



National Association of Community Development Extension Professionals Board/Committee Chairs
MINUTES
Friday, December 15, 2017
START TIMES: 9 am (PACIFIC & AZ) / 10 am (MOUNTAIN) / 11 am (CENTRAL) / noon (EASTERN)

Welcome/Call to Order
Introductions/Roll Call

Trudy Rice
Suzette Barta

Trudy Rice
Kelly Nix
David Civittolo
Suzette Barta
Nancy Bowen Ellzey
Brian Raison
Mary Peabody
Susan Kelly
Laura Ryser
Adam Hodges
John Phillips
Ricky Atkins, Executive Director

Committee Chairs/Liaisons also in attendance:

Kevin Andrews
Steve Burr
Michael Dougherty
Brent Elrod
Mary Emery
Julie Fox
Laura Fuller
Melinda Grismer
Stacey McCullough
Rebecca Sero-Lynn
Peggy Schlechter
Dave Shideler
Mark Skidmore
Michael Wilcox

Approve Agenda

Motion to approve by: Kelly Nix. Second by Susan Kelly. Motion carried.

Approve November minutes

Motion to approve by: Susan Kelly. Second by: Laura Ryser. Motion Carried.

Accept Treasurer's report and file: Nancy Bowen Ellzey presented and posted her reports.

Nancy posted the November 2017 Financial Report. Uploaded this month are three reports; balance sheet, profit and loss statement and a report comparing fiscal YTD 2017 with 2016. All three reports demonstrate an anticipated negative net income, expected to be just over \$7500 by year end. Although association expenses will be under budget for the year, conference expenses went over budget. Also, membership was down somewhat this year, so did not reach budget expectations.

Motion to accept by: Mary Peabody. Second by: David Civittolo. Motion Carried.



Board Report: Trudy Rice

The board has updated an agreement with TAS. Also, a draft of a TAS Playbook has been submitted by Ricky. We are in the process of reviewing and updating the playbook.

Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA): Brent Elrod. See attachment for the full report.

Brent noted that NACDEP News has been posted and that he has highlighted some opportunities to serve in that publication. Brent also invited board members to stop by his office for a visit if they are every close by.

Regional Rural Development Centers Rep. Mark Skidmore

- Mark noted that he and others contributed to a new book on Rural Housing and Economic Development that is now available.
- In March, RRDC directors will go to DC. Among other activities, they will arrange for a meeting to talk about big data for use by communities.

North American Food Systems Network (NAFSN): Susan Kelly

They met in Boston this week. Of note, they are looking for greater diversity in their leadership. If you know of a candidate for leadership, please forward to Susan.

Member Services Committee: John Phillips and Kelly Nix

- The committee requests funds to finance 5 scholarships for conference registration. (\$450 x 5). A response from the Treasurer indicates that this request has already been put in the budget (to be presented in January.)
- John also asked about early bird registration—when it will begin and when it will close—as it affects the application for scholarship process. Consensus was that early bird registration would probably close around April 15.

Communications Committee: Brian Raison presented in place of Melinda Grismer

Brian reported that they are working with the 2018 conference committee to get the word out.

Marketing Committee: Trudy Rice in place of David Shideler

Trudy reported that she spoke to Dave regarding the committee's desire to develop a new logo. She suggested that the committee come up with several options and then present those prototypes to the board.

Finance Committee – No Report

Nomination Committee – Kelly Nix

Kelly reported that she has called all those who ran for offices regarding the results. On Monday, Ricky will announce the winners to the membership. The winners of the election are as follows:

President Elect – Susan Kelly

Treasurer – Nancy Bowen Ellzey

Secretary – Michael Dougherty

NE Region – Mary Peabody

Southern Region – Amanda Perez

Journal of Extension: Trudy Rice in place of Mary Emery

Trudy reported that Mary's term will end at the end of 2017. Julie Fox will replace her in this role.

PILD Conference 2018 Rebecca Sero-Lynn

Call for proposals ended in November. They are currently in the process of contacting those whose proposals were accepted. The agenda is being finalized.

JCEP Leadership Conference 2018 Trudy Rice

Registration is open for this conference to be held in Orlando February 14-15. Trudy encouraged board members to participate in the Town Hall meeting.



Recognition Committee: Michael Dougherty posted (and presented) a report.

1. 2018 Awards Cycle to begin in early January
 - Will work to Ricky to get applications updated and posted.
 - Preannouncement in December newsletter (with recognition of 2017 winners)
 - Essentially the same awards, process, and timeline as last year
2. 2017 Awards clean-up
 - Corrected certificates signed and sent-out
 - Winners noted in December newsletter (in preannouncement of 2018 awards)
 - Committee provided insight on future direction of NACDEP Awards
 - Biggest potential change is potential move to ranked (Gold/Silver/Bronze) system.
 - Current categories and division (team and individual) appear appropriate.
 - Need external ideas on how to improve number of applications.
 - Full list of comments attached. (See Attachment)

Development Committee: Michael Wilcox

- www.nacdep.net/donate has been updated to include recognition of donors 2016-2017 (through the end of August).
- Michael encouraged us all to donate prior to the end of 2017 to take advantage before tax laws change.
- Committee is currently focusing on an end-of-year campaign and is working with the Treasurer and the Finance Committee.
- Michael noted that we may need to amend Policy and Procedures regarding maintenance of the endowment by the Finance Committee.
- Laura reported a bug on the "Donate" site and Ricky will follow up.

2018 Annual Conference-Cleveland, OH: David Civittolo

David reported that conference planning is going well. The call for proposals went out. They are finishing up the Mobile Learning workshops. They hope to get everything out soon after the first of the year.

2019 Annual Conference – Asheville, NC: Susan Kelly and Ricky Atkins

- Things will get very busy in the planning process after January 1.
- Ricky is reviewing the contract
 - They did not put our concessions in the contract (free parking, wifi in rooms)
 - Ricky wants to rewrite a clause about them having the ability to change room assignments.
 - We hope to have Trudy sign the contract by the end of the year.
- Susan added that the \$1000 incentive from Asheville will be awarded after the contract is signed. At that time, the board can decide how to use those funds.

Historian Report Kevin Andrews – No Report

Updates from the Regions & Partners

Northeast: Mary Peabody – No Report

North Central: Brian Raison

Brian shared conference dates for the North Central Leadership Conference in April and the Land Grant Diversity Conference in February.

Southern: Susan Kelly posted a report.

- The last Southern Region Newsletter was sent in September and another one planned for January.
- Monthly downloading the roster provided by TAS to locate any additional members in the region.
- Working on a plan to identify NACDEP champions in each state of the region, to help with a membership drive for 2018 memberships.
- Continuing discussion about forming a North Carolina NACDEP Chapter in 2018.
- Happy Holidays everyone!



Western: Laura Ryser posted a report.

1. I have emailed out one newsletter to the Western roster on Nov. 29 indicating that the western region map is now on google maps. The changeover allows for more functionality. At present, 19 members have responded to the survey and are included on the map. Members are organized into six categories of their choosing, they could pick more than one.
 - a. Sustainability & Sustainable Development
 - b. Food Systems & Horticulture
 - c. Youth & Family Development
 - d. Leadership Development & Capacity Building
 - e. Metropolitan & Urban Extension
 - f. Public Policy & Applied Policy Research
2. Survey to be included in the map can be found at https://wsu.co1.qualtrics.com/jfe/form/SV_7alb22sNTq2Mbs1
3. Map can be found at https://www.google.com/maps/d/edit?mid=1dYV7tgLYnLafwBBFP_cVsH4wR58EmsNB&ll=26.295841076996645%2C-161.53512030000002&z=4
4. I have set up a gmail account to host the map, nacdepinthewest@gmail.com , communitydevelopment (password). Future Western Region representatives will be able to manage member information here. Map is located in 'my drive.'

1890: Adam Hodges posted a report.

"I am currently disseminating the NACDEP Newsletter and call for proposals in hopes of enticing colleagues at our 1890 institutions to submit session proposals. I will continue to promote the geographic accessibility of this conference as well as looking ahead to Asheville in 2019. Happy Holidays everyone!"

1994/FALCON: John Philips – No report

Joint Council of Extension Professionals (JCEP): Kelly Nix – No report

Update from TAS : Ricky Atkins presented and posted a report.

Since the last board meeting the NACDEP National Office (TAS) has engaged in the following scope of work.

Finance:

- TAS has reconciled financials for November and sent to the treasurer for their report.
- TAS continues to monitor all accounts receivable and payable for the association

Membership:

- TAS is currently processing Membership renewals for the 2017 membership year. 335 members have renewed through the online renewal system.
- TAS has updated the membership renewal form and plans to start dues renewals on Dec 15.

Communications:

- TAS has worked with Trudy to get information regarding JCEP 2018
- TAS has put together the December newsletter and has sent to database

Web:

- TAS has created a landing page for the 2018 Conference
- TAS has created a call for proposal page for the 2018 conference

2018 Conference

- TAS has created the sponsorship form and will be completing all sponsorships online for this year.
- TAS has worked with Greg Davis to get the webpages up and running.



2019 Conference

- TAS has contacted all of the site visit hotels to apprise them of our selection for 2019
- TAS has initiated contract negotiations for the 2019 NACDEP Conference at the Renaissance hotel in Asheville, NC.

Unfinished Business

1. Fund transfer recommendation from Finance Committee-Nancy Bowen Ellzey and Steve Burr: The Finance Committee would like to meet with the Development Committee to decide on a vehicle for this transfer. This item will be carried over as unfinished business.
2. Proposed posting of proceedings/speakers/presenters from 2017 CDS/NACDEP conference-Brian Raison: It has been decided that it is not financially feasible to put these videos on the website. The alternative may be a YouTube Channel. This item will carry over as unfinished.

New Business

2018 budget: The 2018 budget will be formally presented at the January 2018 meeting. A proposed draft version is available for review.

Other business as needed -- None

Comments and Announcements --None

Adjourn Motion by Nancy Bowen Ellzey. The meeting was adjourned at 12:55 PM (Central).

Next Board mtg. is January 19, 2018 at 11:00 Central Time



NIFA Community Vitality Report for NACDEP December 2017
Provided by Brent Elrod

1. From the Consortium of Social Science Washington Update
Congress Passes Two-Week Stopgap Funding Bill, Returns to Debate Spending and Taxes
Congress passed a continuing resolution (CR) on the evening of December 7 to continue federal appropriations through December 22, averting a partial government shutdown. The extension of fiscal year (FY) 2017 funding levels through this CR will give Congress more time to finalize FY 2018 spending and come to agreement on raising spending caps set in place by the Budget Control Act. While the House of Representatives has finished work on all twelve of its spending bills, the Senate has yet to vote on any, referencing a lack of agreement on overall spending levels. In addition to finalizing spending for the current fiscal year, House and Senate Republicans continue to negotiate differences on their proposed tax overhaul. Debate on taxes and annual appropriations will likely carry them to, if not past, their scheduled Christmas recess. Read more of COSSA's coverage of the tax debate here and FY 2018 spending here.

2. Rural Housing and Economic Development (Routledge Advances in Regional Economics, Science and Policy) 1st Edition just released!
by Don E. Albrecht (Editor), Scott Loveridge (Editor), Stephan Goetz (Editor), Rachel Welborn (Editor)

3. The FY 2017 Enhancing Agricultural Opportunities for Military Veterans Competitive Grants Program (AgVets) Request for Application (RFA) Letters of Intent are due January 11, 2018 and full proposals due February 8.

The NIFA Funding Opportunity Page: <https://nifa.usda.gov/funding-opportunity/enhancing-agricultural-opportunities-military-veterans>.

Grants.gov Page: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=298885>. This page includes a synopsis of the funding opportunity, a link to the full announcement (RFPA) and the application package.

4. The FY 2018 Beginning Farmer and Rancher Development Program (BFRDP) RFA submissions are due February 8, 2018 at 5 pm Eastern time.

NIFA Funding Opportunity Page: <https://nifa.usda.gov/funding-opportunity/beginning-farmer-and-rancher-development-program-bfrdp>

Grants.gov Page: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=298993> . This page includes a synopsis of the funding opportunity, a link to the full announcement (RFA) and the application package.

The anticipated amount available for grants in FY 2018 is approximately \$17.7 million. A webinar will be held Wednesday, December 19, 2017 at 1:00 – 3:00 pm EST. To join the webinar please use the following link: <https://nifa-connect.usda.gov/bfrdp2018/>



Questions for the NACDEP Recognition Committee

Please respond to the following questions about the NACDEP awards process. The compiled results will be used to prepare for the future.

What is the best thing about the NACDEP Awards?

- Hearing about all the good work people are doing. It's like a "best of" list of CED Extension programs.
- They recognize good work in community development. There are lots of types of awards to recognize different sorts of work.
- It focuses specifically on CRD/CRED/CD work. I don't know of any other platform to recognize that work.
- The awards are current and evolving with the needs and innovations of educators.

What could be better with respect to the NACDEP Awards?

- We've done a good job recruiting MCs. The ceremony is streamlined; it's pretty tight.
- Finding a way to divide up awards getting like 15 nominations to recognize more folks.
- While this is for NACDEP members, in states that do not pay membership fees, it can be a bit tough.
- The written criteria to be a member the year before may need to be looked at. I may not be well enforced, so it needs to be clarified. When folks may only join every other year or when going to a conference, they may not be eligible ever for awards.
- Getting more submissions.
- We do a good job of meeting needs with the awards and the process is timely.

Are there any new awards that should be considered for addition?

- A new award might be for a program or effort that generates a new or non-traditional Extension audience.
- Community inclusiveness, building a sense of community. Unsure if others are doing work in this area but it be cool to explore.

Are there any existing awards that should be considered for elimination?

- Wonder about the innovation and creativity award. Maybe that should be a points category on the rubric for other awards.
- Like our awards. Even though some are not popular – like Diversity – but those categories are really important.
- Not aware of any. We have done a nice job to update where necessary.

Should we keep, modify, or eliminate the distinction between Individual and Team awards?

- Depends on the goal of the awards. Are we rewarding the best of the best or also providing a way for people to beef up their CV? No+ problem with combining them.
- Maybe for some of the less popular ones, but can they really compete with each other? Might be hard to compare a team project to non-team project
- They should remain separate. It's difficult to compare apples to oranges.

Should we keep the regional-national awards system or go to something different (such as system of Gold-Silver-Bronze/Ranked awards)?

- The latter (ranked awards). Again if the goal is to really showcase the best of the best this is the way to do it
- Might have a gold and silver awards nationally and bronze be regional winners. Awards program would end up being longer, which might not be so good.
- I kind of like the Gold-Silver-Bronze idea – kinda shake things up.
- Could we do a hybrid? What that might look like is keeping the regional awards, but submitting the top three in each region for the national level, then having 3 awards nationally. I realize that is more work but it allows us to keep the best of both worlds, perhaps.
- Both have their advantages. It is easier to compete in a small region regionally but there may be more value to the award competing nationally.



How can we better publicize/announce the nominations process?

- At this point people should know. Maybe more frequent email blasts in the month leading up to the awards? People seem to always wait until the last minute.
- We do lots of reminders and stuff. Both this and the next question should be done well at the state level.
- I think people are seeing the announcement, but just aren't taking time to submit. Not sure what to do about that. The application is pretty lean as it is.
- Good support in our regions and state organizations is critical. Also think helping states to align their award process with the national process would help encourage more participation.

How can we better recognize/publicize the award winners?

- It should be done well at the state level.
- We could send for notes to Extension directors
- We need a more seamless way of posting/distributing the award photos. It seems logical to do that through the NACDEP association website, but we need a process.
- We also need a template news release. [Note: Developed but not distributed last year.]
- Could the winners also be showcased in the NACDEP newsletter, website, social media? Maybe post a few each week to raise visibility. [Note: Winners noted in December newsletter.]
- Unsure of anything innovative we can do. We do a nice job and cover most bases that other organizations do.

Compiled by NACDEP Recognition Committee, December 2017.