**National Association of Community Development Extension Professionals Board/Committee Chairs**

**Minutes from Friday, July 21, 2017**

Welcome, Trudy Rice

A quorum was determined. Board members in attendance:

Trudy Rice

Kelly Nix

David Civittolo

Suzette Barta

Nancy Bowen Ellzey

Adam Hodges

Brian Raison

Mary Peabody

Susan Kelly

Laura Ryser

Ricky Adkins

Absent – John Phillips

Committee Chairs also in attendance:

Steve Burr

Peggy Schlechter

Michael Dougherty

Dave Shideler

Brent Elrod

Rebecca Sero-Lynn

Addition to the Agenda by Trudy Rice: Discussion of NET partnership

Motion to approve the minutes: Nancy Bowen Ellzey (second not required). Motions carries.

Motion to approve the minutes from the June 11 pre-conference meeting by Susan Kelly. Second by Mary Peabody. Motion carries.

Motion to approve the minutes from the June 14 post-conference meeting by David Civittolo. Second by Kelly Nix. Motion carries.

Annual meeting minutes were reviewed. These will be up for approval at the next annual meeting.

September Board Retreat, September 27-29, 2017: Trudy reviewed the agenda for the upcoming board retreat. Ricky will be getting back with us to let us know how to make hotel reservations.

Treasurer’s Report: Nancy Bowen Ellzey (Treasurer) reported that we are showing income from the conference, but we have not yet paid all the expenses. Also, we are showing CDS registration income on our budget which needs to be removed/separated.

Motion to accept the Treasurer’s report was made by David Civittolo. Second by Mary Peabody. Motion carries.

Committee/Liaison Reports

* **Natl. Institute of Food & Agriculture (NIFA),** Brent Elrod: NIFA is currently wrapping up the FY17 budget. There has been an increase in the budget and the centers are working on how to best use that funding. The Presidents’ budget zeroed out the Centers’ budget and in is unclear if the funding will be restored. FY18 Small Business Research announcement has been released. Toya Riggins is a new staff member. At the USDA level, there have been some new appointments announced.
* **Regional Rural Development Centers** Rep, Mark Skidmore: No report.
* **North American Food Systems Network (NAFSN**), Susan Kelly: 3 free memberships to NAFSN were offered to the NACDEP board, and one is still available. Let Susan know if you are interested.
* **Member Services Committee**, Peggy Schlechter: Deb Toodle from Iowa State will join the committee.
* **Communications Committee**, Brian Raison: Melinda Grismer of Purdue is serving as co-chair. The committee met at Big Sky and are excited about the upcoming year.
* **Marketing Committee,** David Shideler: The committee added one member at Big Sky. Outcomes from their Big Sky meeting included:
  + They would like to figure out how to make some videos that will describe what “community development” is…based on the definitions approved at Big Sky. Some members may be asked to help with a video.
  + There was a discussion about continuing with the sales of swag items (shirts, luggage tags, etc.) The primary discussion was whether to update the logo. Committee think that if an update is made that a graphic designer should be consulted. The committee questions whether a logo is important enough for our brand to justify this particular expense.
* **Finance Committee**, Steve Burr: Committee met at Big Sky and approved the movement of funds to the development fund. Nancy replied that this would occur after conference financials are finalized. The committee will initiate a spot audit after the conference is finalized and will initial a formal audit next year.
* **Nominations Committee**, Kelly Nix: This committee will be forming within the next month.
* **Journal of Extension**, Mary Emery/Julie Fox: Mary Emery will term out at the end of the year and Julie Fox will take over on January 1, 2018.
* **PILD Conference 2018**, Rebecca Sero-Lynn: Based on a report submitted by Laura Fuller, The PILD conference is considering the addition of a poster session and a “lightening session.” The theme is “Cultivating a Climate of Civil Dialog.” They hope to find a find a better method for receiving submissions that relate to that theme.
* **JCEP Leadership Conference 2018**, Trudy Rice: Kelly, Trudy, and David will represent NACDEP and Trudy will chair JCEP conference in 2019 for NACDEP.
* **Recognition Committee**, Michael Dougherty: Awards were given at the conference. Feedback was generally positive other than the complaint of “It ran a little long.” The committee will look at Ways to promote the awards more and ways to even out the recognition among the regions. No structural changes would occur until after the 2018 conference.
* **Development Committee**, Michael Wilcox: The committee is still following up on the amounts that were raised for the endowment. They are building a list of pledges. They have collected about ¾ of the funds that were pledged. The committee will need to work on clarifications regarding how that money is managed.
* **2017 Annual Conference w/CDS Wrap up**, Ricky Atkins: They are still going through each category on the financials. A few cards came back as declined. A check for $105,000 was paid by check to the hotel. The total conference cost was $128,000. Results from a Survey Monkey were mostly positive. Negative comments included:
  + High cost of getting to the conference
  + 4 presenters in a 90 minute session was too many
  + Agenda was so jam-packed that there was not enough time for networking.
* **2018 Annual Conference-Cleveland, OH**, David Civittolo/Greg Davis/Ricky Atkins: Planning is ongoing.
* **2019 Annual Conference – Asheville, NC**, Susan Kelly and Ricky Atkins: Susan has plans to visit the hotels. Everyone is just getting ready.
* **Historian Report,** Kevin Andrews: No report

Updates from the Regions & Partners

**Northeast**, Mary Peabody: Enjoying the summer. No report.

**North Centra**l, Brian Raison: Great meeting at Big Sky. Excited to move forward.

**Southern**, Susan Kelly: We had a good meeting at Big Sky. Susan is encouraged by plans people have for running for office and submitting for awards.

**Western,** Laura Ryser: Laura is getting oriented. The Western Region is accepting feedback on the creation of 6 training webinars for next year. They are open to ideas on speakers and topics.

**1890,** Adam Hodges: No report

**1994**, Not available

**Joint Council of Extension Professionals (JCEP),** Kelly Nix/Trudy Rice/David Civittolo: Kelly reported that there is a JCEP board meeting next Thursday. Stacey McCullough will be policy chair and has great ideas. Past-presidents travel to the member organizations’ conferences to promote JCEP. Kelly will go to the ESP conference in Wilmington in Ocotber.

**Update from TAS** , Ricky Atkins: Ricky gave an explanation for how to upload reports to Member Clicks. He also reports that the total number of members is 328 (down about 15 from last year.)

Unfinished Business:

NET proposal was discussed. At issue, for the 2016 conference in Burlington, proposals were accepted based on a tourism track theme and NET was involved in reviewing the submissions for that track. In 2017, the process was different in that submissions were accepted and then themes chosen later. There was no tourism theme. NET is requesting:

* + Recognition of a tourism track
  + NET involvement in the review of submissions for the tourism track

Some clarifications:

* + They are NOT requesting a joint conference, (for example, NACDEP-NET Conference).
  + According to Kelly, NET would like to be more of a partner organization like NAFSN so that they would have a voice on the board.
  + Steve clarified that they want to have tourism identified as a topical area and be involved in reviewing the proposals. Those submitting proposals to the tourism track would NOT have to be NET members.

Trudy summarized the requests of NET:

* + For 2018, have a tourism track and have NET involved in reviewing submissions.
  + Create a more formal relationship such as what NACDEP has with NAFSN

David suggests we finalize at board retreat in September.

End of NET discussion.

**New Business:** None

**Comments and Announcements:** Meeting dates for the year were presented**.** Next meeting is August 18, 11am (Central).

**Adjourn:** Motion to adjourn made by Nancy. (Second, if required, by Adam) President adjourned the meeting.