**National Association of Community Development Extension Professionals**

**Board/Committee Chairs**

**MINUTES**

**Friday, November 21, 2014**

**Voting Participants: (Present members highlighted in YELLOW)**

Mark Apel, Western Rep.

Joshua Clements, North Central Rep.

Michael Darger, Past President

Alison Davis, President

Susan Kelly, Southern Rep.

Notie Lansford, Treasurer

Stacey McCullough, President-Elect

Kenyetta Nelson-Smith

Kelly Nix, Northeastern Rep

John Phillips, 1994 Rep.

Michael Wilcox, Secretary

**Non-Voting Participants:**

Ricky Atkins, TAS

Nancy Bowen-Elzey, Finance

Michael Dougherty, Recognition

Rebekka Dudensing, Marketing

Krishna Ellington, 2015 Conference Committee

Brent Elrod, NIFA

Mary Emery, JOE

Debra Jo Kinsella, PILD

Rose Merkowitz, PILD

Peter Metsker, PAR

Minnie Mitchell-Bishop, Member Services

Brian Raison, Communications

Trudy Rice, Affiliate Policy Committee

Rachel Welborn, Regional Rural Development Centers

**Call to Order:** Alison Davis called the meeting to order at 12:02pm Eastern.

**Approval of the Agenda: Michael Darger moved to approve the agenda. Motion passed.**

**Approval of the October 2014 Minutes**: **Stacey McCullough** **moved to approve the minutes. Motion passed.**

**Treasurer’s Report:** The Treasurer’s Report was posted to Basecamp for the Board on November 18th by Notie Lansford (see: October 2014 financial statements.xlsx in Basecamp). Notie commented that October activity was light. Overall, NACDEP is still within budget for the year although a few line items have exceeded budget. Given professional management expenses, the original budget will be exceeded, as expected. This will necessitate a budget amendment is in order.

**Susan Kelly moved that budget Line Item 60080, Association Management should be increased by $5,500. Motion passed.**

**Treasurer’s report was filed for audit.**

**Committee/Liaison Reports**

**Natl. Institute of Food & Agriculture (NIFA) Brent Elrod**

No report.

**Regional Rural Development Centers Rep. Rachel Welborn**

* The RRDCs, in partnership with Ag Marketing Services, are working through the Land Grant Universities to build capacity in communities to successfully write grants for AMS programing. Curriculum is almost finalized and a point person has been identified in almost all of the 50 states to help lead local dissemination.
* CAPE 2 proposals were due earlier this week, 22 proposals were received with representation from all four regions.
* NCRCRD small grants are due January 28; states from other regions can receive funds as long as PI and Co-PI are employed by land grants in two different North Central states. See NCRCRD web site for details.
* NCRCRD is leading a national effort to assemble materials about living or working in the rural US that have been translated into Hmong language.  If you are aware of individuals in your system who are Hmong heritage or working with Hmong, please have them be in touch with Scott Loveridge.
* SRDC has just completed a second round of interviews for the Director position. Administrators have the Search Committee recommendations in hand.
* Stronger Economies Together (SET) will be open for state applications on December 5th beginning with a webinar. State Extension Directors and State Rural Development State Directors must co-apply to be a SET state. Streamlines in the process are being completed.

**Membership Services Committee Minnie Mitchell-Bishop / Mary Martin**

**Committee Participants**

Mary Martin, Stacey McCullough, Minnie Mitchell-Bishop. Cathy Martinez provided additional comments via email.

**Agenda Items**

* 2014 - 2015 Member Priorities / Purpose/ Responsibilities of the Committee:

Our committee determined these priorities to differentiate between the Communications & Marketing Committees. *(Established March 2014 by Membership Services Committee)*

*Member services goals:*

*• To provide members with informative knowledge based resources for community developers within the extension profession.*

*• To increase membership for the national organization.*

*• To foster a cohesive working relationship between its members and the executive board.*

*• Obtain or develop a working budget of line items for the membership committee.*

*• To develop and incorporate an action plan of strategies to expand the scholarship program.*

*• To work closely with the conference committee to incorporate "bridging and bonding activities" to help strengthen NACDEP's social capital. i.e. Strengthen our members’ relationship with each other that results in more sharing of info and collaboration on programs and research.*

**Committee discussion** about roles of Membership Services Committee:

* The duties of fundraising are very tasking and time consuming during the national conference.More time could be spent greeting/meeting new members.
* Mentorship. Our committee can help link new members with a mentor for a period of time to gain knowledge of community and economic development positions. i.e. older with younger, etc.
* Use the NACDEP data base technology to connect members who want to share current or new program ideas across the globe.
* Engage members to be more inclusive to share and recognize exciting opportunities of professional development.
* The Committee could set advance meeting dates every other month or quarterly.
* Assist members to better understand the benefits of NACDEP versus other national organizations.
* Consider ways to get more members involved in opportunities in various committees.
* **Board Retreat** discussion item - membership responsibility possibly shifting from fundraising.
*Suggestion:* A general funding development subcommittee can be established to solely handle fundraising as part of the membership services committee. Fundraising can expand to more than just membership and national meeting scholarships.
* Highlights from 2014 Michigan national conference - Scholarship Awards. Raised $1,398.
1st Prize = $200 2nd Prize = $100 3rd Prize = $75 value gift certificate for a NACDEP new membership
* Member Survey - Stacey McCullough. The information was provided via attachment
Please review/provide additional feedback on priorities of members.
* *This committee seeks a volunteer to suggest serving as co-chair/chair to the NACDEP Board.*

**Next Meeting**. A Doodle notification will be sent to members for meeting date consensus.

**Communications and Website Committee Brian Raison**

No report.

**Marketing Committee Rebekka Dudensing**

No report. Next committee call is being scheduled for December.

**Finance Committee Nancy Bowen-Elzey**

* Met to finalize draft budget – see attached report (uploaded to Basecamp on November 21, 2014 as NACDEP 2015 Draft Budget-w all comm.xlsx),
	+ Sent draft to Conference Committee Chair Stacey - who provided input
	+ Contacted committee chairs to request input on budget items – received feedback from Marketing and Recognition committee chairs
* Committee met to discuss draft spot audit
	+ Small discrepancies in financing reports were addressed and answered by Treasurer Notie
* Follow-up with board on retiree retention survey proposal to identify best practices for retaining and attracting retirees

Budget was discussed by the Board to deliver feedback to the Finance Committee.

**Nominations Committee Michael Darger**

Elections are being conducted now. Joshua Clements has received feedback from some members regarding their membership status and ability to vote in this year’s election.

**State Affiliate Committee Trudy Rice/Diane Vigna**

No report.

**Journal of Extension Mary Emery**

110 articles published this year with an acceptance rate of 25-30%.

Please see the RFP for Journal of Extension editor here: http://www.joe.org/rfp.php Open until January 15, 2015.

Mary Emery is willing to stay on as the JOE representative. Alison Davis asked for recommendations to be sent to her for her consideration.

**PILD Conference 2014 Rose Merkowitz/Deb Jo Kinsella**

Conference to be held in April in Crystal City.

**JCEP Leadership Conf. 2015 Alison Davis**

Conference will take place in Las Vegas. Roughly 35 proposals submitted. NACDEP had the second most proposals. NACDEP has two of the three top submissions. ANREP/NACDEP are working on the joint session using the remaining proposals that we not selected for the plenary sessions.

**Recognition Committee Michael Dougherty**

Committee members have been tasked with developing descriptions for the two new awards – NACDEP Educational Materials and NACDEP Creativity – which were approved by the board as part of the Policies & Procedures changes adopted at the board retreat.

It has been confirmed that the awards@nacdep.net email remains operational and ready for submissions.

The committee is on track for an early January posting at the latest (if everything is ready, it may go live in December). The awards will have a mid-February submission deadline (as the policies and procedures applications be submitted no later than 90 days prior to the conference).

**2015 Annual Conference Stacey McCullough/Krishna Ellington**

* Received first inquiry regarding registration.
* Draft budget submitted to finance committee.
* Krishna:
	+ Working with hotel to determine if proposed schedule changes feasible and any impact on current agreement.
	+ Coordinating with mobile workshop leaders to finalize plans.
	+ Exploring options for Sunday afternoon activities.
* Stacey:
	+ Working on call for proposals.
	+ Working on newsletter articles and info for website.
	+ Inquiries regarding potential speakers.
* Next committee meeting scheduled for December 5, 2014.
* Need to coordinate newsletter for December (between RFP for Conference papers, Awards announcements, etc.)

**Updates from the Regions & Partners (5 minutes)**

**Northeast Kelly Nix**

* Worked with other Board members to update the NE Member List
* Submitted member survey results for NE regarding webinar topics and training to Stephan Goetz to begin planning NACDEP/center webinar partnership.
* Formed a committee regarding NACDEP website feedback regarding functionality, better ways to drive people, etc. Will have a committee report on recommendations for the December board meeting.

**North Central Josh Clements**

Working on a newsletter for the North Central region. Trying to reconcile membership list for North Central region.

**Southern Susan Kelly**

This month a conversation was initiated with the other regional representatives to have a regular conference call to share ideas and collaborate. Plans are to consider a quarterly call with the 4 regional representatives as well as the 1890 and 1994 representatives.

**1890 Kenyetta Nelson-Smith**

No report.

**Western Mark Apel**

No report.

**1994/FALCON John Phillips**

This year’s FALCON, held in Minnesota (Twin Cities) was a great success! Michael Darger and Mary Emery joined John Phillips there. Two NCRCRD Board members were present, along with a few other NACDEP members.

**Joint Council of Extension Professionals (JCEP) Michael Darger/Stacey McCullough/Alison Davis**

Michael Darger mentioned that the JCEP Blue Ribbon draft has been shared with the JCEP Board. Alison Davis is now Chair of the Blue Ribbon Committee.

**Update from PAR/TAS Peter Metsker/ Ricky Atkins**

TAS is working on Constant Contact and NACDEP website. NACDEP Board will meet with TAS at 10am EST.

**Old Business**

**2016 Joint Conference with ANREP Michael Darger/Kelly Nix**

No report. Task list has been sent out to the Board. There are some potential issues regarding costs and the role of TAS. Committee will meet in December to continue to address issues and planning.

**2017 Joint Conference with CDS Alison Davis**

Timing of the conference is an issue for NACDEP members. Waiting to hear from the CDS Board regarding the requests made by NACDEP.

**New Business**

**Review of Board Retreat Alison Davis**

Retreat was a great success. Policy and Procedure changes need to be added to P&P. Muichael Wilcox read the following P&P changes:

*“The Development Committee (the Dev Comm) will recommend policy to the Executive Committee on all matters related to development. The Dev Comm will develop strategies for raising funds with the primary goal of advancing the Association through an endowment for sustainability, sponsorships for visibility and connectivity, and providing scholarships for accessibility. The Dev Comm will meet quarterly at a minimum, and have a minimum of one member from each region, review and report to the Executive Committee all development activities, as well as coordinate with all other Association Committees.”*

*“Member Services is charged with keeping the organization responsive to its members, both in terms of organizational focus and products delivered to members throughout the year as well as during the Annual Conference. The chair of Member Services, or their representative, will serve on the Annual Conference Planning Committee. The Member Services committee should have at least one representative from each region and a representative from the 1890 and 1994 institutions. The committee should be meeting quarterly at a minimum.”*

Michael Darger asked when the Development Committee will begin their work. Alison Davis said that she plans to appoint a Development Committee chair in January and ask that they begin their work.

**NEA Request for Proposals Alison Davis**

Alison Davis is adding NACDEP to the Grants.gov site. For December 15th we need to have an abstract and an outline completed. These will be made available to the Board in December. Alison will be convening a grant writing group. Michael Darger asked that the outline be as detailed as possible for Board approval. The complication is that the application is comprised of fill-in boxes thst will not be made available to the grant writing team until December 15th. The Board may need to convene a special meeting to discuss the application.

**Element 74/Member Clicks discussion Susan Kelly/Stacey McCullough**

During the Board retreat, we discussed Member Clicks and the implications associated with using it and its relationship with our current membership database. Need to compile a list of the wants and needs that NACDEP has regarding the membership portal and ancillary requirements. Jody Rosen Atkins (TAS) mentioned that the membership database in Member Clicks is fully integrated (with conference, membership dues, awards, etc.).

**Reminder:** Next Board meeting is December 19, 2014.

**The meeting was adjourned by consensus of the Board.**