**Dec. 17, 2021 Board Meeting**

**Minutes**

* **Welcome/Call to Order** ~ *Melinda Grismer*
* **Roll Call** ~ *Crystal Tyler-Mackey*
  + Melinda Grismer
  + Adam Hodges
  + Ramona Madhosingh Hector
  + Crystal Tyler-Mackey
  + Molly Donovan
  + Jan Steen
  + Michael Dougherty
  + Joy Moten-Thomas
  + John Phillips
  + Daniel Eades
  + Rebekkah Dudensing
  + Jaime Menon
  + Craig Carpenter
  + Sarah Rocker (USDA-NIFA)
  + Ricky Atkins
  + Tamara Ogle
  + Emily Proctor
  + Katie McFarland
  + Susan Jakes
  + Kara Salazar
* **Approval of the Agenda** ~ *Melinda Grismer*
* **Approve Nov. 19, 2021 Minutes** ~ *Crystal Tyler-Mackey*
* Daniel made motion to approve minutes. Kara seconded. Approved.
* **Treasurer’s Report - accept and file** ~ *Daniel Eades*
* Daniel shared the balance sheet and noted that the Fifth Third Checking number listed is misleading as there are checks coming in and the actual number is closer to 6 so no worries. Things are looking pretty good. Also noted some increased fees, such a credit cards, as more people are paying dues with credit cards so will make adjustment. Supplies shown refers to the laptop purchased to support the website and other needs.
* Rebekkah made motion to accept treasurer’s report. Susan seconded. Approved.
* **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
* Report uploaded along with rosters. About 80 people have renewed already.

**Partner Reports**

* Sarah Rocker ~ NIFA liaison (welcome aboard!)
  + Sarah has been known to NACDEP and was part of planning the CRD National Program Leaders meeting that happens and part of NACDEP conference 2020. She’s also presented at NACDEP after transitioning from the NE Center for Regional Rural Development. She is actively in communication with Brent Elrod.
* Regional Rural Development Centers Rep. ~ *Michael Wilcox*
  + Not on the meeting, spoke with Melinda prior to meeting

**Standing Committee Reports**

* Finance Committee ~ *Craig Carpenter* 
  + Not on call
* Communications Committee ~ *Jaime Menon/Jan Steen*
  + Uploaded Wednesday Webinar; been posting on Facebook, Linked In and Twitter to share job postings, NACDEP New Year and conference proposals. Jaime also attended DEI committee as liaison to Com Com. Lauded the intentional efforts of the DEI committee to move work forward. Melinda encouraged us to consider submitting newsletter articles.
* Diversity, Equity & Inclusion (DEI) Committee ~ Michelle Eley
  + Not on call
* Marketing Committee ~ *Emily Proctor (Update on NACDEP New Year!)*
  + Focusing on NACDEP New Year. Also looking to update brochure to reflect the HBCU and Tribal College rate options. Melinda asked regional reps to send Zoom links for the regional meetings at NACDEP New Year to Emily to be included in the materials/information to be sent.
* Recognition Committee ~ *Eric Walcott*
  + Have connected with all award winners from this past year and most all are available to present at NACDEP New Year. Also encouraging regional reps to discuss awards at their regional meetings.
  + Awards applications are due Feb 8. Regional reps are encouraged to identify reviewers during the regional meetings.
* Member Services Committee ~ *Michael Dougherty*
  + Webinars – had a great webinar in December. Low attendance, though. No January meeting as it would conflict with NACDEP New Year event.
  + Walt Whitmer is working on an effort to connect NACDEP webinars to the CD Extension library.
  + Also starting to work on Newcomer Session for the annual conference.
* Historian Report ~ *Stacey McCullough*
  + Not on the call, but sent to Melinda a note that she’s been meeting with past presidents to collect videos. Seven are completed already and is seeking to have them all completed and uploaded to NACDEP website before conference.

**Updates from the Regions & Partners**

* Northeast ~ *Molly Donovan*
  + Promoting NACDEP New Year
* North Central ~ *Kara Salazar*
  + Promoting NACDEP New Year and upcoming meeting will have opportunity to learn from “program sharing”
* Southern ~ *Susan Jakes*
  + Promoting NACDEP New Year and planning a joint 1890 and Southern Region meeting
* Western ~ *Katie Hoffman*
  + Promoting NACDEP New Year
  + Working on a training video for NACDEP awards.
* 1890 ~ *Joy Moten-Thomas*
  + Promoting NACDEP New Year and will invite 1890 members to joint 1890/Southern region meeting
  + Had first meeting in December. Working to identify 1890 staffing working in community development Extension.
  + Reaching out to potential members and sending them to Ricky to access the special membership opportunity
* 1994/FALCON ~ *John Phillips*
  + Nothing to report. Things are slowing down at year end.
* Joint Council of Extension Professionals (JCEP) ~ *Adam Hodges/Melinda Grismer* 
  + Transitioning from a January start date to a May start date. JCEP is re-organizing and getting new committee structures in place prior to the next group comes into leadership.
* Journal of Extension ~ *Jamie Rae Walker*
  + Not on the call
* ELC (Feb. 9-10, 2022, Kansas City) ~ *Donna Rewalt, Mike Gaffney*
  + ELC is open for conference registration. Theme: Reflect, Reconnect and Recharge. Shorter, interactive sessions will be offered.
* PILD (April 3-6, 2022 in Arlington, VA) ~ *Russ Garner, Ramona Madhosingh-Hector*
  + Had fewer presentation abstract proposals than hoped, so deadline extended.

**Conference Reports**

* 2022 Conference – *Melinda Grismer/Tamara Ogle/Rebekka Dudensing (Update on NIFA AFRI Conference Grant Submission, show management plan)*
  + Grant proposal submitted requesting support for Diversity, Equity, Inclusion and Access (DEIA) for the conference. Excitement for the conference is growing.

**Unfinished/Ongoing Business**

* **Moving from Membership to Subscription – Moved to January Agenda**
  + Based on our discussion during the September board retreat, we need to discuss the specifics of moving away from membership and toward a subscription base – deferred to the finance committee (Craig Carpenter) to discover the fiscal policies driving this decision and the implications of this decision *(not changing the express business purpose of the expense). May also be more informative to wait until NACDEP New Year.* Daniel informed us that Craig said it would not make a big difference. Daniel just also shared that it makes sense to wait and see how many do $25 option. Tamara $90 non-members with a complementary membership included, rather than saying $0 for members, may be worth considering.
* **NACDEP’s Policies and Procedures Change – Moved to December Agenda**
  + The Recognition Committee proposes a motion to change Section M of NACDEP’s policies and procedures (see attached) to clarify how the awards nomination process works for the DSA (Distinguished Service Award) and Distinguished Career Award. In the past, we have allowed regional winners that did not win nationally from the two previous years to be resubmitted for the applicable national award. These changes clarify that process and ensure that a single university does not have multiple nominees for these two awards – deferred to policy and procedure committee (Adam Hodges)
  + Tamara asked for a decision on this as it’s timely to communicate to awards applicants.

**Board voted. Approved**.

* **Member outreach – what data to collect and how to gather it**
  + Adding a NACDEP directory linked to our profiles showcasing knowledge areas and key demographic information (merging the MemberClicks and the Oxford Abstract categories to create the NACDEP priority list) by completing conference registration through Oxford Abstracts – Melinda is working on this item with the host conference Sessions Committee currently. Seeking to link profiles to conference registration to capture some key data points, such as Extension appointment percentage, 1890/1862/1994, etc. Melinda will be connecting with Com Com and Marketing to ensure we capture what we need.

**Adjourned:** Melinda thanked all for the work.

Board meetings are by Zoom on the 3rd Friday of each month (Next one: Jan. 21, 2022)

**START TIMES: 9 a.m. (PACIFIC) ● 10 a.m. (MOUNTAIN) ● 11 a.m. (CENTRAL) ● noon (EASTERN)**