**December 20, 2019 Board Meeting**

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

**Agenda**

* **Welcome/Call to Order** ~ *Susan Kelly*
* **Roll Call** ~ *Crystal Tyler-Mackey*
  + Susan Kelly
  + Crystal Tyler-Mackey
  + David Civittalo
  + Michelle Eley
  + Nancy Bowen
  + Adam Hodges
  + Daniel Eades
  + Rachel Welborn
  + Russ Garner
  + Rebekka Dudensing
  + Brian Raison
  + Mary Peabody
  + Michael Dougherty
  + Charlie French
  + Notie Lansford
  + Katie Hoffman
  + Ricky Atkins
  + Jamie Rae Walker
* **Approval of the agenda** ~ *Susan Kelly*
  + Mary made motion. Adam seconded. Approved.
* **Approve November 15, 2019 Minutes** ~ *Crystal Tyler-Mackey*
  + Nancy made motion.David second. Approved**.**
* **Treasurer’s report - Accept and file** ~ *Nancy Bowen* 
  + At $123,000. Overall, did not deviate much from budget line items. Bottom line will be about $5,000 in hole, which is improved from last year. But still indicates need to improve revenue. Already increased dues. A fuller report will be provided in January.
  + David made motion to approve. Adam seconded. Approved.
* **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
  + About 61 people renewed membership. This is a little slow. Ricky will send a reminder. Election votes going well. Will send one more reminder about elections.
  + Susan asked what would be best mechanism to send a welcome letter to new members. Ricky said to send it to him.
  + Susan asked about updating website. It should wait until after February so that nothing interferes with dues forms. MemberClicks also suggests after the conference. It seems after conference would be the best time.

**Partner Reports**

* Natl. Institute of Food & Agriculture (NIFA) ~ *Brent Elrod*
  + Not on the call
* Regional Rural Development Centers Rep. ~ *Kristen Devlin*
  + Posted 2 links to current RFPs on MemberClicks. NE center on cross-state collaboration. One from NC region.

**Standing Committee Reports**

* Finance Committee ~ *Daniel Eades* 
  + Uploaded conference committee budget. Larger NACDEP budget also uploaded. Will show that we’re about $1500 in hole and are hoping to offset exhibit costs of $1000. If membership hits 400 target, that would offset the $500 hole.
* Communications Committee ~ *Melinda Grismer*
  + Not on call
* Marketing Committee ~ *Rebekka Dudensing*
  + Report uploaded. Working on brochure update and on a spotlight option. Had great discussion of how to connect with 1890 AND 1994 institutions.
* Member Services Committee ~ *Michael Dougherty*
  + Report uploaded. Had meeting and first member is scheduled. Rachel Welborn presenting January 22 on Civil Discourse. Publicity starting first of the year.
* Resolution and Policy *~ David Civittolo*
  + No report. This will be geared up before conference.
* Recognition Committee ~ *Rachel Welborn/ Carroll Welte*
  + Rachel reported that the portal has been launched. Thanks to Ricky for patience and Michael’s guidance. The deadline for submissions is February. Susan will make sure it gets posted to Facebook.
  + Rachel encouraged us to be sure people read the directions carefully as they’ve made some changes. Those outside of standards will not be reviewed.
* Development Committee ~ *Notie Lansford*
  + Report uploaded. A silent auction is being planned and looking for options to raise scholarship funds.
* Historian Report ~ *Stacey McCullough*
  + *Not on and no report*
* Land Use
  + Susan noted that she uploaded a report.

**Ad Hoc Committee Reports**

* State Chapter Management and Value - Trudy Rice
* Membership – Crystal Tyler-Mackey
  + No report at this time
* Diversity and Inclusion – Michelle Eley
  + Rachel, Crystal and Michelle met and narrowed down some key points for NACDEP to consider moving forward with (easy wins).
  + Review vision and mission statements to ensure diversity and inclusion are included
  + Look to reach out to 1890 and 1994 institutions to recruit and engage, with recognition of constraints around staffing
  + Highlight the diversity award within NACDEP. It did not receive a lot of nominations last year.
  + Training: how can we provide more training in diversity, equity and inclusion? We are looking to submit a proposal and maybe have a track at the conference.
  + The upcoming webinar with Rachel and civil discourse is a start.
  + Brainstormed building on Adam’s ideas about web-chats to have discussion around topics that are more applied – perhaps 15 minutes at end of webinar
  + Perhaps develop a resource depository for items of interests and information sharing to be hosted on website. Links to other groups, success stories, etc.
  + Need to share NACDEP 2019 Coming Together for Racial Understanding session notes with membership, as promised.
  + Seeking input from the Board on next steps desired. For example, do we go back and survey or gather input on a plan from the membership? If so, do we gather input at regional meetings? Webinars?
  + Susan said yes, share results of table exercise. Having a space on the website for a repository would be great and be part of the goal of active content on the site. The board is open to what the committee would like to do. Suggests also reaching out to Henry for 1994 engagement.

**Updates from the Regions & Partners**

* Northeast ~ *Mary Peabody*
  + Mary making calls to get awards nominated, submit proposals, pay dues. Also working on mobile workshop committee for NACDEP 2020.
* North Central ~ *Brian Raison*
  + Will reconvene with quarterly meeting in January.
  + May have opportunity to glean funding for diversity, equity and inclusion work
* Southern ~ *Amanda Philyaw Perez*
  + Not on call
* Western ~ *Katie Hoffman*
  + Just emailed regional members. Offered prize to person with most referrals. New people emailed saying they want to attend NACDEP 2020 for first time. Still trying to assess how many CD people work in Western region
* 1890 ~ *Michelle Eley*
  + Will have a conference call in January.
* 1994/FALCON ~ *Yvonedda (Henry) Thompson*
  + Not on call
* Joint Council of Extension Professionals (JCEP) ~ *David Civittolo/Susan Kelly/Adam Hodges*
  + Nothing to report yet. Adam will attend his first meeting in February
* Journal of Extension ~ *Jamie Rae Walker*
  + Still working on new editorial model. Will share after internal decisions made. Pretty big changes coming and help will be needed.
  + Presenting at Extension Leadership Conference on how to present and be a reviewer in JOE
  + Will look to provide some session on JOE and engaging NACDEP members

**Conference Reports**

* PILD Conference 2020 *~ Russ Garner/Nadine Sigle*
  + Met Dec 12. Dr. Jermaine Davis is keynote speaker. Capnote speaker is Dr. Marshall Stewart. Registration opens Jan 2. April 5-8 in Crystal City, VA
* 2020 Annual Conference May 31 - June 3 Portsmouth, NH Rich Past Vibrant Future ~ *Charlie French/Adam Hodges*
  + Moving forward well. RFPs for sessions has gone out. Mobile workshops and other logistical details are being finalized. Thanks for encouraging support with session proposals, sponsorships, etc. Fully believe it will be a great conference.
* 2021 Conference – *Katie Hoffman*
  + Have not met since last call. Next meeting in January. Struggling finding people to head up committees. Asked Jody Gale at Utah State to lead finance committee. Declined, but will seek sponsorship from Utah State.
* ELC Conference 2020 – *Susan Kelly/David Civitollo*
  + Sessions look good. Will have time for NACDEP members to gather. A. Scott Read is capnote speaker.

**Unfinished Business**

**New Business**

1. 2020 Conference Budget
   1. Daniel proposed conference budget. Lowered the estimates for registration revenue. Increased food costs. Trying to be as conservative as possible. Need to adjust for food and beverage costs. Daniel made adjustments following discussion around the number of participants as well as lowered mobile learning workshop costs. Daniel uploading updated report to MemberClicks. Conference budget approved.
2. Adam moved to approve overall budget. Nancy seconded. Budget approved.

**Comments and Announcements**

**Adjourn**

**Next Zoom Board mtg. is January 17, 2020 at 12:00 Eastern Time**

Board meetings are by Zoom on the 3rd Friday of each month.

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**Strategic Plan focus areas:**

* Priority #1: Communication Strategy
* Priority #2: Member Engagement
* Priority #3: Financial Stability
* Priority #4: Committee/Board Structure and Function

Following is the schedule for the 2019-2020 Board:

2019

August 16

September 20

September 25-27 Retreat

October 18

November 15

December 20

2020

January 17

February 21

March 20

April 17

May 15

June 1 Annual Business Meeting