



**National Association of Community Development Extension Professionals
Board/Committee Chairs
DRAFT MINUTES
Friday, August 9, 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:

Stephan Goetz
Michael Dougherty
Jen Schottke
Rebecca Dudensing
Susan Kelley

Committee Reports

Regional Rural Development Centers Rep. – Stephan Goetz

Stephan discussed four items:

- Reminder about the NARDeP (nardep.info), the National Agriculture and Rural Development Policy Center, an initiative of the Regional Rural Development Centers.
- The vacancy at the Southern Rural Development Center would be a tenured position. He anticipates that the job description would be released soon.
- He indicated that some of the professional organizations were writing letters of support for funding for the RDCs.
- He reminded everyone that on Monday during Galaxy there would be a meeting of community development program leaders.

Michael Wilcox asked if the SRDC position would be funded with hard dollars. Stephan indicated that this would be something that would need to be negotiated. Michael then asked if groups should co-sign a letter regarding level funding. Stephan replied that individual associations were going forward with separate letters but that a joint letter might also be appropriate. He said it was important that congressional staff be made aware of the issue. He said a letter from NACDEP would be helpful. As incoming chair of the Agriculture Economics Association Outreach Committee, the committee was going to share examples of the work being done.



2014 Annual Conference Committee – Dave Ivan/Allison Davis/Jen Schottke

Alison reported that things were moving forward. The hotel contract was ready to be signed. The committee was also working on a flyer for the conference. Michael Darger asked if there would be a promo video available for the business meeting at Galaxy? Alison indicated that she would be working on this with Dave. Jen indicated that she has some provided brochures to hand out about the hotel and the area.

Michael Darger indicated that more members would be needed on this committee and that Galaxy would be a good recruitment time. Also we could include an announcement in the newsletter. Stacy suggested that it could be included in the welcome letter being delivered to NACDEP members at Galaxy. Michael Darger noted that the welcome letter would also be a good time to discuss the need for more members for various other committees. Finally, Jen indicated that we needed to do perhaps an email blast as well.

Membership Services – Mary Martin/Minnie Mitchell – No report

Stacy reported that the committee had not met. Mary was a participant in the committee chair call that Michael Darger held. Currently the committee is working on the breakout, “Interested in NACDEP,” being held at Galaxy. Other efforts included fundraising thoughts, the welcome letter, and tasks around the banquet.

Communications and Website – Susan Kelly/Brian Raison

Susan reported that the Element 74 designer had completed a preliminary draft. She asked that Board members look at it, how it works, the profile members would have, etc and offer comments. The designer is waiting for approval. Board members and others were asked to have their feedback in by 8/14.

Jen mentioned that PAR would need to become involved to ensure integration of member payments. Susan reported that Element 74 anticipated a link that would direct members to the current payment site. Jen said that should work and PAR was ready to work with Element 74.

Susan also mentioned that a LinkedIn NACDEP group had been formed and encouraged people to sign up. Michael Wilcox suggested that this social media site needed to be linked to our website and our Facebook page.

*NACDEP Communications Committee Report
August 9, 2013
Susan A. Kelly*

Communications News:

Galaxy Conference

eXtension will have a tweet wall going in their booth for us to use for communication with NACDEP and others attending Galaxy. Mary Peabody was instrumental in getting us connected with them.

The Communications Committee plans to meet on Sept. 17 from 11 – 1 at the Galaxy Conference.

Element 74 Contract



Work is near completion on the design of the new member database. The Committee would like Board approval on the initial draft so the work can continue. See draft pages:

1. When users need to run a search, they will use this page: <http://mocku.ps/vivsu0>.
2. Once they run a search, results will display like this: <http://mocku.ps/k5i6l8>
3. If they click 'View Profile', they will see: <http://mocku.ps/zi9vre> (If they are logged in and the owner of the profile, they will see 'edit' and 'manage' options)
4. If they are logged in and own the profile and then click 'edit' or 'manage', they will see: <http://mocku.ps/afsqzt>. From here they can edit their profile and manage their files.
5. If they click 'login' from any page, they will see <http://mocku.ps/edfdet> (This page now needs to be modified. It doesn't need the Register box)
6. If they click 'Register' from any page, they will get directed to your current software.
7. After they create a new profile and log into the directory for the first time they will see: <http://mocku.ps/3mniey>

LinkedIn

Paul Lachapelle started a new LinkedIn group for NACDEP. Please join it!

<http://www.linkedin.com/groups/NACDEP-National-Association-Community-Development-5119375>

It will be linked to the website along with the Facebook page.

Newsletter

Next edition will be completed in early September.

Facebook

144 likes (people seeing each post) Traffic and viral reach going well, 30% of those viewing NACDEP facebook are 45-54 years of age. If anyone is interested in seeing the monthly Facebook Insights please email Susan Kelly at susan_kelly@ncsu.edu

Marketing - Rebecca Dudensing

Rebecca said that her committee had looked at past member surveys and membership data to get a sense of what members had been requesting and commenting on. They also had made a recommendation on a NACDEP brochure and were drafting an introduction to the marketing committee regarding its role and responsibilities.

Journal of Extension – Mary Emery – No report

Michael Wilcox reported the Bo Beaulieu and Sam Cordes had agreed to write the NACDEP article for JOE. The focus will be on how the community development effort has changed and grown over the years.

PILD Representatives – Michelle Walk and Charlie Vavrina – No report

Michael Darger reported that both Charlie and Rose Merkotwiz would be attending the PILD meeting scheduled for the week of August 18th.

Nominations Committee – Michael Wilcox

Michael Wilcox indicated that nominations would be formally solicited for the various open positions. As he was also responsible for bylaw changes which needed to move forward that was his priority at the moment.



Finance Committee - Nancy Bowen-Ellsey – No report

Michael Darger said that Nancy had participated on the committee chairperson call. She was comfortable with the number of members the committee had and was interested in sitting down with Notie at some time during Galaxy. He also mentioned her concern, voiced by other chairs, regarding the 2/3 quorum for committee meetings.

Regional Representatives – Kelly Nix

Kelly reported their focus was on Galaxy and preparation for the regional meetings. Of concern was how to get people there. They also asked for comments on what should be on those agendas and any hints on facilitation.

Recognition – Michael Dougherty

2013 Galaxy Conference - Michael Dougherty/Winifred McGee/Michael Darger

Michael Dougherty reported that Galaxy was over-subscribed. All of the NACDEP sessions except for “Intro” had expected attendance exceeding 100 people. Michael Darger said that Rachel Wellborn had developed a set of NACDEP branded slides to use in the NACDEP sessions.

Michael Wilcox asked when room assignments might be expected. Michael Darger said it should be next week. Michael W. also asked when the final numbers for the tours would be released. With most of registrations expected by August 15th, the numbers received after that date should be reliable. Michael W. noted he had not heard recently from either the Pirates or the Steelers but would continue working on contacting them.

Brief Report of the Galaxy Steering Committee

Regular registration for Galaxy ends August 15. After that there is late registration (through September 1) and walk-in sign-ups. To date, over 2,300 persons have registered. This includes about 140 who said they were part of NACDEP, nearly 100 of whom listed only NACDEP as their professional association.

The hotel assignments are still being compiled. The large number of registrants exceeded even the most optimistic expectations and have slowed the process as additional lodging spaces have had to be secured. Confirmations should be going out soon (hopefully next week).

The schedule is being fine-tuned with last minute adjustments. Volunteers are still needed to make things go smoothly, particularly in the areas of AV assistants, banquet night decorators, registration, and room signage. Visit <http://www.cvent.com/d/1cqvy2> to sign up.

After the conference, the NACDEP members of the Steering Committee (Michael Dougherty and Winifred McGee) will be discussing the involvement of the association in future Galaxy conferences. If you have any thoughts or observations on the matter – before, during, or after the conference – please send them to Michael.Dougherty@mail.wvu.edu or wwm1@psu.edu

Reports submitted by Michael Dougherty, WVU Extension Service

Recognition Committee – Michael Dougherty

Michael Dougherty reported that the award information had been forwarded to Jen at PAR. The NACDEP/NREP reception is progressing smoothly. For the banquet, approximately 93 NACDEP and 36 NREP members are expected.

Brief Report of the NACDEP Recognition Committee

The regional and national award committees have completed their work. The winners' names have been sent forwarded to PAR for creation of plaques and certificates.

The regional awards will be distributed to the regional chairs for presentation at the regional meetings during Galaxy. The national awards will be presented during the NACDEP Banquet on Wednesday evening, which currently has 96 registrants. Work will begin next week in contacting the national winners and putting together the program and pamphlet for the ceremony.

The menu for the banquet is set. The pre-dinner reception co-hosted with ANREP is awaiting confirmation on the final details.

Once this awards cycle is completed, the forms will be reviewed and revised to eliminate a few confusing and confounding bits (such as the limited amount of information that can be submitted for the Distinguished Service and Distinguished Career awards). Some minor procedural adjustments will also be recommended, particularly with respect to the composition of teams and the term of membership for award qualification.

The biggest issue with the awards process right now is that one region (North Central) is submitting more entries than the other three regions combined. Extra efforts will be made to get more submissions next year – especially given the relatively short turnaround time between conferences. If there is continued domination by a single region, it may become necessary to move away from the current regional-national process to a tiered national awards system.

Updates from the Regions & Partners:

Northeast: Kelly Nix

In addition to her written report, Kelly added that joint marketing was planned with Stephan and the NE Center.

NE Region Report– August 2013 Submitted by Kelly Nix

- *Emailed reminder to WVU CRED faculty to register for NACDEP*
- *Emailed reminder to WVU CRED Interim Director, Mark Fullen, to attend Program Leader meeting at Galaxy*
- *Emailed Stephen Goetz, Director, regarding interest in cross collaboration/marketing NACDEP for the Northeast Regional Center for Rural Development (NERCRD) What Works Regional Conference May 13-15, 2014*
- *Emailed reminder/agenda for Regional Rep meeting August 6th.*

North Central: Josh Clements

Josh reported that things were quiet. He was working on the Grand Rapids retreat. He also plans on building awareness of NACDEP in the region. He acknowledged that the North Central region would receive a major share of the awards this year but said it seemed to be balanced by the size of the membership.

Southern: Stacey McCullough

Stacey said she plans to attend the program leaders meeting. She asked for ideas on how to entice more people, especially those in county positions, to become members.

***Southern Region Report from to the Board – August 2013
Submitted by Stacey McCullough***

- *Emailed information concerning JOE request for peer reviewer and featured commentary proposals to NACDEP members in southern region.*
- *Responded to inquiries regarding Galaxy registration.*
- *Participated in Southern Region PLN conference call.*
- *The University of Florida is holding a Foundations of Community Development in-service training on October 7-9, 2013. Instructors include Alison Davis, Stacey McCullough, Bo Beaulieu, Rachel Welborn, Randy Cantrell and Mike Spranger. Other states are invited to attend. Those interested should contact Mike Spranger (spranger@ufl.edu) for details.*

1890: Kenyetta Nelson-Smith

Kenyatta indicated she is trying to build interest and recruit members. She knew some universities were coming to Galaxy but not to NACDEP. She felt that next year's conference would be a better time to allow potential members see what NACDEP is instead of this year when Galaxy overwhelms an attendee.

1994: No representative at this time

Western: Mark Apel

Mark said he would be reminding members of the regional meeting planned for Galaxy.

JCEP: Michael Darger/Michael Wilcox

Michael Darger noted that he and Michael Wilcox appreciated JCEP's willingness to move next summer's meeting to better suit NACDEP and our planned conference.

Update from PAR: Jen Schottke

Jen said that her work included getting the awards ready for Galaxy, working on the Board retreat hotel contract, the Element 74 conversation and sending an email blast in mid-August. She want to get the blast out on August 14th. Items in the blast would include bylaw changes (meeting the 30 day notice requirement), NACDEP sessions at Galaxy, and auction items. Michael Wilcox will provide the bylaw changes.



Stacy asked if members could submit suggested bylaw changes. Michael Wilcox responded that was a good question. This year time was getting away to do that and be able to meet our 30-day notice requirement. In the future, it would be good to offer this opportunity to members perhaps a month before the due date.

Jen's final item was a comment that the audit was completed and that copies should be received soon.

Michael Wilcox asked how the workflow was going and if priorities were clear. Jen indicated that things were moving smoothly and that the awards process went well.

Old Business

Update on Member Database Project with Element 74

Things are progressing well. A preliminary site has been developed and Board members are asked to review it and offer suggestions by August 14th. Part of the review should include what member data should be included on the site.

Report on Committee Chairs Meeting

The committee chairs met with Michael Darger via conference call. Each chair was asked to comment on how things were going, what information they needed, if they needed more members and what changes should be made to help committees operate more effectively. Michael reported that the chairs wanted more information available for each chair and committee regarding their roles and responsibilities along with suggestions on ways to move forward and work needing to be done. The information requested was going to be put together with a final draft expected by October.

Notie mentioned that about three years ago chairs had been asked to write up a list of goals and objectives. He wondered if that was available somewhere as it would be good information to include in the material.

Michael Darger noted one question asked was in regards to multi-year chair positions. Currently every chair is appointed every year, something he had just finished. Also he commented that members have mentioned they may sign up to serve on a committee but never hear back.

Stacy asked about the possibility of posting minutes or notes online in Basecamp or on the website. Jen said that this might be possible with each committee having a page. Jen continued that Basecamp may be more problematic and may not work for all.

Finally committee chairs discussed the 2/3 quorum requirement for committee meetings. The feeling was a simple majority should be sufficient and follows what the Board does.

Board Retreat, October 21-23

Michael Darger reminded Board members of the retreat. The meeting would begin Monday at 1 pm and end around 11 am on Wednesday.



New Business

Bylaws

Michael Darger again reminded the Board of the request by committee chairs to lower the quorum requirement to a simple majority. Another requested change had been to change the name of the Executive Committee to Board of Directors.

In regards to the quorum change, Michael Darger mentioned that one of the issues was knowing who actually were committee members. Notie said a way was needed to also distinguish active from inactive members.

Michael Wilcox will work on proposed language for both of the proposed changes, will post the notice of bylaw changes in the upcoming newsletter, and will have everything ready for a vote on the changes at the business meeting to be held as part of Galaxy.

Application process for 2015 Annual Conference site

Michael Wilcox reported that he had received a full application from Arkansas to hold the 2015 conference in Little Rock. As part of that application, a commitment that necessary staff would be made available and that the 1890 university was included in this effort. The two suggested dates were 5/17-20/2015 or 6/14-17/2015. Three hotel choices had provided bids, Marriott, Double Tree, and Wyndham.

Notie moved to accept the proposal with May our preferred date and the Marriott our preferred hotel if comparable room rates could be negotiated. Stacy said that no negotiation had taken place at this point. She felt there would be negotiating possibilities. Michael Wilcox mentioned that we may want to have Jen help us with the negotiations. Motion was accepted by consensus.

Volunteers needed for three sets of minutes at Galaxy – 2 Board meetings and the annual business meeting

Michael reminded the Board that Glenn would not be at Galaxy. Alison agreed to take minutes at the Tuesday Board meeting, Stacy will do so for the Friday Board meeting, and Mark will take them for the business meeting.

Sept Conference Call Cancellation

It was agreed that the Sept call would be cancelled given the Galaxy Board meetings scheduled.

Interaction with NIFA And History Section on Website/Historian

Due to time constraints, both of these topics will be deferred. Michael Darger reminded us that we need to think strategically on how NACDEP and community development remain on the minds of NIFA.



Regarding the history question, currently there is nothing in the history section of the website.

Board Discussion for the Good of the Order

Nothing discussed.

Announcements

No additional announcements were made.

Next Board Meetings

These would occur at Galaxy, both at the Wyndham Grand Hotel

Sept 17th – 7 am - 8:30 am

Sept 20th – 7 am – 9 am

Adjournment

Submitted:

August 9, 2013

Glenn Muske, Secretary

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