



National Association of Community Development Extension Professionals

**October 28, 2022 Board Meeting
12-1:30 p.m. ET**

Agenda

- **Welcome/Call to Order** ~ *Rebekka Dudensing (1202 p.m. EDT/902 a.m. PDT)*
- **Roll Call** ~ *Michael Dougherty*

In Idaho

- Rebekka Dudensing, President
- Daniel Eades, Treasurer
- Matt Ulmer, Southern Regional Rep
- Kara Salazar, North Central Regional Rep
- Katie Hoffman-McFarland, Western Regional Rep
- Joy Moten-Thomas, 1890 Regional Rep

- Mike Gaffney, Conference Committee

On Zoom

- Crystal Tyler-Mackey, President Elect
 - Melinda Grismer, Immediate Past President
 - Michael Dougherty, Secretary
 - Molly Donovan, Northeast Region Rep
 - John Phillips, 1994/FALCON Region Rep

 - Craig Carpenter, Finance Committee Chair,
 - Jan Steen, Com-Com (Communications Committee) Co-Chair
 - Jaime Menon, Com-Com (Communications Committee) Co-Chair
 - Nicole Walker, Member Services Committee Co-Chair
 - Susan Kelly, Marketing Committee Chair
 - Tamara Ogle, Recognition Committee Chair
 - Michelle Eley, DEI Committee Co-Chair
 - Jamie Rae Walker, JOE Rep
 - Nate Peterson, 2023 Conference Committee

 - Ricky Atkins, NACDEP Executive Director

 - Sarah Rocker, NIFA Liaison
 - Russ Garner, ELC Planning Committee Rep
 - Donna Rewalt, ELC Planning Committee Rep
 - Ramona Madhosingh-Hector, PILD Planning Committee Rep
- **Agenda** ~ *Rebekka Dudensing*
Matt moved for approval. Joy seconded. Approved.



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- **Approve Minutes of the Last Meeting ~ Michael Dougherty**
Michael moved for approval. Matt seconded. Approved.

- **Treasurer's Report ~ Daniel Eades**

NACDEP has \$171,524 assets with just over \$47,00 in endowment. It is late enough in year, so not many changes anticipated; \$16,000 expected expenses remain. Overall, tracking to be in the black – not the projected negative number (loss).

We won't know until end of year what will be available for scholarships. Budgeting \$60,000 for organizational expenses. We will need to hold about \$150,000 in assets. Estimate \$8,000 to split between scholarships and endowment – would mean \$4,000 for scholarships plus what would come from fundraising.

Matt moved to accept. Melinda seconded. Accepted.

- **The Association Source ~ Ricky Atkins, NACDEP Executive Director**

Uploaded to Member Clicks. Financials done. Fall newsletter published. Retreat planned/logistics handled.

Rebekka noted the facility and location for conference (where retreat being held) is phenomenal.

- **President's Report ~ Rebekka Dudensing**

[Retreat action summary](#)

Discussed ops to cooperate with CDS – info sharing and journals on research.

Joy shared what 1890s been working on – awaiting approval from Association of Extension Administrators (AEA, 1890 administrators)

Discussed Diversity, Equity, and Inclusion (DEI) work. Looked at survey and made suggestions. DEI will be working with Melinda to get surveys out. Survey will go out in December – follow-up with focus groups at NACDEP New Year.

Spent time going through DEI suggested Mission and Vision revisions. Felt most important to have separate value statement about diversity. Decided needs to emerge out of focus groups. Concerns about length and repetition, made some suggestions and sent back to DEI. Note that Mission and Vision are part of bylaws, which require board and membership approval to change.

Other committee needs discussed. Discussed potential new logo.

Interest in more consistent committee reporting. Noted a lot of committees not reporting (Google Docs) – would like to hear preference.

Will be offering conference participation certificates for all at conference. Still working on scholarships. Fundraiser (popcorn) to augment Fundly. Also discussed potential on-line conference every five (few) years. Will be reaching out to potential sponsors. Working to coordinate asks (including silent auction.)

JCEP priorities include DEI expansion, 1890/1994 institutions as partners and support, External partnerships (CDS, Association of Public and Land-Grant Universities (APLU))



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Committee on Economic and Community Engagement (CECE) (via Mike Gaffney), Engaged Scholarship Consortium).

Talked about NACDEP New Year – themes included tying topics to existing work, address topics.

Joy spoke on Popcorn Fundraiser - Led discussion about people's experience with Double Good. Various people chimed in. Crystal noted that option to just donate. Joy explained donations split between Double Good's choice (an EMS service) and individual's choice. Michelle suggested should set goals early. Noted discussion was first \$10,000 for scholarships, remainder for endowment.

Partner Reports

- NIFA liaison ~ *Sarah Rocker*
Returned from maternity leave. Listening to see where things are. Opportunity for NIFA Listening session Stakeholder Input to Science Priorities on Nov. 2 Written comments accepted through Nov. 30 (https://www.nifa.usda.gov/nifa-listens-2022?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term) Requested input.

Joy asked her to put Jan. 12, 2023 on calendar for NACDEP New Year to report. Also, conference of April 30-May 3.

- Regional Rural Development Centers Rep. ~ *Don Albrecht*
Russ – Last week Southern RDC board met. Northeast meeting this week. Few weeks ago, all RDCs got tougher at Purdue.
Joy asked when PLN was – Russ responded August 2023 in Orlando.

Standing Committee Reports (please include a brief [Standing Committee Report](#))

- Finance Committee ~ *Craig Carpenter*
Met two weeks ago (quarterly meeting).
One main point to bring to board's attention. Cost of formal audit every three years quite large. In lieu of audit, got an external accounting firm's independent review of procedures. Finance committee supportive of that approach. If we take that approach, need to change policy and procedures. (Prefers Google Docs.)

Daniel noted talked about during retreat. Melinda noted that board approved that last year since it was not a bylaw change. Rebekka noted what is recommended for an organization for our size – so it will bring us into conformity with best practices.

- Communications Committee ~ *Jaime Menon/Jan Steen*
Jan said posted report to Google Docs. Noted Rebekka attended Kansas chapter meeting. Suggested have president attend other chapter meetings if possible. (Good with Google Docs.)



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- **Nomination/Policy & Procedures Committee ~ *Melinda Grismer***
Uploaded report to Member Clicks. Will be amending report. Membership will be notified 30 days before any proposed changes. Also will host a meeting before that (like last year) for membership. Probably in February. Nominations working with Ricky to identify what needs to be filled. (Likes Google Docs butt reminded that everyone that Member Clicks is the official record.)
- **Diversity, Equity & Inclusion (DEI) Committee ~ *Michelle Eley/Lupe Valtierra/Liza Hinz***
Michelle thanked Rebekka for providing overview. Looking forward to seeing comments and incorporate to on-going work. Immediate work is making sure survey ready to go by November; will finalize and share with Melinda (for Qualtrics distribution). Then carve out focus group conversation structure. (Google Docs preference.)
- **Marketing Committee ~ *Susan Kelly***
Marketing is meeting almost weekly to get ready for NACDEP New Year. Theme is New Year Solutions (Play on resolutions). Finalizing PR and topics. Should have save the date out early November. (Likes Google Docs.)
- **Member Services Committee ~ *Nicole Breazeale/Nicole Walker***
Nicole W said report is in Google Docs. Highlights include first Wednesday Webinar session for the year drew 28 people not including the team, with about 15% from 1890s. Next Webinar is November 9 with Russ Garner presenting. Spring sessions scheduled for February 8 and March 8. We also had some discussion about selecting topics for those sessions and meeting needs of our members. (Google Docs preference)
- **Recognition Committee ~ *Eric Walcott/Tamara Ogle***
Tamara noted the committee did not meeting in October but did work off-line. Katie has reached out to regional reps for award judges. Eric working with Marketing on NACDEP New Year. Next committee meeting is next week. The awards portal will open January. (Google Docs.)
- **Historian Report ~ *Stacey McCullough***
Not present, No report.

Updates from Regions & Partners (please include a brief [Region/Partner Report](#))

- **Northeast ~ *Molly Donovan***
Rebekka join meeting November 8. (Google Docs)
- **North Central ~ *Kara Salazar***
Team met September 21 for quarterly meeting. Focus on updates. Featured discussion from North Central Regional Center for Rural Development on writing proposals. (Google Docs.)
- **Southern ~ *Matthew Ulmer***
Last met October 7. Talked about networking component and assemble a survey. Next meeting January 27.



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- *Western ~ Katie McFarland*
Have not met recently as have been meeting for conference planning. The Idaho chapter met in September. Discussed reaching out to create a regional chapter with Wyoming, Montana, and Utah. Also, still recruiting for conference work.
- *1890 ~ Joy Moten-Thomas*
Last meeting October 17. Finishing up 1890 CRD/NACDEP statement to have for future reps. Encouraged submission for awards and presentations. Started conversation on search of regional rep. Came up with travel scholarship rubric; it is more important 1890 member to get travel support rather than registration support. Next meeting Jan. 9.
- *1994/FALCON ~ John Phillips*
FALCON was pretty amazing – almost doubled, more than 300 people. Shout out to North Central RDC, Michael Wilcox, Melinda Grismer. North Central helped connect resources. Looking forward to recruiting 1994s to attend NACDEP.

Melinda added at least 10 people she spoke with at FALCON interested in coming to NACDEP
- *Joint Council of Extension Professionals (JCEP) ~ Adam Hodges/Melinda Grismer/Rebekka Dudensing*
Melinda noted that what has been said about priorities is fine. Working on ELC and PILD. Adam will rep at November meeting and present priorities.
- *Journal of Extension ~ Jamie Rae Walker*
No report. Just need to be connected to conference for JOE participation in conference. JOE Board meeting next month, will tell working with association to see what is available.
- *ELC [Extension Leadership Conference] (Feb. 7-9, 2023) ~ Donna Rewalt, Russ Garner*
Donna noted today's ELC meeting cancelled. Extended acceptance of posters/presentations through November 1. (Currently have 39 submissions. Last year had 60 and need that number). Encourage submissions. Good starter conference. NACDEP submissions under-represented. Could use people to help review. (Google Docs.)
- *PILD [Public Issues Leadership Development conference] (April 17-19, 2023 in Arlington, VA) ~ Ramona Madhosingh-Hector, Sandra Thompson*
Ramona noted that abstract submission closed on October 15. There are 12 slots and have 13 abstracts. Submissions being reviewed by board. Registration opening December 1. Still scheduling speakers. Addition a bicycle tour (to the walking tour) and a couple of wellness sessions. (Goggle Docs.)



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Conference Reports

- 2023 Conference – *Katie Hoffman-McFarland/Mike Gaffney/Rebekka Dudensing*
Katie noted the time schedule had been finalized. Committee excited to be moving forward. had a great tour and people are excited about the site. We're starting the marketing. Pictures of site will be shared. There are still needs and committee will be reaching out to region and general membership. Mike Gaffney added that the committee will be working on those details.
- 2024 Conference Selection – *Matt Ulmer/Jimmy Henry/Nate Peterson/Talia Washington*
Nate said the hotel has reached out to us. Looking forward to moving forward. Reached out to colleagues about serving on committees. Been attending 2023 planning sessions. Looking forward to contracting process.

Old Business: None

New Business

- Committee reporting. Will keep the Google Doc going.
- Funding to incentives to reward members. This entailed (1) a raffle for a one-year NACDEP membership for participation in the membership survey and (2) a raffle for a free NACDEP conference registration for attendees at NACDEP New Year. Katie moved for approval. Daniel seconded it – and noted that the Finance Committee was supportive of the idea. Approved.
- Formal approval of the pursuing the Double Good Popcorn fundraiser, focused around Giving Tuesday. Funds from this effort would be to scholarships up to \$10,000 with any additional monies raised being added to the endowment. Crystal moved for approval. Melinda seconded. During the discussion, Michael suggested a potential prize – such as free membership or conference registration – for the top seller. Rebekka noted that we would to see what goals are and then make recommendations on moving forward. Approved.

Announcements

- You truly don't want to miss the NACDEP conference in Coeur d'Alene April 30-May 3!

Kara noted that Coeur d'Alene is a really nice community and welcoming. Rebekka said it was easy to get to. Crystal reminded people to be sure to plan their transportation from the airport as private ride share services have surge prices. Daniel added that the hotel has shuttle, which is \$90 round trip and requires notice.

Adjourn

- Crystal and Daniel moved. Meeting adjourned. (1:16 p.m. EDT/10:16 a.m. PDT).

Board meetings are by Zoom on the 3rd Friday of each month (after conference, next one 11/18)
START TIME: 9 a.m. (PST) • 10 a.m. (MST) • 11 a.m. (CST) • 12 noon (EST)



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Committee Reports

October 2022

Please include a few sentences about your committees' current discussions and actions. If decisions are needed from the board, please note those in advance of the meeting.

Standing Committee Reports

Finance Committee ~ Craig Carpenter

- Date of last meeting: October 13, 2022
- Committee highlights:
 - The Finance Committee is supportive of continuing the 50/50 split of extra end-of-year funds between the endowment fund at Vanguard and next year's scholarships.
 - Marketing would like to offer a comped conference (CdA) registration from a drawing at NACDEP New Year. The winner would still incur travel costs. Only the registration would be comped.
 - The Finance Committee is fine with this.
 - There is interest in updating The NACDEP logo, perhaps hiring someone.
 - Generally, the Finance Committee responded that we could at least get some bids and see how much we are looking at before the Finance Committee could form an opinion. And as an alternative, Daniel is looking at a university graphic design or marketing and branding class and see what they could do.
- Decisions/actions requested from board:
 - Background: Accounting firms are less interested in conducting audits of small organizations like ours and the costs of a formal audit every three years is essentially prohibitive. So, you may recall (as was announced at the conference's business meeting this year, in lieu of a formal audit, we paid for "independent accountants' report on applying agreed-upon procedures." In this, an external accounting firm reviewed a sample of transactions for make sure everything was in order, found nothing concerning and gave us a short report to that effect.
 - The Finance Committee supports this approach, but we note that if we are not going to get a formal audit, then we should formally change the policy & procedures
 - Page 13 notes a periodic "formal, CPA audit" as well as spot audits
 - Page 14 says "Every third year – CPA Audit"
 - Page 30 of the policies and procedures provides a detailed discussion of the formal audit and the spot audit.



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Communications Committee ~ Jaime Menon/Jan Steen

- Date of last meeting: October 14, 2022
- Committee highlights: Contacts are being made to recruit videographers in Idaho for 2023; Newsletter went out - good size, varied topics; Wednesday Webinar video will go up on YouTube when the link to the recording is available; next meeting is Dec. 9th but we'll meet via email should anything come up before then (i.e. conference marketing push)
- Decisions/actions requested from board: None.

Nomination/Policy & Procedures Committee ~ Melinda Grismer

Diversity, Equity & Inclusion (DEI) Committee ~ Michelle Eley / Lisa Hinz / Lupe Valtierra

- Date of last meeting: October 11, 2022
- Committee highlights: Committee Chairs meet with Rebekka and Melinda (before Oct. 11 committee meeting) to discuss the benefit of capturing some information from our members regarding what would be some of the possible "touch points" to determine the DEI initiatives we want to support. We have some discussions of doing a pre-survey to give us a snapshot of who we are and having a more focused group discussion at the future event involving our members. Follow-up the survey, we will have more focused conversations with members during the NACDEP New Year event in January.
- During our committee meeting, we shared a draft of some basic demographic questions that we could ask and solicit more input from them. Based on their feedback, we made some changes and added some questions that offered more insights into what we wanted to know. We decided that the survey would be brief and we wanted to protect the identity of those that responded. We plan to have the final version completed immediately after the board retreat and set up a survey in Qualtrics.
- Decisions/actions requested from board: Draft demographic survey was shared with Rebekka and a decision was made to wait and discuss it with the board at the retreat.

Marketing Committee ~ Susan Kelly

Member Services Committee ~ Nicole Breazeale/Nicole Walker

- Date of last meeting: October 7, 2022
- Committee Highlights: held first fall Wednesday Webinar on Oct. 12. Title: "Creating Entrepreneur Ecosystems: Ohio State University Extension Shares Building an Entrepreneur Friendly Community Curriculum." Presentation team for OH State University: Myra Moss, Nancy Bowen-Ellzey, Gwynn Stewart, Becky Nesbitt, and Godwin Apaliya. Total participation: 33 people, including the five presenters. Of those, approximately 15% from 1890 institutions, which is a metric we are currently tracking to continue supporting and highlighting 1890 and 1994 engagement.
- Next webinar is Nov. 9, noon Eastern. Presenter is Russ Garner for the Southern Rural Development Center, on the topic "An Assessment: Using the Community Capitals Framework in Understanding Community Needs in Agriculture and Food Systems."



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- Next two webinar dates are February 8 and March 8. We had some discussion about the process for choosing webinars.
- Discussion on engaging with the NACDEP New Year committee however we can in support of that program.
- Review of member survey results from 2019, and discussion of how data and demographics may have changed in past three years, and next steps on assessing the needs of our members.
- Decisions/actions requested from board: None at this time.

Recognition Committee ~ Eric Walcott/Tamara Ogle

- Date of last meeting: September 7, 2022
- Committee Highlights: We did not meet in October. Committee members worked this month with regional reps to start recruiting judges and finalized and posted award descriptions. Eric Walcott is working with Marketing on NACDEP New Year. Our next meeting is November 2, 3-4 ET. We are on target to open the awards portal in early December.
- Decisions/actions requested from board: None.

Historian Report ~ Stacey McCullough

Conference Report ~ Katie Hoffman-McFarland

- Date of last meeting: October 25, 2022
- Committee highlights:
 - Built a three-option schedule for the board to review
 - Solidified a chair for the host committee and recruited members for most the committees
 - Built a solid selection of mobile workshops
 - Met at the hotel for a walk-through with the board
 - Met and looked at some workshop locations and met with local community partners
 - Expanded the sponsorship list
 - Approved a new logo
 - Collected photos from the board during the CDA meeting and tours
 - Selected a schedule based on board and committee recommendations
- What's up next:
 - Finalize schedule and solidify meal types and room needs
 - Begin sponsorship collection
 - Finalize Budget
 - Get out session requests
 - Begin marketing
 - Call out to general membership and West for committee members
- Decisions/actions requested from board: Schedule input, national sponsor conversation, finance and budget conversation



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Updates from Regions and Partners

Northeast ~ Molly Donovan

Next meeting scheduled for November 8, 2022

North Central ~ Kara Salazar

Southern ~ Matthew Ulmer

Western ~ Katie Hoffman-McFarland

- Committee highlights:
 - Retreat in Idaho concluded. Eight attended. Brainstormed Ideas to work together as a region.
 - IANCDPEP (Idaho Chapter) is reaching out to MT, WY, UT and NV about a regional chapter Intermountain Community Development Professionals, to better represent the CD professionals that are not adequately represented by PNW organizations. Contacts have been made.
 - Planning a Fall meeting and will begin advertising for NACDEP New Year.
 - Idaho is hosting NACDEP in 2023 and are doing more committee recruitments for committees.
- Decisions/actions requested from board: None

1890 ~ Joy Moten-Thomas

1994/FALCON ~ John Phillips

Joint Council of Extension Professionals (JCEP) ~ Adam Hodges/Melinda Grismer/Rebekka Dudensing

Journal of Extension ~ Jamie Rae Walker

ELC (Feb. 7-9, 2023) ~ Donna Rewalt, Russ Garner

- Date of last meeting: October 28, 2022 meeting canceled; Donna and Russ met to discuss the conference on September 30, 2022
- Committee highlights: The February 7-9 Extension Leadership Conference (ELC) extended acceptance of proposals for conference presentations and posters through 11:59 PM Tuesday, November 1. This JCEP conference supports and challenges Extension professionals in their leadership development journey across all disciplines. It is a good conference for any career stage. Participants will walk away with practical tips and ideas you can put into action. Formats include 20-minute skill sessions, 45-minute training workshops, and posters. In order to submit a proposal, you must be a member of one of the seven JCEP professional organizations. We'd love to see more representation from NACDEP. NACDEP presentation representation for this conference has been low over the last few conferences. We have an opportunity to provide quality content to benefit all of Extension. Check out the RFP at <https://www.jcep.org/elc/2023>. We can use a few more folks to pitch in for reviewers of proposals in November.
- Decisions/actions requested from board: Share the opportunity for proposals with the broader NACDEP community. Did share an announcement with Jan Steen.

PILD (April 17-19, 2023 in Arlington, VA) ~ Ramona Madhosingh-Hector, Sandra Thompson