



**National Association of Community Development Extension Professionals
Board/Committee Chairs
MINUTES
FRIDAY, May 9, 2014**

Voting Participants:

Mark Apel, Western Rep.
Joshua Clements, North Central Rep.
Michael Darger, President
Alison Davis, President-Elect
Stacey McCullough, Southern Rep.
Glenn Muske, Secretary
Michael Wilcox, Past President

Non-Voting Participants:

Michael Dougherty
Minnie Mitchell
Brian Raison
Rebecca Dudensing
Susan Kelley
Brent Elrod
Scott Lovridge
David Ivan
Peter Metsker

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

Minutes Review: The minutes from 3/14/14 and 4/11/14 had been previously distributed to the Board and other participants. Mark moved their approval. Motion carried.

Treasurer's Report: Notie Lansford – Not on call

Notie had distributed the treasurer's report prior to the meeting. He was not available on the call. The May Treasurer's report was reviewed. Cash available was noted to be \$114,915.26. Motion moved to accept the report and file, subject to audit.

Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

Brent had distributed his report prior to the meeting (see below). He highlighted the information regarding the new priorities from USDA rural development. It was noted that there would be a push for food systems loans, primarily in rural areas with \$30 million for farmers markets and promotion of the \$80 million total.



He also indicated that the Center Directors will be in DC and will be sharing the work being done with others in USDA.

Finally, he mentioned that Scott is doing something specific to rural development. Scott indicated that 20% of USDA rural development funding would be placed in areas that have 20% or more poverty. The focus of these funds will be for workforce development, community development, and entrepreneurship. Opportunities for tech assist in helping to apply for these loans will be available through webinars, to be scheduled, and through a regional USDA contact. Overall it looked as though there would be more opportunities than what there has been in the past.

NACDEP
National Institute of Food & Agriculture (NIFA) Report
May 9, 2014

The FY14 RFAs for the Regional Rural Development Centers are out with proposals due 23 May. We also continue negotiations with HHS SAMHSA for a second round of funding that will support the CAPE program.

Other NIFA FY14 RFAs of interest coming due in May and June include:

The Farm Business Management and Benchmarking (FBMB) Program is now open until May 30, 2014. Approximately \$1.3 million is available to fund applications to (1) improve the farm management knowledge and skills of agricultural producers; and (2) establish and maintain a national, publicly available farm financial management database to support improved farm management.

Smith-Lever Special Needs Program applications are due June 2. Approximately \$462,000 is available to fund local extension outreach: 1) Communicating practical science-based risk information, 2) Developing relevant educational experiences and programs, 3) Working with individuals and communities to open new communication channels, and 4) Mitigating losses and facilitating recovery. NIFA intends to fund Special Needs projects to implement applied scientific programs that serve public needs in preparation for, during and after local or regional emergency situations.

AgrAbility Program applications are due June 4. Approximately \$4 million is available to support projects between State Cooperative Extension Systems and private non-profit disability organizations who work in partnership to provide agricultural education and assistance directed at accommodating disability in farm operations for individuals with disabilities, and their families, who engage in farming and farm-related occupations.

The Rural Health and Safety Education Competitive Grants Program submissions are due June 6. Approximately \$1.4 million is available to fund applications that focus on community-based, outreach education and extension programs that provide individuals and families with: a) Information as to the value of good health at any age; b) Information to increase individual or families motivation to take more responsibility for their own health; c) Information regarding rural environmental health issues that directly impact on human health; d) Information about and access to health promotion and educational activities; and e) Training for volunteers and health services providers concerning health promotion and health care services for individuals and families in cooperation with state, local and community partners.

Beginning Farmer and Rancher Development Program RFP proposals are due June 12. \$19.2 M is available this year. The intent is to provide education, mentoring, and training for individuals with less than 10 years farming experience. There are set asides of a minimum of 5% for both veterans and socially disadvantaged populations.

The Small Business Innovation Research Phase I RFA will be released in June.

Visit <http://nifa.usda.gov/fo/funding.cfm> to download the RFAs and stay apprised of current funding opportunities.

Recall that if you are not applying but interested in serving as a peer reviewer, contact the program leader associated with the grant program to share your interest. We do most of our panels virtually now so you don't



have to leave the comfort of your office to participate. It's a great way to learn more about the process and specific grant programs while informing your own grant-writing skills.

The Regional Centers will present a seminar to NIFA staff entitled "Regional Approaches to Rural Vitality" on 28 May. The goal is to increase awareness of the work underway, gather input about aligning efforts with related NIFA programs and positioning the Centers to better promote rural and economic vitality regionally over the next five years.

Report prepared by Brent Elrod

Regional Rural Development Centers

Scott Loveridge

Scott had provided his report prior to the meeting. He touched on a couple of the highlights and then opened the floor for questions.

Regional Rural Development Center Report

SRDC: Steve Turner, Chair of the Ag Econ Dept at Mississippi State has taken over as Interim Director of the SRDC. Mississippi State University has a policy of one year terms for interim appointments and Sumner Davis' one year term ended on March 31, 2014. Turner's appointment began on April 1, 2014. The search for a Director of the SRDC continues after a round (four) of interviews and an unsuccessful offer. The search committee continues to solicit applications and any good leads on potential candidates are always welcomed.

WRDC: The Center co-coordinated a May 1 webinar with the NACDEP western representative.

NERCRD: Registration remains open for the joint 16th Annual National Value Added Agricultural Conference and the Northeast Regional Center for Rural Development's What Works Conference Series at the Holiday Inn Inner Harbor in Baltimore, Maryland May 13-15, 2014. This conference is open to researchers, extension educators, teachers, students, Small Business Development and Farm Bureau service providers, producers, producer/consumer associations, non-profit organizations, local, state and federal policy makers, food industry professionals; individuals from universities, tribal and community colleges and K-12 schools.

Here is your [invitation](#) complete with registration and lodging information, program details and the current [agenda](#) with speakers and their topics.

NCRCRD: The Center concluded its spring webinars recently. All 11 of the spring NCRCRD webinars are archived on our web site. In addition, six spring Community Behavioral Health webinar archives can be found on our [healthbench.info](#) web site. The Center is coordinating one special summer webinar featuring two soon-to-be retired state program leaders providing "last word" advice for new Community Development professionals. The "last word" webinar will take place sometime in late May or early June.

2014 Annual Conference Committee

Alison Davis / Dave Ivan

Dave indicated that early bird registration is still open with one week to go. A final registration push is planned. Also will remind people of the mobile workshops if people missed registering for them initially. An email about the super session that might interest non-extension folks went out to program leaders from nearby states went out asking them to encourage attendance.

Registrations -113 at the moment according to Peter.

Historically 80 %+ of the registrations are received by the early bird deadline. When asked if there would be a contingency plan of extending early bird, this might be a possibility. Allison-wanted to see if the presenters had registered. She felt, since this information was out, they should have



done so. This topic will be revisited by the planning committee as we get closer to the early bird deadline.

Scott inquired about other contingencies if numbers are low. Michael Darger said it would be okay to extend deadlines. Alison planned to let state program leaders know who was registered from their state and to have them encourage attendance.

A final to-do list is being worked up.

Alison indicated a few last minute changes were still happening, Poster guidelines have just went out and work with the presidential panel would soon begin. The big effort right now is encouraging registrations.

Scott asked when new officers would take over. Michael Darger said it would happen during the annual meeting.

Membership Services Committee

Minnie Mitchell-Bishop / Mary Martin

Minnie indicated that a written report had been submitted and asked for questions. Alison asked if we used the rural development center money for scholarships. Minnie responded that they spent \$1800 keeping some of the budget for future needs.

This year a silent auction will be done to raise additional funds for scholarships. Members indicated a preference for that versus the dollar auction. Auction items will be needed. Michael Darger encouraged putting this call in the June newsletter

Membership Services Committee Report May 2014

The Membership Services Committee received 10 applications for the NACDEP conference. Eight were awarded in equal amounts of \$225. Applicants were notified via email on May 7, 2014. The criterion for judging was based upon at least one of the following:

- First time attendee at a NACDEP national conference
- Presenter at 2014 NACDEP conference
- Financial need
- Active in NACDEP
- Completion of the entire application

	Applicant	Institution
1.	James Robert "Bobby" Hall	University of Arkansas
2.	Jamilla Hawkins	North Carolina State
3.	Susan Kerr	Washington State
4.	Debra Jo Kinsella	Joliet Jr. College – Ill.
5.	Gregory Moon	Ohio State



6.	Trudy Rice	Kansas State
7.	John Turack	Penn State
8.	Peter Wulfhorst	Penn State

Upcoming Events

June 22-25, 2014
NACDEP Conference
“The Art of Reinvention”
Amway Grand Plaza
Grand Rapids, Michigan

A scholarship fundraiser will be held at the Conference
Please send in advance any items for the **silent auction** to

Peter Metsker
NACDEP
PO Box 68721
Grand Rapids, MI 49516
(616)301-1011
assoc.manager@nacdep.net

Update your member profile

<http://members.nacdep.net/MemberDirectorySearch.aspx>

Respectfully submitted,

Minnie Mitchell-Bishop
Membership Services Co-chair
minnie_mitchell@ncsu.edu

Communications and Website Committee

Susan Kelly / Brian Raison

Brian indicated a written report had been provided. One of the highlights was the completion of the member sharing portal. The committee would be working to encourage everyone to get their profile done and would have computers set up at the conference to help get this information online. Also the June newsletter will encourage this also.

Communication Committee Report
May 9, 2014

Member Sharing Portal

The Communications Committee continues to work with members in updating their profiles in the Member Sharing Portal. A change was made to the database this month to order the members alphabetically by last name rather than first name. This was above the Element 74 contract and was an additional small fee. Instructions for updating member profiles were developed and placed in the portal by Element 74.

Annual Conference

Comm Comm members will meet in Grand Rapids during the conference on Tuesday morning. Several usual attendees are not planning to attend the conference this year due to conflicts. During the conference



members would like to staff a station near registration to help attendees update their profiles. They also will be working as “social media champions” during the conference.

June Newsletter

Suggested date for the June newsletter? The first week to include conference news?

Respectfully submitted,

Susan Kelly
Comm Comm Chair

Marketing Committee

Rebekka Dudensing

Rebekka indicated that 11 logo ideas had been received. The review committee will see them soon to review and comment. Then the Board will be left with the decision of what move to take next.

Michael Darger said he had received some comments if a logo contest was appropriate. Minnesota indicated that they would be willing to help NACDEP consider what we should have in a logo if none of the contest submissions were felt to meet our needs.

Scott asked that, if there were a vote of the membership, would no change be an option. Michael Darger thought that this should be a Board decision

Marketing committee report

Logo contest entries were due Monday, May 5. Eleven entries were received from five individuals. They are being sent to the vetting committee. If/when entries are selected to present to the general membership for voting, we'll get those posted and a link to voting in the next week or two. If there is a winner, we will have a large poster printed with the new logo at the conference. If no winner is selected, we will explore other avenues to develop a logo (if that is still desired by the board) after the annual meeting.

The committee is planning to meet in person at the conference to discuss the marketing data aspect of our charge, including reaching out to previous members still employed but not active with the association and potential members without CED appointments.

Finance Committee - Nancy Bowen-Elzey - Not present, no report

Journal of Extension - Mary Emery – Written report

The next JOE board meeting is next week, so I have little to report. Currently, we are completing our survey of authors (They are overall pleased with the electronic submission system.) and working on the editor transition.

Michael Darger encouraged everyone to check to ensure their institution had an institutional liaison.



PILD Conference 2014 - Charlie Vavrina / Rose Merkwitz – Written report

The only item that needs to be addressed is a second representative selected for the PILD planning committee. Charlie V. has completed his two year term. He did a phenomenal job representing NACDEP on the PILD planning committee and NACDEP should be proud to have had such a great representative. Thanks Charlie!

JCEP Leadership Conf. 2015 - James Barnes – Not present, no report

Recognition Committee

Michael Dougherty

Michael reported that today was the day for him to receive the national award winner information back from the committee. The selection committee did not have a western representative. For future, he said that a single review system might be considered as well as changing some categories. Overall, things went well and now things just needed some minor tweaking.

NACDEP Recognition Committee Report – May 2014

- Today (May 9) is the target date for reports back from the national review committee. As of this morning, one set of scores has already been submitted. Once all the scores are received, it is anticipated that award winners will be notified within one week and arrangements made for plaques and certificates finalized shortly thereafter. (There might be a delay given that the review committee did not have a representative from the West. This may result in the need for me to review some awards if committee members had to recuse themselves).
- Next year, one thought is to create a streamlined process where a single review committee judges the submissions for both regional and national honorees. This would save time and alleviate circumstances where there might have been differences in scoring between the regional review and national review. Ideas on this concept and input on the size of the possible review committee – one person from each region and an alternate or two persons from each region and an alternate – would be appreciated.
- There probably needs to be an examination in the awards to be given. There has been the suggestion to create a “service learning” award. There increasingly appears to be overlap between “Educational Package” and “Educational Piece.” Finally, there appears to be the need to review the available levels of recognition for Distinguished Career (and possibly Distinguished Service). Under the current system, we recognize a regional and national winner in each. Previously, state career awards were given. Perhaps an honorable honoree category for those eligible person who were submitted but not selected is needed. All of these are points for future discussion after this year’s awards have been made.

Submitted by:
Michael Dougherty, West Virginia University

2015 Annual Conference - Stacey McCullough – Present but with a poor cell phone signal so no report.

Updates from the Regions & Partners

Northeast

Kelly Nix – Written report



- Attended the RRDC call on April 14 to discuss Webinar Series collaboration between NACDEP Regions and the Center's. RRDC's are open and interested in the NACDEP Regions working with the Center's to coordinate the webinar's. Questions will be added to the overall NACDEP member survey with a Region Identifier to begin the process of identifying topic interest and speakers. I submitted these questions to Stacey who is leading this subcommittee.
- Attended the ANREP/NACDEP/VERMONT call to discuss 2016 joint conference details.
- Submitted the NE Email Bi-Monthly Newsletter Mid April.

North Central

Josh Clements – written report

- Distributed congratulations to each of the 14 NC Regional Award Winners, noting presentation of award at National Conference and consideration for National Award. A total of 7 submissions were notified of meritorious consideration and will receive certificates.
- Cross-checked NC Region membership spreadsheet with Member Database to ensure all current members are receiving regional updates.
- Responded to inquiries regarding National Conference.
- In process of reviewing and scoring National Awards. Will be complete and submitted by Friday May 9th.

Southern

Stacey McCullough - written report

- Notified regional award winners and other nominees of regional decisions.
- Updated regional distribution list based on member database.
- Sent out spring regional newsletter, including reminders about scholarship applications, the logo contest, and early bird conference registration deadlines, as well as a reminder to update profiles in the member database and other information.
- Participated in SRDC's quarterly Technical and Operational Advisory Committee conference call.
- Responded to inquiries and requests for assistance by members.

1890

Kenyetta Nelson-Smith – No report

Western

Mark Apel – Written report

- In partnership with the WRDC, the western region hosted its first regional webinar on Extension's role in disaster planning, presented by Dr. Susan Kerr from Washington State University. She did a great job and we had 25 participants online, thanks to Peter and PAR for promoting it. From the comments that came in on the chat box, it appears the presentation was well-received. A recording of the presentation is available at: <http://wrdc.usu.edu/htm/webinars>. Betsy Newman of WRDC is excited to host more webinars and even provided a few more topical ideas. I will be following up with her later this summer. I would also like to incorporate an evaluation tool so that we can gauge regional participation and interest.
- Sadly, I will not be able to attend the annual conference and will need someone in the Western Region to facilitate our regional meeting and present the regional awards. I have asked Don Albrecht of WRDC and he is willing to help out.

1994/FALCON

no representative

Joint Council of Extension Professionals (JCEP)
Wilcox/Alison Davis

Michael Darger/Michael

A JCEP award winner will be announced at the Grand Rapids meeting. The group will be attending the upcoming JCEP meeting. Michael Wilcox indicated that a review of professional development offerings was to take place. Alison is on that committee. It is too early at this time to predict any outcomes.

Update from PAR

Peter Metsker

Peter said everything was moving along as normal as we approached conference time. -

Old Business

2016 Joint Conference with ANREP

Michael Darger/Kelly Nix

The committee will be meeting again in a couple of weeks. The main topic is getting a site worked out. In order to have a more affordable housing option, Vermont has committed 200 dorm rooms. The main conference hotel, the Sheraton, is on edge of campus and will have a room charge of \$144 with free parking. The other thing the committee is doing is determining what costs are shared and how profits will be shared.

Logo Contest Update

Rebekka Dudensing

Reported on earlier.

Update on Member Sharing Portal that launched 3-11-14 Susan Kelly

One change was to made to list names alphabetically by last name. Everything else is going well. Will be working to get people to get their profile completed.

Sustaining the momentum for Initiatives created at board retreat – standing items

- State affiliate initiatives

Alison/Michael Darger

Nothing new to report.

- Awards/Recognition

Alison/Michael Dougherty



Michael Wilcox reported nothing new in this category beyond what was already reported as suggested changes in the future.

- Regional Engagement with RRDCs

Mark Apel

Mark indicated that he didn't see his role as the coordinator for all of the RRDCs. His plan was to work with the WRDC. He thought that each RRDC needed to look at their own issues and develop ways to address them.

In terms of the first WRDC webinar, he said that next time there would be a more substantial effort to capture where people came from and what they want. In terms of the Grand Rapids meeting, he again reminded the group that Don Albrecht will be there to facilitate the western meeting

- Strengthening NACDEP's Committees

Stacey – Poor cell phone connection

- Revenues

Notie – Not on call

New Business

Member survey

Stacey McCullough

Josh has been working with Stacey. He is working on reviewing some draft material. Most of his NACDEP work at the moment has been spent reviewing national awards.

Discussion with historian volunteer – Kevin Andrews

Michael Darger

Michael Darger indicated that conversations have taken place to get this project started. One of the first discussions has been regarding the date NACDEP was established. This has been interesting. Does one consider when it was first discussed, the first conference, the first board, etc. The year, 2004, was selected as that is when the first Board was elected.

Next Board call is June 13th

Adjourn

Submitted
May 9, 2014
Glenn Muske, Secretary.