**National Association of Community Development Extension Professionals**

**Board Meeting**

**MINUTES**

**Friday, May 19, 2017**

**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)

Stephan Goetz, Regional Rural Development Center Representative

Peggy Schlechter, Member Services Committee

Brian Raison, Communications Committee

Rebekka Dudensing, Marketing Committee

Nancy Bowen-Ellzey, Finance Committee

Mary Emery, Journal of Extension

Norm Schwertfeger, PILD Conference

Trudy Rice, State Affiliate Committee

Michael Wilcox, Development Committee

Paul Lachapelle, Annual Conference Committee

Greg Davis, 2018 Annual Conference Committee

Kevin Andrews, Historian Report

Ricky Atkins, Karriin Naeff, Cindy Rossen, TAS

**Call to Order:** Kelly called the meeting to order at 1:00 p.m. eastern time. She opened the meeting calling for approval of the agenda. Nancy Bowen-Ellzey made the motion to approve the agenda. Susan seconded. Motion carried.

**Minutes Review:** Connie Hancock

Stacey moved to approve minutes of April minutes – Susan Kelly seconded. Motion carried

**Treasurer’s Report:** Nancy Bowen Ellzey

Financial reports are uploaded to Memberclicks. Watching membership closely - 80 members under our budget.

Expenses are coming in for the conference.

**Committee/Liaison Reports**

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

1. On May 5, the President signed legislation providing funds through September 30, 2017.  A detailed update on the FY 2017 appropriations prepared by NIFA’s budget office is provided below.  I’ve highlighted a few items of special interest to the NACDEP Board.

**Fiscal Year 2017 AppropriationS**

On May 5, 2017, the President signed the Consolidated Appropriations Act, 2017 (H.R. 244) which provides annual funding for the Federal government including the U.S. Department of Agriculture.

**NIFA funding in the Act:**  H.R. 244 provides $1.37 billion in discretionary spending for the National Institute of Food and Agriculture (NIFA) **which is about $41.5 million above** the FY 2016 Appropriations.

**USDA-wide funding in the Act:**  The Act provides a total operating level for USDA of about $25.5 billion, excluding emergency funds. **This is $123 million below** the enacted 2016 level.

There is also a note in the Explanatory Statement accompanying the Act regarding FY 2018 Funding.   Report language states that "agencies should not presuppose program funding outcomes and prematurely initiate action to redirect staffing prior to knowing final outcomes on fiscal year 2018 program funding." USDA is directed to provide quarterly reports on staffing by agency.

All NIFA programs that were proposed for elimination in the 2017 budget are restored in the Congressional appropriations.  One new pilot program is funded under General Provision Section 760, as described below.  A General Provision is included that continues language maintaining matching requirements for AFRI funds in effect before changes in the 2014 Farm Bill.  Language is also continued providing a 5 percent administrative rate for AFRI.  Indirect Cost Rates remain the same as FY 2016 under the General Provisions.

The attached table provides program funding information and a comparison of the FY 2016 Consolidated Appropriations, FY 2017 President’s Budget, and FY 2017 Consolidated Appropriations funding levels.  The table also includes mandatory funding provided by the 2014 Farm Bill, H.R. 2642, the Agricultural Act of 2014.  Specific program provisions include:

* Funds the Agriculture and Food Research Initiative at $375 million and directs that not less than 15 percent of the competitive research grant funds be used for agricultural research enhancement awards program, including EPSCoR;
* Provides an increase of $1.5 million for funds totaling $6.5 million for the Veterinary Medical Services Act to provide educational loan repayments to veterinarians serving in geographical veterinarian shortage areas;
* Includes $27 million, an increase of $2.3 million above 2016, for the SARE program;
* Provides funds totaling $20 million for the Crop Protection/Pest Management (CP/PM) program.  It also provides that notwithstanding any other provision of law, indirect costs shall not be charged against any Extension Implementation Program Area grant awarded under the CP/PM program;
* Supports Rural Health and Safety Programs at $3 million to address the opioid abuse epidemic and to combat opioid abuse in rural communities (the RFA is out – see item #3 below);
* Doubles the funding for the Regional Rural Development Program to $2 million; and,
* Increases funds to $8 million for the Food and Agriculture Defense Initiative “…to expand the National Animal Health Laboratory Network (NAHLN), recognizing the critical contributions that NAHLN labs, including those located at colleges of veterinary medicine, make in responding to emerging threats to American agriculture.  When expanding the network, the agreement encourages NIFA to take into consideration laboratories which would enhance the capacity for surveillance, monitoring, and response; the concentration of human and animal populations that are directly at risk; geography, ecology, and climate; evidence of active collaboration with, and support of, state animal health officials; and evidence of stakeholder support and engagement.”

The appropriations includes General Provision 760 which states: *There is hereby appropriated $5 million to remain available until September 30, 2018, for a pilot program for the NIFA to provide grants to nonprofit organizations for programs and services to establish and enhance farming and ranching opportunities for military veterans*.  NIFA is directed to consult with the Farm Service Agency in developing the terms of the Notice of Funds Availability that will be used to implement the pilot program established by the provision.

Most other programs are funded at the FY 2016 level with increases for Potato Research, Sun Grants, and Alfalfa and Forage Research programs.

Committee Reports can be found at the following links on Congress.gov (click on the link for NIFA):

House Committee Report 114-531 (see page 20 for NIFA information in the PDF version):

<https://www.congress.gov/congressional-report/114th-congress/house-report/531/1>

Senate Committee Report 114-259 (see page 23 for NIFA information in the PDF version):

<https://www.congress.gov/congressional-report/114th-congress/senate-report/259/1>

An excerpt from the Explanatory Statement for Division A – Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017 is attached.

1. Linked and below are messages from Secretary Sonny Perdue introducing his proposed actions to reorganize USDA. Click [here](https://youtu.be/YIt7RAk6L1Y) to watch a video message from Secretary Perdue.

Dear USDA Family:

The United States has achieved an agricultural trade surplus, thanks, in large part, to the success of our producers and the work of USDA staff to help America’s farmers, ranchers, foresters, and businesspeople access new markets. These combined efforts have sent the value of U.S. agricultural exports surging by more than 50 percent over the past six years. That progress has created jobs and fostered growth that is critically important for rural communities and our entire nation's economy.

Congress provided direction for USDA in the last Farm Bill to examine options for reorganizing the international trade functions at USDA and potentially creating a new Undersecretary for Trade and Foreign Agricultural Affairs. In addition, the President has asked his cabinet to deliver plans to improve the accountability and customer service provided by our departments.

Today, I wanted to let you know that the USDA is taking actions to meet those objectives.

USDA remains committed to focusing our constrained resources where they will be most effective—on pushing our record-breaking pace of trade and ensuring that opportunities exist throughout the country for Americans to participate in a transformational global economy. In particular, USDA continues to negotiate and support strong trade deals that will open up markets and help farms, ranches, forests, and production facilities grow, create jobs, and increase wages. This plan also details additional changes to our Department that will improve the effectiveness of USDA efforts to meet the needs of agricultural and forest managers and demonstrate increased accountability to the American taxpayer.

In order to advance agricultural trade, USDA intends to create an Undersecretary for Trade and Foreign Agricultural Affairs and realign the Foreign Agricultural Service to report to the new Undersecretary.  In addition, to create a customer-focused culture of public service and improve service delivery to agricultural producers, USDA intends to create an Undersecretary for Farm Production and Conservation and realign the Farm Service Agency, the Risk Management Agency, and the Natural Resources Conservation Service to report to the renamed Undersecretary. USDA also intends to realign the Rural Development agencies to report directly to the Secretary to provide additional visibility for the investments being made in rural America.

Under the reorganization plan, the Undersecretary for Natural Resources and Environment will retain supervision of the U.S. Forest Service. A reduction in USDA workforce is not part of the reorganization plan.

These changes will have a number of positive effects:

* The growth in U.S. agricultural productivity has been unparalleled over the past 100 years.  This reorganization improves the effectiveness of USDA to provide the customer service needed and expected by U.S. farmers.
* By combining farm conservation programs with farm safety net programs, the Undersecretary for Natural Resources and Environment will be able to focus more attention on the crucial task of managing our national forests.
* We are promoting the importance of Rural Development by placing it under the direct oversight of the Office of the Secretary.  This will ensure that we can best leverage USDA’s expertise with rural communities and new Administrative initiatives to focus on infrastructure investments in rural America.

USDA’s report detailing the reorganization was transmitted to Congress this morning. You may click [HERE](https://www.usda.gov/sites/default/files/documents/report-proposed-2017-reorg-usda-under-secretary-trade-foreign-agricultural-affairs.pdf) to view the report on the USDA website.  There is also an online submission tool for you to provide input and feedback, which you can find on [this page](https://www.whitehouse.gov/reorganizing-the-executive-branch) hosted by the White House.  We encourage you to offer additional recommendations on how USDA can be better structured to meet the needs of our stakeholders and the American public.

In the coming weeks, leadership of affected agencies will be reaching out to further explain the reorganization and provide some time for you to ask more questions.

Thank you for all of your dedication and work. Staff from affected mission areas will be contacted later today by their leadership with additional details.

Thank you,

Sonny Perdue

Secretary

1. The National Institute of Food and Agriculture (NIFA) has released the **2017 Request for Applications (RFA) for the Rural Health and Safety Education (RHSE) Competitive Grants Program.**  Applications are due **June 30, 2017.**

**NIFA Funding Opportunity Page:** [**https://nifa.usda.gov/funding-opportunity/rural-health-and-safety-education-competitive-grants-program-rhse**](https://nifa.usda.gov/funding-opportunity/rural-health-and-safety-education-competitive-grants-program-rhse)

[**Grants.gov**](file:///C:\Users\Ricky\AppData\Local\Temp\Grants.gov) **Page:** [**https://www.grants.gov/web/grants/view-opportunity.html?oppId=293846**](https://www.grants.gov/web/grants/view-opportunity.html?oppId=293846). This page includes a synopsis of the funding opportunity, a link to the full announcement (RFA) and the application package.

NIFA will host a **Webinar for interested applicants** on [**May 31st, 2017, at 2pm EST**](http://nifa-connect.nifa.usda.gov/agrabilitymay7).  The webinar will focus on general guidelines for the program and on the 2017 application process.

To join the webinar via Adobe Connect, go to [**http://nifa-connect.nifa.usda.gov/rhse2017outreach/**](http://nifa-connect.nifa.usda.gov/rhse2017outreach/)

1. I’m looking forward to seeing everyone in Big Sky.

**Regional Rural Development Centers** Don Albrecht

Looking forward to seeing everyone at Conference in June in Montana

**North American Food Systems Network (NAFSN)**  Susan Kelly

**Membership Services Committee** Peggy Schlechter

* CDS/NACDEP New Member/Student/International Delegates/Past Presidents – Reception/Orientation
* Revised report attached. Connie, Paul, Dan, Amanda, John and Peggy are all available to meet at 4pm; 30

minutes prior to the start of the event. Peggy will ask Chance if he is able to join us then too. Peggy will make

copies of the “Connect” activity. Dan-are you able to get copies of a promotional CDS brochure? Peggy will

check on a NACDEP brochure.

* Swag
  + NACDEP polos, bags, and luggage tags-Order by Wednesday, May 24. Not everyone is receiving the emails

about purchasing products. Connie will check with Ricky to see if he can check the email list and resend this.

* Topic Oriented Meet-Ups – opportunities for networking

Amanda will check with Trudy to determine the location and availability of a microphone. She has reached out to a CDS member to be sure CDS topic areas are included. Dan will follow up with a CDS member to get in contact with Amanda. Amanda will make Table Tents. Peggy will help Amanda set up the room.

Here are the topics:

* Economic and Business Development
* Leadership Development and Civic Engagement
* Local Government/Nonprofits and Public Decision Making
* Land Use Planning and Housing
* Tourism, Arts, and Creative Placemaking
* Core Skills: Facilitation, Inclusion, Collaboration, Analysis, Evaluation, and Planning
* Environment and climate change
* Local food systems
* Public health and poverty
* Stand-up Recognitions at Regional Meetings & NACDEP Business Meeting (with joint meeting this year).

Peggy will get stand up recognition to Trudy to use and pass to the regional reps.

* + New Members
  + Retirees
  + New Retirees
  + First Time Attendees
  + Life Members
  + Student Members
  + Anyone who attended NACDEP last year in Burlington
  + Anyone who has attended 5 or more NACDEP conferences
* Fundraising for Scholarship

Silent Auction

* Prior to conference – **remind people to donate**
* During the conference – remind people to bid

\*\*\*Please sign up for volunteer times for the silent auction and / or the registration table. You should have received an email on Tuesday, April 25 making that request.\*\*\* Again, it was determined that several people on our committee did not receive this email. Connie with check with Ricky about this email too.

* Something for our committee to discuss – after conference? Future item – How to keep members involved between conferences? We will talk about this during upcoming meetings so think of ideas! According to Item 27 in the survey, networking was what members most valued about NACDEP. We will want to look at opportunities to network for members between conferences and to add value to members who may not be able to attend a conference to keep them as members during years they aren’t able to attend a conference. We may be able to use the “meet up” sessions at NACDEP as a starting point.

Amanda commented that she is new to Extension and NACDEP. She thought it would be a great value to new person to find a way to connect with faculty and specialists in specialty area to mentor and share how they built their careers. How can we start this at the conference in June?

* **Next Meeting – Sunday, June 11 – 4:00 pm. See you there!**

**Communications and Website Committee**  Brian Raison

Quick chat and touched based and everything is a go for the conference

Hashtag – #commdev17

**Marketing Committee**  Rebekka Dudensing

70 votes for the referendum

Polo sales started off slow but need to get to 12 to get the price break

Bags are slow – high minimum

Luggage Tags – 8 have been slow – minimum is 125 and most will be sold on site

**Finance Committee** Steve Burr

No Report

**Journal of Extension** Mary Emery

No Report

**PILD Conference 2017** Norm Schwertfeger

No Report

**Recognition Committee** Michael Dougherty

Awards Determinations Made

* Judging completed for NACDEP Awards
* Agreement on JCEP Creative Excellence Award
* CDS Awards approved – including the joint awards

Work Underway for Banquet

* Program and PowerPoint preparations underway
* Photographs assigned
* Timing and script to be jointly developed
* Exact logistics will be done on-site

Overall Thoughts

* Only a handful of award applicants will not be honored in some way
* Trying a few different things as part of CDS coordination
* Need more education on new rules implemented this year
* Prohibition of double submission
* Use of “National” only consideration (for region)

Next Steps (Post Conference)

* Review of awards submission data
* Improvements in process (application, review)
* Recommendations for awards categories

**Development Committee** Michael Wilcox

* + Working with Ricky and Melissa at the beginning of June to recognize Donors at conference
  + Will collect data thru May 31
  + Recognize donors at registration table with Poster or Handout
  + Donor link is on the NACDEP website – need to check that language for tax deduction is on website
    - NACDEP is a non-profit so all donations are 100% tax deductible
  + Kelly would like to incorporate a slide for Business meeting on update on Donors
  + Need pictures of Auction items to post on a google docs – trying to get submissions of Auction Items prior to conference
    - Would suggest something non-University swag

**Resolutions and Policy Committee** Stacey McCullough

* The resolutions and policy committee consists of Stacey McCullough (chair), Trudy Rice, Connie Hancock, Notie Lansford and Adam Hodges.
* The committee met on April 28, 2017 to finalize proposed bylaws changes.
* Formal notification of all proposed amendments was sent to members via email on May 11, 2017. Email text as follows:

*Notification of Proposed Bylaw changes*

*Several proposed amendments to NACDEP's bylaws will be considered at our annual business meeting on June 13. According to our bylaws, the Resolutions and Policy Committee must notify members of proposed amendments at least thirty days in advance of the close of balloting. This email fulfills that requirement.*

*Proposed amendments are posted on NACDEP's website at www.nacdep.net/bylaws. Changes proposed include:*

* *Revising membership approval language in Article III: Membership and Dues Section 1. Membership.*
* *In Article IV: Officers and Executive Committee Section 1. Officers, removing a sentence indicating terms of office are prescribed in a later article.*
* *Adding term language in Article IV: Officers and Executive Committee Section 2. Duties of the President*
* *Adding term language in Article IV: Officers and Executive Committee Section 3. Duties of the President-Elect.*
* *Adding term language in Article IV: Officers and Executive Committee Section 4. Duties of the Past President.*
* *Adding language to allow Treasurer to delegate some responsibility to Association Manager with oversight AND changing term for Treasurer from 1 year to 2 years in Article IV: Officers and Executive Committee Section 5. Duties of the Treasurer.*
* *Removing language requiring the Secretary to maintain membership list AND adding language to allow Secretary to delegate some responsibility to Association Manager with oversight AND removing a redundant phrase AND adding term language in Article IV: Officers and Executive Committee Section 6. Duties of the Secretary.*
* *Removing language regarding the JCEP Galaxy Conference in Article IX: Elections Section 3. Assumption of Office.*
* *Replacing references to Affiliate Associations with NACDEP Chapters in Article XII: Affiliate Associations.*
* *Replacing word "voting" with "attending" in Article XIV: Amendments.*

*For your convenience, brief comments have been added to explain the rationale of proposed amendments. Please review this information prior to NACDEP's annual business meeting on June 13. If you have any questions, please contact Stacey McCullough, Resolutions and Policy Committee Chair, at smccullough@uaex.edu.*

* Incorporation of playbooks into Policies & Procedures (P&P) is almost complete. Stacey will send draft revision to board members and committee chairs for review next week.

**2017 Annual Conference with CDS** Trudi Rice

* 224 registered for the conference – anticipate to have 350/400 registered
* NACDEP Board has been invited by CDS to meet for supper on Saturday night – email Kelly if interested

**Regional Meetings at the Conference**

* What do regional reps want to talk about collectively?
  + South has a lot of South to talk about – DRAFT agenda is posted in the Southern Region update
  + 2018 conference committee would like to visit with each region about opportunities to volunteer
    - Can distribute a sign up sheet prior to the visit

**2018 Annual Conference – Cleveland OH** Greg Davis

* Thanks to Ricky, Stacey, Trudi and Dave Ivan – have received a lot of great ideas. Excitement is growing in Ohio to host the conference. Getting ready for business meeting. Will work on committee recruitment to get members engaged.

**2019 Annual Conference – Asheville, NC** Susan Kelly

* Has slide ready for Business meeting with a short video

**Historian Report** Kevin Andrews

**Updates from the Regions and Partners**

**Northeast Region** Mary Peabody

* Sent out the Spring regional newsletter
* Participated in a several committee calls.
* Started planning for the regional meeting in June.
* Recruited regional reps for several committees related to the conference
* Working on some regional professional development opportunities in the summer/fall 2017.

**North Central Region** Connie Mefford

No Report

**Southern Region** Susan Kelly

* Agenda for Regional meeting at NACDEP
  + NACDEP Awards Presentation
  + Southern Rural Development Center Report Dr. Steven Turner, Director
  + Bonnie Teater Award
  + National Program Leader Report Brent Elrod
  + Southern Region Initiatives
    - Program Leaders Network
    - SERA 47
    - SERA 37
    - Civil Discourse/Race Relations
  + NACDEP
    - Reminder to participate in committees
    - 2018 and 2019 Conferences
    - How are we doing? What else could NACDEP do for the members?

**Western Region** Roslynn Brain

No Report

**1890** **Representative**  Adam Hodges

No Report

**1994/Falcon Representative** John Phillips

No Report

**JCEP** Stacey McCullough

* The award nominations for the JCEP award have been very low. The Board is considering eliminating due to lack of interest. Considering a Scholarship.

**TAS Update** Ricky Atkins

Since the last board meeting the NACDEP National Office (TAS) has engaged in the following scope of work.  
  
**Finance:**

* TAS has reconciled financials for April and sent to the treasurer for their report.
* TAS continues to monitor all accounts receivable and payable for the association
* TAS has contacted our CPA for the corporate taxes

**Membership:**

* TAS is currently processing Membership renewals for the 2017 membership year. 281 members have renewed through the online renewal system.

**Communications:**

* TAS has worked with Trudy Rice to send out Conference Registration communications.
* TAS has sent out various communications to NACDEP members for webinars etc...
* TAS has sent out the vote for Global Definition of Community Development.
* TAS has sent out the Order forms for NACDEP branded items

**Web:**

* TAS has set up the endowment form and stand-alone page up and running and Live on the site
* TAS has renewed the NACDEP Domains for another two years and approved the site certificate.

**2017 Conference**

* TAS has been participating on the 2017 Conference Steering Committee calls
* TAS has set-up the registration form and currently has received 223 registrations
* TAS is working with the Big Sky resort to negotiate AV contract for the conference.

**2018 Conference**

* TAS has negotiated the contract for the 2018 NACDEP conference at the Renaissance Hotel by Marriott in Cleveland, OH.

TAS will be setting up a room block for the NACDEP board retreat in late September

**Unfinished Business**

**Community Development Definition**

**Bylaw Changes**

Will keep moving forward with recommended changes

**New Business**

**Board Meetings**

* Pre Conference Board Meeting For current board attending conference – Sunday, June 11th from 10:30-12:30
* Post Conference Board Meeting For New Board – Wednesday, June 14th from 1:30-3:30

**Comments and Announcements**

**Adjourn**

Draft Submitted:

Connie Hancock, Secretary