



**National Association of Community Development Extension Professionals
Board/Committee Chairs
MINUTES
FRIDAY, May 10, 2013**

Voting Participants:

Mark Apel, Western Rep.
Joshua Clements, North Central Rep.
Michael Darger, President
Alison Davis, President-Elect
Notie Lansford, Treasurer
Stacey McCullough, Southern Rep.
Glenn Muske, Secretary
Kenyetta Nelson-Smith, 1890 Rep.
Kelly Nix, Northeast Rep.
Michael Wilcox, Past President

Non-Voting Participants:

Steve Burr
Greg Davis
Michael Dougherty
Dave Ivan
Mary Martin
Jen Schottke
Rachel Welborn

Approval of the Agenda: Michael Darger opened the meeting with approval of the agenda. Notie moved to approve. The agenda was approved as presented.

Minutes Review: Stacy moved to approve the minutes that were emailed earlier. Motion approved.

Treasurer's Report:

Notie reviewed the treasurer's report that was distributed earlier for review. He thanked Greg Davis for his efforts and for the orientation. Greg continues to work on moving the audit forward. Memberships are lagging because of no conference yet they are expected to reach the budgeted level

April 1 balance	149,913.41
Cash In	629.43 - 8 membership fees and interest earned
Cash Out	2,618.08 - primarily from PAR's monthly cost and associated expenses including telephone plus an annual insurance payment.
April 30 balance	147,924.76

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

Transition to new Board of Directors

New member introductions

Joshua Clements is a county-based educator and currently services as President of the Wisconsin Community Development Assoc for Extension. They have approximately 70 members. He is interested in knowing more about what NACDEP can do for members.

Mark Apel is also a county based educator and is the only one in the state of Arizona. A primary interest of his is land use issues.

Notie Lansford works for Oklahoma State University as an Extension economist. His role is working with and doing education for county government and their employees. He is part of the Extension rural development effort. His areas of interest include taxes, economic development and financial issues.

Glenn Muske is the Rural and Agribusiness Enterprise Development Specialist, or Entrepreneurship guy, for North Dakota State University Extension. He has been in that role for three years. Previously he worked at Oklahoma State University.

Alison Davis works at the University of Kentucky in the Ag Economics Department. Her effort is in community development and she is the Executive Director of the Kentucky CED Initiative.

Tips from out-going board members

Steve Burr felt an upcoming challenge would be continuing to generate new members while maintaining current members. He felt that the regional representatives would play a key role in this. Also to get this done, he felt communication would play an important role as well as finding ways to engage members. Things have been building and he challenged the board to build on the momentum.

Greg Davis indicated that the same challenges that face NACDEP also face our profession. Employment of CRED professionals is feeling pressure. We need to be attuned to that and how we can help our members but understand, prepare for and help reverse some of these trends. As an organization, NACDEP must set out a clear picture of our vision. He felt we have went through our adolescent phase and are now entering young adulthood. He agreed that engaging members, demonstrating the value of membership, and staying visible are important.

Rachel Welborn indicated her thoughts were similar to those already discussed. Both our opportunities and our challenges come from the same issues. She indicated that PAR had outlined some excellent questions and challenges for the Board, the primary was understanding what we saw NACDEP becoming as an organization. The Board must think strategically of where we want to go next. Getting this done soon and being ready for the next year or two will be crucial. – have asked some questions about the next year or two –

Q & A session

Notie indicated these thoughts helped him better undertake his role through the questions and issues laid out. Michael Darger said that since some of the issues are larger, it was his decision to slow things up to allow the new Board to get caught up given the substantial number of new Board members. Glenn mentioned that from his experience other organizations are also struggling and that we need to continue to listen. Stacey felt it was important to also engage. Michael Darger indicated that CDS is also experiencing similar issues with organizations simply having fewer openings in the CRED area. It is important we understand why people join an organization. JCEP has indicated this is across all Extension professional organizations. Michael Wilcox again encouraged the Board to maintain momentum. This will be a greater challenge this year since we are not holding our own conference.

Committee Reports

Michael Darger indicated that he is working on getting the committee chairs filled (A status report is found under new business).

Finance - Notie Lansford, past committee chair, indicated he has been trying to locate a new chair for the committee, a position he held for the past three years. Emails have been sent to current and past committee members. No candidates have emerged to date. Michael Darger said that he would be working on this beginning early next week.

2014 Annual Conference Committee – Dave Ivan/Alison Davis/Jen Schottke - At this time, most of the attention is being spent on getting ready for Galaxy. Dave did note that the 2014 facility has been confirmed in Grand Rapids, MI. Also the local convention and visitors bureau will be helping develop post conference tours. Michael Wilcox said Kendra Wills is willing to help out since she is in the area. Michael Darger reminded the committee that the procedures guide has a good section on conference development that can help in the details of conference planning. Josh also volunteered to help out given the significant numbers of members in his state (WI).

Stacey asked about a possible theme, perhaps around the 100 year anniversary of Smith-Lever. She thought something that looked forward to growing and thriving for the next 100 years might carry a good message.

Jen mentioned that our next Board mid-year retreat would be held in Grand Rapids. Michael Darger reminded Josh that he would have some responsibility for that retreat. The Board sent some tentative dates that would work this fall. JUNE AGENDA ITEM -

Regional Rural Development Centers Rep. – Stephan Goetz – Report provided, not on call

1. While it is still a work in progress, we have expanded the NARDeP website:
www.nardep.info
2. Last month we held a National Press Club event on natural gas extraction, in Wash. DC. It was very well-received and we hope to do more of these:
http://www.nardep.info/Natural_Gas_Extraction.html



3. We are eager to co-host the regional meetings at NACDEP in Pittsburgh and I am in touch with Walt Whitmer about organizing this, and also need to follow up with Kelly Nix. As I believe everyone knows, there are on-going discussions about developing a consistent set of CD impact indicators nationally (and regionally).

4. Thanks to Mary Peabody et al. we are re-launching the Understand Your Community webinar series this fall.

5. We have to deal with a 7.8% cut in our RRDC budgets as a result of the sequester but are back in at the prior-year level in the Senate mark-up and the President's proposal. There is a line for Policy Research Centers in this draft budget (\$4mn) but it is not yet clear how these funds will be allocated.

6. For those interested, we have made available on our website four presentations from last year's AAEA post-conference workshop on assessing the impact of agricultural and rural development activities: <http://aese.psu.edu/nercrd/presentations/seattle-aea-2013>

This upcoming post-conference workshop in Wash.DC may also be of interest to NACDEP members: <http://aese.psu.edu/nercrd/news/2013/invitation-to-aea-post-conference>

Membership Services – Mary Martin/Minnie Mitchell – Report provided, not on call

RE: Meet, greet NACDEP newcomers during Galaxy 4 event.

The Member Services committee accepted the charge/ request to assist in the process. An email was sent to all 13 members but only 5 responded with comments ranging from Yes, I will help - to - Yes, I will help if I get to attend. The other 8 are the usual members who don't respond to any emails or requests.

The committee will collect ideas and suggestions about the best methods of entertainment for newcomers prior Galaxy.

Communications and Website – Brian Raison - Report provided, not on call

Two items need to be noted: 1) the social media policy (p. 27 of P & P); and 2) Element 74. Also it was encouraged that everyone like the NACDEP Facebook page. The committee is considering a how-to page. Thanks was expressed to Mary Peabody for the work on the DB page.

Journal of Extension – Mary Emery – Report provided, not on call

The only update I have on Journal of Extension is that they are seeking additional reviewers.

PILD Representatives – Michelle Walk and Charlie Vavrina – No report

Nominations Committee – Michael Wilcox – Nothing at this time

Recognition – Michael Dougherty – Award nominations are open. The awards policy and procedure section has been updated. It will need some edits for next year’s round based on things being learned this year. This year is transitional so some bumps might be felt but they are being handled. Next year there will be some technical issues, cleanup, and some philosophical questions to fix. The idea of “current year” has caused some confusion. The years follow the calendar year, thus 2012 is the current year. He reminded everyone that some awards require all, and in other cases at least one member, be a current NACDEP member. He anticipates that applications will begin coming in. People are asking questions and expressing interest. One item they would like to work on is perhaps an editable PDF of the application. Stacey asked if, in the case of a person making a nomination, does the nominator have to be a member or just the nominee? Michael indicated that the person vetted must be a nominee.

Some technical questions and some philosophical issues – this year is transistional – will deal with bumps this year and fix it for next year

Process is moving forward this year

2013 Galaxy Conference - Michael Dougherty/Winifred McGee/Michael Darger - It’s coming. Registration will open about June 1. Headquarters of NACDEP is the Wyndham Grand. Banquet and awards at Omni. Michael Darger reminded everyone that Galaxy was a great chance for NACDEP to showcase our work in front of all of Extension. Michael Dougherty said that conversations are already being held in terms of what NACDEP should do the next time Galaxy comes around. Jen reminded everyone that NACDEP is sponsoring some preconference tours. Be sure and promote those as the revenue from those will come back to NACDEP.

Regarding one of the tours, a tour of and lunch at the Pirates stadium, Michael Wilcox indicated that the contract needs to be signed soon. It will commit us to potentially pay up to \$4000 if we should cancel close to the date (there is a sliding scale regarding the cancellation fee). The possibility of having the contract shared with the Board and then an email vote was discussed. However after discussion, Stacey moved to approve the contract as presented. Motion carried. (Note- Michael Wilcox will forward the contract to the Board for its information.)

Report from Galaxy Co-chair Marsha Lockard - Shared by Michael Darger - The Galaxy board met yesterday so I want to update everyone on where we are with registration. We did test the system yesterday and many of the pieces are ready but we still are lacking others. We do not have the content yet from some of the associations dedicated sessions, for exhibitor seminars, and for some of the concurrent educational sessions. We cannot launch registration until we have this information in the system. The deadline for the information was March 15, but we obviously did not get these pieces by the deadline and are still missing many key pieces. We are trying as hard as we can to get the information and launch registration and will go live as soon as we can. We are telling people June 1 now, but if it is ready sooner, we will send out a notice that they can register.

Please pass the information to your association member that we are planning to open registration on June 1st and that we will send an email to all members when the registration system is open.

Also, if there is anyone who has budget restrictions and needs to spend money right away, we can process prepayment for registration and apply it to their registration when it is live. The regular



room blocks are protected so there is not problem about regular room availability. You can give this information for those who need to spend money before June 1. Contact the office of conferences and short courses at [814-865-8301](tel:814-865-8301) and ask for Laurie. She will assist with processing payments for people who have to spend their money before registration opens. This is only for those who need to spend before June 1st.

I will have a more complete report on Galaxy next week but please let you members know that we plan to launch on June 1st and if we are missing info from your association PLEASE get it to me so we can get it into the registration system.

Updates from the Regions & Partners:

Northeast: Kelly Nix

1. I sent a message to NE membership asking for volunteers for the regional and national awards committee. Lisa Chase with UV, Judy Chambers with PSU, Jane Haskell with ME and Rick Moorefield with WVU will be serving on the NE Awards Committee for 2013.
2. We are currently at 26 members. 9 of the 26 are from WVU. I view this as an issue/challenge....
3. A group of CRED leaders from the NE developed a survey to identify a common set of impact indicators for the region. I sent this survey out to our NE NACDEP members for input. Charlie French with the University of New Hampshire shared the results with me and the group is soliciting next steps ideas.

North Central: Josh Clements

Wisconsin just held its annual State JCEP Conference and had 235 attendees (for details, see <http://blogs.ces.uwex.edu/jcep/conference/>). I am interested in learning more and working on how to market NACDEP more effectively. We have approximately 50 County-based CNRED (Community, Natural Resource & Economic Development <http://www.uwex.edu/ces/cnred/>) Educators in Wisconsin, in addition to about 50 Specialists and Integrated Faculty. Out of these 100, 70 were dues-paying members of the Wisconsin Extension Environment and Community Development Association (WEECDA) in 2012. I'll provide more detailed information on our WI Association in the future. Some of these members are NACDEP Members, while others belong to ANREP, although I do not have recent figures.

I attended PILD in April as a member of the Wisconsin Delegation. I found the conference and legislative visits informative.

Southern: Stacey McCullough

We have one new/returning member (left Extension for a while and has now returned). He has volunteered to serve on the regional awards committee. I'm working on getting a regional update out, primarily to focus on awards, soliciting volunteers for committees and conference committees, and information for our regional spotlight scheduled for the June newsletter.

1890: Kenyetta Nelson-Smith

A list of the 1890 CED/CRD representatives was provided. I would like to schedule a conference call so that Darger and anyone else who has experience in recruitment (via distance) through a quick presentation/conversation could assist. I do not think I can sell NACDEP, giving justice of all the benefits of membership via telephone, as some of the more experienced members may be able to. Darger please give me an available date by the end of this month so I can begin contacting these persons to participate. My only unavailable dates are May 23 and May 28.

1994: No representative at this time

Western: Mark Apel

As the newly elected Western Region representative, I have taken only one opportunity to reach out to the 28 NACDEP members in this vast area, and that was to make our region aware of the 2013 awards. In addition, three people have volunteered to serve on the awards committee for our region.

JCEP: Michael Darger/Michael Wilcox

Information about the role and purpose of JCEP was provided.

Update from PAR: Jen Schottke - Update – newsletter coming out in June, release 6/11 – focus on the south – awards opened and email blast – new bd is announced – new awards – Bd on the new page – getting some questions about Galaxy -

Old Business

Web-based data proposal from Element 74

Stacey reminded the board that this item was carried over from the previous meeting. The Board needs to take action soon on the proposal.

Proposal was tabled until the June meeting due to the length of the meeting.

Application process for 2015 Annual Conference site – Michael Wilcox

Will be in South, process is being worked on

Contract renewal with PAR

Jen will post reference docs in Basecamp – Need to take a look at those and get comments to president – will put on agenda - Sept 2013 through Dec 2014 is the renewal period.

Jen - PAR is an association manager – contracted staff – act as daily administrator – attend board and some committee calls – involved in communications – work on conferences –

New Business

Appointment or re-appointment of committee chairs – Michael Darger – Report provided

Committees

Committee on Resolutions and Policy	Michael Wilcox, ex officio
Finance Committee	open
Nominations Committee	Michael Wilcox, ex officio
Communications Committee	Susan Kelley, confirmed
Conference Committee	Alison Davis, ex officio + Dave Ivan
Member Services	Minnie Mitchell & Mary Martin, unconfirmed
Recognition Committee	Michael Dougherty, confirmed

Proposed Committee

Marketing	open
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Representatives

Regional Rural Development Centers	Stephan Goetz, confirmed
PILD	Michelle Walk and Charles Vavrina ??
JOE	Mary Emery, confirmed
Galaxy	Michael Dougherty & Winifred McGee, confirmed

Orientation of committee chairs - Michael Darger – Once a full slate is confirmed, a conference call will be held outlining the importance of the committees within NACDEP along with asking them what the committees need.

Kelly Nix asked about the possibility of a separate meeting of the regional reps and partners. Michael Darger asked that people send him possible agenda items for the meeting.

Creation of a marketing committee - Michael Darger -

Next Meeting Action Items

- Discussion of mid-year retreat. A Doodle will be sent to look for possible dates.
- Element 74 proposal
- Creation of a marketing committee

Announcements

Michael Darger asked that people not participate via cell phone and drive at the same time. Research has shown this to be related to a greater potential of having an accident. He feels that NACDEP needs to be a role model in this area.

Also if anyone needs help with Basecamp, talk to Jen.

Next Conference Call – 6/14 -11 1m central

Adjournment

Submitted
May 10, 2013
Glenn Muske, Secretary