

NACDEP Executive Committee (aka Board) Meeting Minutes, December 10, 2010  
Meeting held via conference call and webinar hosted by University of Minnesota.

Deb Tootle, President, called the meeting to order at 1:08 Central Time.

Board members Tim Borich, Greg Davis, Steve Burr, Michael Darger, Harry Crissy, and Ed Jones in attendance. Not attending: Gary Green, Paulette Cooper, Winifred McGee.

Others attending: committee chairs Stacey McCullough, Notie Lansford, Paul Lachapelle, and Peter Metsker from PAR (association manager).

Approval of the agenda after adding the conf. budget and the conf. e-mail messaging on motion by Harry, second by Michael and approved.

Approval of the October, 2010 minutes on motion by Harry, second by Tim and approved.

Treasurer's report given by Greg Davis. Approved on motion by Harry and second by Michael and carried.

#### Regional Reports

Western - Steve reported that only one person responded to call for conference hosting. They were in a place not conducive to travel. Salt Lake City is the site he is recommending for 2012. The site decision is to be put on the agenda for January. He will contact the sales director at the Marriott in Salt Lake. Need to get the right dates scheduled that don't conflict with other conferences. April isn't so good; May or June would be best.

Southern - Harry reported that there will be tours before the conference. \$28,000 deposit due to Frances Marion Hotel which serves as a guarantee.

#### Committee reports:

Conference Planning 1. Tim reported that presentations have been selected. Speakers include: Mark Partridge, economist at Ohio State. Kathy Watecki, asst. secretary, has accepted. Martin Holdridge, economist. Matthew Martin, Richmond Federal Reserve, about economic conditions for community development. All the sessions are full and there are more posters submitted than the Minnesota conference so the projected attendance is trending well. Presented the budget of \$52,835 of expenses and \$54,660 of income (based on 150). Tim (and others) think this budget is low ball, i.e. conservative. Minimums are \$18,000 for catering, room night minimum of 347 (@ \$139 per night), deposit of \$28,000 overall. Budget approved on motion by Michael and second by Harry and carried (included at end of these notes). Peter reported that 26 registrations received to date online.

2. NET & NACDEP conference proposal for a discount of 10% for people registering for both. The NACDEP registration is already up at NACDEP's website. Steve moved and Harry seconded and carried that this be approved.

3. Staffing the registration table and other services needed onsite is a question. Julie and Peter would both go to conference, if travel was covered. Tim said this would come out of the budget. Clemson, North Carolina and Iowa can provide volunteers.

4. Awards. Who makes decisions on awards? Regional Committees review the applications and make decisions for their regions. Some regions did this already but Western did not get their process initiated and finished. Steve will work that out with Awards Committee. National awards - Deb will have Hank Cothran and Paulette Cooper put that information into writing and distributed to the board. This is not in the manual.

5. Scholarships - Who decides on who gets these? This is not in the manual. The Membership Committee will do this.

Communications Committee – This new committee met for first time. Michael reported that Paul LaChapelle will be chair and Michael Darger, co-chair. They started working on website and will work with each committee chair to get content up and correct online. Also, working on getting other communications activities going. Had members from

across the organization.

Finance and Audit - Notie Lansford will look at budget and revise it to include newly approved conference budget.

Audit discussion will happen next year. They'll prepare a modified budget and bring it back next year. The question of when budgets should be approved came up and it was agreed that there is not much said about this in the by-laws.

Membership -- Stacey reported on the member survey that they have prepared and vetted. Everyone needs to get their comments and suggestions to her by Dec. 15th. They will send it out to the whole organization and thru the regional reps in January. Scholarships to conference -- they will investigate what funds would be available with Greg.

Membership for students – they recommend that a separate category be created for students with specific benefits. The committee will work on a plan for student memberships including what would be included and a campaign to recruit students.

Nominations -- Ed reported that we have one candidate for each slot on the board. Since a contested election is preferable it was the consensus of the board that the election be deferred until January. The committee will continue to hunt for more candidates. Please send the committee nominations for candidates.

PAR - Peter will do a newsletter if people want. Peter reported on several open transactions that will be closed. He recommends changing by-laws to allow just a financial review, an audit is unnecessary. The consensus is that the organizational focus for the rest of the year for NACDEP will be on renewal of memberships and conference registrations.

NET - Steve reported that their conference is coming together with presentations, posters, registrations, etc.

The rest of the agenda was deferred to next month and meeting was adjourned at 3:04 Central Time.

Respectfully submitted,

Michael Darger, NACDEP Secretary

2011 NACDEP CONFERENCE BUDGET			
Estimated at 150 in Attendance			
<b>Conference Expenses</b>			
Hotel			
(Meals, set-up, etc.)			\$ 26,675.00
Mobile workshops			\$ 2,160.00
Conf Plan & Reg			\$ 10,000.00
<u>Materials</u>			
Printing & Promotion			\$ 2,500.00
Banners			\$ 750.00
Travel Reg Support			\$ -
Miscellaneous			\$ 3,000.00
Speakers' Expenses (with travel)			\$ 5,000.00
Equipment AV			\$ -
Credit Card Fees			\$ 1,500.00
Conference Planning Committee			\$ 1,000.00
Liability Insurance			\$ 250.00
			\$ -
			\$ -
			\$ -
<b>Total Expenses</b>			<b>\$ 52,835.00</b>
Registration income			
(150 x 350)			\$52,500.00
Tours			
(30x12x6)			\$2,160.00
<b>Total Income</b>			<b>\$54,660.00</b>