



National Association of Community Development Extension Professionals

**October 20, 2023 Board Meeting
12-1:30 p.m. ET**

<https://us02web.zoom.us/j/89378200557?pwd=NU05eU5ncldyb2RGVXkxQi90bWQwQT09>

Agenda

- **Welcome/Call to Order** ~ *Crystal Tyler-Mackey (12:04 PM ET)*
- **Roll Call** ~ *Michael Dougherty*
 - Crystal Tyler-Mackey, President
 - Michelle Eley, President Elect
 - Rebekka Dudensing, Immediate Past President
 - Daniel Eades, Treasurer
 - Michael Dougherty, Secretary

 - Scott Slattery, Northeast Regional Rep (departed 12:15)
 - Hunter Goodman, Southern Regional Rep
 - Jan Steen, North Central Regional Rep
 - Juliet Daniels, Western Regional Rep
 - Iris Crosby, 1890 Regional Rep

 - Jaime Menon, Communications Committee Co-Chair (departed 1:00)
 - Tanya Lamo, Marketing Committee Co-Chair (departed 1:15)
 - Charissa Puryear, Member Services Committee Co-Chair (departed 1:15)
 - Eric Walcott, Awards Committee Co-Chair

 - John Green, RRDC Representative
 - Jamie Rae Walker, JOE Representative
 - Nate Peterson, 2024 Conference Committee (joined 12:20, departed 1:20)

 - Ricky Adkins, NACDEP Executive Director
- **Agenda** ~ *Crystal Tyler-Mackey*
 - Juliet moved to add an agenda consideration of creation of Select Committees under New Business. Rebekka seconded.
 - Michael explained what Select Committees were from the bylaws with specific task with a function (ad hoc committees). Juliet noted the board had ideas for committees will touch on in president's report.
 - Michael Moved to accept the amended agenda. Juliet seconded. Approved amended agenda.
- **Approve Minutes of the Last Meeting** ~ *Michael Dougherty*
 - Michael noted distributed via Member Clicks.
 - Jan moved to approve. Scott seconded. Approved minutes.



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- **Treasurer's Report ~ Daniel Eades**
 - Financial statement uploaded to MemberClicks.
 - Organizations \$195,296 in total assets. \$52,800 in endowment. Not too much to update. Revenue and expenditures not changed. Spending expected. Current at \$40,975 for expenses, excepting another \$12,000.
 - Michael moved to accept Treasures report. Scott seconded. Accepted report.
- **The Association Source ~ Ricky Atkins, NACDEP Executive Director**
 - Report uploaded to MemberClicks.
 - No change in membership. Other tasks on report. Also uploaded regional rosters (same as last month).
 - Contact Ricky for questions.

Partner Reports

- **NIFA liaison ~ Sarah Rocker**
 - Crystal reported that Sarah had conflict.
 - Shared notes received. Follow-up from NET – NIFA and USFS reported on work on recreation economies. Continuing coordinating work and research on topics. Requests anyone connect with leadership if working in area (Jake Powell, Doug Arbogast, Xinyi Chian)
 - Will talk about new programs, possible partnerships, next month.
 - NIFA continuing under continuing resolution, limited budgets.
 - Said to reach out to Sarah with questions.
- **Regional Rural Development Centers Rep.- SRDC – John Green**
 - Been doing national digital volunteer training this week. Looking forward to more info getting out on that initiative.
 - Recently had meeting between RRDC leaders and NIFA leadership for an hour and a half. Shared info on RRDCs and community development more broadly. NIFA leadership wants to have follow-up meetings, which is encouraging.
 - RRDCs present at NET. Trying to better determine role with MOU between NIFA, USFS, and USDA-RD. Northeast Center taking lead nationally on tourism. All centers trying to figure out roles regionally and nationally as centers mentioned in MOU.
 - North Central center represented RRDCs at FALCON. Lot of exchange with NIFA (with FALCON) during that time
 - Will be recruiting volunteers for Program Leader meeting at NACDEP.
 - Excited that NACDEP Mississippi Chapter going strong. Presented at Extension conference.
- **Community Development Society (quarterly) ~ Bo Beaulieu**
 - Not present. No report. (Not the scheduled time).



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- **Marketing Recommendations for Consideration** – logo, website, new committee Marketing/Comm Comm/Member Services collaborative team ~ *Tanya Lamo/Donna Rewalt (marketing)* ~ *Jaime Menon/Gwynn Stewart (Comm Comm)* ~ *Nicole Walker/Charissa Puryear (member services)*
 - Crystal reviewed last month's presentation and discussion. Noted one focus on how support efforts on professional development. Conversation had been around a Select Committee – which was added to agenda. Would come together for a set time to explore options for professional development, what might be offered, where responsibilities might lie. Committee would discuss where this happens or could happen within NACDEP.
 - Michelle provided more context. Noted that one thing DEI has wrestled with is how people feel comfortable with and operationalize concepts. Creating professional education is an area where people, feel comfortable. Know we are not alone wondering what right mechanism is. Wednesday Webinars have sparked some of that discussion. Create environment for us to learn from one another and for people to teach/share knowledge. We know not alone as MS looking at it. Feel need organization around it. How add value for members. How organize it (committee, subcommittee), provide it (existing, special event). Make use with intellectual capital in our institutions and not overtax anyone.
 - Jaime commented that value-added is extremely important with professional development pieces. What does NACDEP provide – especially when university pays for membership. Thought the newsletter has become a venue for work to be featured. Need to have oversight on professional development, understand what membership wants to focus on is important. Helps us as members who want to focus our work align with that, be able to have it featured on national level.
 - Daniel said this (the select committee) might be opportunity if not a permanent committee to “dip their toe” into committee work -get people in.
 - Michelle asked if we decide to have committee, need to identify members to serve, though It does not have to happen today. If know anyone might be in position to serve in some capacity, let the board know. One of recommendations is to start conversations with chairs of various committees (Member Services, Marketing, DEI, Communications) as well as conference reps (PILD, ELC) first to get a sense of what professional development opportunities are. Steps will need to be taken beyond today.
 - Crystal noted the select committee would work directly with and get information from the “Big Three” (Communications, Member Services, and Marketing). Also, the select committee would not be looking at doing professional development but exploring the best way to move forward.
 - Crystal commented there are other issues also related to professional development, with the biggest thing NACDEP does is the annual conference. Asked Juliet to discuss.



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- Juliet commented that when visiting with Prairie View about conference, realized same questions had when Idaho planning. Figured same questions previous. Thought should look at conference planning playbook. What needs updated. What planning committee role vs board role. Proposing Select Committee to review playbook and make recommendations. Thought previous, current, and upcoming conference chairs should be a part. Be able to comment on what is there and what needs to be changed.
- Crystal explained what playbook is (where logistics outlined). Idea to make conference planning easier.
- Iris asked if there was an orientation for incoming conference committee. Noted they might not understand or know their roles. Communication could answer some questions before planning of conference. Crystal did not think there was Juliet said it did not happen that away, though sometimes new committee members were involved in the previous year's conference planning. Said it might be good idea to do short presentation in addition to updating the playbook. Iris learned from Fullbright is different people may interpret things differently. Orientation would ensure everyone has same meaning though that initial communication.

Standing Committee Reports (please include a brief Standing Committee Report)

- Finance Committee ~ *Craig Carpenter*
 - Crystal said Criag unable to join.
 - Daniel noted had a conversation with Craig and that he (Daniel) will be on conference committee financial meetings. Info with go back to Finance Committee. So hopefully decisions be made in real time.
- Diversity, Equity & Inclusion (DEI) Committee ~ *Amber Tweety/Lupe Valtierra/Liza Hinz*
 - Michelle reported met on Oct. 10. Still working on NACDEP New Year information. Narrowed it down. Figuring what could be areas of focus/interest. Determining how to build capacity and support for this work. Some suggestions on what this could look like; Ideas included link platform to what is being done, training and coaching, webinar series.
 - Topics include How do we create sense of belonging and community. How do we navigate around political realities. Trying to see who has expertise, what capacity we have. Committee would like to engage leadership at this point before moving too far forward. Need input as a sounding board. Want to fit within NACDEP parameters and have deliverables – balance. Would like to have members of board attend next committee meeting.
 - Crystal asked how would like to proceed to contact those, suggested drop name in chat. Michelle said could do that or the committee meeting second Tuesday of the month at 1:30 PM ET (November 14). Could schedule special meeting if conflict. Also wants to have conversation with Crystal to talk about items for that meeting.



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- **Communications Committee ~ *Jaime Menon/Gwynn Stewart***
 - Jaime reported the Prairie View A&M had sent a videography price quote, forwarded it for consideration.
 - Newsletter went out. Tom Blaine (NL editor) said longest ever, included survey on logo.
 - Discussed merchandising possibilities and healthy food options for conference.
 - Next meeting is November 3 at 2 PM ET

- **Marketing Committee ~ *Tanya Lamo/Donna Rewalt***
 - Tanya reported that a link was sent out link to members on updated logo. Probably will allow a couple more weeks for replies. Donna will do research on costs of graphic designer. Will come back to board since not a budget item currently.
 - Have not moved on Updating website. still a goal.
 - Since do not have information on NACDEP New Year. Hoping to hone in ho to attract new members, conference goers. Setting a goal to go beyond number of members.
 - Will keep posted on logo process.
 - Ricky reported he received information from MemberClicks. A template change 60 days, \$750. Tanya will take that forward.
 - Next meeting is October 27 at 2 PM ET.

- **Member Services Committee ~ *Nicole Walker/Charissa Puryear***
 - Chrissa reported committee did not have meeting last month.
 - Next meeting is November 3 at 10 AM ET.

- **Recognition Committee ~ *Eric Walcott/Tamara Ogle***
 - Eric said not a lot had happened in the last month as there was no meeting.
 - Did put finishing touches on new nominating platform and it went out in the newsletter.
 - Next meeting is November 1 at 3 PM ET.

- **Nomination/Policy & Procedures Committee ~ *Rebekkah Dudensing***
 - Had one proposed change before meeting, now (after retreat) have three. Will talk about in Spring.
 - Had discussion about nominations. Still looking for nominees for President (elect), Secretary, Northeast and Southern regional representatives. Current regional representatives will run. General call went out but no response received. Looking at people. Hope to have two people each office. Working on it. Will have slate next meeting.
 - Crystal re-emphasized that the general call went out but direct reach out more effective. Hunter confirmed this as well.

- **Historian Report ~ *Stacey McCullough***
 - Not present, No report.

Updates from Regions & Partners (please include a brief Region/Partner Report)

- **Northeast ~ *Scott Slattery***
 - Had to depart, will upload report



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- North Central ~ *Jan Steen*
 - Regional meeting will be on Nov. 9 regional meeting, 1 PM CT (2 PM ET). Topics include NCRCRD funding opportunities, the rural grocery store program, and teaching entrepreneurship to incarcerated individuals.
- Southern ~ *Hunter Goodman*
 - Correspondence going out. Posting report.
- Western ~ *Juliet Daniels*
 - November meeting date did not work. Looking for date in December or following NACDEP New Year (in January 2024). Still seeking joint meeting with WRDC as there is an overlap with people and goals. Also want to get awards and conference proposals ready.
- 1890 ~ *Iris Crosby*
 - Working trying to get more 1890 participation. Excited with Prairie View V hosting. Next week (October 29-31) is the Professional Agricultural Workers Conference in Montgomery (AL) and a lot of 1890s will be there. Will be talking to administrators to get support and increased participation for NACDEP.
 - Nate said he would love to for Iris to share the conference promotional article. One way to spark engagement. Said he would send it to Iris; Iris said would send to 1890s extension administrators' newsletter.
 - Crystal said this was a great call. Michelle suggested doing a focused article in the 1890s newsletter, as community development was the focus coming up soon (in December or January). Great time to emphasize conference. Iris said would check and find out. Nate said used the same strategy reach out to CDS. Crystal noted that Bo Beaulieu from CDS joins these calls quarterly.
- 1994/FALCON ~ *Henry Thompson*
 - Crystal noted Henry could not attend the meeting because of a college board retreat.
- Joint Council of Extension Professionals (JCEP) ~ *Rebekka Dudensing/Crystal Tyler-Mackey*
 - Rebekka reported ELC and PILD submissions extended to November 3.
 - ELC (Extension Leadership Conference) is February 14-15, 2024, in Tampa.
 - PILD (Public Issues Leadership Development conference) is April 15-17, 2024, in Arlington, VA
 - Crystal said this is a great opportunity to reach national audience. Think about who might benefit, opportunity to present, receive professional development. This could provide a "spark" for them.
- Journal of Extension ~ *Jamie Rae Walker*
 - No major updates. Downloads are up— people are reading the articles. Strategic planning will be done between Jan to March to update the journal's plan.
 - Both JOE editor Jenna Adling and Jamie Rae will be at NACDEP.



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- ELC ~ *Donna Rewalt/Karen Tanner*
 - Not present.
 - Extension Leadership Conference is February 14-15, 2024, in Tampa.

- PILD ~ *Ramona Madhosingh-Hector/Erin Ling*
 - Not present.
 - Public Issues Leadership Development conference is April 15-17, 2024, in Arlington, VA

Conference Reports

- 2024 Conference – *Jimmy Henry/Nate Peterson/Talia Washington*
 - Nate said was grateful to meet and plan out activities with conference. Uploaded tentative schedule to MemberClicks.
 - From last year's feedback – conference dedicates time for work-life balance:
 - Monday has the pre-conference sessions, potentially CD 101. Want to get input from SEDC on the Program Leaders meeting. Kick off activities with the Newcomers Mixer and highlight the HBCU Experience.
 - Tuesday features three concurrent sessions, a 90-minute business meeting, regional meetings, and state's night out.
 - Wednesday has the mobile workshops (want them to be educational, will post Qualtrics survey on workshops) and the fourth concurrent session.
 - Thursday does not have any concurrent sessions. There will instead be "Table Talks." We felt it important to include 1890 and 1994 areas in these talks. Then will close out with the Capstone.
 - Rebecca asked if 1890 and 1994 regional meetings as well or just Table Topics. Nate said committee decided to have regional meetings at the Table Topics. Thought that would allow them to feed off the energy, making them best suited to hold them. Crystal noted that people other than those from 1890s will likely sit at the table. Nate said the conference might have to use part of the ballroom, use space before Capstone. Iris agreed with Nate as it was just a logistical thing in setting it up. Crystal noted that previous regional meetings 1890 and 1994 regional meeting were not competing but that this would compete with Table Topics.
 - Nate noted there will be competition but said there was no flexibility to have standalone meeting, noting that the business meeting longer than it been previously. Crystal noted the meetings ran long and spilled out of the allotted time slot in past years. Rebekka said fine if that was what was wanted but suggested reviewing this with those from the 1890s and 1994s. Also noted that regional meetings generally an hour and the schedule could move out half an hour to accommodate them. Iris thought way to build on strengths, unique way of engaging those from the 1890s.



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- Juliet said the poster session needs more time, especially with the recognition of the of the trailblazers; it needed to at least an hour and a half. Jamie Rae commented that starting at 5 not lot of time to grab dinner beforehand, suggesting maybe starting at 5:30. Nate said the reason was to give people time to change dress and check emails. Juliet suggested 5:30 to 7:30, noting that if the program listed 7:00 and it was not done, people will get anxious.
- Meal costs and contract minimums were discussed related to whether to provide a meal with awards). Crystal suggested gaining 30 minutes by shortening lunch. Juliet suggested looking at box lunch cost.
- Michael asked about number of presentation slots. Ricky noticed that rooms big enough to split. Five rooms but could be split into seven. Crystal added that there was talk about more sessions to provide more variety, more participation, more options for support.
- Juliet recommended moving up the NACDEP board meeting on the last day and starting the post-conference earlier to allow to go longer since people expect them to be in-depth training.
- Crystal noted the hotel was a beautiful facility, encouraged everyone to bring people, and said it was going to be a great conference.
- Survey link for the mobile sessions was provided:
https://pvamu.co1.qualtrics.com/jfe/form/SV_6QM1R9CTTzJqZLw
- Nate closed by seeking in planning the 2024 conference, noting there are volunteer opportunities for various committees, such as Sessions, Sponsorship, Publicity, Mobile Tour, and Speakers. If interested, contact him at nbpeterson@pvamu.edu
- Next conference committee meeting is November 16 at 12:30 PM CT (1:30 PM ET).
- 2025 Conference - *Rebekkah Dudensing*
 - Rebekka reported that Ricky recommended negotiating a contact with the Embassy Suites in Charleston WV.

Old Business

New Business

- 2025 Conference:
 - Motion to Ricky to open contract negotiation contact with the Embassy Suites in Charleston, WV.
 - Rebekka moved. Jan seconded. Motion to negotiate contact approved.
- Creation of Select Committees
 - Motion to create a Select Committee to review the Conference Planning Playbook and make recommendations. It would work until the 2025 post-conference debrief.
 - Juliet moved. Michael seconded Approved to create select committee approved.



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- Motion to create a Select Committee to explore professional development opportunities for NACDEP members. It would work until the next appointments to committees (Approximately Summer 2024).
- Hunter moved. Micelle seconded. Approved to create select committee approved.

Announcements

- Next meeting – November 17, 2023

Adjourn

- All items on agenda covered/completed.
- Meeting adjourned at 1:31 PM ET.

Board meetings are by Zoom on the 3rd Friday of each month
START TIMES: 9 a.m. (PACIFIC) • 10 a.m. (MOUNTAIN)
11 a.m. (CENTRAL) • 12 noon (EASTERN)