

Executive Committee and Committee Chairs
National Association of Community Development Extension Professionals

Minutes

December 11, 2009

(via conference Call)

1:00 PM ET/12:00 PM CT/11:00 AM MT/10:00 AM PT

Present: Ed Jones, Steven Burr, Connie Wagner, Michelle Eley, Mike Woods, Charlie French, Deborah Tootle, Dick Senese, Gary Green and Hank Cothran.

Ed Jones welcomed everyone on the call.

Ed shifted one matter of business (2010 Conference Report) to the beginning of the call because Deborah could not stay for the entire meeting.

2010 Conference: Deborah commented that everything is going as scheduled. She acknowledged how hard the planning committee has worked. At the time of the call, thirty-one (31) people have registered for the 2010 conference – some are registered as “non-members.” There is a question regarding if the individuals registered as “non-members” could potentially be members of the organization.

Connie received a call about “double early bird” registration fee. A couple questions followed regarding how many people registered for the conference thus far and how we should deal with reimbursements if travel budgets are restricted again next year. Connie mentioned the “double early bird” registration does not close until mid-January and we wouldn’t have a final number until that time. If people need to be reimbursed, there will be \$25 processing fee. If a full refund is requested, Hank proposed that registrants provide our office a copy of their university travel policy or document. Hank Cothran made a motion that conference participants should receive a full refund if they are facing travel restrictions in 2010. Deborah Tootle seconded. Motion passed.

Deborah asked if anyone had questions about conference planning. She said she wasn’t aware of any loose ends at this point. She has received a question about sponsorships. So far, the Rural Developments Centers have committed to be sponsors, but nothing has been tied down yet. Ed is planning to follow-up with a contact from Economics and Community Development Division at National Institute of Food and Agriculture (NIFA).

Minutes: With no questions or comments, Deborah Tootle moved and Gary seconded to approve the minutes. Motion passed.

Financials: Hank reported that we have about \$70,000 in checking and saving accounts. \$9,250 in liabilities, \$10,000 in income, and \$61,000 in equity. Financially, Hank expressed that the organization has done much better than anticipated. Hank made a motion to adopt the financial report. Deborah Tootle seconded. Hank referenced few of the transactions (expenses) made this past month – e.g., association manager, scholarship fund, membership. Charlie made a motion to approve the financial transactions and Steven Burr seconded. Motion passed.

2010 Budget (see attached adopted 2010 budget)-- It is expected that the organization will have a total income of \$90,426 for 2010. We expect to have \$65,996 in anticipated expenses, leaving

net income at \$24,430. He felt we had a solid budget next year. Hank made a motion to approve the 2010 budget. Michelle seconded. Motion passed.

Election: Mike sent out a report about the nomination process. At the time of our call, we had one confirmed candidate for President-Elect, one confirmed candidate for Treasurer, one confirmed candidate for Southern Regional Representative position. Two possible candidates for Secretary, but he needs to talk to them. Mike did not receive any nominees for the North Central region, but Charlie mentioned that Walt Whitman was planning to nominate someone. We didn't have a nominee for the 1994 region; Steve Burr emailed someone from Minnesota that Paul Lachapelle had recommended for the office. Steve had not heard anything yet from the person in MN. Mike mentioned that he must receive all nominees by Dec. 16th*. The ballot will be sent out to the membership on January 1.

*** By Dec. 16, six individuals had agreed to stand for election:**

President Elect	Hank Cothran Tim Borich	U of FL ISU
Secretary	Michael Darger	UMN
Treasurer	Notie Lansford Greg Davis	OkSU OhioSU
Southern Region Rep	Harry Chrissy	Clemson
Northeast Region Rep	Winifred McGee	PSU

State Charter Application: Connie received state chapter/charter application from Montana. There was some discussion that all state chapters' applications should come through the regional representatives. Steve Burr made a motion to accept the application and Mike seconded. Hank had a question about the charter policy and he referenced that all affiliate associations should comply with membership requirements of NACDEP as defined in Article III of these Bylaws. He stressed the importance for the members to abide by the charter policy. Ed said that he will draft a formal letter outlining what will required by state charter associations (groups).

Regional Reports:

NE – Given the budget challenges, Charlie mentioned that as a region they are looking at strategies to share resources and reduce costs across institutions.

NC – Gray mentioned that NCRDC director position announcement is open.

S – No Report

W – No Report.

1890- No report

PILD: The 2010 meeting will be held August 26th thru 28th. Kansas State will serve as a co-host.

Sustainability: Ed announced that a subgroup at JCEP is interested in starting a community of practice (CoP) on sustainability.

Committee Updates: Jeri Maxman has agreed to chair the Committee on Resolutions and Policy. We're in the process of finalizing a chair(s) for the Member Services committee.

Ed is planning to follow up with a few individuals.

Internationalizing Extension: Charlie and Dick are planning to talk how the committee should transition for new leadership.

Award Committee: There was some discussion about the selection process for the NACDEP *Disadvantaged Service Award*. A motion was made and it passed. The motion was: *The NACDEP Distinguished Service Award recipient is selected by a committee consisting of the President, Past President and President Elect. The committee may consider nominations received during the nomination time period plus any nominations of their own choosing. In selecting an award winner, the committee shall use the criteria for evaluation currently in policy and the recipient shall meet the eligibility criteria for receipt of the award.*

Association Manager's Report: Connie is processing conference registration and membership renewals. She cautioned us that there have been some glitches in processing credit card transactions on our website.

With no further business, the call was adjourned.
Respectfully submitted,

Michelle Eley
Secretary