

 [Hom](#)

HOME

 [About
NACDEP](#)

About NACDEP

 [Lead](#)

Leadership

 [Com](#)

Committees

 [Link](#)

Links

 [Conf](#)

Conferences/Meetings

 [Job
Ann](#)

Job Announcements

 [Subr
an](#)Submit an
Announcement [Arch](#)

Archives

NACDEP Executive Committee Minutes (DRAFT) September 9, 2005

Present

Cindy Bigger
Hank Cothran
Jerri Marxman
Rick Maurer
Emily Shaw
Chris Sieverdes
Julie Stewart
Deborah Tootle
Kathy Tweeten

Welcome

Kathy Tweeten called the meeting to order. Deborah Tootle reported that a draft of the minutes from 8/12/05 has been sent out to the Executive Committee. A motion was passed to accept the minutes (Cothran /Bigger).

Treasurer's Report

Hank Cothran reported no substantive changes from last month; we have two new members which brings our membership up to 506 members. He is in the process of moving roughly \$11,000 from NCRCDR to the NACDEP account.

The Committee passed a motion that anyone joining as new member after Oct 1 be given membership through the following year (Cothran/Tootle).

The Committee discussed the issue of undeliverable e-mails to members and new members. Kathy Tweeten reported that due to an e-mail problem, one new member had not received anything from us after paying her membership. Kathy assured the new member that her membership would be good for the next year. We discussed doing renewal of memberships through snail mail as we may be missing some members on our lists. Julie Stewart will check the lists that Hank has. The Committee passed a motion that members who express dissatisfaction with not receiving e-mails for 2005 membership will continue for 2006 at no additional charge (Maurer/Cothran).

Committee Reports

Kathy Tweeten reminded committee chairs that they need to turn in projected budgets.

2006 Conference

Cindy Bigger and Rick Maurer reported they are still working on the budget. Registration fee will be capped at \$305. Mark Drabenstott will be opening speaker. Proposals have been slow to come in. Cindy and Rick will extend the deadline - we think that many people are focusing on hurricane, not NACDEP.

Marketing

Rod Howe has taken over Marketing Committee.

Membership Services

No report. Kathy Tweeten will talk to Steve Daniels about something for Katrina victims.

Resolutions and Policy

Jeri Marxman reported that we will use Texas A&M system to have membership vote on by-laws. Member will give 30 days to respond once the by-laws are distributed electronically.

Finance

No report.

Recognition

Chris Seiverdes reported that the committee will be small, but diverse, and wanted feedback on what kind of recognition we want for this Conference. Kathy Tweeten suggested that the committee should pull together their list of recommended awards for the membership meeting. The Executive Committee suggested that regional awards be given at regional sessions.

JCEP

No report.

Nomination

Rick Maurer reported that the deadline posted on website is September 16th. Nominations are coming in.

Task Force Reports

Database - Julie Stewart

Julie reported with have updated state and regional database breakdowns. How do we handle people who paid dues and were not qualified? The Executive Committee recommended we wait to see if affiliate membership passes. We are having some problems with SPAM on the list-serve. We may need to think about using a moderator. Membership Services needs to look at

this.

Web Page - Emily Shaw

Emily reported that web site is easy to maintain.

Old Business**Strategic Planning**

No report.

Executive Manager RFP

Kathy provided a sample contract for review (attached). Hank thinks we need an association manager. We discussed what we think the organization needs at this time and concurred that our priorities are membership and some conference management. We may want to ask about costs on doing membership management and then ask about membership and conference management. Emily feels she can maintain the web site. Kathy Tweeten, Emily Shaw, Julie Stewart and Hank Cothrn will form a task force to address these issues. We will try to have the criteria down by November.

Other

November meeting - November 7 at 10:30.

NEW BUSINESS

None. Move to adjourn.

Adjourn

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