



**National Association of Community Development Extension Professionals
Board Meeting
MINUTES
Friday, 18 December 2015**

Voting Participants: (Present members highlighted in YELLOW)

Stacey McCullough, President
Alison Davis, Past President
Julie Fox, Secretary
Notie Lansford, Treasurer
Adam Hodges, 1890 Representative
John Phillips, 1994 Representative
Connie Mefford, North Central Representative
Kelly Nix, Northeastern Representative (left meeting at 1:17)
Susan Kelly, Southern Representative
Roslynn Brain, Western Representative

Non-Voting Participants:

Brent Elrod, National Institute of Food & Agriculture (NIFA)
Stephan Goetz, Regional Rural Development Center Representative
Peggy Schlechter, Member Services Committee
Brian Raison, Communications Committee
Rebekka Dudensing, Marketing Committee
Nancy Bowen-Ellzey, Finance Committee
Alison Davis, Nominations Committee
Mary Emery, Journal of Extension
Deb Jo Kinsella, PILD Conference
Trudy Rice State Affiliate Committee
Michael Dougherty, Recognition Committee
Michael Wilcox, Development Committee
Josh Clements Annual Conference Committee
Kevin Andrews, Historian Report

Call to Order: Stacey called the meeting to order at 12:08 pm Eastern time. She opened the meeting with approval of the agenda which was approved as presented.

Minutes Review:

Julie Fox

Stacey moved to table approval of the minutes until the January meeting. Motion carried.

Treasurer's Report:

Notie Lansford

Notie provided the November balance sheet and profit and loss statement reports electronically, noting the net income of \$6,880.81 exceeded the financial projections. The 2016 budget will be reviewed with the finance committee report.

Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

Brent noted that the budget passed, with increases for NIFA and AFRI.

Regional Rural Development Centers

Stephan Goetz



<http://nifa.usda.gov/regional-rural-development-centers>

Stephan was not on the call, but Stacey provided an update on the new director for the Southern Region. Regional Directors will be in DC Feb 22-23.

Membership Services Committee.

Peggy Schlechter

Peggy will be contacting prior committee members to get them involved in the coming year.

Communications and Website Committee

Brian Raison

Brian reported that TAS set-up the MemberClicks advanced search feature, to better connect members with the public. He encouraged board members to explore the feature and provide feedback in comparison with the second search system. There are two ways to get to the feature. The direct link at the bottom of the home page that was taking people directly to the sharing portal, is now linked to the advanced search feature for MemberClicks. Under the Membership tab when you hover over Member Center, you will see two options. An option to browse the entire directory and an option for the advanced search. You can filter by just about everything in the profiles except for a few things that are administrative functions. (Note: Memberclicks does not have a mapped graphic interface, we would have to pay a developer.)

Newsletter Editor, Tom Blaine, has not used "set dates" in the past in order to accommodate our annual conference (floating dates) and potential hot topics from the Board or Regional Reps. For 2016, the timing will be March, June, Sept., Dec. at the end of the months. Submissions would be due 7 to 10 days prior. Tom will send the dates for 2016.

Marketing Committee

Rebekka Dudensing

Rebekka provided the marketing committee report. Information in the association newsletter described the committee's attempts to define CD by example and asking for nominations of great programs. To date, the committee did not receive any comments on that. After the first of the year, the committee will meet to discuss linking to examples from 2015 conference presentations. The committee also needs to discuss the "definition." We have received some examples from members related to what their organizations use.

Finance Committee

Nancy Bowen-Elzey

Nancy reported that the committee met in mid-November. Projections include \$21,060 for our share of the 2016 joint conference. The endowment is not included in the operating budget. The projected net income is based on a conservative approach during a joint conference. Sponsorships will be essential in 2016, with a goal of \$20,000. The final draft of the budget is ready for the board to approve in January.

Nominations Committee

Alison Davis

Ricky will send results to Alison and Julie. Stacey will review election results at the next special board meeting.

Journal of Extension

Mary Emery

The journal continues to look for reviewers. The new editor will begin next year. Michael suggested that having more NACDEP reviewers can help raise the profile of NACDEP.

PILD Conference 2016

Deb Jo Kinsella/Norm

Deb Jo reported that conference proposals were reviewed and those who submitted proposals will be notified in the next few weeks. The conference will be at the Hyatt Regency in Crystal City April 10-13. There will be a pre-conference webinar mid-Feb. for registrants.

JCEP Leadership Conference 2016

Stacey McCullough

Stacey reported that 20 presentations were selected and registration was now open at jcep.org.

Historian Report

Kevin Andrews

No report.

Recognition Committee

Michael Dougherty

Michael reported that the on-line submission form has been developed and tested. All reports to date have been positive. The only comment is that the form needs a “button” to upload the supplementary materials. Related to that, it may be useful to add a line where people could list appropriate links if their materials were web-based. An announcement alerting NACDEP members as to the coming call for awards went out in the December newsletter. It is anticipated that the call for awards will go up no later than mid-January with a due date around the end of February. This would allow us to extend until mid-March, if needed, and still meet the timetable set forth in the policies and procedures. Again this year, NACDEP will be using the “single pass” system to judge the applications. Thus, I ask the regional reps to start thinking about possible judges. Please remember that each application will need to be reviewed by two persons per region and because an individual cannot review awards for a category where they are a nominee (or on a nominated team), it will be necessary to have one or two secondary judges as well as the two primary judges for a region.

Development Committee

Michael Wilcox

Stacey reported that the committee is working with TAS to link contribution requests with membership renewals.

2016 Annual Conference

Josh Clements

The conference proposal deadline is today (Dec 18, 2015). Josh reported that the steering committee has been discussing pre-conference event requests and potential fees. The keynote speaker group met recently and they have narrowed the possibilities to a small group. Brent and others discussed inviting the NIFA director as a guest speaker.

2017 Annual Conference with CDS

Stacey McCullough

Ricky is working with the hotel. Stacey mentioned that Paul is interested in securing board meeting dates for 2016. Mobile workshop date options were mentioned. The business meeting timing (lunch or breakfast) was discussed. Keynote speakers suggestions were requested. The committee is still working on a creative conference theme.

Updates from the Regions & Partners

Northeast Region

Kelly Nix

Kelly attended NACDEP/ANREP Joint Annual Conference Meeting on 12/14. She sent an ENewsletter to NE members on 11/19 announcing the NACDEP Call for Proposals, NE Center Grant Opportunity and NACDEP volunteer opportunities. She also sent an email announcement on 12/14 regarding Request for Proposals.

North Central Region

Connie Mefford

Connie reported that Nebraska is finalizing their application to be a state chapter. The board will discuss this in January. She also encouraged conference proposal submissions.

Southern Region

Susan Kelly

Susan reported that Florida and North Carolina are exploring state chapter options. She also encouraged conference proposal submissions.

Western Region

Roslynn Brain

Roslynn encouraged conference proposal submissions and is preparing a newsletter for next month.

1890 Representative

Adam Hodges

No report.

1994 Representative

John Phillips

John reported level funding and Annual Conference highlights, including 175 attendees.

JCEP

McCullough/Davis

Stacey reported that the Blue Ribbon Committee continues to explore options to the Galaxy conference. JCEP is working on actions related to the strategic plan.

TAS Update

Ricky Atkins

Ricky provided a written report on the TAS's work:

Finance:

- November finances have been reconciled and sent in to Notie Lansford for the board reports.

Communications:

- TAS worked with Josh Clements to send out a reminder for the 2016 Conference Call for Papers.
- TAS worked with Julie Fox to send a communication for NACDEP Nominations.
- TAS has created a dues renewal form and communication for 2016 dues.

Web:

- TAS has updated the web page for the 2016 ANREP/NACDEP joint Conference.
- TAS has updated meeting minutes and added other news to the site.
- TAS worked with Julie Fox to structure a webinar series proposal for the Board of Directors consideration.
- TAS is currently working to make the NACDEP member database available to the public.

2016 Conference

- TAS is currently working on conference logistics for the 2016 Joint ANREP/NACDEP Conference.
- TAS has set-up an online call for proposals form and is currently collecting proposals for the conference.
- TAS is working with Michael Dougherty to provide an online award submission form.
- TAS is working on the online conference registration form for NACDEP and ANREP to be live Jan 10.

2017 Conference

- TAS will be negotiating the hotel contract with the Big Sky resort in Montana for the 2017 joint CDS/NACDEP conference.

Unfinished Business

2018 Conference

Stacey McCullough

Stacey reported that the 2018 Conference Host Call for Proposals has been shared in the North Central Region. The deadline is Jan. 31, 2016.

2016 Membership Drive

Stacey and Ricky are working on the forms, the process, and linking membership with conference registrations and endowment contributions.

Retreat Follow-up

Alison reported that the graduate student, Karen, has strong writing skills. She will be attending the conference in June. Her current focus is on member and program spotlights, featuring different aspects of CD every other



month. Developing an existing webinar catalog has been a bit overwhelming due to the number of sources. Karen is also working on the Facebook page and exploring integrating a blog on the website.

New Business

Announcements

Nancy mentioned that the International Economic Development Council Annual Conference will be in Cleveland in September, 2016, <http://www.iedcevents.org/AnnualConference>.

Reminder: Upcoming Board Meetings

January 15, 2016

February 19, 2016

March 18, 2016

April 15, 2016

May 20, 2016

Adjourn: Stacey moved to adjourn the meeting at 1:24 Eastern time and the motion carried.

Draft Submitted: 12 January 2016

Julie Fox, Secretary