



**National Association of Community Development Extension Professionals Board/Committee Chairs
Board Meeting
MINUTES
Friday, October 21, 2016**

Voting Participants: (Present members highlighted in **YELLOW)**

Kelly Nix, President
Stacey McCullough,, Past President
Trudi Rice, President-Elect
Connie Hancock, Secretary
Nancy Bowen-Ellzey, Treasurer
Adam Hodges, 1890 Representative
John Phillips, 1994 Representative
Connie Mefford, North Central Representative
Mary Peabody, Northeastern Representative
Susan Kelly, Southern Representative
Roslynn Brain, Western Representative

Non-Voting Participants:

Brent Elrod, National Institute of Food & Agriculture (NIFA)
Don Albrecht, Regional Rural Development Center Representative
Peggy Schlechter, Member Services Committee
Brian Raison, Communications Committee
Rebekka Dudensing, Marketing Committee
Steve Burr, Finance Committee
Michael Dougherty, Recognition
Mary Emery, Journal of Extension
Norm Schwertfeger, PILD Conference
Michael Wilcox, Development Committee
Melissa Bond, Development Committee
Paul Lachapelle, Annual Conference Committee
David Civittolo, 2018 Annual Conference Committee
Kevin Andrews, Historian Report

Welcome	Kelly Nix
Meeting called to order at 12:00 eastern.	
Introductions/Roll Call	Stacey McCullough (filling in for Connie Hancock)
Approval of the agenda	Kelly Nix
• Motion to approve by Nancy. Motion carried.	
Approve minutes: September 16	Kelly Nix
• Motion to approve by Mary. Motion carried.	
Accept Treasurer's report and file	Nancy Bowen Ellzey
• Profit & Loss and Balance Sheets posted to MemberClicks. 2016 conference financials have been reconciled. Our net will be \$29,451. The conference stayed pretty close to budget. Nancy is working with the committee to develop a budget for 2017 conference w/Steve Jeanetta of CDS. Treasures report will be filed for audit.	

Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

- Working on transition/continuity plans for post election.
- 1. **White House Rural Council Innovation Exchange (CED Matters – Funding, Publications, Events and Learning)**

We invite you to join a [White House Rural Council](#) Innovation Exchange for a discussion with rural experts on the unique challenges and opportunities rural communities face and the innovative and strategic approaches that have led to successful outcomes in small towns across America. While the presentation will focus on Federal engagements with rural and tribal communities, staff working with resource-strained or high-need urban and suburban communities are encouraged to attend as several strategies presented will be transferrable.

- **Logistics:** Tuesday, October 25th from **1:30pm-2:30pm EST**. Call-in: (877) 369-5243; Code: 0964758#. Please respond to this calendar invite to RSVP.
- **Format:** Agency presentations followed by audience Q&A. Participants are encouraged to submit questions and/or your own rural success stories in advance to BWyman@ceq.eop.gov.
- **Presenters:**
 - Bert Wyman, White House Rural Council
 - Stephanie Bertaina, Office of Sustainable Communities, EPA
 - Claudette Fernandez, Community Economic Development, USDA
 - Max Finberg, AmeriCorps VISTA, CNCS
 - Jennifer Hughes, National Endowment for the Arts
 - Jason Walsh, White House Domestic Policy Council
- **Pre-reading:** In advance of this session, we invite you to read the White House Rural Council's [Rural Strategies that Work](#) memorandum, released earlier this month. Authored by the Chair of the White House Rural Council and Agriculture Secretary Vilsack, OMB Director Donovan, Domestic Policy Council Director Muñoz and National Economic Council Director Zients, the memo details how agencies have addressed rural challenges such as limited institutional capacity, geographic isolation, low population density and persistent poverty.

RFAs open: [USDA Seeks Applications for Next Round of Food Insecurity Nutrition Incentive Program Grants \(4-Traders, 10/20\)](#) The U.S. Department of Agriculture (USDA) today announced the availability of up to \$16.7 million in competitive grant funding to increase the purchase of fruits and vegetables by families and households participating in the Supplemental Nutrition Assistance Program (SNAP). The funding will be awarded to eligible nonprofits and governmental organizations through the Food Insecurity Nutrition Incentive (<https://nifa.usda.gov/program/food-insecurity-nutrition-incentive-fini-grant-program>) (FINI) Grant Program, administered by USDA's National Institute of Food and Agriculture (NIFA) authorized by the 2014 Farm Bill.

- [Community Food Projects Grants \(USDA\)](#)
Purpose: Project and planning grants to fund projects that improve access to food and/or participation in Federally assisted nutrition programs for low-income individuals. **Eligibility:** Public food program service providers, tribal organizations, or private nonprofit organizations. Please see RFA. Funding: \$8.6 million in total grants; 100% match required. **Deadline: November 30, 2016.**
- [Beginning Farmer Rancher Development Program \(USDA-NIFA\)](#)
Purpose: Funds project providing training, education, outreach, and mentoring programs to enhance the sustainability of the next generation of farmers. Priority given to veterans, socially disadvantaged and women farmers or ranchers. **Eligibility:** Collaborative state, tribal, local, or regionally-based networks or partnership of qualified public and/or private organizations. **Funding:** \$17.7 million total. A 25% match is required. **Deadline: December 8, 2016**



- **2017 BFRDP Applicant Webinars Announcement**

The Beginning Farmer and Rancher Development Program (BFRDP) staff at NIFA will give a webinar to present information for the FY17 Request for Applications. The webinars are for applicants and their partners involved in networks and collaborations that offer education, training and technical assistance to new farmers. **October 26, 2016 | 2-3:30 PM (ET)**

Applicant Process Webinar November 16, 2016 | 1-2:00 PM (EST)

This webinar is hosted by the New Entry Sustainable Farming Project as part of a BFRDP Education Enhancement Team. There are resources and tools to support inexperienced applicants with the application process. Visit New Entry's BFRDP Assistance Page at <https://nesfp.org/BFRDP> for more information and assistance from this project.

2. eXtension will be announcing its new two Issue Corps for FY17. The Diversity & Inclusion I-Corps announcement is scheduled for release 31 October. The Behavioral Health I-Corps will follow.
3. The Small Business Innovation Research – Phase I recently closed. Anyone interested in serving as a reviewer for the Community & Rural Development topic area (8.6) should contact Brent Elrod.
4. The RRDC directors are in DC 17-18 Nov for discussions with AMS, RD and others.

Regional Rural Development Centers Rep.

Don Albrecht

- Don – has been asked to help plan Sunday State Program Leaders – during NACDEP on June 11 – Kelly - How were the reps of each region determined? The regional development centers contacted people - North Central selected theirs at a recent meeting

North American Food Systems Network (NAFSN)

Susan Kelly

- Have monthly meetings – has joined the National Food Systems organization – will be contributing some Community Development work and trainings

Member Services Committee

Peggy Schlechter

- Two Liasons from the Board have attempted to make contact with Peggy to offer assistance
- Have completed the playbook – Connie Mefford –
- Kelly will contact Peggy to discuss the committee and how to move forward

Communications Committee

Brian Raison

- Coming up with ideas to deliberately welcome International guests – CDS and NACDEP
- After sessions – do some social media quick evaluations - #ahahmoments – keep the momentum with online traffic
- Keep in mind any potential expenses for the NACDEP budget – share with Nancy
- Brent – would like a brief write-up on the International guests – helps demonstrate the international connections for potential funding

Marketing Committee

Rebekka Dudensing

- Quarterly meetings
 - How can we get videos of award winners
 - Selling NACDEP merchandise – thinking about that to streamline the process
- Videos of selected sessions
- Contact award winners for video production
- Revised definition

Finance Committee

Steve Burr



- Getting ready for a spot audit
- Planning for the 2017 budget

Nominations Committee

Stacey McCullough

- The nominations committee consists of Stacey McCullough (chair), Susan Kelly (South), Connie Mefford (North Central), Brad Gaolach (West) and Tony Michael (Northeast). Committee members are reaching out to potential nominees.
- The call of nominations went out via email on October 12. Nominations will close on November 9. Stacey will work with Ricky to schedule additional email reminders.
- Nomination instructions have been posted on the website in the NACDEP News panel and on the Forms webpage.
- A call for nominations was posted on Facebook and Twitter on October 17. The nominations announcement is currently the cover photo on Facebook. New posts will be made every few days.
- The call for nominations was included in the Southern Region newsletter on October 18.
- One official nomination has been submitted for North Central Region Rep.

Journal of Extension

Mary Emery

- Committee is going to be working with Extension on a special edition on Innovation
- Review the Strategic plan

PILD Conference 2017

Norm Schwertfeger/Laura Fuller

- No Report

JCEP Leadership Conference 2017

Kelly Nix

- 85 proposals for the conference – challenge now is how to open up the schedule to have as many as possible
- The goal is to expand participation

Recognition Committee

Michael Dougherty

- Review of process and awards
- Recommended changes to Section M of the Policy and Procedures for the Board to review and consider at its next meeting. The proposed change to the section's introduction codifies the changes previously discussed for the awards application process (national-only category and one submission per project/program). The proposed change to Item 10 of the section replaces specific – and outdated – language with respect to JCEP Awards with a more general description of the JCEP awards program. The new proposed Item 11 is to allow special one-time awards – with board approval. An example of this would be a special award with a joint conference sponsor. Presently, there is no mechanism under which to do that.

SECTION M – NACDEP Awards NACDEP offers a series of annual awards to its membership to recognize exemplary service and practice. Each year, the Recognition Committee will put forth the names of members who deserve special recognition in the form of national and regional NACDEP awards. Awards will be based on a calendar year cycle. Eligibility will be those members who were active in the field during the previous year, unless otherwise stated for a specific award. The committee will notify the membership of award availability and request applications at least 120 days in advance of the annual conference. The Recognition Committee will work with Management Firm to post current application forms on the NACDEP website. Applications will be due no later than 90 days prior to the conference. Late applications will not be eligible. Applications may be submitted for regional and national consideration or national consideration only (in the case of multi-state and national efforts). Projects or programs can only be submitted in one award category. The Recognition Committee and the Regional Representatives will notify the winners no later than 60 days prior to annual conference. Management Firm is charged with preparation of award plaques and certificates for the award ceremony held during the annual conference. The specific application requirements and



evaluation criteria will be developed by the Recognition Committee, approved by the Executive Committee, and posted for that particular year.

All awards applications will be submitted to the Recognition Committee for review and evaluation.

Evaluation

for all levels (national and regional) will be done by an awards review committee. The scoring from this panel

will be used to determine the national and regional award winners. The committee will consist of two representatives and one alternate from each region (with additional alternates appointed on an ad hoc basis, if needed).

For the Distinguished Service Award and the Distinguished Career Award, there will be a national winner, regional winners, and honorable mentions so long as the application meets the minimum meritorious standards as specified on the application. For all other awards, there will be a winner, a runner-up, and honorable mentions. The winner and runner-up must meet the minimum meritorious standard of 75 points. Any honorable mentions would go to those award applications that are not among the top two nationally or in a region and have achieved a superior merit score of at least 90 points.

10. JCEP Awards The Joint Council of Extension Professionals may have an award or has a pair of awards for which NACDEP members and teams including NACDEP members may apply.

- The JCEP Professional of the Year Award (individual) is given annually to encourage and recognize experienced and successful Extension professionals for their long-term commitment to developing outstanding interdisciplinary programs. There is one award per Extension professional association.
- The Excellence in Teamwork Award (team) is given annually to encourage and recognize successful Extension teams for their commitment in developing outstanding interdisciplinary sustaining programs. The details of those awards and the application process are explained on the JCEP website (jcep.org). NACDEP will post information about these awards to its website. Eligible members – especially national and regional NACDEP award winners – and encouraged to apply for these JCEP honors.

11. The Recognition Committee, with approval of the NACDEP Board, may create special program or project one-time awards in a particular year.

Development Committee

Michael Wilcox/Melissa Bond

- Stacey and Kelly met with committee on Playbook –
- Some committees need to meet to align playbook – i.e. - CommComm and Membership?
- If there are budget items submit to Finance Committee
- Coordinate with Membership Drive – will reach out to Ricky for the best

Resolution and Policy Committee

Stacey McCullough

- Stacey will convene
 - Solicit potential bylaw changes
 - Review Procedure and Policy

2016 Annual Conference w/ANREP

#’s Wrap up

Ricky Atkins & Others

-

2017 Annual Conference w/CDS

Trudy Rice/Ros Brain/Paul Lachapelle/Ricky Atkins & Others

- Call for proposals for learning and poster sessions has been announced

- First of November will resend
- First of November – soft offering for pre-conference and lighting sessions
- Mobile Learning workshop committee is working hard
- Will open registration Feb. 1
- Plans are on track – right now!

2018 Annual Conference – Cleveland OH

David Civittolo/Greg Davis/Ricky Atkins

- Have narrowed the location to one location – negotiating logistics and meeting rooms/etc....

Historian Report

Kevin Andrews

- Completed a draft Historian Playbook in hopes for purposeful action in the coming months.

Updates from the Regions & Partners (5 minutes)

Northeast

Mary Peabody

- Recruited regional member for Nominating Committee
- Conversation with a member about the possibility of having a regional check in to share program ideas and success stories.
- October newsletter out to members.
- Continue to update the membership list.
- Sent out information on call for reviewers and presentations for CDS/NACDEP Conference. Will continue weekly reminders.

North Central

Connie Mefford

- No report filed
- Newsletter was sent
- Missouri Summit – Oct. 24 – will promote the NACDEP conference in Big Sky
- Asking for nominations

Southern

Susan Kelly

- Sent newsletter to 78 active NACDEP members in September and October with information about Nominations, the Call for Proposals and the opportunity to review abstracts.
- Compared list of active members with the list provided by TAS each month.
- Gave a NACDEP Report during the Southern Program Leaders Monthly Meeting.
- Contacted Southern Region members about the open positions, discussed the nomination process.
- Met with the Conference Sponsorship Committee and developed a spreadsheet for the group to share.

Western

Ros Brain

- No report

1890

Adam Hodges

- Promote submitting proposals
- Promote the conference in 2017

1994/FALCON

John Philips

- One update I have to report this month (October) is that I met with the FALCON Board and they are very supportive of 1994 members attending the NACDEP conference and becoming members of NACDEP. The Board



proposed to sponsor “several” scholarships that would pay for registration/membership dues of 1994 people. Details need to be worked out. I could see this being a separate FALCON scholarship, or it could be integrated into NACDEP’s scholarship program (which I think would be a nice, visible show of support for NACDEP).

- Also, our FALCON annual conference is coming up on Nov. 5-7 in Albuquerque, NM. I plan on pitching NACDEP at our business meeting, as well as recruiting for presentation proposals.
- Finally, I am on a small subgroup that is working to develop a Native American-focused panel for the annual conference. We have had discussions with a community activist involved in the Standing Rock Dakota Access Pipeline issue, and she is an amazing person. We’re looking forward to her and others presenting at the conference.
- That’s all. Am including last month’s report below as background....
- **Sept. 15 Report:** This month, I would like to focus my report on conducting outreach to the 1994s in order to increase their membership in NACDEP and to attend the annual conference in Big Sky. This year represents the best opportunity in recent history to recruit 1994 people, as the conference location is in the heart of Indian Country. There are 7 1994s in Montana alone, 5 in North Dakota, 3 in South Dakota, 1 in Washington.
- Here’s the outreach plan I am proposing:
- **Now-to-November:** advertise the conference and NACDEP, highlighting the value that membership and the conference represent (skills-building, knowledge sharing, networking, etc.). The 1994s annual conference is Nov. 5-7, so we won’t push hard yet, as many of the 1994s are preparing for their own annual conference.
- **November-December:** focus outreach on NACDEP presentation proposals (due around Nov. 15). This is a short turnaround from the end of the 1994s conference, so I will be looking for presentations at the 1994 conference that would be applicable to NACDEP/CDS, and encourage the 1994s to repackage them for NACDEP.
- **December-February:** keep putting out periodic advertisements and reminders. Work with FALCON to see if they can contribute any scholarship funding for 1994s for registration fees or membership dues.
- **February-April:** push hard for conference registration. Reach out to NACDEP members in states w/1994s and encourage personal recruitment from NACDEP members. Experience has shown that personal contacts are the most effective way to recruit.
- **May-June:** following up with registered attendees to ensure they are prepared and excited for a great experience.

Joint Council of Extension Professionals (JCEP)

Stacey McCullough/Kelly Nix/Trudy Rice

- The response to the call for proposals for the 2017 JCEP Leadership Conference was outstanding. We received 85 total proposals.
- Based on the 2016 JCEP Leadership Conference schedule, only 26 presentations can be accepted.
- Schedule considerations are being based on a collective desire to expand participant experience and JCEP member scholarship opportunities.
- JCEP Conference Committee and Board are looking at several scheduling options.

Update from TAS

Ricky Atkins

Finance:

- September finances have been reconciled and sent to Nancy Bowen for this month’s board reports.
- TAS set-up an accountant to do the 990 returns and are now filed
- TAS has determined that NACDEP will make approx. \$32,867.76 as a result of the 2016 ANREP/NACDEP joint conference

Membership:

- TAS has processed 0 membership renewals since the last board meeting. Totaling 365 since the start of the renewal period.

Communications:



- TAS has sent out the 2017 Call for proposals
- TAS has sent out communications regarding the NACDEP Nominations

Web:

- TAS has created a stand-alone form to take donations to the NACDEP Endowment for Sustainability and will be ready to set-up the landing page once the development committee has prepared the language.
- TAS has posted the August Approved minutes to the web site

2017 Conference

- TAS has negotiated the hotel contract with the Big Sky resort in Montana for the 2017 joint CDS/NACDEP conference.
- TAS is working with the CDS business office to outline and define conference responsibilities for both NACDEP and CDS planners.

Unfinished Business

Develop Process for JOE Liaison

Stacey/Kelly

- Stacey is working on a process for the next recruitment period – what does job description look like
- Mary Emery will be rep for another year
- This is a three year rotation -

Playbooks

- Playbooks are almost complete Kelly/All
- Further refined by November and complete by January 2017

Committee Chairs to provide contact info matrix for their members

Kelly/Committee Chairs

- Committee Chairs provide contact info of committee members to Kelly

NACDEP Website donation landing page

Michael W/Ricky

- Ricky has worked on a stand alone page – working on language

Definition of Community Development

Kelly/All

- Keep this on the rolling agenda – how might we approach members with definition?

“Community development is a practice-based profession and an academic discipline that promotes participative democracy, sustainable development, rights, equality, economic opportunity and social justice, through the organization*, education and empowerment of people within their communities, whether these be of locality, identity or interest, in urban** and rural settings.”

New Business

- None

Comments and Announcements

- None

Adjourn

Next Board mtg. is November 18, 2016