



National Association of Community Development Extension Professionals Board/Committee Chairs

Friday, February 23, 2018

START TIMES: 9 am (PACIFIC) / 10 am (MOUNTAIN) / 11 am (CENTRAL) / noon (EASTERN)

**Welcome/Call to Order
Introductions/Roll Call**

Trudy Rice
Suzette Barta

Trudy Rice
Kelly Nix
David Civittolo
Suzette Barta
Nancy Bowen Ellzey
Brian Raison
Mary Peabody
Susan Kelly
Laura Ryser
Adam Hodges
John Phillips
Ricky Atkins, Executive Director

Committee Chairs/Liaisons also in attendance:

Kevin Andrews
Steve Burr
Michael Dougherty
Brent Elrod
Mary Emery
Julie Fox
Laura Fuller
Melinda Grismer
Stacey McCullough
Rebecca Sero-Lynn
Peggy Schlechter
Dave Shideler
Mark Skidmore
Michael Wilcox

Approval of the agenda

Motion to approve by: Kelly Nix Second by Laura Ryser. Motion carried.

Approve January Minutes

Motion to approve by Susan Kelly. Second by: Nancy Bowen Ellzey. Motion carried.

Accept Treasurer's report and file

Treasurer Nancy Bowen Ellzey posted January 2018 financials (profit and loss statement and balance sheet). She adds that the balance sheet is missing a comparable year. It will be added next month. The balance is currently greater than \$160,000 with a net income of approximately \$3,000 for the first month of the year.

Motion to accept and file for future audit by: Susan Kelly. Second by: David Civittolo. Motion Carried.



Executive Committee Report

Kelly Nix reported that she received a proposal from Charlie French (New Hampshire) for the 2020 Conference. He is scheduled to be on the April 20 board meeting to give a summary of his proposal. The board will vote following his proposal.

Trudy Rice added that she received a call from the President of ESP regarding the 2020 conference, but Trudy let her know that our plans were already in motion.

In 2021, we will be taking proposals from the Western Region.

Committee/Liaison Reports

National Institute of Food & Agriculture (NIFA): Report posted by Brent Elrod

Highlights:

1. We are still under a continuing resolution until March 23. We hope to have a 2-year budget for 2018-2019.
2. The President's budget zeroed out the regional rural development centers, but some champions in Congress supported us. This is why it is important for us to remain vocal.

Regional Rural Development Centers: Mark Skidmore emailed a report to Trudy.

North American Food Systems Network (NAFSN): Susan Kelly was in attendance, but there was no report at this time.

Member Services Committee: Report by Kelly Nix.

Five scholarship applications have been received. Committee chair, Peggy Schlechter feels that 5 is sufficient. Applications are due on February 28. Kelly thinks it could be useful to send out another reminder prior to the deadline—perhaps in combination with other communication by Ricky.

Communications Committee: Melinda Grismer emailed a report to Trudy.

The committee continues to meet. They are interested in doing a review of the website and making suggestions for freshening up the site.

Marketing Committee No report

Finance Committee: Report given by Steve Burr.

The Committee met on February 16.

- The informal audit was completed and uploaded.
- The 2018 Budget was reviewed and approved by the committee.
- A discussion on a motion that will be made under New Business to move \$36,219 from NACDEP checking to the Endowment Account. The amount of transfer is based on \$125,000 (2.5 x operating budget) as a reserve and transferring the balance. Current balance is \$161,219.81. $\$161,218 - \$125,000 = \$36,219$.
- Steve shared some benefits of increasing the Endowment Fund.
- Committee had a discussion on what vehicle for investment would generate the most interest income on the Endowment Fund.
 - The committee will look at 3 strategies: conservative/low risk, "Middle of the Road", and aggressive/high risk.
 - The committee will meet prior to our next board meeting and will offer suggestions.
- The committee believes that eventually the Board will need to develop an investment strategy.

Policy and Procedure and By-Laws: Report by Kelly Nix.

Ricky sent out an email with requests for by-laws changes. Another email will go out prior to the deadline of March 7. The committee will meet on March 8. Board members should send their suggestions to Kelly.

Journal of Extension - Julie Fox will report in March

PILD Conference 2018



Registration will end on March 9. Rachel Welborn will represent NACDEP. (Laura Fuller has stepped down.) Susan Kelly, as president-elect, will represent the NACDEP board at the PILD Conference and will host a meeting on Monday afternoon/evening.

JCEP Leadership Conference 2018 Report by Kelly Nix & Trudy Rice.

Kelly reports that conference went very well. Town Hall meeting was a success. The keynote speaker, David Mitchell, created a buzz and is highly recommended as a speaker.

Trudy reports that next year's conference will be February 6-7 in San Antonio, TX. She will serve as chair for the conference and would like to hear feedback, particularly with respect to the Town Hall meeting.

Recognition Committee: Report posted by Michael Dougherty.

Highlights...

Mike reported that we have not received many applications. He suggested the idea of extending the deadline for a week (Mar 5 to Mar 12). There was a general consensus by the board that Mike and his committee be allowed to extend the deadline at their discretion. Mike indicated that if he did this he would send out the notice on the day of the current deadline.

Kelly also suggested that board members make an outreach effort.

Mike also reported that he has recruited judges from North Central and Southern Regions. Judges are still needed from North East and Western Regions.

This committee continues to seek out leadership for 2018-19 year.

Mike asked for clarification on JCEP's Creative Excellence Award. Trudy indicated that it would continue as usual for 2018, but there would be changes in how it is handled beginning in 2019.

Susan Kelly reminded the committee that she is their board liaison.

Development Committee – No report

2018 Annual Conference-Cleveland, OH: Report by David Civittolo.

David reported that material, including registration, will go out early next week.

Invitations have been sent out to reviewers.

2019 Annual Conference – Asheville, NC Report by Susan Kelly.

They are working on creating a theme/tagline.

They have confirmed \$5000 in sponsorships.

The contract has been executed.

Historian: No report.

Updates from the Regions & Partners

Northeast: No report.

North Central: Report by Brian Raison.

Brian reported that he would like to organize a North Central Zoom meeting.

He has sent out reminders for awards nominations to his region.

Southern: Report posted by Susan Kelly

Western: Report posted by Laura Ryser

Laura added that she would also like to organize a regional Zoom meeting.



1890: No report.

1994/FALCON: No report.

Joint Council of Extension Professionals (JCEP) Kelly and Trudy

The JCEP Board met last week. There was much discussion, including committee break-outs. NIFA and APLU liaisons were both in attendance.

Basic outcome of the meeting is that we were asked for 2 things:

1. Create a list of products/professional development opportunities/and resources that our association is willing to let JCEP co-brand.
2. Create our Associational Value Proposition

Trudy requested that we send her our comments regarding the value of NACDEP to our career.

Also, JCEP decided that all JCEP terms will start on January 1. Thus, NACDEP board members will be installed in June, but would not begin to serve JCEP until the following January. A NACDEP past-president would leave the NACDEP board in June, but would remain with JCEP until January.

Update from TAS: Report posted by Ricky Atkins

Highlights...

We now have 174 members.

Newsletter will be going out soon and there will be a request for articles.

Most of Ricky's work has been related to budget/finance committee.

Unfinished Business: Fund Transfer amount recommendation from Finance Committee-Nancy Bowen Ellzey and Steve Burr

Laura Ryser made the motion that \$36,219 be transferred from the NACDEP checking account to the Endowment Fund with an investment vehicle to be determined at a later time.

Susan Kelly seconded the motion.

Discussion: Laura asked how much was currently in the Endowment Fund. Ricky thinks it is about \$5800. Susan wonders if this transfer will affect giving since it somewhat reduces the urgency to give. Steve Burr felt that potential affect would be outweighed by the benefit of being able to put Endowment funds toward scholarships.

Motion carried.

New Business

- **2018 Budget Approval:** Motion was made by Susan Kelly to approve the 2018 budget. Kelly Nix seconded the motion. No discussion. The motion carried.
- **Accept the 2017 spot audit:** Motion was made by Nancy Bowen Ellzey to accept the 2017 spot audit. Susan Kelly seconded the motion. No discussion. Motion carried.
- **2020 Conference proposal** – This will be on April's agenda.
- **Other** – No other business.

Comments and Announcements - none

Adjournment - Susan Kelly moved to adjourn. No opposition to the motion.



Next Board mtg. is March 16, 2018 at 11:00 Central Time/12:00 Eastern Time.

Board meetings are by Zoom on the 3rd Friday of each month.

START TIMES: 9 am (PACIFIC & AZ) / 10 am (MOUNTAIN) /11 am (CENTRAL) / noon (EASTERN)

Following is the schedule for the 2017-2018 Board:

- **March 16th**
- **April 20th**
- **May 18th**
- **June 15th**



Posted Committee Reports

NIFA Community Vitality Report, Provided by Brent Elrod

- 1) The President’s FY19 budget was released 9 February. Government is operating under a continuing resolution until 23 March, 2018. This includes a budget agreement for the House and Senate appropriations committees to resolve differences between their spending bills. The USDA congressional justification and budget summary are at: https://www.obpa.usda.gov/FY19explan_notes.html
- 2) Among the differences, the RRDCs hope for support at the FY18 Senate request – numbers are in millions.

Integrated Activities	FY 2017 Enacted	FY 2018 House	FY 2018 Senate	FY 2019 PBR
Regional Rural Development Centers	2.000	1.000	2.000	0.000

- 3) The RRDC directors are in DC 1-2 March for meetings on topics that include broadband and big data.
- 4) The Small Business Innovation Research (SBIR) Outreach, Training and Technical Assistance initiative is launching with a train the trainer session in DC on 31 January. As the Extension network touches every county in the nation, the USDA SBIR program office is inviting representatives from 8 key states (2 per region) to receive training on the SBIR program. The training has multiple components, including working directly with helping a business client prepare an SBIR application to submit in response to the USDA solicitation that will be released in July 2018.

Keep on rocking in the free world!

Marketing Committee, Provided by David Shideler

Recognition Committee, Provided by Michael Dougherty

1. 2018 Awards Cycle Underway
 - Awards packets have been slow to come in. Only one received through Feb. 16 Only one received since that time. Unsure why the slow pace as process to seek awards has not change.
 - Email blast reminder sent Feb. 16. Deadline is March 5.
 - Will let board determine if we extend deadline by one week or leave as is.
 - Dates essentially mirror last year.
 - Conference same time frame but announcement later.
2. Regional Reps and Awards
 - Special request regarding awards went out to regional representatives Feb. 16.
 - Geographic regions asked to provide awards judges in that email.
 - Already have judges from South and North Central.
3. Committee Activities
 - Conference Call scheduled for February 28.
 - Discussion topics include late push for awards submission, awards ceremony details.
 - Still seeking leadership candidates for next year.

North Central Region, Provided by Brian Raison

Southern Region, Provided by Susan Kelly

- 1 – Submitted names to the Recognition Chair for the review committee
- 2 – Provided a report during the Southern Region CRD PLN monthly call
- 3 – Updated Region Contact List



Western Region, Provided by Laura Riser – No update since January report.

National Office Report, Provided by Ricky Atkins

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

1. Finance:

TAS has reconciled financials for January and sent to the treasurer for their report.
TAS continues to monitor all accounts receivable and payable for the association
TAS is working with the auditor for the formal audit

2. Membership:

TAS is currently processing Membership renewals for the 2018 membership year. 174 members have renewed through the online renewal system.

3. Communications:

TAS has worked with Kelly Nix to send reminders for By Law changes before the annual meeting
TAS has worked with Michael Dougherty to send out awards communications

4. Web:

TAS has updated landing page for the 2018 Conference
TAS has made general updates and web site changes
TAS has worked with Michael Dougherty to set up the new awards forms and web page for the 2018 awards.

5. 2018 Conference

TAS has created the sponsorship form and will be completing all sponsorships online for this year.
TAS has worked with David and Greg to set up a registration form for the conference.

6. 2019 Conference

TAS has contacted all of the site visit hotels to apprise them of our selection for 2019
TAS has reviewed the contract and executed for the 2019 conference at the renaissance downtown Asheville.