a better way to view the financials is probably from the 'big picture' perspective and suggested we use the Summary Report tab as the 'dashboard' from which our navigational decisions are made.

All that said, I like to know what we spent our money on each month and what revenue we received too, so I am including that snapshot below. For your reference, a summary of activity for the month of March is below:

Mar 31 checking balance: \$4,524.61

Credits: \$1650.00 (dues)

Debits: \$4292.31 (PAR-two months fell within the same month); \$133.10 (credit card fees); \$86.77 (Capital One credit account – Board Retreat expenses and \$20/month Basecamp subscription)

Mar 31 savings balance: \$145,388.80

Credits: \$30.83 (interest)

The February and March Treasurer's reports were reviewed and filed with the minutes, subject to audit.

## Old Business

**Response to JCEP for ECOP** – Paul Wigley, current President of JCEP, sent an email to Darger and Wilcox regarding ECOP's response to the JCEP request. The main message of the ECOP letter was that ECOP does not get involved in trying to influence NIFA's hiring decisions. It appears from the response that ECOP did not see the actual request for a study rather than intervention in hiring decisions. ECOP did suggest we contact NIFA directly asking for consideration. Wilcox wrote to Chuck Hibbard about the response. Chuck said ECOP had not voted on how to move forward and did not discuss the letter. Apparently the decision was not sent to the whole group. NACDEP may need to ask JCEP to go back to ECOP and clarify the original request. The study request (similar to the Integrated Pest Management study) seemed to have gotten lost in the issue of the National Program Leader. The more complicated study was the original request. Good news is JCEP listened and passed a resolution. That is a good start. JCEP may not have branded the request as a JCEP issue instead of a NACDEP issue. Darger will post the letter to Basecamp for review.

NACDEP may need to spend time with our representatives to ECOP to help them understand more fully the situation and the value of CRED. Wilcox and Darger will seek to refine a response



to ECOP through JCEP during the April meeting. We also need to return to NIFA now that Sonny Ramaswamy has now been named as Director of NIFA. Doug Steele, past chair of ECOP, will be on the CRED super session panel at Galaxy. Jimmy Henning is chair elect of ECOP, and is Alison Davis' Extension Director.

**PAR contract proposal:** Board sent a list to PAR of recommended tasks to which PAR responded in a vision type response. Philosophical discussion: Board as hands-on versus a strategic planning Board.

PAR pointed out several areas which seemed to be missing from the list as well as posed an overall rationale for increasing PAR involvement. They also noted that the detailed list may be too confining in providing timely responses to new tasks. The Board re-emphasized a desire to have a more detailed list of expected tasks as it helps both organizations understand the parameters better. However, the Board did suggest that PAR could add key tasks (and associated costs) that they felt were missing from the proposed list.

PAR will go back to the list and revise the proposal. Julie noted that NACDEP needed to be prepared for an increase in costs noting that while they were willing to give a lot in the past to help the organization grow, that level of involvement is not sustainable for PAR in the future at the current level.

Greg added that NACDEP board and members need to really wrestle with what they want to do in and for the organization.

**Policies and Procedures:** Darger made the motion that the Board accept the revised Policies and Procedures manual "as is," knowing that the communication section is still a work in progress. The motion was approved. Rachel will ask the SRDC editor to do a quick tech edit read for grammatical glitches that may have occurred during editing. The appendices will be considered by the new board.

## Committee Reports

**Policies and Procedures** –Tim Borich, Michael Darger, Rachel Welborn – see above

**Finance** - Notie Lansford – not on call, Greg providing a report

Only one company responded to the request for audit proposals. The firm that responded is the same one that has been used in the past by NACDEP. Their bid is \$2,600 total cost including annual 990 filing. Last year the filing itself was about \$500. Darger made the motion to accept the bid. The motion was approved.

**2013 Galaxy** - Michael Dougherty, Michael Darger –

Galaxy is still looking for sponsors for the event. Presentation acceptance notes should be out by next week and registration is slated to open mid-May. Any additional space requests for meetings will be honored on an "as available" basis now as contracts are finalized.

Dougherty was not sure information was going out about the baseball game. Dougherty will resend to organizations chairs. It is now a Galaxy event rather than just a NACDEP.



Darger reviewed the various leadership roles for NACDEP at Galaxy, noting a particular need for volunteers to man the NACDEP booth. Rachel suggested the dedicated times be divided into four segments, asking each region to be responsible for one. Set up is Tuesday 8:00 – noon and take-down is noon on Thursday. The NACDEP display is easy to carry, but if shipped to the hotel, falls under Union rules. Jen might be able to ship to someone driving in.

We may need volunteer session moderators for NACDEP's 14 one hour sessions. Dougherty suggested Darger check with Andy Londo because proposers were asked if willing to moderate.

**Recognition** - Michael Dougherty

We are almost ready to release call for awards. The forms were updated and sent out to committee for edits to be submitted by today. We hope to post by next week with a May 31 deadline, and using a 2012 calendar year for the eligible time period. Jen reported that a dedicated email address was available for submissions.

Need a regional committee to review awards first. Winners go up to national. South has plenty of volunteers but other three regions need at least 2-3 more in addition to the chair. Josh Clements and Steve Burr volunteered to help.

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

**Communications and Website** - Brian Raison: The committee is working on the Communications section of the Policies and Procedures Manual. A draft is under development. The committee is ready to work to help get the word out about Galaxy.

**Membership Services** – Minnie Mitchell –

At the request of President -Elect, Michael Darger, a notice has been sent to all members requesting a headcount of potential attendees for Galaxy 2013. The request also asked for volunteers to assist with creating a Newcomers session at Galaxy.

**2014 Conference** – Dave Ivan – not on call;

**Publications** - Mary Emery – not on call

**Nominations Committee** - Tim Borich/ Michael Wilcox – no report

**Updates from the Regions & Partners:**

**Regional Rural Development Centers** – Stephan Goetz – not on call

**Northeast:** Kelly Nix – not on call

**North Central:** Richard Proffer – not on call

**Southern:** Stacey McCullough – Stacey plans to send her quarterly report to her region next week and will highlight Galaxy volunteer opportunities

**1890** – Kenyetta Nelson Smith – not on call

**1994:** No representative at this time

**Western:** Steve Burr – nothing to report

**JCEP:** Michael Wilcox – The next JCEP conference call is scheduled for Monday. Galaxy registration should be opening soon. JCEP's summer board meeting is in May. We will work on getting the call for help ready for JCEP to send to ECOP.

**Update from PAR:** Jen Schottke

PAR will be working on the new proposal for NACDEP this month. Summary of the past month's activities:

- Processed a few membership renewals
- Sent the newsletter to over 1000 people through Constant Contact
- Maintained Facebook and website updates
- Kept up with Policy and Procedure discussions and Galaxy emails

PAR will add the new Board members on Basecamp. Jen suggested a need to orient new members – bylaws, Policies and Procedures, committees, etc. Darger will set up a session for old and new Board members. If a committee chair wants to roll off, let Darger know so he can appoint new chairs as needed. Wilcox suggests email blast to members first of May – reintroducing Board and a note to committee chairs asking if they want to say on. This would also be a good time to recruit volunteers for committees for the next year.

### **New Business**

**Application for 2015 NACDEP Annual Conference** - Wilcox hopes to get this out in May to the South.

**Element 74** –This will be the first item of business on next month. Stacey will work with Susan and Jen on a one page overview to help facilitate the discussion.

### **Announcements**

#### **Next Conference Call**

Friday, May 10, 2013

#### **Adjournment**

Submitted

April 16, 2013

Rachel Welborn, Secretary