**January 17, 2020 Board Meeting**

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

**Zoom Contact:** [https://ncsu.zoom.us/j/120492328](https://www.google.com/url?q=https%3A%2F%2Fncsu.zoom.us%2Fj%2F120492328&sa=D&ust=1561774774006000&usg=AFQjCNHnC__s5W9SDYcWwNGC47NY04bTdg)

**Phone: 929 205 6099**

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    Meeting ID: 120 492 328**

**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
  + Rebekka Dudensing
  + Mary Peabody
  + Michael Dougherty
  + Charlie French
  + Katie Hoffman
  + Ricky Atkins
  + Jamie Rae Walker
  + Kristen Devlin
  + Melinda Grismer
* **Approval of the agenda** ~ *Susan Kelly*
  + Mary made motion. David seconded. Approved.
* **Approve December 20, 2019 Minutes** ~ *Crystal Tyler-Mackey*
  + David made motion. Amanda seconded. Approved
* **Treasurer’s report - Accept and file** ~ *Nancy Bowen* 
  + At $127,000 showing. Southern Bank and Trust $2000 for COP and $5,000 in Endowment move out of account. Overall, $120,000 Need to additional revenue streams. Question: Susan - 2019 transactions on the cards.
  + David made a motion to approve. Adam seconded. Approved.
* **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
  + Regional rosters of all members sent out, expiring from 2019 and renewed. Newsletter out today, election, RFPs. Website updates.

**Partner Reports**

* Natl. Institute of Food & Agriculture (NIFA) ~ *Brent Elrod*
  + Not on call, Susan referenced submitted report. Wrote an article.
* Regional Rural Development Centers Rep. ~ *Kristen Devlin*
  + Report Uploaded. Center Updates: Western Center Regional Community Development working group; Southern Region, 26 states, 600 extension staff Coming Together for Racial Understanding, Heirs property training; Farm Stress training; NE Center Planning committee for PLN at NACDEP, National Extension Tourism Team – October in Oregon, webinar series on national extension land and sea tourism program, February 20.

**Standing Committee Reports**

* Finance Committee ~ *Daniel Eades* 
  + End of year in, internal audit now. Number of proposals look good for conference, sponsorship opportunities looking at Implan, ESRI and other software companies to find more funding. Susan and Charlie discuss sponsors listed on website.
* Communications Committee ~ *Melinda Grismer*
  + Email communications with committee, changing meeting scheduling to first Friday, working on a videographer for New Hampshire, thru Professor at University of NH reaching out to students. Considering commercial videography, Real Big Media out of Boston contract for $2100 and hotel rather than $1000 student project. Has drone and time lapse equipment. Wait until February to hear from students. Susan suggested sponsor for video cost. Leadership succession planning for Com Com.
* Marketing Committee ~ *Rebekka Dudensing*
  + Report uploaded, making progress. Adam says working on a new brochure, Emily getting photos for Tribal Colleges.
* Member Services Committee ~ *Michael Dougherty*
  + Webinar scheduled Wed. 3 pm Eastern, Rachel Welborn, Shifting From Debate to Dialogue. Working on getting meetings and webinars set up. Succession plan for 2021 conference.
* Resolution and Policy *~ David Civittolo*
  + Subcommittee request soon.
* Recognition Committee ~ *Rachel Welborn/ Carroll Welte*
  + Awaiting awards submission, review February.
* Development Committee ~ *Notie Lansford*
  + Not on call.
* Historian Report ~ *Stacey McCullough*
  + Not on call

**Ad Hoc Committee Reports**

* State Chapter Management and Value - Trudy Rice
  + Not on call
* Membership – Crystal Tyler-Mackey
  + No update.
* Diversity and Inclusion – Michelle Eley
  + No update.

**Updates from the Regions & Partners**

* Northeast ~ *Mary Peabody*
  + Not on call.
* North Central ~ *Brian Raison*
  + Not on call.
* Southern ~ *Amanda Philyaw Perez*
  + Southern PLN request for member recruitment, NACDEP New Year Checklist.
* Western ~ *Katie Hoffman*
  + Push for new members, focus on next conference, sending updates. Target list of renewals.
* 1890 ~ *Michelle Eley*
  + Sent email to membership regarding deadlines and encouraged awards. Planning a conference call with members. Newsletter request for next quarter.
* 1994/FALCON ~ *Yvonedda (Henry) Thompson*
  + Not on call.
* Joint Council of Extension Professionals (JCEP) ~ *David Civittolo/Susan Kelly/Adam Hodges*
  + Meeting next Thursday, January 23
* Journal of Extension ~ *Jamie Rae Walker*
  + Announcing editorial changes, sending out soon. JOE session will be in Extension Leadership Network, how to publish and review. Content for next newsletter. NACDEP members opportunity for JOE as member journal, plan for fall discussion.

**Conference Reports**

* PILD Conference 2020 *~ Russ Garner/Nadine Sigle*
  + Announce on Facebook - Susan
* 2020 Annual Conference May 31 - June 3 Portsmouth, NH Rich Past Vibrant Future ~ *Charlie French/Adam Hodges*
  + 111 Proposals, committees making progress, Keynote secured, speakers, panel planned with Robert Wood Johnson and Brent Elrod; Support from Federal Reserve Bank of Cleveland, USDA Rural Development, Request to Federal Reserve of Boston (no commitment), Daniel working on sponsorship,
  + Work to do conference brochure, conference app, committees need to provide content for brochure and app Guidebook.
  + Reviewer requests coming out.
* 2021 Conference – *Katie Hoffman*
  + Meeting this month, working on tours/mobile workshop list – chair committed, other chairs need to commit, University of Utah – match, working on sponsorships.
* ELC Conference 2020 – *Susan Kelly/David Civitollo*
  + 263 people, 37 under budget, promote for attendance. Early bird registration ends Jan. 20. Only 4 NACDEP members registered. Will have a NACDEP meeting.

**Unfinished Business**

1. None

**New Business**

1. Discussion of Cost of Living Increase for contract with Association Source, review written COL adjustment for every 3-year term. Nancy suggest annual performance review. Add this to contract. Request typically 3% (need to assess).

Nancy motion. Amanda second. 3% COL effective Jan. 1, document in contract for further consideration and adjust the budget. Approved.

Consider adding in for 3 year renewal at 3% automatically.

**Comments and Announcements**

New Positions filled, elections announced.

David motion to adjourn.

**Adjourn**

**Next Zoom Board mtg. is February 21 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