

Executive Committee and Committee Chair
National Association of Community Development Extension Professionals

Minutes

October 12, 2007

(via conference call)

2:00 – 3:30 Eastern (1:00 Central, 12:00 Mountain, 11:00 Pacific)

PRESENT

Dick Senese, Rick Maurer, Deborah Tootle, Hank Cothran, Dave Civittolo, Gae Broadwater, Mike Woods, Lorie Higgins, Charlie French, Steve Smutko, Kay Lynn Tettleton, Michelle Eley, Connie Wagner

OPENING

Dick Senese called the meeting to order. Two items were added to the agenda, the approval of the August Minutes and Financials and a Galaxy update. Mike Woods took over the meeting as Dick was called away for a few minutes.

Rick Maurer moved and Deborah Tootle seconded to approve the August minutes – motion passed. Deborah Tootle moved and Lorie Higgins seconded to approve the September minutes – motion passed.

Treasurer's Report – Hank Cothran reviewed the information provided. Deborah Tootle asked about the membership number. 2006 – 515; 2007 – 466 Mike Woods asked if we are performing within our budget, the answer is yes. Lorie Higgins moved and Deborah Tootle seconded to accept the Treasurer's reports for September - motion passed. Deborah Tootle moved and Charlie French seconded to affirm the expenses for September – motion passed. Mike Woods moved and Deborah Tootle seconded to accept the Treasurer's reports for August - motion passed. Mike Woods moved and Rick Maurer seconded to affirm the expenses for August – motion passed

OLD BUSINESS

Updates from the Regions

Charlie French – currently working on entrepreneurship

Lorie Higgins – WRDC director is still unknown, she will talk to Jim Goodwin regarding the 2009 conference but is waiting for the director announcement.

Nominations

Rick Maurer reported that he visited with all of the regional reps and they believe they were elected for at least two years. After discussion it was determined that the 1890, North Central and Western Regional Representatives have one more year. The 1994, Northeast and Southern Regional Representatives have two more years. The positions that are open for election for the 2008 term are President Elect, Secretary, Treasurer and the 1994 Representative (position is currently open). Deborah Tootle asked for clarification about the Secretary and Treasurer's positions, can they run again? The change went into effect for 2007 so that is considered the beginning of their terms. (That means they can be re-elected two more terms.) Rick Maurer stated that the University of Kentucky will host the elections this year rather than Texas. Nominations are due by November 9th.

JCEP

There is a JCEP meeting on December – online – for the President-Elect, President and Past President. Mike Woods will be attending. Connie is to pass along the information to the President-Elect after the election.

Operation Guidelines.

Mike Woods stated that it is currently being worked on.

Strategic Directions Meeting

A document is being worked on. It is a two stage process with the NACDEP Board being asked to review it and then the members and other interested parties

Hank Cothran brought up that although we had approved to send people to this meeting, we did not amend the budget to accommodate the expense. Rick Maurer moved and Deborah Tootle seconded to add \$4000.00 as an expense item in the budget for the Strategic Directions Meeting. The motion passed.

Galaxy.

1. Indianapolis Hyatt will be the NACDEP hotel—location for Board meeting (Monday, September 15, 2008; business meeting (Wednesday, September 17); and NACDEP breakfast (Thursday, September 18)
2. Housing reservations site will open in March
3. Proposed NACDEP sponsored sessions for Galaxy III:
 - invite Robert Reich to speak during the Wednesday afternoon time slot (travel expenses only) – we have since learned he is unavailable
 - invite the National Extension Tourism Team to coordinate a session and strive to include Indiana contacts for the Tuesday afternoon time slot
 - develop a session on Thriving Communities for Thursday afternoon; investigate the opportunity and cost of inviting Daniel Kemmis and Jean Burkhardt
4. Budget Approval Items:
5. Speaker expenses
 - Lodging and airfare for Robert Reich
 - Lodging and airfare for Daniel Kemmis and/or Jean Burkhardt
 - Possible mileage for area speakers on Tourism and Thriving Communities sessions
6. Awards - Anticipate getting our decisions completed in time for the galaxy brochure
7. “Call for proposals” is going to go on line hopefully by the end of this week.

Budget

It is time for the 2008 budget requests to be submitted. The requests need to include the amount, what you want to do with the money and why, and who will use it. During the development of the Operational Guidelines, a template for this will be developed.

Review

Mike Woods, Deborah Tootle, Hank Cothran and Dick Senese will do a review of the Association Manager and contract and have a recommendation by the November meeting.

Conflict of Interest

Everyone needs to sign it and send it to Connie. After the election, new members will be sent the policy and form with a self-addressed stamped envelope to return to the Association Manager.

Travel Expense Policies

Due to the policy not widely known, this is a reminder that no food receipts are needed if based on the federal Per Diem rate.

PILD Conference – Arlington, VA

The dates are April 28-30, 2008. On the 28th, the Association can meet from 10:30 AM – 1:00 PM. NACDEP does need to have someone present. If you have any ideas, please let Mike Woods know.

Member Services

They are developing a process for the distribution of the money raised by the Dollar Auction. Michelle Eley asked if NACDEP would have time and be permitted to have a Dollar Auction at Galaxy. There is a time scheduled for a silent auction, but no one is sure how it works or who receives the money. They are also working on the use of NACDEP logo issue. This should be a part of the Operations Guidelines and include an application form.

There was also discussion on the Affiliate Organization by-law – how does an organization qualify?

Awards

Kay Lynn Tettleton stated that they are pulling a document together with the history and future options.

Association Manager's Report

Dues invoices are scheduled to be sent in November with a letter from the President NACDEP. Connie will send Dick Senese a copy of the letter that was sent out last year.

Meeting Adjourned.

Schedule of future calls:

11/09/07

12/14/07