



**National Association of Community Development Extension Professionals Board/Committee Chairs  
Board Meeting  
MINUTES  
Friday, September 16, 2016**

**Voting Participants: (Present members highlighted in **YELLOW**)**

- Kelly Nix, President
- Stacey McCullough,, Past President
- Trudi Rice, President-Elect
- Connie Hancock, Secretary
- Nancy Bowen-Ellzey, Treasurer
- Adam Hodges, 1890 Representative
- John Phillips, 1994 Representative
- Connie Mefford, North Central Representative
- Mary Peabody, Northeastern Representative
- Susan Kelly, Southern Representative
- Roslynn Brain, Western Representative

**Non-Voting Participants:**

- Brent Elrod, National Institute of Food & Agriculture (NIFA)
- Don Albrecht, Regional Rural Development Center Representative
- Peggy Schlechter, Member Services Committee
- Brian Raison, Communications Committee
- Rebekka Dudensing, Marketing Committee
- Steve Burr, Finance Committee
- Michael Dougherty, Recognition
- Mary Emery, Journal of Extension
- Norm Schwertfeger, PILD Conference
- Trudy Rice, State Affiliate Committee
- Michael Wilcox, Development Committee
- Paul Lachapelle, Annual Conference Committee
- Greg Davis, 2018 Annual Conference Committee
- Kevin Andrews, Historian Report
- Ricky Atkins, Kerrin Naeff, Cindy Rossen, TAS

Welcome Kelly Nix  
Meeting called to order at 12:03pm

Introductions/Roll Call Mary Peabody (filling in for Connie Hancock)

Approval of the agenda Kelly Nix  
-Agenda reordered to accommodate 2017 Conference report

Trudi moved to approve /Nancy second

Approve minutes:

August 19 Board Meeting	Kelly Nix
Ros moved to accept /Susan seconded	
Minutes accepted for filing as presented	Kelly Nix
Board retreat, September 7-9, 2016	Kelly Nix



John moved to accept /Nancy seconded  
Minutes of the 2016 Board Retreat accepted for filing as presented.

Accept Treasurer's report and file Nancy Bowen Ellzey

- August balance sheet and P&L posted to Memberclicks
- Treasurer's report filed

2017 Annual Conference w/CDS Trudy Rice/Ros Brain/Paul Lachapelle/Ricky Atkins & Others

Joint meeting between NACDEP and CDS was very positive. Biggest shared desire is time for networking

**Item 1. FastTrack** (online review platform) has been proposed by CDS for the 2017 Conference. \$2500 for an annual subscription of which NACDEP would be responsible for some portion of the total.

Motion to support FastTrack subscription for 2017 Conference at a value of \$1000

Trudi moved /Susan seconded the motion

Discussion:

Clarification that the reason we are proposing a slightly reduced amount is that CDS will be using this tool for journal reviews as well so will get more "mileage" out of the subscription.

Would add to the professionalism of the conference and be more efficient for the volunteers that step up to do reviews.

Will help to track communications between reviewers and ensure those proposing have clear and timely communications.

Will be hard to go back to manual way of reviewing once this tool is used so we should consider the long term sustainability of this expense.

NACDEP should explore the future option of continued sharing of subscription with CDS to keep it affordable.

Motion carried.

NACDEP will spend \$1,000 to support a one-year subscription to FastTrack.

**Item 2.** Supporting the IACD – looking for \$50/international participant for help related to marketing and recruiting international participants to the 2017 Conference in Big Sky.

Thoughts related to this should be shared with Trudi – Board will vote next month.

### **Committee/Liaison Reports (20 minutes, written reports are preferred)**

**Natl. Institute of Food & Agriculture (NIFA)** Brent Elrod

Beth Honadle retired 3 September. We anticipate postings for National Program Leader positions in the Division of Family & Consumer Sciences for a Behavioral Economist and a Sociologist.

The FY17 Small Business Innovation Research (SBIR) Phase I solicitation closes 6 October.

The SBIR outreach initiative led by the Western Rural Development Center has archived the three webinars they convened at <https://wrdc.usu.edu/htm/sbir/>.

A Workshop on Research and University Engagement in Promise Zones, hosted by The White House, the U.S.

Department of Agriculture, and the U.S. Department of Housing and Urban Development, will be convened in DC 23 September.

The RRDC directors are in DC 17-18 Nov for discussions with AMS, RD and others.

**Regional Rural Development Centers Rep.** Don Albrecht

RRDC (headed by WRDC) contracted with SBIR to do outreach to help with awareness and marketing in order to increase and strengthen proposals. 2 webinars available on WRDC to help with outreach.

Also looking at potential speakers for NACDEP Conference

**North American Food Systems Network (NAFSN)** Susan Kelly



NACDEP is a founding partner of the North American Food Systems Network, and we are involved in supporting the community development competencies that are included in food systems certification.

I meet with the Foundations of Practice CoP to coordinate information between this process and the NACDEP Board. Currently, committees are being formed to support the CoP and the development of curriculum and accreditation of other training programs that have been developing around the country. We will meet the second Wednesday of each month at 1PM.

I also have an upcoming NAFSN meeting to represent NACDEP with all of the Founding Partners.

**Member Services Committee**

Peggy Schlechter

No Report

Note: John and Connie Mefford will be the Board liaisons for Member Services Committee

**Communications Committee**

Brian Raison

No report filed.

Note: CommComm decided to meet every other month. Mary Peabody will be liaison.

**Marketing Committee**

Rebekka Dudensing

- Videos of selected sessions – this will be a focus for the 2017 conference
- Contact award winners for video production – committee has met and will be in touch with award winners
- Revised definition of CD

The marketing committee's definition sub-committee submitted a recommendation, which the full committee discussed at the 9/6/2016 committee meeting. That definition has been uploaded to the board of director's area for their review and is pasted below. The video committee is also being encouraged by the full marketing committee to contact award winners from this past year to get some example videos produced (and to work out any kinks before the upcoming meeting).

As suggested by the sub-committee:

Definition of Community Development: "Community development is a practice-based profession and an academic discipline that promotes participative democracy, sustainable development, rights, equality, economic opportunity and social justice, through the organization\*, education and empowerment of people within their communities, whether these be of locality, identity or interest, in urban\*\* and rural settings."

(IACD, International Association for Community Development. This definition is on their website: <http://www.iacdglobal.org/>)

Extension's role: "Community Resources Extension Professionals work WITH communities to support development activities and to encourage broad participation, resulting in community and/or economic improvement as defined by the community."

(Sherin, Proffer, 2016)

\* Suggest putting a dual Americanized spelling as well

\*\* Suggest inserting suburban as well

**Finance Committee**

Steve Burr

Communication on the spot audit is underway and should be completed this Fall.

**Nominations Committee**

Stacey McCullough

No report.

**Journal of Extension**

Mary Emery

No report.

Note: will need to find a replacement for this position as Mary Emery's term is ending.

**PILD Conference 2017**

Norm Schwertfeger/Laura Fuller

No report.

**JCEP Leadership Conference 2017**

Kelly Nix

Reminder of dates: Feb 8-9 at Double Tree by Hilton in Orlando



Theme: Emerging Issues: A focus of this year’s conference will be to engage Extension professionals in identifying and addressing leadership strategies around emerging issues.

Keynote will be selected this month from 5 finalist

Proposal deadline is September 30<sup>th</sup>.

Please encourage folks to step up to make proposals around areas of expertise including leadership development topics and emerging issues your professional is responding to - particularly around civic engagements, conflict resolution, community outreach.

**Recognition Committee**

Michael Dougherty

This is the time of year when committee work begins to focus on the next year. To that end, I held a conference call with the Regional Board Representatives during the Board Retreat on September 8. Three recommendations came out of these: 1. That submission data be shared with Regional Reps during the period that awards applications are being accepted so (a) they know who is seeking awards from their region and (b) they can seek out award applications for under-represented categories. (The Regional Reps even suggested extending the deadline by design so that they can seek out additional submissions during the added time). 2. That projects and programs be restricted to submission in one category. This would prevent one activity from winning multiple awards – at both the regional and national levels (which has happened a couple of times in recent years). The thought behind this would be to enable NACDEP to recognize more people, projects, and programs. 3. That a “national consideration only” category be created for award applications. With the increase of projects that are national in scope, it is often difficult to identify a specific region for the submission. The first of these can be accomplished administratively. The other two will require changes in the Policies & Procedures; suggested amendments will be submitted to the Board for consideration at a future meeting. Additionally, I received a suggestion that NACDEP needs to change its time frame for awards because state awards (from official or unofficial chapters) are aligning their categories with the national awards and they often occur in the fall so that the winner can submit for the NACDEP awards. The committee will examine this issue and invites board input on the matter. Finally, has there been any decision about whether this year’s NACDEP award winners will be featured in the “Member Spotlight.” It was discussed during a board meeting in Burlington but nothing has happened since.

**Development Committee**

Michael Wilcox/Melissa Bond

No report.

**2016 Annual Conference w/ANREP #’s Wrap up**

Ricky Atkins & Others

Working toward the finalization of the finances. Several outstanding invoices still to be paid and an issue with the silent auction is requiring some additional oversight.

**2018 Annual Conference – Cleveland OH**

David Civittolo/Greg Davis/Ricky Atkins

No report.

**Historian Report**

Kevin Andrews

No report.

**Updates from the Regions & Partners (5 minutes)**

**Northeast**

Mary Peabody

- Attended the Annual Board retreat in Big Sky, MT.
- Reminders sent out on multiple upcoming events of interest to CD specialists, JCEP Conference, and upcoming call for awards and conference sessions.
- Continue to update the membership list.
- Coordination is underway to build a collaboration between the Food Systems CoP and Enhancing Rural Capacity CoP (NAFSN and ERCC).

**North Central**

Connie Mefford

No report.

**Southern**

Susan Kelly



- Attended the Board Retreat in Big Sky, Montana. Worked to create and update the Regional Representative Playbook with other Regional Reps.
- Sent a Regional Newsletter on 9/15/16 to 79 subscribers. Reminded them of the upcoming Call for Proposals, conference information, JCEP Conference, etc.
- Compared member list with current mailing list for September. Invited all Southern Region members to join circle in Member Clicks.

**Western**

Ros Brain

Newsletter scheduled. Washington State will be featured.

**1890**

Adam Hodges

In contact with Dr Lyons. Looking for ways to do outreach re: upcoming conference and awards to 1890 faculty/staff.

**1994/FALCON**

John Philips

This month, I would like to focus my report on conducting outreach to the 1994s in order to increase their membership in NACDEP and to attend the annual conference in Big Sky. This year represents the best opportunity in recent history to recruit 1994 people, as the conference location is in the heart of Indian Country. There are 7 1994s in Montana alone, 5 in North Dakota, 3 in South Dakota, 1 in Washington.

Here's the outreach plan I am proposing:

Now-to-November: advertise the conference and NACDEP, highlighting the value that membership and the conference represent (skills-building, knowledge sharing, networking, etc.). The 1994s annual conference is Nov. 5-7, so we won't push hard yet, as many of the 1994s are preparing for their own annual conference.

November-December: focus outreach on NACDEP presentation proposals (due around Nov. 15). This is a short turnaround from the end of the 1994s conference, so I will be looking for presentations at the 1994 conference that would be applicable to NACDEP/CDS, and encourage the 1994s to repackage them for NACDEP.

December-February: keep putting out periodic advertisements and reminders. Work with FALCON to see if they can contribute any scholarship funding for 1994s for registration fees or membership dues.

February-April: push hard for conference registration. Reach out to NACDEP members in states w/1994s and encourage personal recruitment from NACDEP members. Experience has shown that personal contacts are the most effective way to recruit.

May-June: following up with registered attendees to ensure they are prepared and excited for a great experience.

**Joint Council of Extension Professionals (JCEP)**

Stacey McCullough/Kelly Nix/Trudy Rice

Still looking for best approach to fill a vacancy on the JCEP Board. Stacey is on the committee to determine this approach.

**Update from TAS**

Ricky Atkins

Since the last board meeting the NACDEP National Office (TAS) has engaged in the following scope of work.

Finance:

- July finances will be reconciled early next week and sent to Nancy Bowen for next month's board reports.
- TAS set-up an accountant to do the 990 returns and are now filed
- TAS continues to work on Post conference reconciliations

Membership:

- TAS has processed 3 membership renewals since the last board meeting. Totaling 365 since the start of the renewal period.

Communications:

- TAS has sent out the September Newsletter
- TAS has sent out communications regarding the 2017 JCEP Conference

Web:



-TAS has created a stand-alone form to take donations to the NACDEP Endowment for Sustainability and will be ready to set-up the landing page once the development committee has prepared the language.

-TAS has posted the July Approved minutes to the web site

#### 2016 Conference

-TAS is currently working on post conference financials for the 2016 joint conference.

#### 2017 Conference

-TAS has negotiated the hotel contract with the Big Sky resort in Montana for the 2017 joint CDS/NACDEP conference.

-TAS is working with the CDS business office to outline and define conference responsibilities for both NACDEP and CDS planners.

#### Unfinished Business

##### Playbooks

Kelly/All

Work is continuing on completion of playbooks for all positions. Drafts are in the hands of Chairs for review.

##### Finalize MI Chapter Agreement

Kelly/Connie

Connie will be signing and forwarding on to Kelly.

##### Committee Chairs to provide contact info matrix for their members

Kelly/Committee Chairs

Continuing to seek completed committee matrices for posting on website.

##### NACDEP Website donation landing page

Michael W/Ricky

Work underway with TAS to launch separate donation page. This should resolve previous problems of adding membership fees to the donation unless the contribution only option was selected.

##### New Business

None.

##### Comments and Announcements

None.

##### Adjourn

Trudy/Susan

##### Meeting adjourned at 12:57

Next Board mtg. is October 21, 2016