

**National Association of Community Development Extension Professionals**

**Annual Business Meeting**

June 27, 2016

Burlington, Vermont

Minutes

**Call to Order:** Stacey McCullough called the meeting to order at 1:07 pm eastern time.

President Stacey McCullough opened the meeting by welcoming new attendees and reviewing the draft agenda.

**Approval of the Agenda for the 2016 NACDEP Annual Business Meeting: Notie Lansford moved to approve the agenda. Susan Kelly seconded the motion. Motion passed.**

**JCEP Presentation**

NACDEP President, Stacey McCullough introduced 2 representatives from the Joint Council of Extension Professionals (JCEP), Cynthia Gregg, NACAA President and Debbie Mathews, NAEFCS President. Gregg and Mathews reviewed JCEP’s interests of linking with NIFA and the Extension Committee on Organization and Policy (ECOP), advocating for Extension, encouraging scholarship, fostering collaboration, and creating synergy among JCEP member organizations:

* The National Association of Community Development Extension Professionals, [www.nacdep.net](http://www.nacdep.net)
* The Association of Natural Resource Extension Professionals, [www.anrep.org](http://www.anrep.org)
* Epsilon Sigma Phi, <https://espnational.org>
* The National Association of County Agricultural Agents, www. nacaa.com
* The National Association of Extension 4-H Agents, www.nae4ha.com
* The National Association of Extension Program & Staff Development Professionals, <https://naepsdp.tamu.edu>
* The National Extension Association of Family & Consumer Sciences, <http://www.neafcs.org>

The JCEP Leadership Conference, Emerging Leadership For Tomorrow’s Extension, is scheduled for February 8-9, 2017 in Orlando, FL and includes four tracks:

Track 1: Strategic Tools and Methods

Track 2: Program Evaluation for Planning and Improvement

Track 3: Leadership Challenges, Collaboration and Partnerships

Track 4: Identifying and Responding to Emerging Issues

The RFP due date is Sept 30, 2016. Visit [www.jcep.org](http://www.jcep.org)

Gregg and Mathews presented NACDEP leaders, Michael Darger and Alison Davis, for their service with JCEP.

**Secretary’s Report**

NACDEP President, Stacey McCullough introduced NACDEP Secretary, Julie Fox, who reviewed the location of meeting minutes posted on the NACDEP website.

**Susan Kelly made a motion to approve the 2015 annual business meeting minutes. Connie Mefford seconded the motion. Motion passed.**

**Treasurer’s Report**

The NACDEP Annual Financial Report (2015) was delivered by Treasurer Notie Lansford, which is completing his 3rd year as Treasurer. Lansford announced that Nancy Bowen Ellzey will be the new Treasurer. The NACDEP’s End-of-year Income Statement and End-of-year Balance Sheet were discussed.

Lansford noted that membership and conference revenue remain strong. Since NACDEP was established, the organization has had steady growth and now the current year’s projection is to breakeven. He thanked conference sponsors.

NACDEP President, Stacey McCullough thanked Lansford for his service and reported that the Treasurer’s report will be filed for audit.

NACDEP Income Statement



NACDEP’s End-of-year Balance Sheet



# **Committee Reports**

## **Communications Committee Brian Raison**

The Communications Committee oversees development and coordination of all communications with the NACDEP membership and outside associations, including the website, list serve and other means of information sharing, Committee activities include:

* Newsletter
* Website
* Messaging
* Member portal
* Events & activities publicity

Brian invited others to join the committee.

## **Development Committee Michael Wilcox**

## Committee co-chairs are Melissa Bond and Michael Wilcox. This committee was created in

## 2015 to develop strategies for raising funds with the primary goal of advancing the Association through an endowment for sustainability, sponsorships for visibility and connectivity, and providing scholarships for accessibility. The NACDEP Board provided $7,500 to seed the NACDEP Endowment and a 1:1 matching funds for member donations. The NACDEP website now includes a link to join/renew/donate. Michael mentioned that this development approach is similar to other JCEP associations. The initial fundraising goal is set at $25,000. This committee needs member from each region, according to Policies & Procedures. Michael invited members to join the committee to advance a formal campaign and investment strategy.

## **Finance Committee Nancy Bowen-Ellzey**

Committee chair, Nancy Bowen-Ellzey, noted that this committee includes the following members.

* Nancy Bowen-Ellzey, Chair
* Steve Burr, West
* Greg Davis, NC
* Craig Hertel, NC
* Jane Haskell, East
* Notie Lansford, Treasurer
* Eric Romich, NC
* Wayne Miller, South

## Committee tasks include:

* Annual budget
* Random audits – Annual spot audit to reconcile transactions against checking and savings statements
* Review committee charter annually
* Reviewed other organizations fee structures, conference fees to evaluate …
* Review potential risks
  + Consult on annual CPA audit and potential conflicts of interest
* Research revenue generating ideas
  + Conduct a comparison of membership and conference fees for similar organizations

## **Marketing Committee Rebekka Dudensing**

Committee chair, Rebekka Dudensing thanked committee members. The committee is presenting a session on definitions of Community Development and will review progress at breakfast on Wednesday. She invited members to join the conversation on Wednesday and mentioned that the committee would appreciate new members, especially from the western region, 1890s and 1996 institutions. The committee helps evaluate membership statistics, pricing, and value; identifies target groups; creates marketing materials; coordinates with other committees; and makes marketing recommendations to the board. For more information, email Rebekka Dudensing at rmdudensing@tamu.edu.

## **Member Services Committee Peggy Schlechter**

## Committee chair, Peggy Schlechter, noted that numerous conference scholarship applications

were received and the committee selected these scholarship recipients:

## Mariel Borgman, Michigan

## Libby Carnahan, Florida

## Ben Dutton, Nebraska

## Laura Ryser, Washington

## Bradley Burbaugh, Florida

Peggy invited members to join the Member Service Committee to share new ideas. Contact Peggy Schlechter at [peggy.schlechter@sdstate.edu](mailto:peggy.schlechter@sdstate.edu) or 605-394-1722.

## **Recognition Committee Michael Dougherty**

## Committee chair, Michael Dougherty, mentioned that the committee is charged with overseeing and presenting awards. He announced that the committee had been working toward the awards event scheduled as part of the NACDEP annual conference. He encouraged members to participate in the award submissions next year. He reviewed that the committee

## Main function “everyone sees” – awards presentation (5:45 pm today)

## Program, PowerPoint, script, certificates, publicity

## Recruitment and coordination of reviewers annual basis

## Main function no one sees – reviewing criteria, categories

## Finding ways to increase recognition for members

## Deciding on process, category changes/modifications

## For more information, members were encouraged to join the committee during a meeting at breakfast tomorrow or contacting Michael Dougherty.

## **Regional Reports Stacey McCullough**

## NACDEP president, Stacey McCullough, announced that all regional meetings would be held at 2:15 pm today.

## South: Willsboro Room

## North Central: Diamond I Room

## West: Valcour Room

## Northeast: Maple Room

**State Chapters Stacey McCullough**

NACDEP president, Stacey McCullough, recognized the following states for doing groundwork at the state level and having designated state chapters. Members from these states stood for recognition.

* Montana
* Missouri
* Wyoming
* Indiana
* Kansas
* Nebraska
* Michigan (completing application process)

**NACDEP’s Management Firm**

NACDEP president, Stacey McCullough, recognized Ricky Atkins and Kerrin Naeff from NACDEP’s management firm, The Association Source (TAS). She encouraged members to stop by registration to introduce themselves and say hello.

Stacey also recognized all committee members, emphasizing the value of participating in NACDEP committee to make a contribution, make friends, and be a part of the future of NACDEP.

**Recognition of New Board**

NACDEP president, Stacey McCullough recognized members of the new NACDEP Board and handed over the gavel to the new President Kelly Nix. The 2016-2017 NACDEP is comprised of:

President: Kelly Nix

President-Elect: Trudy Rice

Past President: Stacey McCullough

Treasurer: Nancy Bowen Ellzey

Secretary: Connie Hancock

South Rep: Susan Kelly

Northeast: Mary Peabody

North Central: Connie Mefford

West: Roslynn Brain

1890: Adam Hodges

1994: John Phillips

Kellythanked outgoing Board Members:

* Alison Davis
* Julie Fox
* Michael Dougherty
* Notie Lansford

**2017 Conference**

Paul Lachapelle and other conference planning committee members for the 2017 NACDEP/CDS conference announced that the June 11 – 14, 2017 will be held in Big Sky, MT. This is the first time NACDEP and CDS have joined together for an annual conference. The theme is “Big skies, bold partnerships, moving mountains together”.

The Community Development Society (CDS) provides resources and professional networking opportunities to scholars, professionals and citizens on issues relating to community development. Membership spans education, professional services, and practitioners from around the world and is committed to the expansion of robust, healthy communities.

CDS publications:

* + *Journal of the Community Development Society*
  + *Vanguard*
  + *CD Practice*
  + *CD Research and Practice Book Series / Current Issues Book Series*

CDS also hosts an annual conference to convene researchers and practitioners from around the US and abroad. The 2016 CDS conference is this July in MN.

Paul recognized the local host committee who briefly discussed the local features, travel convenience, mobile learning workshops and other opportunities in the area.

**2018 Conference**

Greg Davis and David Civittolo announced that the 2018 NACDEP conference would be hosted in Cleveland, OH. The conference planning committee and local Ohio hosts will work with the member services committee to get input.

**Announcements**

Kelly Nix announced that the NACDEP will host a webinar on July 27 at 1:00 p.m. (Eastern), titled, “NACDEP Online Community” to help members utilize all of the online features.

**Connie Mefford moved to adjourn the meeting. Motion passed.**

**Meeting was adjourned.**