

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

**Minutes**

**March 12, 2010**

(via conference call)

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

**Present:** Deborah Tootle, Mike Woods, Steve Burr, Gary Green, Hank Cothran, Paulette Cooper, Michelle Eley, Ed Jones, Michael Darger (*incoming*), Harry Chrissy (*incoming*), Winifred McGee (*incoming*), and Cynthia Messer (guest).

Ed Jones welcomed everyone on the call. Ed announced that this will be his last call managed as President. Ed asked if there were any additions to the agenda. No changes were mentioned.

**Approval of the Minutes:** He also asked if there were any corrections or changes to the minutes. A few minor corrections were noted. Winifred McGee pointed to one correction towards the end of minutes (*Awards Committee* section). “*Disadvantaged*” Service Award” should be “*Distinguished*.” Hank Cothran inquired if I changed wording for his original motion. The changes were made prior the Board call; however he noted that the word, “nominations” was spelled incorrectly in the second sentence (motion). Steve Burr indicated a correction, as well. On page 2, I recorded under the *Election* section that “Steve Burr emailed someone from Minnesota” about the 1994 regional representative office, but it should be “Montana.” With these changes, Hank made a motion to approve the minutes and Deborah seconded. Motion passed.

**Acceptance of the Treasurer’s report:** Hank sent the Board copies of the December, January, and a proposed amendment to the Policy and Procedures (P&P) manual. Examining the January report first, Hank commented that the Association lost money in December. The short version of December financial report is that we ended the year with an income of almost \$8,000. Although the income (at the end of last year) is not comparable to past years when we had income of nearly \$25,000, the Association actually fared better than our original projections (i.e., potential bankruptcy around the time of annual conference (San Diego)). We ended up having a good year (in 2009), especially we received money from Galaxy III conference. We were cautious as far as our ’09 expenses were concerned. We didn’t have to go into our savings last year – even though we dipped in our savings twice the year before. Referring back to the balance sheet (Dec. 09 financials), the Association had nearly \$26K in a *Bank of America* account, \$7.6K in a bank of North Dakota and nearly \$47K in a CD kept in Florida – with total checking/savings amounting to approx. \$81K. With income from the conference (e.g., membership dues and other prepaid conference expenses), the Association income in ’09 was slightly over \$86K. Hank felt we ended ’09 fairly well.

Hank began to discuss the expenses (for December). He made reference to payments made to the manager, office expenses, website and payment (to Hank) for the site visit to Charleston. Ed asked if anyone had any questions. There were not any questions stemming from the December

financial report. Michelle Eley made a motion to accept the December financial report. Steve Burr seconded.

Hank discussed the January financials. We budgeted \$58K for Conference registration and we were at \$62K (in January). Hank cautioned that half of our members had not renewed. We budgeted for \$30K and we have received about nearly \$14K. He felt that was cause for concern because half of former members decided not to be renew. Our 2010 budget is set for \$24K; however we will spend fair amount of our net income (\$73K) on outstanding bills and the upcoming conference. Hank felt that essential the same thing will be depicted in the February report. Hartford (liability insurance) recorded in Jan. financials (as a bookkeeping entry). AT Conference is a service that manages the conference calls for Conf. Planning Committee. Hartford was paid last year and he hasn't renewed the policy yet. There were a lot of dues payments and fees by Association manager. The transactions appear to be fairly normal. A motion was made to approve the financials and transactions for December and January. Motion passed. Ed felt that we need to encourage renewals. Hank suggested that he could create a list of people that haven't renewed (by region) so that regional representatives can follow-up.

### **Regional Updates:**

Northeast – No report

North Central – Gary said that he was working with group in Missouri and they are developing a local chapter there and they are planning to submit their information to NACDEP soon. The region is hoping to have a new director in place for the NC Rural Development Center in the fall.

Southern – No report

Western – Steve updated us on the status for the 2011 National Tourism Conference. Originally, Miles Phillips from Texas A&M had originally offered to host the meeting; however, he was notified by his administrator that he couldn't do it. Then, Tom Chesnutt at Auburn had offered to host and there were some follow-up concerning the offer and then he was later told that he couldn't move forward with it. NET design team hasn't met recently on the conference call. There are considering other sites in 2011 and it was suggested to schedule the Tourism conference around the same time as NACDEP in Charleston. There has been some discussion of having a joint conference at some point. Ed asked whether the issue in TX and AL were fiscal. Steve agreed.

1890 – Paulette discussed that TX will be dealing with 5% reduction. Prairie View will be involved in some CoP planning, as well as disaster education planning. Paulette would like to publish a news brief of 1890 news. There is some interest to do programming with farmers with small acreage.

### **PILD:**

PILD is coming up. Eight NACDEP members have registered for the conference. The conference dates are April 26-28<sup>th</sup>. Ed said that he is planning to be there. There were still accepting registration at the time of our call.

### **2010 Conference:**

Cynthia Messer reported that things were moving along really well. At the time of our call, we have 197 paid registrations and with the additional sponsorships, we should have over 200 participants. We are doing a big push with emails to get people make their room reservations

because we haven't fulfilled the room block at the conference hotel yet. She said this was important for us to do in order to receive a commission from room sales and have complementary meeting room space. Nonetheless, she felt we were close so a further push is needed. Steve Burr mentioned that he had some trouble booking his room under room block set aside with the conference. Cynthia said that they added rooms to the block. Steve Burr said that the reservation person at the hotel said to call back once the additional rooms have been added. Cynthia gave a list of conference registrants to the hotel and the hotel has guaranteed that the Association will receive credit for additional rooms outside our block. The hotel has been very accommodating to our requests.

We have received some nice sponsorship. Two have come from University of Minnesota. She met with Dick Senese and they have agreed to sponsor this conference at the "gold level" which is over \$5000. That is addition to covering the expenses of our speakers. The university has made a huge commitment to this Association and she wanted to acknowledge their level of generosity. Another level of commitment is through the University of Minnesota Regional Sustainable Development Partnership and they have agreed to sponsor the conference for \$1000. They are promoting local scholarships for people in their region who like to attend. Three out of four Rural Centers have contributed to the conference. The Mall of America has been very gracious in hosting the reception on Tuesday night. This event is joint collaboration between the Mall of America and University of Minnesota Extension.

The host committee will print the conference and award programs in order to generate a formal look. She asked to have all of the program pieces by Tuesday (of the following week). Cynthia will arrange specific equipment, refreshments and meeting space needs for Board-related business. We moved the Board meeting on Sunday from 5pm to 6:30pm so that Steve Burr would have enough time to arrive at the hotel and it will be also closer to dinner time. Food will be prepared for the evening Board meeting on Wednesday. Michelle had a question about the room set up for the Orientation Session. Cynthia said that they will have several tables, but there will be not a microphone in the room. Steve asked whether we could catch any renewals at the registration table. Cynthia said that she wasn't aware of any registrants who declined to renew their membership.

#### **Chapter Application-MT:**

Steve wondered if Paul Lachapelle was contacted about MT application. After Steve reviews the policy, he plans to follow up with Paul. Steve mad the motion to approve the MT application and Deborah seconded. Motion carried. Hank reminded the Board members that the P&P manual outlines specific things on chapters on what they agree to do (e.g., accepting membership dues, chapter's by-laws must resemble NACDEP).

#### **By-Laws Change:**

Hank pointed to the fact that membership voted to change the time when people would assume leadership. There is a conflict in the language in Articles IV (Officers and Executive Cmte.) and IX (Elections) and the P&P manual should have been amended to reflect the by-law changes. Hank suggested that the term (of all members of the Executive Committee) will commence on May 1<sup>st</sup> and conclude at the end of the annual meeting. Since this also indicates a by-law change, this information should be presented to the membership at annual conference. Hank will

redo the notes on this matter and send it to Michael. They will ensure that the Board receives the changes and send it out to the membership

**Association Manager:**

Ad-hoc committee was formed, consisting of Paulette Cooper, Michael Darger, and Steve Burr, and they met via conference call and Adobe Presenter to discuss the issue of replacing the NACDEP association manager. Please see Ad Hoc Committee Report (3/10/10) for more information.