

## **NACDEP Executive Committee Meeting Minutes, May 14, 2010**

Meeting via conference call and webinar hosted by University of Minnesota

Meeting called to order by Deborah Tootle, President, at 1:00 Central time. Also attending were: Tim Borich, Greg Davis, Harry Crissy, Gary Green, Steve Burr, Paulette Cooper, Michael Darger, and Winifred McGee. Not attending: Ed Jones.

The meeting agenda proposed by Deb was accepted on a motion by Tim, second by Gary, and carried.

Meeting minutes from the April 14, 2010 meeting (face-to-face) as presented by Michael Darger, Secretary, were accepted on a motion by Harry, second by Gary, and carried.

### **Treasurer's report.**

Greg Davis, Treasurer, presented the January through April, 2010 budget vs. actual financial report including the mostly complete results of the Minnesota conference budget, which did very well financially. On the revenue side NACDEP received \$31,006 more revenue than budgeted. There were only \$397 more expenses than budget so the net income through April was \$30,698 higher than budgeted. Greg reported that he is investigating ways of transferring NACDEP banking without having to change banks in future transitions from one treasurer to another. He has successfully transitioned the checking account and is paying vendors on time, including parties that were owed funds for the recent conference. The Treasurer's report was accepted on a motion by Michael, second by Harry and carried.

### **Reports from NACDEP Regions:**

North Central. Tim reported that the North Central Regional Center for Rural Development (NCRCRD) had a director search that came up empty. Scott Loveridge will serve as interim director through end of June. They are relaunching the search.

Southern. Harry Crissy, South Region Rep., reported that BALLE is a business development oriented group that we might decide to invite to the Charleston conference in 2011 and that they may be a good source of presenters as well.

1890. Paulette Cooper, 1890 Institutions Rep., reported that restructuring of budgets and programs continues as a reality affecting 1890 institutions.

West. Steve Burr, West Region Rep., asked whether anyone has records on which state was the first chapter of NACDEP. Montana was accepted as a chapter in 2010 but Wyoming members asked whether they were the first chapter. No one present was certain so it was decided to review the Executive Committee meeting minutes from earlier years to see if there is anything mentioned. Therefore, Michael will compile the meeting minutes so as to have a physical collection and so that they can all be posted to the website.

## Committees.

Deb reviewed the status and presumed members of the various committees.

Finance/Audit (??)  
Policy and Resolutions (Jerri Marxman, Ed Jones?)  
Historian (??)  
Membership Services (??)  
Recognition (??)  
Publications (Janet Ayres – JOE)  
PILD (Trudy Rice, Michelle Walk?)  
JCEP (Ed Jones, Deb Tootle, Tim Borich)  
2011 Conference (Tim Borich, Harry Chrissy)  
Nominations (Ed Jones, Michael Darger)

She noted that past committees have not responded to requests from the Board to compose committee charges for their committees. Therefore, the board requested that she create a 1-2 sentence working definition for each committee. She agreed to do that and to draft a list of committee chairs and to run that list by the Executive Committee for comment before appointing leaders for each committee. Michael will ship the membership database to the regional reps. for their use in contacting and recruiting committee members from their region. Deb will be looking to create as much regional balance as possible on the committees.

## Association Manager Discussion

The Executive Committee discussed the draft RFP for finding a new association manager to replace Connie Wagner. It was agreed to include in the RFP the budget range for NACDEP from the last three budget years and rely on manager candidates to be able to figure out what capacity the organization would have for manager services. Michael and Deb had both consulted with experienced association managers about the RFP. A U.S. Mail mailing to potential association manager candidates of up to \$500 was approved on a motion by Paulette, second by Michael and carried. A deadline of June 18<sup>th</sup> for receipt of proposals from prospective managers was approved on a motion by Michael, second by Steve and carried. Michael will issue the RFP ASAP.

## Website Redesign

Tim found a qualified graphic design student at Iowa State that he proposed to have create an entirely new NACDEP website over this summer. \$2,500 of were allocated to this project on a motion by Paulette, second by Michael and carried (abstention by Tim). Tim agreed to be the initial chair of the Communications and Website Committee (name correct?) that the Executive Committee considered creating during its meeting at the Minnesota conference. NACDEP's historical minutes used to be on the website but many of them no longer are there; this is an issue to refer to the new committee for action.

## Executive Committee Retreat

Deb suggested having a retreat for the Executive Committee so that NACDEP governance will work better. Since there are conflicts with the June 17-18 dates she will send a Doodle survey out looking for

dates that could work in June, July, August, or September. Harry will look for meeting places and rates in the Charleston area since the meeting should happen at the conference city for the 2011 conference.

### **Reports from NACDEP Regions:**

Northeast Region: Winifred reported on the NE region (having arrived to the meeting after that report) as possibly going to sponsor a regional NACDEP chapter along the same lines as the state chapters such as Missouri and Montana.

### **Transition Issues**

Deb thanked Greg and Michael for helping during the transition of the financial and communications issues stemming from the turnover (for the first time) in the treasurer and association manager positions. She will work with Michael to get messages out via a listserv that will be created by the University of Minnesota. The first big message from Deb will be about the recent conference and committee service opportunities. Michael will take over the organization e-mail account until there is a new association manager to serve as the main organizational contact person.

Meeting adjourned around 2:40 p.m., Central time.

Respectfully submitted,

Michael Darger  
Secretary