**September 20, 2019 Board Meeting Minutes**

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

**Minutes**

* **Welcome/Call to Order** ~ *Susan Kelly*
* **Roll Call** ~ *Crystal Tyler-Mackey*
  + Susan Kelly, President
  + Adam Hodges, President-elect
  + Rachel Welborn
  + Katie Hoffman
  + Michael Dougherty
  + Daniel Eades
  + Ricky Atkins
  + David Civittolo, Past president
  + Crystal Tyler-Mackey, Secretary
  + Rebekka Dudensing
  + Jamie Rae Walker
  + Nadine Sigle
  + Henry Thompson
  + Melinda Grismer
  + Russ Garner
  + Brian Raison
  + Mary Peabody
  + Kristen Devlin
* **Approval of the agenda** ~ *Susan Kelly*
  + David made motion. Mary seconded. Approved.
* **Approve August 16, 2019 Minutes** ~ *Crystal Tyler-Mackey*
  + David made motion**.**
* **Treasurer’s report - Accept and file** ~ *Ricky Atkins*
  + Budget is flat right now. Financial report uploaded.
  + David moved. Mary seconded. Approved
* **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*

Ricky’s report uploaded. Membership at 366. Landing page for 2020 is up. Recently returned from Coeur D’Alene Idaho site visit. Looks like it will work. Katie and Ricky spoke with them. No contract is in hand yet. They think they will have most things we need. Very nice hotel and lots of activities. Dates are May 10-15, 2021. No space is available after that and if it was the costs would be likely doubled.

Note: For committee reports, please use the framework from the Strategic Plan. Also, please post your reports to MemberClicks before the meeting.

**Strategic Plan focus areas:**

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

**Partner Reports (2-3 minutes, written reports are preferred)**

* Natl. Institute of Food & Agriculture (NIFA) ~ *Brent Elrod*
  + Brent not on call but uploaded report.
* Regional Rural Development Centers Rep. ~ *Kristen Devlin*
  + October 8-11 event that RRDCs are supporting this year. National webinar on October 2 being hosted by SRDC coming up. Report has been uploaded.

**Standing Committee Reports**

* Finance Committee ~ *Daniel Eades* 
  + Nothing to report beyond “new Business” item. Will meet in October to discuss socially-responsible investing. Will have recommendation after.
* Communications Committee ~ *Melinda Grismer*
  + Just met with Committee and about to upload report. Schedule for newsletter shifted to take advantage of prime times. Internal messages will be sent in the “off months”. Suggestions such as “don’t forget to update your profiles”. Roles have been more clearly established and working well for the group.
  + Question: can a member be on annual planning conference committee that is not the chair? This will allow for someone more than the chair to be “in the know.” Adam encouraged anyone to join. The planning committee membership is open to volunteers.
  + Looking to begin tradition of “history of NACDEP”
* Marketing Committee ~ *Rebekka Dudensing*
  + Report filed.
  + Interested in web chats and will be reaching out to John to see how to best proceed.
* Member Services Committee ~ *Michael Dougherty*
  + Met yesterday. Wants to move forward on webinars and to begin with civil discourse. Will reach out to Rachel Welborn. Mid November, early December is the targeted time frame.
  + Interested in web chats and working collaboratively with the other committees that have same interests (e.g., Comm Comm, Member Services)
  + Report has been filed
  + Susan complimented the work of Member Services, Comm Comm and Marketing in working together.
* Recognition Committee ~ *Rachel Welborn*
  + Rachel questioned if we have seen the new awards document that she tried to upload previously.
  + Will check on this and review in preparation for vote in October.
* Resolution and Policy *~ David Civittolo*
  + David does not have a report on Resolution and Policy. David’s role is to identify potential candidates for positions that come up at the end of the year. Will work with regional reps to determine strategy for identifying potential candidates.
* Development Committee ~ *Notie Lansford*
  + Notie not on the call. Report uploaded.
* Historian Report ~ *Stacey McCullough*
  + Not on the call. Report uploaded.

**Ad Hoc Committee Reports**

* State Chapter Management and Value - *Trudy Rice*

Not on the call.

**Updates from the Regions & Partners**

* Northeast ~ *Mary Peabody*
  + Nothing to report. Just working on conference related items.
* North Central ~ *Brian Raison*
  + Thanks to Ricky, downloaded roster - 181 people on roster for NC. People reporting back that they are enjoying the items discussed/shared.
* Southern ~ *Amanda Philyaw Perez*
  + Not on call
* Western ~ *Katie Hoffman*
  + Report uploaded. Hosting a regional professional development opportunity and some people outside of Idaho are attending. Talked with some members about raising dues. Only one person indicated negatively that dues was already a lot. No other resonses positively or negatively.
  + Attended site visit with Ricky to Couer D’Alene and excited about it.
* 1890 ~ *Michelle Eley*
  + Not on call
* 1994/FALCON ~ *Yvonedda (Henry) Thompson*
  + Nothing to report today
* Joint Council of Extension Professionals (JCEP) ~ *David Civittolo/Susan Kelly/Adam Hodges*
  + David reported that with JCEP all is going well. RFPs are open now for San Antonio conference in February. Ricky sent a note to the membership with morning with a reminder to submit proposals.
* Journal of Extension ~ *Jamie Rae Walker*
  + JCEP and JOE board met jointly and has adopted a new strategic plan. Some dates to be finalized but ready to move forward. New marketing committee chair coming onboard and the committee is writing a new strategic plan. A few will be a NEDA next week and will poll some individuals there about JOE. A new structure is being formed for a more formalized editorial role. A strong focus on authorship development is forthcoming. A larger report will be available next month.

**Conference Reports**

* PILD Conference 2020 *~ Russ Garner/Nadine Sigle*
  + Nadine reported that registration fee is increasing. Committee is questioning whether NPLs from NIFA will attend conference given move to Kansas City.
  + *2021 conference will see some changes based on previous conversations*
  + *RFPs for PILD went out today.*
  + *Susan will send out information to encourage NACDEP*
* 2020 Annual Conference May 31 - June 3 Portsmouth, NH Rich Past Vibrant Future ~ *Charlie French/Adam Hodges*
  + Adam reported that the planning team is excited to host board and get feedback on accommodations and mobile workshops.
  + They are looking to bump up sponsorships to offset expenses and provide a buffer to NACDEP
  + Board members are going to use social media to document the trip to/from and at the board retreat in preparation for the conference. Content will be used to market the conference.
  + Brian mentioned need to upload video from Asheville to communicate how fun it is
* 2021 Conference – *Katie Hoffman/Ricky Atkins*
  + Ricky stated that the place looks great. Will know a lot more when contract is received. They’ve already agreed to a lot of the concessions NACDEP has requested already.
  + Susan asked about resort prices. Ricky indicated it has tiered pricing, with two under $200 and one over $200. They are all nice.
  + Katie is looking at the fun items. One opportunity is the dinner cruise on the lake. And looking to get potato shaped Idaho pens

**Unfinished Business**

1. None

**New Business**

1. Report from Table Discussions – Race Dialogue Session on June 11*Rachel Welborn*
   1. These are questions tables were asked to discuss after the June 11 discussion. Rachel shared we had great feedback from 24 tables. They were hard to separate given a lot of overlap, but there are key themes. A lot discussed NACDEP policies and practices. Number at end is how many times it was written. A lot was said about identifying skills and providing trainings. Suggestions made with the best formats. The next training of Coming Together for Racial Understanding is scheduled for October. There were a great number of comments regarding how might NACDEP and Extension as a whole diversify our membership and workforce. A number of people suggested we keep having conversations at NACDEP. Providing examples, how can we work better across our Extension systems, key principles and looking for shared resources and purposeful outcomes.
   2. Rachel discussed the resourced identified by ECOP Rapid Response Team can be shared with NACDEP
   3. Some similarities and differences between white person (most stated is need for training) and person of color (most stated is need for more open, honest safe conversations).
   4. Comment made for support for the work, not just an add on to the plate. Also identifying support from administrators/leaders for the work
   5. Report has been filed.
   6. Susan said she wasn’t asking board to make recommendations but wanted us to hear it. Suggested forming a committee to work towards making a recommendation. Brian would like to serve on the committee. Rachel as well
   7. Inquiry on evaluation results from the conference. Susan Kelly with follow up with Susan Jakes
2. Motion from the Finance Committee regarding dues

*Daniel Eades*

Finance committee would like to request increased dues from $75 to $90. Fianncie committee met to discuss increase and looked at fee structure of peer organizations and other document. In 2017 and 2018, budgets were in the red. Executive summary from 2018 explicitly asked for this to be looked at. A survey supported the increased dues to remain less than $100. Last time dues were raised in 2009. Inflation applied would have placed dues at $91. The increased dues could help support goals NACDEP has that incur costs.

David thanked committee for its work on this. Noted the recommendation is pretty conservative and sound.

Motion approved.

Susan thanked Daniel and the committee for the work and effort put into it.

**Comments and Announcements**

**Adjourn**

Meeting adjourned at 1:08p.m.

**Next Zoom Board mtg. is October 18, 2019 at 12:00 Eastern Time**

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

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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