



**National Association of Community Development Extension Professionals
Board/Committee Chairs
MINUTES
FRIDAY, July 11, 2014**

Voting Participants:

Mark Apel, Western Rep.
Joshua Clements, North Central Rep.
Michael Darger, Past President
Susan Kelly, Southern Rep.
Notie Lansford, Treasurer
Stacey McCullough, President-Elect
Kelly Nix, Northeast Rep.
Michael Wilcox, Secretary

Non-Voting Participants:

Kevin Andrews, Historian
Michael Dougherty, Recognition
Peter Metsker, PAR
Minnie Mitchell, Member Services
Trudy Rice, Affiliate Policy Committee
Rachel Welborn, Regional Rural Development Centers

Call to Order: Stacey McCullough (in Alison Davis' absence) called the meeting to order at 12:05pm Eastern time.

Approval of the agenda: Stacey McCullough opened the meeting with approval of the agenda. Notie Lansford moved to approve the agenda. The agenda was approved as presented.

Minutes Review: Approval of the June 25, 2014 minutes was delayed as the post conference minutes were still being processed.

Treasurer's Report: The Treasurer's Report was emailed to the Board on July 10th by Notie Lansford (see: June 2014 Financial Report.xlsx in Basecamp). In addition, Notie discussed the following:

Peter and Notie are still reviewing the invoice from the Amway Grand so those expenses reflected in the Treasurer's report may change slightly.

Highlights of the report include

:

- Conference net income is about \$45,000 and compares well to FY 2011 - FY 2013.
- Net Cash Available as of June 30 is \$158,206 which is \$18,237 more than a year ago.
- NACDEP net equity as of June 30 was \$161,636 which is \$21,932 more than one year ago.
- We are still within budget.
- Conclusion: our financial position is very good.

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



Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

The NIFA report was emailed to the Board on 7/10/14.

- The RRDCs have been recommended for FY14 awards. We are also executing an Interagency Agreement with HHS SAMHSA for a second round of funding that will support the CAPE program.
- The Small Business Innovation Research Phase I RFA closes 2 October 2014. The program synopsis is at http://www.csrees.usda.gov/funding/sbir/sbir_synopsis.html
- The FY 2014 Military Families Learning Network (MFLN) RFA is now available and closes 8 August 2014. <http://www.nifa.usda.gov/fo/militaryfamilieslearningnetwork.cfm> Additional NIFA FY14 RFAs of interest to those working with the military community are scheduled for release over the next four weeks.
- Expect most successful applicant announcements to be made in September.
- I meet with the North Central National Extension Leadership Development (NELD) participants on 15 July to provide an overview of the CRD national portfolio. I'll be sure to encourage NACDEP membership to attendees.

Regional Rural Development Centers Rep.

Rachel Welborn

- Webinars are getting started between RRDC's and NACDEP.
- Southern Region Director re-opening and open until filled. Mid-august review of candidates.
- Southern PLN August 18th in Fort Worth, TX.

2014 Annual Conference Committee

NACDEP Board

- Award announcements up on the web site.
- Awaiting presentations, should be uploaded to the web site soon.
- Need to send out thank you notes to everyone involved with the tours, if they haven't gone out already.

Member Services Committee

Minnie Mitchell-Bishop / Mary Martin

- Member survey results from the conference continue to be received. As of the meeting, 66 respondents had completed the survey.
- Contributions to scholarship fund through all of the different fundraising activities during the 2014 conference was \$1,398.



Communications and Website Committee

Susan Kelly

The Communications and Website Committee Report was added to Basecamp on July 9th by Susan Kelly

- The current NACDEP President has nominated Brian Raison as Communications Chair and he intends to accept the nomination.
- During the NACDEP conference, new profiles were completed, photos taken and new members added during registration. At least one member received assistance in updating their profile in the week following the conference.
- We continue to work with Element 74 in improving the Member Sharing Portal. The President asked whether PayPal could generate more information other than name when they pay their annual membership dues. Element 74 is working on this issue. They have also been directed to correct a mistake in the map and regional list, putting Virginia in the Southern Region rather than the Northeast Region.

Marketing Committee

Rebekka Dudensing

The Marketing Committee report was emailed by Rebekka Dudensing on 7/10/14.

- Six committee members attended the marketing committee meeting June 25 at the annual conference. Two additional members were unable to attend but wish to stay on the committee.
- We now have representation from all four regions.
- The committee brainstormed several ideas, and our highlights were emailed to the board prior to the post-conference board meeting.
- We are vetting our full meeting notes via email and will have our quarterly call in September.

Finance Committee

Nancy Bowen-Elzey

The Finance Committee Report was emailed on July 10th by Nancy Bowen-Elzey

NACDEP Finance Committee Met at 7:15 on June 24 at the annual conference in Grand Rapids. Attending were Steve Burr, Greg Davis, Jane Haskell, Wayne Miller and Nancy Bowen-Elzey, Committee Chair.

Having completed the budget process the committee discussed needing to work on conducting a spot audit, one of the committee responsibilities. The Chair will send an e-mail to NACDEP Treasurer Notie Lansford asking for financial statements and other documentation for two separate months. Statements will be requested for April to capture administrative changeover in 2014 and in August to capture 2014 conference expenses. Documents will be scanned and sent to the committee for review in September. Committee will meet via adobe connect in late September to convene a discussion around findings and recommendations. A report will be developed and sent to the Treasurer for review by the end of September.

The budget process will begin once again end of October. The Chair will confirm with the Treasurer that membership dues are being increased from \$75 to \$90 per recommendation by the Committee in January.

Committee discussed recommendations made by member George Morse to provide membership or conference discounts to help retain retirees. He also recommended providing information to soon---to---be retirees on volunteer activities as another way to retain the valuable contribution of retirees. This step would most likely involve the Membership Committee. Greg and Jane offered to work on an incentive scenario to share with the committee at our next meeting in September. Recommendations will then be made to the Treasurer and board.

Finally, the Committee discussed looking into past conferences to determine average costs and to develop an expectation for the budget. Conference expenses are the largest line item in the budget and an expected amount would help speed the budget process and also help the Conference Committee with early decision---making. The Finance Committee plans to work more closely with the Conference Committee on budgeting for this large expense beginning with conducting a historical review of past conferences. Steve offered to request past conference expenses from the Treasurer and develop an analysis for both Committees, which will be shared at the next meeting in September.

The Chair will set a meeting date in September by conducting a doodle poll.

Michael Darger asked about raising dues and suggested that this topic needs attention soon.

Journal of Extension

Mary Emery

No report.

PILD Conference - 2015

NACDEP Board

- Rose Merkowitz emailed Stacey McCullough about appointing a second person to the PILD committee.
- We are still awaiting an appointee. Need to identify someone in August.
- Michael Darger mentioned that JCEP will pay for “senior” rep to go to DC. Junior rep attends calls.

JCEP Leadership Conference 2015

NACDEP Board

- Michael Darger mentioned that we probably need find a new person.
- Michael Wilcox noted that the conference is now in Las Vegas, so we need to look westward



Recognition Committee

Michael Dougherty

The Recognition Committee report was emailed on July 11th by Michael Dougherty

- The committee is in debrief mode from the awards banquet ceremony at the annual conference in Grand Rapids. A conference call among the committee members is being scheduled to go over things that worked and things that need improvement for the next cycle while they are still fresh in everyone's mind. Additional input on this is welcomed from all board members – especially those persons who served as regional representatives last year. Once this process is completed, proposals will be developed for any recommended changes for 2015.
- Letters of acknowledgement and thanks have been distributed to all involved in the recognition process at the national level.
- Proposals on creating more/increasing the emphasis on state/multi-state chapters are being monitored to determine if that may impact how awards are handled in any way.
- Two persons – Katie Hoffman of the University of Idaho Extension and Joshua Clements of Iowa State University Extension and Outreach – have volunteered to join the committee. This now gives the committee at least one person from each of the four regions.
- Details are being sought on what information would be useful for the NIFA Update.
- Need to let directors know who won

2015 Annual Conference

Stacey McCullough

The 2015 Annual Conference Report was emailed on July 10th by Stacey McCullough.

- Krishna Ellington has agreed to serve as conference co-chair.
- Voting results for mobile workshops:
 1. Downtown Revitalization through Art, Food and Public-Private Partnerships
 2. Life After the Presidency (William J. Clinton Center)
 3. Economic Revitalization & Environmental Sustainability (Heifer International & streetcar tour)
 4. Build It and They Will Come (Arkansas River Trail System & bike ride)
 5. Tie - Intersection of History, Culture, Nature and the Economy (state park system); Rice, Ducks, Murals, and More (Stuttgart); 1890 Innovation and Excellence (UAPB)
- Planning committee volunteers so far: Kevin Andrews (TX), Tom Chesnutt (AL), Minnie Mitchell-Bishop (NC), Mark Peterson (AR), Kim Magee (AR), Bobby Hall (AR), Amanda Philyaw-Perez (AR), Kristin Higgins (AR), Wayne Miller (AR), non-NACDEP members/future NACDEP members from AR.
- Proposal reviewer volunteers so far: Jayoung Koo (KY), Mike Springer (FL), Rebekka Dudensing (TX), Kevin Andrews (TX), Dave Shideler (OK), James Barnes (MS), Tom Chesnutt (AL), Alan Barefield (MS), Susan Jakes (NC), Becky Bowen (NC), Tara Kuipers (WY), Steve Burr (UT)



- Session moderator volunteers so far: Marisa Aull (KY), Kevin Andrews (TX), Dave Shideler (OK), James Barnes (MS), Joe Sumners (AL), Mark Peterson (AR), Kim Magee (AR), Bobby Hall (AR), Alan Barefield (MS), Arturo Menefee (AL), Becky Bowen (NC), Tara Kuipers (WY)-possibly, Steve Burr (UT)
- Volunteers to help with whatever is needed: Rachel Welborn (SRDC), Susan Kerr (WA), Notie Lansford (OK)
- A conference timeline and budget is being prepared for the August Board meeting.
- Voting went well on mobile tours.
- Need to consider budget and costs. Tour fees need to be discussed – cost recovery or revenue generation. One or two day registration?
- Minnie Mitchell mentioned keeping an eye on fundraising.

2016 Annual Conference w/ANREP

Kelly Nix / Michael Darger

- Need to determine the venue/ residence and get a contract(s) signed.
- Need to keep an eye on costs and potential fundraising.

Historian

Kevin Andrews

- Made great connections at the conference.
- People are working on developing the archive.
- Kevin has reached out to Hank Cothran

Affiliate Policy Committee

Diane Vigna / Trudy Rice

- Committee is beginning to communicate by email and continues to develop committee membership.

Updates from the Regions & Partners

Northeast

Kelly Nix

- Reaching out to WVSU
- Updated Membership List
- Sent announcement to membership regarding:
 - NE Meeting at NACDEP conference meeting notes
 - Congratulations to NE Regional Award Winners including photos and awards program
 - Next NE Newsletter request for program features
 - Take the member survey
 - Advertising the NE Regional Center Newsletter



North Central

Josh Clements

- Going to reach out to NACDEPers at CDS
- Sent announcement to membership regarding:
 - North Central Region meeting notes,
 - North Central Region award winners
 - NACDEP volunteer opportunities
 - 2014 NACDEP Member Survey
 - CDS Conference

Southern

Susan Kelly

- Talking with FL to develop an affiliate
- Getting started as regional rep

1890

Kenyetta Nelson-Smith

No report

Western

Mark Apel

- Unable to attend the annual conference this year due to financial constraints
- Pleased to report webinar scheduled for August 27 at 11:00 am Mountain Time. The webinar will be titled: "Livability and the Connection between Housing and Transportation" presented by David Knack, Director of the Small Urban and Rural Livability Center at Montana State University. Once again the Western Rural Development Center will host this webinar and we will be sending out notice in the upcoming weeks.

1994/FALCON

Michael Darger

- Spoke to John Phillips (FALCON Executive Director) may become the rep
- UMN is talking about a training on Nov 11 capacity building training.

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

- Stacey McCullough joining the Board
- Michael Wilcox is rotating off the board at the end of August
- Discussed the National Association of Extension Program and Staff Development Professionals (NAEPSDP) (<http://naepsdp.tamu.edu/>) (IA and TX largest contingents, ~130 members); they are seeking membership in the Joint Council of Extension Professionals

Update from PAR

Peter Metsker

- Peter is working on spreadsheets to share with the Board that contain membership lists, conference attendees, etc.

Old Business

Member Survey

Stacey McCullough

- Preliminary Member Survey results were distributed by Stacey
 - Appetite for joint conference with CDS is high.

Board retreat

Stacey McCullough

- Dates with most people available is Nov 5-7 with us starting early afternoon on 5th and ending at noon on the 7th

Purdue affiliate application

Josh Clements / Melinda Grismer

- Discussion ensued regarding Purdue's intentions and reasons for wanting to join as an affiliate.

Notie Landsford moved to accept Purdue University's application to become an official affiliate member of NACDEP. Motion passed. Alison Davis will follow up with a letter to Purdue notifying them of this decision.

New Business

Member lists and correspondence

Stacey McCullough

- Where we are at? Peter posted/emailed copy of the email we receive when someone registers as a member with NACDEP. This information is difficult to directly to manipulate into a database. We have Access database from 2013. From then, information is going into the member portal. Field for payment is not current. There is no standard format. Should be using Element 74 to pull reports. Can we automate the data acquisition process (input)? Can we generate reports without incurring additional costs? If you have duplicate profiles, eliminating one will take out data unless migrated to new profile.
- What data do we need? To be able to run a report on members, this needs to be determined.
- How do we fix it? When you join, you need to be added automatically to the database. Apparently, that is not currently happening. Need to make a list of features that we want and cost it out with Element 74.
- Michael Darger asked How does newsletter get sent out? Does it go out to more than dues paying members? We need to reconcile newsletter and database. Right now it is going out to anyone that has received it. Peter will export a list of newsletter distribution list and post to Basecamp Board of Directors. Board will examine the data and make requests of the committee as appropriate.
- Kevin Andrews mentioned that Texas A&M builds organizational websites.



Announcements

Next Board mtg. is August 15, 9-11 am (PACIFIC & AZ) / 10 am-12 pm (MOUNTAIN) /11 am-1:pm (CENTRAL) / 12-2 pm (EASTERN) – **NOTE – Board meetings are shifting to 3rd Friday of month**

Notie Landsford moved to adjourn. Motion passed.