



## **National Association of Community Development Extension Professionals Annual Business Meeting**

June 13 2017  
Big Sky, Montana  
Minutes

**Call to Order:** Kelly Nix called the meeting to order at 1:07 pm mountain time. President Kelly Nix opened the meeting by welcoming new attendees and reviewing the draft agenda.

Approval of the Agenda for the 2017 NACDEP Annual Business Meeting: Dave Shideler, moved to approve the agenda. Stacey McCullough seconded the motion. Motion passed.

### **JCEP Presentation**

**Kathy Tweeten/Shawn Tiede**

Why JCEP?

- ▶ Advocate for Extension
- ▶ Encourage Scholarship
- ▶ Foster Collaboration
- ▶ Create Synergy

What JCEP Does?

- ▶ Advances Partnerships
- ▶ Strengthens Extension
- ▶ Promotes Unity

JCEP Benefits

- ▶ Professional Development
- ▶ Recognition
- ▶ Engagement

JCEP Conference - February 14-15, 2018 - Orlando, Florida

PILD Conference - April 8-11, 2018

**Bob Ohlensehlen**

**JCEP Executive Director**

**Phone: 208-736-4495**

**Email: [jcepoffice@jcep.org](mailto:jcepoffice@jcep.org)**

### **Secretary's Report**

NACDEP Past President, Stacey McCullough reviewed the location of meeting minutes posted on the NACDEP website.

Connie Mefford made a motion to approve the 2015 annual business meeting minutes. Lori Gargkovich seconded the motion. Motion passed.

### **Treasurer's Report**

The NACDEP Annual Financial Report (2016) was delivered by Treasurer Nancy Bowen Ellzey. The NACDEP's End-of-year Income Statement and End-of-year Balance Sheet were discussed.

NACDEP President, Kelly Nix thanked Nancy Bowen Ellzey for her service and reported that the Treasurer's report will be filed for audit.

#### NACDEP Income Statement

	Jan - Dec 2016	Jan - Dec 2015	\$ Change	% Change
<b>Income</b>				
<b>Membership Dues</b>	25,345	24,900	445	2%
<b>Endowment</b>	1,230		1,230	
<b>Conference</b>	230,958	88,732	142,226	160%
<b>Total Income</b>	<b>257,533</b>	<b>113,632</b>	<b>143,901</b>	<b>127%</b>
<b>Gross Profit</b>	<b>257,533</b>	<b>113,632</b>	<b>143,901</b>	<b>127%</b>
<b>Expenses</b>				
<b>Annual Conference</b>				
<b>Expense</b>	175,757	58,537	117,220	200%
<b>Association</b>				
<b>Expenses</b>	47,965	51,425	-3,460	-7%
<b>Board Retreat</b>	649		649	
<b>Total Expenses</b>	<b>224,372</b>	<b>109,962</b>	<b>114,409</b>	<b>104%</b>
<b>Net Operating Income</b>	<b>33,161</b>	<b>3,670</b>	<b>29,492</b>	<b>804%</b>
<b>Other Income</b>				
<b>Other Income</b>	478	286	192	67%
<b>Total Other Income</b>	<b>478</b>	<b>286</b>	<b>192</b>	<b>67%</b>
<b>Net Other Income</b>	<b>478</b>	<b>286</b>	<b>192</b>	<b>67%</b>
<b>Net Income</b>	<b>33,639</b>	<b>3,955</b>	<b>29,683</b>	<b>750%</b>

#### NACDEP's End-of-year Balance Sheet

	Dec. 31, 2016	Dec. 31, 2015	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
<b>Checking</b>	\$ 9,548	\$ 13,498	-\$ 3,950	-29%
<b>Savings</b>	\$ 148,983	\$ 118,506	\$ 30,478	26%
<b>PayPal Account</b>	\$ 7,983	\$ 4,107	\$ 3,876	94%
<b>Total Assets</b>	<b>\$ 166,514</b>	<b>\$ 136,111</b>	<b>\$ 30,404</b>	<b>22%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Total Liabilities</b>	<b>\$ 2,400</b>	<b>\$ 1,825</b>	<b>\$ 575</b>	<b>31%</b>
<b>Total Equity</b>	<b>\$ 168,339</b>	<b>\$ 134,701</b>	<b>\$ 33,639</b>	<b>25%</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 170,739</b>	<b>\$ 136,526</b>	<b>\$ 34,214</b>	<b>25%</b>

## Committee Reports

### Communications Committee

**Brian Raison**

Oversee the development and coordination of all communications with the NACDEP membership and outside the association including the website, list serve and other means of information sharing.

#### Our Fun Committee Members:

Kevin Andrews	TAMU
Brad Burbaugh	University of Florida
Libbie Johnson	University of Florida
Jaime Menon	KSRE
Mark Apel	University of Arizona
Tom Blaine	OSU
Julie Fox	OSU
Melinda Grismer	Purdue University
Marie Hvidsten	North Dakota State
Susan Kelly	Univ. of Florida
Paul Lachapelle	Montana State University
Dean Larkin	Univ. of Missouri
Becky Nesbitt	The Ohio State University
Mary Peabody	Univ. of Vermont
Mark Peterson	Univ. of Arkansas
Brian Raison	The Ohio State University

### Board Liaison – Mary Peabody

#### Development Committee

**Michael Wilcox**

- 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 has earmarked \$8,000 in matching funds to help NACDEP reach its initial goal of raising \$25,000 towards the NACDEP Endowment. This means that your donation will be doubled, dollar for dollar, until the matching funds are exhausted.
- Why give to the NACDEP Endowment?
  - Support the mission of NACDEP
  - Create a sustainable means of supporting scholarships.
  - Honor of a co-worker, friend, family member, or colleague.

As the Endowment grows, NACDEP's capacity to support targeted efforts such as awards, professional development

### Board Liaison - Stacey McCullough

<http://www.nacdep.net/donate>

31 Total Donations to date = \$2865 or 36% of our goal

Source	Percent of Contributions
Current Board Members	47.3%
Current Committee Chairs	26.2%
General Membership	26.5%
Presidents & Past Presidents	70.7%

Donor Level	Amount	Number of Donors (n = 23)	% of Total Donations
Collaborator	\$500+	2	51.5%
Partner	\$250 - \$499	0	0.0%
Coordinator	\$100 - \$249	8	34.0%
Cooperator	\$50 - \$99	5	9.6%
Networker	Under \$50	8	4.9%

### Finance Committee

**Steve Burr**

*Ensuring the financial health of NACDEP through good budgeting and financial integrity*

- ▶ Develop Annual Budget

Supporting goals and objectives of NACDEP

- ▶ Conduct Informal Random Audit Annually

Report submitted to NACDEP Treasurer and Board on February 10, 2017.

- ▶ Review Formal Audit

External CPA audit conducted every three years.

Complete examination of financial transactions and procedures.

Verify procedures and/or guide establishment of revised or new financial practices or procedures.

- ▶ Advise NACDEP President, Treasurer, and Board

Complete other tasks related to NACDEP's financial integrity and/or growth.

### Committee Members

- Steve Burr (West), Chair – Utah State University
- Nancy Bowen-Ellzey (NC), Treasurer - Ohio State University
- Notie Lansford (South), Past Treasurer – Oklahoma State University

- Greg Davis (NC) Past Treasurer - Ohio State University
- Jane Haskell (NE) – University of Maine
- Eric Romich (NC) – Ohio State University
- Wayne Miller (South) University of Arkansas
- Daniel Eades (NE) West Virginia University

### **Board Liaison – Nancy Bowen Ellzey**

#### **Marketing Committee**

**Rebekka Dudensing**

- ▶ Identify opportunities to increase members' and other extension professionals' engagement with NACDEP and to maintain and grow membership.
- ▶ Research and report to the board on strategic issues, including recruitment and retention of members, target markets, services or products, and related issues.
- ▶ Communicate regularly with the communication, development, and member services committees.

#### **Committee Members**

- ▶ Kevin Andrews
- ▶ Michael Darger
- ▶ Rebekka Dudensing
- ▶ Richard Proffer
- ▶ Kenneth Sherin
- ▶ Dave Shideler
- ▶ John Turack
- ▶ Jamie Rae Walker

### **Board Liaison - Roslynn Brain**

#### **Member Services Committee**

**Peggy Schlechter**

Charged with keeping the organization responsive to its members, both in terms of organizational focus and products delivered to members throughout the year as well as during the Annual Conference.

- ▶ Peggy Schlechter, Chair, South Dakota State
- ▶ Chance McDavid, Mississippi State
- ▶ Amanda Philyaw-Perez, University of Arkansas
- ▶ Dan Kahl, University of Kentucky
- ▶ Paul Thares, South Dakota State
- ▶ John Phillips, First Americans Land-Grant Consortium

#### **Board Liaisons**

- ▶ Connie Mefford, University of Missouri
- ▶ John Phillips, First Americans Land-Grant Consortium

## **Recognition Committee**

**Michael Dougherty**

Responsible for the NACDEP awards process:

The committee receives the applications, helps recruit (with regional representatives) individuals to serve as judges, compiles the results, determines the regional and national winners, holds the awards ceremony at the annual conference, and reviews the process for continual improvement.

### **Committee Members**

- ▶ Michael Dougherty, Chair, WVU Extension Service
- ▶ Cheryl Burkhart-Kriesel, Nebraska Extension
- ▶ Daniel Eades, WVU Extension Service
- ▶ Jody Gale, Utah State University
- ▶ Katie Hoffman, University of Idaho Extension
- ▶ Susan Jakes, NC State University Cooperative Extension
- ▶ Rachel Welborn, Southern Rural Development Center
- ▶ Carroll Welte, Nebraska Extension

## **Board Liaison – Susan Kelly**

### **Regional Reports**

**Kelly Nix**

All regional meetings will be held today from 3:45-5:00 p.m.:

- ▶ Western (Roslynn Brain): Huntley Dining Room
- ▶ Northeast (Mary Peabody): Lake/Canyon
- ▶ North Central (Connie Mefford): Amphitheater
- ▶ Southern (Susan Kelly): Cheyenne

### **State Chapters**

**Kelly Nix**

NACDEP president, Kelly Nix, recognized the following states for designated state chapters.

- Montana Association of Community Development Extension Professionals (MACDEP) – Approved in December 2009
- Missouri Association of Community and Economic Development Extension Professionals (MACEDEP) – Approved in 2010
- Wyoming Association of Community Development Extension Professionals (WACDEP) – Approved in July 2012
- Indiana Extension Educators Association (IEEA) – Economic and Community Development (ECD) Section) – Approved in July 2014
- Kansas Association of Community Development Extension Professionals (KACDEP) – Approved in September 2015
- Nebraska Extension Association of Community Development Professionals (NEACDP) – Approved in January 2016
- Michigan State University Extension Community and Natural Resources Development Association (CNRDA) – Approved in August 2016

### **ByLaw Changes**

**Stacey McCullough**

- Membership approval (Art. III Sec. 1)
- Officer terms (Art. IV Sec. 1, 2, 3, 4, 6)
- Allow Treasurer to delegate some responsibility to Association Manager; change term for Treasurer from 1 year to 2 years (Art. IV Sec. 5)

- Remove language requiring the Secretary to maintain membership list; allow Secretary to delegate some responsibility to Association Manager; remove redundant phrase (Art. IV Sec. 6)
- Remove JCEP Galaxy Conference (Art. IX Sec. 3)
- Replace Affiliate Associations with NACDEP Chapters (Art. XII)
- Replace voting" with "attending" (Art. XIV)

### **Article III Membership & Dues - Section 1 Membership**

- There shall be no limit to the maximum number of members within the Association or of its membership classes. Any person meeting the membership requirements stated above may become a member by submitting an application and payment of the annual dues. If there is a question regarding eligibility of any member, the Executive Committee will review the application, make an official decision regarding membership class, and notify the applicant of that decision. The Association shall conduct an annual enrollment of members. The membership year shall be from January 1 to December 31. However, persons may be admitted to membership at any time during the membership year with submission of full dues.

Stacey McCullough on behalf of the committee moves to accept these changes. Jody Horntvedt seconded. Motion Carried.

### **Article IV. Officers and Executive Committee**

- Section 1. Officers -
- Section 2. Duties of the President - The term for President is one year.
- Section 3. Duties of the President-Elect - The term for President-Elect is one year.
- Section 4. Duties of the Past President - The term for Past President is one year.
- Section 6. Duties of the Secretary - The term for Secretary is one year.
- *Note: Regional rep terms already included in Section 7.*

Stacey McCullough on behalf of the committee moves to accept these changes. Michael Darger seconded. Motion carried.

### **Art. IV. Officers and Executive Committee, Sec. 5 Duties of the Treasurer**

- The Treasurer shall collect the annual dues, receive other funds accruing to the association and shall disburse funds as directed by resolution or an order of the Executive Committee. These duties may be delegated to the Association Manager with strong oversight from the Treasurer.
- The term for the Treasurer is two years. The Treasurer may succeed him/herself for no more than two terms, for a total of three consecutive terms.

Stacey McCullough on behalf of the committee moves to accept these changes. Allison White seconded. Motion carried.

### **Art. IV. Officers and Executive Committee, Sec. 6 Duties of the Secretary**

- The Secretary shall also see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the Association records in absence of an Association Manager; shall see that a register of the name and address of each member is kept; and shall be responsible for distributing the

ballot, and counting and reporting the results of election. These duties may be delegated to the Association Manager with strong oversight from the Secretary.

- The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.), and will be completed before the incoming secretary assumes responsibilities.

Stacey McCullough on behalf of the committee moves to accept these changes. Michael Dougherty seconded. Motion carried.

#### **Art. IX. Elections, Sec. 3 Assumption of Office**

- The term of office for all members of the Executive Committee shall commence at the end of the annual meeting and will continue to the end of the next annual meeting.

Stacey McCullough on behalf of the committee moves to accept these changes. Michael Wilcox seconded. Motion carried.

#### **Art. XII. State and Multi-State Chapters**

- Such state and regional associations may be accepted as NACDEP chapters upon approval of a petition submitted to the Executive Committee.
- Such state and regional chapters may collect the NACDEP annual dues...
- The membership requirements and membership classes of NACDEP chapters shall comply with membership requirements of NACDEP as defined in Article III of these Bylaws.

Stacey McCullough on behalf of the committee moves to accept these changes. Roslynn Brain seconded. Motion carried.

#### **Art. XIV. Amendments**

- The Bylaws of the Association may be amended by a two-thirds majority vote of the eligible members ~~voting at~~ attending the annual meeting.

Stacey McCullough on behalf of the committee moves to accept these changes. Lori Gargkovich seconded. Motion fails.

### **Community Development Definition**

**Rebekka Dudensing**

Definition: 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.

Statement of Extension professionals' role in community development: Community Resources & Economic Development (CRED) Extension Professionals work WITH communities to support



activities that encourage broad participation and result in social, environmental, and/or economic improvement as defined by the community

### **NACDEP's Management Firm**

NACDEP president, Kelly Nix recognized Ricky and Jody Atkins from NACDEP's management firm, The Association Source (TAS). She encouraged members to stop by registration to introduce themselves and say hello.

### **Recognition of New Board**

NACDEP president, Kelly Nix recognized members of the new NACDEP Board and handed over the gavel to the new President Kelly Nix. The 2017-2018 NACDEP is comprised of:

- President: Trudy Rice
- President-Elect: David Civittolo
- Past President: Kelly Nix
- Treasurer: Nancy Bowen Ellzey
- Secretary: Suzette Barta
- South Rep: Susan Kelly
- Northeast: Mary Peabody
- North Central: Brian Baison
- West: Laura Reyser
- 1890: Adam Hodges
- 1994: John Phillips

Trudy Rice thanked outgoing Board Members:

- Stacey McCullough – Past President
- Connie Hancock - Secretary
- Roslynn Brain – Western Rep
- Connie Mefford – North Central

Trudy Rice recognized Kelly Nix for her leadership as President of NACDEP 2016/2017

Trudy Rice challenges the membership for an endowment donation of \$50 or less.

### **2018 Conference – Communities that Rock – Cleveland, OH - June 10 - 13**

Greg Davis and David Civittolo - Cleveland, OH

### **2019 Conference – Asheville, North Carolina - June 9 thru 12**

Susan Kelly – North Carolina State University

### **Announcements**

Trudy Rice – thanked the Kansas Delegation for their support.

**Trudy Rice declared the meeting closed at 8:47 a.m. Meeting was adjourned.**