



**National Association of Community Development Extension Professionals
Board/Committee Chairs
MINUTES
FRIDAY, Oct 11, 2013**

Voting Participants:

Mark Apel, Western Rep.
Joshua Clements, North Central Rep.
Michael Darger, President
Notie Lansford, Treasurer
Stacey McCullough, Southern Rep.
Glenn Muske, Secretary
Michael Wilcox, Past President

Non-Voting Participants:

Michael Dougherty
Minnie Mitchell
Jen Schottke
Nancy Bowden-Ellzey
Rebecca Dudensing
Scott Loveridge

Welcome / Call to Order / Introductions

Michael Darger

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

Minutes Review: The minutes from the September 17 and 20 were reviewed. Notie moved their approval. Motion carried. Michael expressed thanks to Alison Davis and Stacey McCullough for taking minutes in Glenn's absence.

Treasurer's Report: Notie explained that with the delay in getting all of September's receipts and expenses, especially those from Galaxy, that it would be misleading to provide a financial report. The September report will be prepared when more information has been received.

Michael Darger asked Notie for an idea regarding his thoughts on how we would look at the end of the year. Given an expected negative cash flow for the year, Notie said he anticipated our cash balance may be around \$110,000 at year end although this could vary depending on how Galaxy turned out.

Notie then moved the approval of three amendments to the current, 2013, budget.

1. Increase Audit and Tax Prep. Line item from \$1,700 to \$2,600

Reason: we followed our policies and procedures and conducted an "audit," rather than a "review" which had become the tradition. This expense also covers our IRS 990-EZ filing.



2. Increase the Publications Expense line from zero to \$540.00.

Reason: This will cover the new NACDEP Brochures that were an unexpected addition to this year's expenses.

Note: President Darger conducted an informal poll of the Board regarding making this expenditure. In the future we may want to add a Marketing line item to the budget to include this type of item.

3. Increase the "Association Manager" line item from \$24,500 to \$27,600.

Reason: Our 2013 budget anticipated an increase but nothing close to what we actually experienced. So, 2013 actual is \$2,000/mo for 8 months plus \$2,900/mo for 4 months.

Note: We probably should have made this amendment when we signed the new PAR contract.

All three of these are to amend our current, 2013, budget by \$4530 thereby increasing our anticipated net loss for year to \$34,240.

Motion carried.

Notie mentioned that in future budgets we should add a line for President's Discretionary for \$500. This provides the president with some funds by which to address unexpected, but needed expenses that arise. In the case of Galaxy, we had not anticipated food/beverage for the early morning Board meetings and this could have taken care of that. For 2013 I think we can let that particular expense go to the "Board Meetings – face to face" line item. It will run us over budget a bit but it isn't clear where else to put it unless we create something new.

Committee Reports

Natl. Institute of Food & Agriculture (NIFA)

Michael Darger noted that Brent Elrod had been assigned the community development oversight role. However he was furloughed on the day that he was to start that role.

Regional Rural Development Centers Rep. - Scott Loveridge

Scott Loveridge was introduced by Michael Darger as the new RRDC representative. Scott noted that:

1. So far, the RRDC budget is slated to be flat in FY 2014.
2. The Foundations of Practice training began Oct. 3.
3. USDA/RD budget cut translated into the last cycle for SET from that partner. SET IV communities are starting now, and that cohort will be funded to completion. We welcome ideas as to how that program might be funded elsewhere so that we can offer SET V and beyond.
4. The SRDC Directorship search is now open & posted on the SRDC web site. Please encourage qualified candidates to apply. Screening begins Oct. 30.
5. The 4 centers are collaborating on NARDeP Center, led by the NERCRD. The NARDeP.info site has now hosts about twenty new publications. The NIFA Policy Center



competition is looking like it was a one-time thing so we are uncertain about how to continue those activities.

6. The 4 Centers are launching a new community behavioral health benchmarking initiative with funding from DHHS. NCRCD is the lead. The idea is to help decision makers get data. Looking for 8 pilot communities. Waiting for shutdown to end to get DHHS review of final language.

7. The WRDC is involved with executing CD Extension institute in Boise – Also had sustainability summit. NC program leaders developing a takeout menu, NC will host a short webinar to introduce program. NC posting those into a dropbox for archived versions.

8. Open national broadband competition ecommerce for up to \$60,000.

9. Program leaders looking to have a preconf meeting before NACDEP in April. Regional reps would fill in where there is no regional program leader. Planning will be going on.

Michael Darger asked Scott about his thoughts on filling the 1994 position. One question was whether or not Falcon might be the right conference to begin a dialogue. Scott indicated this is the place to probably be. The 1994's feel inundated with requests to represent so many groups. One idea to consider he said may be to help to fund participation. It is expensive for them as most are not near air hubs. He felt we could learn and listen at the conference

2014 Annual Conference Committee - Jen Schottke

Jen has prepared and emailed a proposed timeline. Call will be late Nov, awards call will be in early Jan, also registration will open in early Jan. Hotel is beginning to have more conversations. Right now it is organizational work, very little specific activity is going on yet. Regarding pre and post conference needs, you should contact the hotel soon if you need something.

Membership Services Committee - Minnie Mitchell

The committee met at Galaxy although not all members were present. They have one new potential member. This means they have 11 members as one person has just stepped off. Minnie has responded to Michael Darger's questions. She indicated that the role of the marketing committee needs to be defined.

Michael Darger indicated that it might be helpful if the three committees that work with members get together to look at roles and to avoid duplications

Communications and Website Committee - Susan Kelly

Nine people from the committee met at Galaxy including 2 new members. They had a good face to face discussion. Membership database is their big task.

Marketing Committee - Rebekka Dudensing

The committee met at Galaxy with 7 people at meeting. One question they have is what would be the optimal size of the committee. They think perhaps around six people would be good. They would also like a meeting of the three committees. Two roles this committee would like to undertake is to help practitioners network and help them to publish. They think that the Western Rural Development Center publication may help with this second issue.



Journal of Extension Rep. - Mary Emery not present

PILD Conference Reps. - Charlie Vavrina / Rose Merkowitz not present.

Nominations Committee - Michael Wilcox

Michael Wilcox reported that the call for candidates was out. Nominations are slowly crawling in. He would appreciate feedback. At this time he feels that the election process should proceed on schedule. Most of the nominations are primarily from the south with one from NE and couple from NC. He reminded everyone that a complete nomination form must be submitted for each proposed candidate. He will check in a couple of weeks to see if there are holes and do another push if necessary.

Michael Darger reminded everyone that we need to work to get the best leaders we can. This is something to think about.

Finance Committee - Nancy Bowen-Ellzey

The committee has filled the southern slot. They now have six members. They met at Galaxy. Their primary tasks are the budget and audit. The committee is getting together to work on the budget looking back on last year and the conference.

Michael Darger asked if it would be possible to have a first draft of the budget by 10/21. Nancy said that should be possible if they can get conference information and if committee chairs respond. Michael encouraged her to nudge the chairs for information.

2013 Galaxy Conference Reps. - Michael Dougherty / Michael Darger

Michael Dougherty reported that Galaxy was over. Attendees were pleasantly surprised and pleased. They had a rough start because of logistic issues. As there are still outstanding bills, he had no information if the conference made money or not. He had a guess how much we might make but the increase in people attending may not translate into greater profits. About 150 NACDEP members attended with about 100 at banquet. NACDEP members represented about 5% of conference. Future Galaxy conferences will be discussed over the next 5 or 6 months. If it does continue there is a question about its format. The general feeling is it may be too large to do it now. The final conference report is to be completed by 11/1. Logistics and association cultures were biggest issues. Most thought though that this conference was better than Galaxy 3.

Michael Darger said that Galaxy would be on the next JCEP meeting as a major decision

According to Michael Dougherty, six concurrent conference are one possibility being discussed with a couple of overlapping sessions.

Recognition Committee - Michael Dougherty

Michael Dougherty reported that the process worked well and that he had received generally positive feedback. Michael Darger kidded him that we needed a grumpy old guy who can proof the award material. Michael Dougherty indicated that he didn't have all of the full award names and this would be something to work on. He announced he was staying on as chair for the 2014



conference so as to keep things moving and to work out more of the glitches. He said there would be suggestions for policy and procedures, maybe by Nov. Questions on membership is one example. As our conference is returning to its more normal timing, this would help.

Michael Darger indicated that a nice program booklet had been produced and that his supervisor had used it when requesting new positions.

2015 Annual Conference - Stacey McCullough

Stacey indicated that she was working with the Doubletree. She had posted a revised proposal. It just needed to be reviewed and signed by the 11/12 deadline. In early 2014 they will be recruiting additional members and ready to have presentation in Grand Rapids.

Jen reminded everyone that booking hotels 2 years in advance means that dramatic program changes that may require different breakouts, etc. need to take that into account that far in advance.

Michael Darger said more discussion about the conference would be a good discussion for Grand Rapids. Stacey indicated that joint conferences could make a major difference. Michael Dougherty asked about having committee chairs call in during the retreat. Michael Darger responded this was not possible and thus his asking each committee chair to respond to a list of questions he had prepared.

Updates from the Regions & Partners

Northeast - Kelly Nix

NE Region Report– October 2013

Submitted by Kelly Nix

- *Facilitated the NE Regional meeting at Galaxy. 13 Members in attendance.*
- *Submitted NE Regional Galaxy meeting notes to Board on Basecamp*
- *Sent an email reminder to NE members regarding NACDEP soliciting nominations for NACDEP office.*

NE Regional Meeting at Galaxy

What's Working

- *Best Way to find out what's happening*
- *Multi-state partnerships/connections*
- *Newsletter – improved communication*
- *Opportunity to identify resources*
- *Annual Conference*
- *National org means less need for regional/local involvement – fewer bureaucratic silos*
- *Common indicators*

What's Not



- Awards – off year cycle/schedule deviation
- Need more opportunity for regional connections
- Lack of state affiliate makes recruiting for NACDEP members /new hires difficult
- Communicating importance of organization to university administrators

Improvement

- Communication – Awards
- Regional meetings – in person or virtual
- A common definition for CED work and how does this tie into the indicators
- Reach out to other units doing CED Work
- Coordinate a “regular” meeting/conference date for NACDEP
- Publication outlet
- Emphasize to admin applied research mission
- NE center newsletter and NACDEP NE newsletter partner and share info

Region/Center Collaboration / Newsletters/Research/outreach issues

- Aging population
- Comm repurposing- post industrial
- CD/Youth engagement
- Land use issues – The “why” behind the rules
- Bureaucratic silos
- Diversity in rural areas

North Central - Josh Clements

Status Update - I was not able to attend Galaxy last minute to due to change in my Extension appointment. About two weeks prior to Galaxy I was re-assigned from my County position to a temporary specialist position, and no longer had access to the funds I had set aside for conference travel. My new temporary position is presently funded through June 30, 2014, and I am working on options for extending this through soft monies, while working on a permanent position. I hope to continue my career in Extension, and am committed to completing my NACDEP responsibilities and expectations.

Galaxy - I have followed up with Greg Davis and Rose Merkowitz from Ohio State regarding the North Central Region meeting to get updated and caught-up. I have also heard from several of the WI colleagues.

I attended each of our Board meetings via conference call. It was not be best arrangement, in terms of having to miss the face-to-face in the flesh, but I was able to follow along. I especially missed not having the broader context of the conference, when it came to discussing what had transpired.

Sustainability Summit

I attended the Extension Sustainability Summit in Park City, UT on October 2-3 (funds from a different source than what I had reserved for Galaxy). <http://wrdc.usu.edu/htm/programs/ess/>. We had a few other NACDEP VIPs there, including Mark Apel and Dave Ivan. Good experience, and great networking.

My wheels have been turning about working with a handful of other North Central states to organize a similar event in 2015. I have already been in discussion with a few folks about putting together a NCRCRD grant application (<http://ncrcrd.msu.edu/ncrcrd/grants>) to provide the baseline funding to keep individual costs of attendance down.

Perhaps this would be an opportunity for NACDEP to sponsor a regional conference?? I'll start a separate Basecamp discussion on this.

Regional Communication

I have a draft of an email to the NC Region, which will include a solicitation for NACDEP leadership positions. I will have this released early next week. A comment that was repeated at the Regional Meeting at Galaxy was appreciating the regular communication at the regional level.

Respectfully Submitted
Josh - 10/11/2013

North Central Region Meeting – Rose Merkwitz Galaxy IV September 18, 2013

Notes from conversation on what is working and what is not working

1. -Gave a shout out to Jen S. for the NACDEP display
2. -Facebook pages needs more representation
3. -How are our dues compared to other association?
4. -What would we do with more revenue?
5. Discussion:
6. -Dues are \$75 and only have been raised \$5 since we were established.
7. -Want to make NACDEP affordable
8. -Conferences keep us going financially
9. -We have a healthy balance – about 3 years of operation
10. -We have an interest bearing account
11. -What is our mission? Do we need more money to accomplish our mission more fully?
12. -We need to raise our membership at JCEP and PILD.
13. -There was a question on the process to be an affiliated Chapter – Has the Board discussed this?
14. -Discussed the Super session for Galaxy and if there was room to bring up topics.
15. -Communication is good for the organization –Facebook, etc.
16. -PAR (Professional Administrative Resources) is doing well.
17. Discussion:
18. -They were selected three years ago.
19. -Discussed about what PAR does and what NACDEP is responsible for
20. -PAR expenses are \$2,100 up to \$2,900 this year
21. -They have improved the communication, Facebook, collection of dues, website, newsletters, etc.
22. -Does Galaxy change NACDEP's income?

23. Discussion:

24. -Our income drops

25. -Our numbers go down during a Galaxy conference year

26. -Last Galaxy we received \$13,000, but most NACDEP conferences bring in \$30,000

27. -Should we have a second meeting a year?

28. Discussion:

29. -Maybe a regional meeting?

30. -One person said another association tried a regional meeting and it 'bombed'

31. -Maybe use an online meeting to facilitate something through the year.

32. -Maybe have a working session at the regional level

33. -There is room for another Journal – sometimes that is something that associations do.

34. -Didn't think that Dr. Ramaswamy knows about our work?

35. -Some states have changed so we now have Educators that solely do CD... good and bad....maybe we lost membership from this movement. Need to show other program area professionals the benefit to belonging to NACDEP

36. -2014 Conference in Michigan

37. -Thinking about having a pre-conference training on Community Dev.

38. -They want to extend welcome to other associations to come to the 2014 conference

39. -We have to be comfortable and strong about CD for our other colleagues

40. -Branding is an important discussion to have – if we don't know our own brand then that is an issue.

41. -Where do we fit??

42. -Who can we work with that we haven't in the past?

43. -4-H annual meeting next year is in Minnesota. Many professionals can only attend one conference; so many Minnesota people will be going to the 4-H conference rather than NACDEP.

44. -Can we coordinate the annual association meeting so they aren't in the same region?

45. -Think about how you can target other association with your presentations.

46. -Discussion on combining conferences or overlapping conferences – pros and cons.

47. -Need to be sure we have student members.

48. -Have a student competition to encourage students' membership

49. -New online database is going to be good to assist with networking

50. -Work has increase because of NACDEP networking

51. -Relationship with NACDEP, Program Leaders, NCRCRD has strengthened

52. -10 of the CD State Leaders were at Galaxy

53. -Leaders are looking at multi state and take out menus

54. -Need to get info to Dr. Ramaswamy to be able to talk about CD

55. -We need to keep pressure on him

56. -Dr. Ramaswamy needs three impacts from each state every year.

57. -Directors need to hear the message that Dr. Ramaswamy wants these.

Southern - Stacey McCullough

Not much since Galaxy. Details of our regional meeting can be found in previously posted notes. I'm working on a newsletter to be sent next week. Team from south did a CD 101 training in Florida. Pushed NACDEP. People asked about membership from other organizations.

Southern Region Meeting Notes

NACDEP Conference at Galaxy IV, 9/18/13

Attendees

Joy Moten-Thomas, Kenyetta Nelson-Smith, Rachel Welborn, Susan Kelly, Susan Jakes, Susan Moffat, Notie Lansford, Dave Shideler, Franklin Jackson, Edwin Jones, Becky Smith, Rebekka Dudensing, Paul Waddy, Alison Davis, Stacey McCullough

What's working?

- *Diversity, interaction, outreach*
- *NACDEP has helped raise visibility of CED programming*
- *Cross programming*
- *Increased involvement in CED programming*
- *Networking - Who can I call? Information sharing*
- *Awards - By nominating someone for an award, it made my dean write a letter about the candidate which required him to think about our program*
- *We deal with all aspects of Extension and community*
- *We are seeing a resurgence of CED*

What's not working? What changes should we make?

- *Need elevator speech - "What I do"*
- *Back of business card*
- *Hold contest for tagline*
- *Branding*
- *Journal*
- *Increase memberships*
- *Current members telling the story and recruiting is key*
- *Show benefits to those who have moved over from other disciplines into CED role*
- *CED is not so different from what someone was doing before*
- *Emphasize complimentary aspects to other associations*
- *Everyone can find a home here*
- *Local foods people are potential good fit*
- *Invite leadership of other organizations to conference*
- *Have obvious tracks for non-CED people*
- *Dual membership discount with other associations*
- *Continue to reach out to other organizations*
- *Reach out to people not at the conference*
- *Use different terms to ID potential new members*
- *Comb Galaxy presentations for potential new members*
- *Post abstracts, proposals on web*
- *Offer published proceeding of conference*

Regional issues

- *State affiliations*
- *Offer certification program or inform members of other certification programs*

Potential Members for Finance & Audit

- *Alan Barefield*
- *James Barnes*

Other

- Journal of Human Science & Extension (Mississippi State University)

1890 - Kenyetta Nelson-Smith not present

1994 - (no current representative)

Western - Mark Apel

Not much happened. Western has taken up Paul LaPachel's offer for a regular column in his newsletter. Mark will be providing the material .

JCEP - Michael Darger/Michael Wilcox/Alison Davis

Michael Darger indicated that Jeff Holland from 4-H is the new leader. There are three major events offered - Galaxy, PILD, JCEP leadership conference. This last one is largely made up of the leaders from state chapters and since ANREP and NACDEP don't have state chapters there use of it has been minimal. Michael thought that NACDEP needed to think about our role in the conference. Should we send out a call for proposals so that NACDEP members who do attend would have some material specific to their needs or should we take our name off until we are intentionally a part of it.

Michael Wilcox mentioned that the leadership conference used to be regional conferences. He did not feel it was incumbent on us to preclude anyone but to make sure they understood what would be available at the conference. He said there was no cost to promote it. We just need to tell our members that we are not having a formal part of it.

The next JCEP meeting will be held in Memphis.

Update from PAR - Jen Schottke

Things are getting a little busier with some membership renewals and new members. Galaxy updates were posted. A 2014 timeline was developed. They are also working on the new database.

A question arose on who should have access to Basecamp. This will be discussed in Grand Rapids.

Old Business

Update on Member database project with Element 74 - Susan Kelly

Jen said that currently the ball is with PAR to make sure the database is working and linking correctly. Element 74 is working with them. Testing should be done by end of next week. At that time the member database should be able to go live.

Notie indicated that 3 payments were to be made to Element 74. Currently only one has been made. He asked if the committee will inform him when 2nd payment is due. Susan said it would come from her.

Board retreat, Oct. 21-23 - Josh Clement/Michael Darger

Everything seems to be on track. The question of transportation from the hotel to county office was discussed. It seemed that enough members would have cars to take care of this.

A second issue was whether or not to do tours later on Monday. The general feeling seemed to be that the local arrangements committee would vet these and that the Board should spend its time on other issues.

Draft Agenda for NACDEP Retreat, October 21-23, Grand Rapids (v. Sept 23, 2013)

Monday afternoon (start noon)

- *Grand Rapids conference planning*
 - *Lunch and tour of Meijer Gardens,*
 - *tour and meeting at Amway Grand conference hotel*
 - *tour sites (divide group to inspect tour sites?)*
- *Dinner together somewhere fun*

Tuesday morning (carpool to MSUE office at 7:45 am)

- *Committee reports & interaction via technology – Key questions: what P&P changes needed? What budget \$\$\$s needed in 2014. Note: some committees may not need to have this interaction.*
 - *Finance*
 - *Nominations*
 - *Member Services*
 - *Communications*
 - *Marketing*
 - *Recognition*
 - *2015 conference committee?*
 - *Report from our association manager*
- *Policy Issues for discussion and possible action (listed in order of urgency; if ordered by importance these might be in a different order)*
 - *Joint conferences with other organizations (e.g. ANREP, CDS, etc.)?*
 - *Respond to ANREP's specific request for an exploratory committee for 2016*
 - *Should there be a Galaxy V or other major conference with JCEP sister organizations?*
 - *State and regional affiliate organizations? Revisit our current policy (extremely passive approach) and consider whether and how to ramp it up*
 - *Publications. Approach an organization with a publication for possible partnership (i.e. WRDC, Mississippi State University)? CDS said no (2012?).*



Tuesday afternoon -- The Plan.

All the committee reports and conversations now considered, what is our plan? A facilitated planning session for NACDEP's future, short term (2 years?) and long term (5 years?).

- *Dinner excursion to another key site for Grand Rapids conference?*

Wednesday morning (carpool to MSUE office at 7:45 am) (end by 11 a.m.)

- *Action planning based on The Plan, from Tuesday*
- *Policies & Procedures work (finish)*
- *Parking lot issues from earlier sessions*

New Business

FALCON conference – The question of whether or not to send a delegate to FALCON 2013 Conference (1994 institutions), Nov. 2-4, in Washington, DC was discussed. Michael Darger has indicated that he would go as he would like to start some momentum at filling our 1994 spot and that MN has an interest in this. The MN Center now has a NA educator.

Notie thought the idea was good but noted that if Galaxy has no profit our budget shortfall grows even more. He asked if someone else who has funds that can accomplish without hurting our budget.

Michael Wilcox indicated that we have NACDEP members in states where the 1994 higher ed institutions are located. He asked if that might be a way to reach out. He also suggested we waive the registration fee at our conference to encourage participation.

Notie asked another question regarding the bottom line or will this effort add members. Scott felt that we had other reasons to go other than than membership. A prime goals would be to develop working relationships, networks, and see how NACDEP and the 1994 can benefit each other.

Glenn moved to pay Michael Darger's expenses this year with the idea that, since the conference will be in MN next year, he could go again to continue building relationships. A second part of the motion encouraged that we make plans in Grand Rapids on how we can focus over the coming year at reaching out to the 1994s. This would probably mean visits by local NACDEP members to the institutions in their area. Josh seconded the motion. Motion carried with 5 in favor, no one voting against and 2 abstentions.

Establish a history section on website/historian - Michael Darger

This will be carried over to another meeting.

Announcements

NACDEP Call for Nominees

Are You Interested in Running for NACDEP Office?



NACDEP is soliciting nominees for the following offices: *

President-Elect

One-year term (3 year commitment – see below)

Secretary

One-year term

Treasurer

One-year term

1994 Regional Representative

Two-year term

Northeast Regional Representative

Two-year term

Southern Regional Representative

Two-year term

Officers will take office on June 25, 2014

Nomination process:

1. Nomination period will be October 14, 2013 until November 14, 2013.
2. Submit nominations to Michael Wilcox (wilcox16@purdue.edu), Chair, Nominations Committee no later than **November 14, 2013, 5:00 pm Central Time**. Please include **NACDEP Nomination** in the subject line. Nominations must include the following:
 - a. Name
 - b. University Affiliation
 - c. Job title
 - d. Email
 - e. Phone number
 - f. Office to which nominated
 - g. Name of nominator
 - h. Biosketch of nominee (250 words or less)
 - i. Description of previous NACDEP-related leadership and/or service
3. All nominees **AND** nominators must be life or active members at the time of nomination.



4. Nominators of regional representative candidates must come from that region; any member may nominate candidates for President-Elect, Secretary and Treasurer.

5. Nominations are managed by the Nominations Committee Chair, Michael Wilcox, with assistance from the 2013 Nominations Committee; Secretary, Glenn Muske; and Association Manager, Jen Schottke.

6. Ballot and election processes are managed by the Secretary and Association Manager.

7. Ballot period will be **November 15, 2013 through December 16, 2013** with results reported to the NACDEP membership on **December 17, 2013**.

*(North Central, Western and 1890 Regional Representatives are not up for election in 2013).

What do they do?

(See NACDEP [Bylaws](#) (pgs 3-5) and [Policies and Procedures](#) (pgs 5-9) for more complete information)

President-Elect serves as a member of the executive committee, assists the president in performance of duties, stands in for the president, and acts as chair of the NACDEP Annual Conference and/or Galaxy planning committee. The president-elect succeeds to the office of president and then past-president.

Secretary serves as the custodian of NACDEP records, maintains the memberships, records minutes, manages election of officers, ensures proper notices are given, etc. The secretary works closely with the association manager in the performance of these duties.

Treasurer performs duties related to managing organizational finances, dues collections, financial reporting and audits, approving expenses, budget preparation and monitoring, etc. The treasurer works closely with the association manager in the performance of these duties.

Regional Representatives represent their region to the NACDEP executive committee, advocate for: emerging professional development needs; possibilities for national and regional conference sites and attendant programs; networking opportunities with other extension-affiliated and non-Extension professional associations; particular concerns of the regional membership related to NACDEP policies, programs, or procedures; and, serve on association committees (e.g., member services, awards & recognition, marketing, communications & website, etc.).

Next Board Meeting is retreat at Grand Rapids, Oct. 21-23. Next call is Nov. 8th.

Meeting adjourned.

Submitted

Oct 11, 2013

Glenn Muske, Secretary

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