

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

Notes/Minutes

September 12 & 15, 2008

(via conference call and in person in Indianapolis)

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

September 12, 2008

PRESENT

Mike Woods, Hank Cothran, Ed Jones, Dick Senese, Deborah Tootle, Kay Lynn Tettleton, Cynthia Pilcher, Sally Maggard, Louise Franck Cyr, Connie Wagner, Michelle Eley, Alan Barefield

OPENING

Mike called the meeting to order and welcomed everyone. Today's focus is on the standard items and Monday's focus is the balance of the agenda. Deborah Tootle moved and Ed Jones seconded to accept the agenda, motion passed.

Minutes – Deborah Tootle moved and Ed Jones seconded to approve the minutes, motion passed.

Financials – Hank Cothran reviewed the information that was sent out. Deborah Tootle moved and Michelle Eley seconded to accept the financials, motion passed. Deborah Tootle moved and Michelle Eley seconded to affirm the expenses, motion passed.

OLD BUSINESS

North Central Region – Wisconsin and Illinois have expressed interest in hosting the 2010 conference.

Federal Update – Sally Maggard stated that there was no new information. The Directors of the six divisions should be announced this weekend and she will share that information with us in Indianapolis. Sally will be given an opportunity to give an update to the members.

Galaxy – At Galaxy, the Executive Committee will work off the balance of today's agenda. This will include the state/multi-state charters, the 2009 conference and any new items.

Approximately 50 members have replied saying that they will stop by the NACDEP reception.

Business Meeting on September 17 – A quorum is assumed unless it is called. At the meeting, the members will be alerted to Bylaws changes, regional information will be shared, nominations are coming up and minutes from the last annual meeting. Also to be discussed are the awards/recognition with recommendation for the policy manual and the policy manual. At the end of the Annual Meeting, the Awards will be presented and photos taken.

Breakfast on September 18 – This time has been set aside for the regional meetings. Items from the Business Meeting will be discussed during this time. Additionally, members will be asked to volunteer for various committees.

AT Industries – Hank Cothran moved to terminate the contract and Ed Jones seconded. Hank called AT Industries and asked for a reconciliation as we are aware of additional NACDEP items that were sold and for which we did not receive credit (or royalty check). The motion was tabled while we try to get additional information.

Nominations – Dick Senese stated that the following positions are up for election the end of this year.

- President Elect 1 year
- Secretary 1 year
- Treasurer 1 year
- North Central Rep 2 years
- Western Rep 2 years
- 1890 Rep 2 years

With no further business, the September 12th meeting was adjourned.

Connie Wagner
Association Manager

Meeting September 15, 2008

PRESENT: Ed Jones, Mike Woods, Cynthia Pilcher, Michelle Eley, Deborah Tootle, Hank Cothran, Gae Broadwater, Connie Wagner, Dave Civittolo

The PILD Conference is scheduled right after NACDEP conference. We need to communicate with members and provide PILD information for them.

Regional Meetings at JCEP – These are educational opportunity for educators: What do other organizations do to send representatives to these meetings? What are the costs and who pays? We need to encourage NACDEP members to attend. The Regional Representatives will have input into the design of the program. The program does not need to be extensive, but promotion of the 2009 Conference should be part of it. NACDEP should have representation to the meetings, but it does not need to be Past President, President or President-Elect.

The Board concurred we should provide financial support for NACDEP representatives to attend PILD and/or JCEP meetings. However, we will have to make sure funding for attending these meetings is in the budget.

Website: Connie will try to have at least a screen shots for the business meeting on Wednesday AM.

State Chapters: We need to ask the members what they want. Do they want to have to belong to their state/multi-state organization in order to belong to the NACDEP? We are hoping to have all of this information by the November call. We also need to consider whether there should more than one organization allowed per state/multi state area, the benefits to NACDEP members, and the benefits to chapter members.

After much discussion, the board decided to require state level participation and both state and multi-state chapters can exist. We will give the state/multi-state chapters a presence on the NACDEP website.

Manager Evaluation & Contract: For the past 3 years, we have written two separate contracts – organization and conference. Ed Jones, Mike Woods and Connie Wagner will meet after the Thursday morning breakfast to start the process of evaluating the association manager's performance and to discuss merging the two contracts into one.

Hank Cothran moved and Ed Jones seconded to approve the amendment to the 2008 contract to include the conference. Motion passed.

RSS/Eden Emergency Preparedness: Ed Jones, Deborah Tootle and Michelle Eley are already involved and will be the contacts for NACDEP. As we build relationships with other organizations, we need to be mindful of the non-profit status. This belongs in the guidelines.

Sustainability: The JCEP Board feel there is a need to promote Cooperative Extension and its role in sustainability throughout all our programming areas. The emphasis on sustainability will be showcased right after transition of JCEP Board. There is a sustainability roundtable on Tuesday afternoon 1:30 in CC206. Dick Senese is leading roundtable; NACDEP has the opportunity to be a leader in this initiative.

Election Change: Since the conferences are now in April, should we be electing people to take office at the end of the annual conference? Most organizations time the transition of officers to coincide with annual meetings. When we vote on changes in the Bylaws at the 2009 Conference, we need to address the timing of the transition of officers.

Vendor Contract: We will wait until after Galaxy to address this issue.

Committees: We need to refocus the Finance Committee as an Audit Committee.

Meetings for JCEP: There are five JCEP meetings and two JCEP Board meeting per year plus other meetings. With approximately 12 JCEP related trips a year, costing at least \$1000 each, we may need to increase dues. Options were discussed are to either raise our dues by \$50 and then not raise them for a few years or raise them by a smaller amount but let members know that they may need to be raised again. After much discussion, we decided to put this question to the members at the Wednesday meeting with the following option. Anyone renewing by 12/31/2008 will pay the pre-increase rate. The decision will be made at the October Board meeting. If the increase is approved, invoicing will take place as quickly as possible.

Bylaws Changes for 2009: Options identified include the elimination of the 1994 position, changing the quorum to a simple majority of filled positions, modification of the election cycle and the creation of a Marketing/Communications Committee.

CONFERENCE 2009

We must work to have a high attendance. We are currently looking at sessions of 75 minutes with each presentation of 20 minutes. There was discussion of changing to 30 minute presentations and 90 minute sessions. There will be six sessions going on at a time. The more presentations, more people attending. Do we want to offer JCEP sister organizations member rates? After much discussion, it was decided that offering member rates would negatively impact out membership rate as many of our members are members of the sister organizations.

We need to solicit suggestions from the regional centers for keynotes.

Tracks & Chairs

- 1. Economy – Includes agri tourism, BRE, main street programs, other business/economic development
- 2.Environment – Includes land uses, water, natural resources
- 3.Engagement – Includes leadership, civic engagement, volunteerism
- 4.Equity – Includes environmental justice, social capital, diversity, capital allocation
- 5.Evaluation – Includes accountability, impact

Posters: we will ask Ryan Pesch to chair this again and have him work with someone else to show that person how it is done.

Sponsorships: Jim Goodwin will take the lead.

Exhibitors: Vivian Simon-Brown will be approached to work on this.

Chairs – Ed Jones and Jim Goodwin to contact and confirm by October 1, 2008

- Lynette Flage

- Tom Chesnutt
- Mary Luci
- Jim McConnen
- Kay Lynn Tettleton
- Susan Jakes
- Lisa Hinz
- Kathy Tweeten
- Jeri Marxman
- Paul Lachapell
- Christina Vazques Case

Conference 2009 Planning Committee

- Ed Jones
- Jim Goodwin
- Ryan Pesch
- Connie Wagner
- Vivian Simon-Brown
- Hank Cothran

Schedule:

Oct 1 – track chairs in place and

Oct 17 – web open for submissions

Nov 14 – close submissions

Dec 12 – notify all submitters of the decisions

Dec 19 – reply from presenters due

Jan 12 – Double Early Bird deadline

Feb 15 – sponsors and exhibitors identified and committed

April 1 – Print program

Posters: We need to let the poster presenters know that there is a FedEx/Kinko's right next to the hotel. This could alleviate possible airport problems.

With no further business, the September 15th meeting was adjourned.

Connie Wagner
Association Manager