**National Association of Community Development Extension Professionals**

**Board/Committee Chairs**

**MINUTES**

**Friday, December 19, 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:**

Kevin Andrews, Historian

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

Minnie Mitchell-Bishop, Member Services

Brian Raison, Communications

Trudy Rice, Affiliate Policy Committee

Rachel Welborn, Regional Rural Development Centers

**Call to Order:** Stacey McCullough called the meeting to order at 12:04pm Eastern.

**Approval of the Agenda: Joshua Clements moved to approve the agenda. Motion passed.**

**Approval of the November 2014 Minutes / November Special Meeting Minutes**: **Michael Darger** **moved to approve the November 2014 minutes. Motion passed. Michael Darger** **moved to approve the November Special Meeting minutes.** (need to change date of Special Meeting Minutes)

**Treasurer’s Report:**

The final financial report that will be provided by PAR was emailed to the Board on December 16, 2014. Note that it covers all of November but extends through Dec. 10 when Peter Metsker closed the books. This Dec. 10 date is a bit beyond the planned Nov. 30 end date simply due to some membership renewals arriving in early December through the member portal and those renewals had to flow through the PayPal account owned by PAR. Expenditure of funds was begun by Jody Atkins of TAS on December 1.

One minor correction that needs to be made to the attached report. The $5,500 increase in the Association Manager budget line that the Board approved a month or two ago is not reflected in the attached file. Notie will ask TAS to make sure it is reflected in the end of year report. (See YTD to Budget tab, line 60080)

In other financial news, the audit company NACDEP hired has all the materials they required (according to Peter Metsker) and are working on the audit. Also, the NACDEP bank account password has been changed. TAS has the new password and PAR does not.

Greg Davis has our archival information from NACDEP. This will be shared with the appropriate entities (Historian and/or TAS).

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

**Committee/Liaison Reports**

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

Brent Elrod reported that the Regional Rural Development Centers are likely see a slight increase in the FY15 budget. Good news in the current fiscal environment.

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

* Stronger Economies Together Stronger Economies Together (SET) is open for state applications, due January 31, 2015. State Extension Directors and State Rural Development State Directors must co-apply to be a SET state. Streamlines in the process are being completed.
* Ag Marketing Services Grant 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 finalized and a point person has been identified in almost all of the 50 states to help lead local dissemination.
* North Central Regional Grants
	+ The next set of Interstate Extension Community Development **Program Delivery grant proposals** will be reviewed by the NCRCRD Board at their **January 15th** meeting. Details on how to apply at: <http://ncrcrd.msu.edu/ncrcrd/interstate_extension_community_development_program_delivery_north_central_r>
	+ The NCRCRD **small grant proposals** are due by close of business **January 28th**. See the following URL for details: <http://ncrcrd.msu.edu/ncrcrd/grants>
* Southern Rural Development Center Director Search Update – Negotiations are underway with a candidate. Hopefully, a formal announcement can be shared soon.

**Membership Services Committee Minnie Mitchell-Bishop**

Minnie is working on the scholarship application for the 2015 Conference. The current scholarship account is up to $4,300.

**Communications and Website Committee Brian Raison**

CommComm is working new graphics to start developing and advertising the new web site.

**Marketing Committee Rebekka Dudensing**

No report.

**Finance Committee Nancy Bowen-Elzey**

No report.

**Nominations Committee Michael Darger**

No report.

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

Committee is planning to complete their work by the end of February and at that time will submit a report and proposal for consideration to the NACDEP Board of Directors. Currently, committee work-groups are addressing various issues. Diane Vigna and Trudy Rice, as committee co-chairs, will update the current policies and procedures to reflect the committee’s work before sharing with the board.

**Journal of Extension Mary Emery**

No report.

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

2015 Public Issues Leadership Workshop (PILD)

When: April 12-15, 2015

Where: The Hyatt Regency - Crystal City, VA

Why: Professional Development and Public Issues Education

**JCEP Leadership Conf. 2015 Alison Davis**

Coming soon in February. NACDEP/ANREP session will take place.

**Recognition Committee Michael Dougherty**

Michael Dougherty shared the 2015 awards announcement, application, and description by email. The announcement includes information about the JCEP Professional of the Year award as well. Michael also reminded the regional reps that they will need to name two members and one alternate to the new central review committee. (But they won’t have to create a regional review committee.)

**Historian Update Kevin Andrews**

Kevin is working on sorting through the archival documentation that he has on hand and is considering how to make this information available to NACDEP members.

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

• Committee met on December 5, 2014 (meeting notes provided below). Committee members are working on various assignments.

• Pierre Ferrari (CEO of Heifer, Int’l) will be keynote speaker on Wednesday. Looking at Randy Frazier (local motivation speaker) to facilitate networking session on Monday morning.

• Call for proposals went out December 10, 2014. Reminder article for December newsletter has been submitted to TAS. Four submission have been received so far (2 west; 2 north central)

• Working on assignments for proposal reviews and notifying volunteers.

• Continuing to tweak budget and program as details are finalized.

• Next committee meeting scheduled for January 30, 2014.

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

**Northeast Kelly Nix**

Working on the ad hoc web site committee. Report was shared on Basecamp.

**North Central Josh Clements**

* NC Region Newsletter
	+ Call for content distributed on 11/21/2014
	+ Lengthy NC Region Newsletter distributed on 12/5/2014. All Board Members plus all current (utilizing 2014 election roster) as well as lapsed NC Region members are included in distribution, at present time.
	+ Current format is workable, although I’m not certain how it displays across all email platforms. Clunky to review distribution list and update.
	+ Looking forward to potential opportunity for integrated platform with MemberClicks.
* Membership Roster Fidelity
	+ During the election process and distribution of the NC Regional Newsletter call-for- submissions and the newsletter itself, I heard from several individuals that are present on my distribution list but did not receive an election ballot. I hunted through the roster that was utilized for distributing election ballots for each individual and determined that indeed many of these individuals had lapsed or we otherwise NACDEP had no record of their membership payment in 2014. In most cases, the lapse was legit and the individual did not have record of payment. Several of these individuals remitted payment for 2014 and I forwarded correspondence to Secretary and Treasurer for roster and election purposes.
	+ Confusion primarily came from their entry and access to the Membership Portal and/or receipt of NC Region Newsletter. In a highly notable case, a group of Ohio State staff submitted an institutional payment but the full roster was not recorded with NACDEP. This resulted in multiple individuals not receiving a ballot (including one of the three NC Region Reps in the election). This issue appears to have been rectified. These experiences highlighted the need to improve our membership roster process to ensure we’re meeting member expectations.

**Southern Susan Kelly**

The regional representatives including 1890 and 1994 will meet in January 2015 to share best practices and ideas for reaching regional audiences.

A newsletter was sent to 123 Southern Region recipients 12/18/14.

Spent some time this month searching the 13 states for Extension Community Development web presence, noting several states that do not have and identifiable program (FL, GA) and the different programs/curriculum in each.

**1890 Kenyetta Nelson-Smith**

No report.

**Western Mark Apel**

No report.

**1994/FALCON John Phillips**

No report.

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

Alison is chair of the Blue Ribbon Committee regarding professional development offerings of JCEP. JCEP is considering adding another organization. JCEP Extension Professional of the Year award application is out.

**Update from TAS Ricky Atkins**

Since the last board call the NACDEP National Office (TAS) has engaged in the following scope of work.

**Finance:**

* Beginning on Dec. 1, 2014 TAS took financial control and responsibility of day to day book-keeping, working with the association’s Treasurer to streamline the accounts payable and receivables approval process.
* A new PayPal account has been opened and is now linked to the NACDEP operating account, in addition we have completed one 2015 Active Membership transaction.

**Communications:**

* TAS distributed a Call for Papers communication for the 2015 NACDEP conference through Constant Contact to our general distribution list. Content was provided to TAS by the Conference Chair.
* Since taking over the association manager’s email address, TAS has been replying to Member and Non-member emails regarding any business associated with NACDEP.
* TAS is currently awaiting content for a short December Newsletter to be sent through Constant Contact.

**Membership:**

* TAS has accepted one membership for the 2015 Membership Year.
* TAS will be sending out dues renewals at the beginning of 2015, once we have received a 2014 membership list.

**Web:**

* TAS negotiated a month to month subscription to MemberClicks AMS system including a new web site and was able to negotiate a waiving of the set-up fee and any transaction fees.
* TAS with assistance from the NACDEP Communications Committee and a few select board members, has implemented the chosen template (T3) and is working with the team to inform MemberClicks of any edits to the main template.
* TAS has created database profiles and attribute set-up, as well as posted homepage and interior page content to the new web site, and will continue to do some preliminary set-up work.

Ricky spent time going over the draft web site. We hope to go live with the web site early next year. Newsletter will go out early next week, provided all of the content is finalized, especially the election results. Need to think about if there is an opportunity for volunteers to assist with the web site.

PAR is going to ship their NACDEP materials to TAS. Alison is going to pick up the archival information from Greg Davis.

Need to help Ricky develop active and inactive membership lists from each region.

**Old Business**

**2016 Joint Conference with ANREP Joshua Clements**

* + Met with Joint Conference Planning Committee on 12/16/2014.
	+ Stacey is seeking to schedule special meeting to discuss this effort, principally how to engage TAS on the potential of new management tasks associated with the conference that are not part of our current contract.
	+ Next meeting with ANREP is scheduled for 1/20/2015
	+ Thinking about a sustainability-oriented theme

**2017 Joint Conference with CDS Alison Davis**

No report.

**NEA Request for Proposals Alison Davis**

Pre-proposal has been submitted. Made contact with RRDC’s, Tim Borich, Mary Leuci, Bo Beaulieu and others. Going to strive with putting something together for the Board to review in early January. Writers will include Alison, Kenyetta, Joshua and Michael.

**New Business**

**International Committee Stacey McCullough/Paul LaChapelle**

This item was tabled until the January 2015 meeting.

**Announcements**

**REMINDER:** Next Board meeting is January 16, 2015

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

**Happy Holidays!!!!**