



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

**Friday, March 16, 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  
Rachel Welborn

**Approval of the agenda**

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

**Approve February Minutes**

Motion to approve by Nancy Bowen Ellzey. Second by: Adam Hodges. Motion carried.

**Accept Treasurer's report and file**

Treasurer Nancy Bowen Ellzey posted February 2018 financials--balance sheet and profit and loss statement. Nancy has nothing out of the ordinary to report for the second month of the year. The Finance and Development Committees have met and Nancy will have a brief report on their progress towards development of a perpetual endowment fund. Memberships are coming in. Comparative annual data should be available for next month.

Motion to accept and file for future audit by: David Civittolo. Second by: Mary Peabody. Motion Carried.



### **Executive Committee Report** by Trudy Rice

1. Trudy requested that committee chairs and officers who have information for the business meeting in June make a PowerPoint slide and provide it to her so that she can make a presentation. Please report based on the 4 priority areas as developed last fall at our strategic planning session.
2. Trudy offered a draft of a "Propositional Value Statement." JCEP had challenged member organizations to develop one for use at PILD. Trudy is open to comments/suggestions.

### **Committee/Liaison Reports**

National Institute of Food & Agriculture (NIFA): Report posted by Brent Elrod. (See Posted Committee Reports.)

Regional Rural Development Centers: No Report.

North American Food Systems Network (NAFSN): No Report

Member Services Committee: Report by Peggy Schlechter.

Eight applications for scholarships were received. There will be a meeting on Monday (19<sup>th</sup>) to choose the 5 recipients.

Communications Committee: Melinda Grismer

2018 Cleveland Videographer Proposal

Two student videographers from the Cleveland State University School of Film and Media, recommended by Director Fred Lahey (see contact information below) would cover the keynote/ capnote, interview award winners (as they come off the stage to get their photographs), and capture ah-ha moments (conference-goers with take-aways to share) throughout the conference (June 10-13). Since they are local, they can slide in and out of events as agreed upon in advance. Their task would be not only to film but also to edit/compile into a conference overview video to show on at the closing luncheon.

Recommended students:

Steven Keller: kellerfilmart@gmail.com

Steven Mers: s.mers@vikes.csuohio.edu

Cost: \$1,000 (\$500 per student videographer)

To be voted on under New Business.

Marketing Committee No report.

Finance Committee: Report given by Nancy Bowen Ellzey.

- There was a meeting with the Development Committee. Discussion centered on where to invest the \$36,000 that has been placed in the endowment fund. The committee hopes to make a recommendation next board meeting.
- The committee is also working on the development of an "investment policy."

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

Committee met and discussed one suggestion for bylaw changes that will be proposed to membership at annual meeting for a vote:

In section 1. Membership. Active members must be 25% or more Extension appointment. Affiliate members are not employed by Extension. So, what does that mean for a person with a 10% Extension appointment?

Proposed modification to the definition of Affiliate member:

Affiliate members **either have less than a 25% Extension appointment or** are not employed by Cooperative Extension Service but in **either case** have an interest in community development education, outreach, or research.



We don't suggest changing the 25% requirement. One reason is that this aligns with JCEP.

This will be put up for a motion at the annual meeting in Cleveland.

Journal of Extension – No report

PILD Conference 2018

Susan Kelly is planning to have a NACDEP gathering at PILD.

JCEP Leadership Conference 2018 Report by Trudy Rice.

The 2019 conference planning meeting has met. There will be a new name for this conference, "Extension Leadership Conference" sponsored by JCEP. Committee is currently looking for speakers.

Recognition Committee: Report posted by Michael Dougherty. (See Posted Committee Reports.)

Development Committee – No Report.

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

- Conference registration materials are out.
- Selection committee is still working on session proposals. That information should go out next week.
- From here on out it is about marketing and promotion.
- Ricky reported 22 registrations.

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

- We received incentive letter from Asheville, CVB. We will receive \$1,000.
- We will begin promotion activities after June.
- Kelly Nix posted the 2020 proposal to Member Clicks. (Portsmouth, New Hampshire)
- 2021 Conference will be in the Western Region.

Historian: No report.

## **Updates from the Regions & Partners**

Northeast: No report.

North Central: Report by Brian Raison.

The NC region will be having a Zoom meeting on Wed. March 21. Mark Skidmore will join the meeting. Brian recommended institutionalizing this activity and including it in the "playbooks" for the regional reps.

Trudy commented that this was something that JCEP could promote.

Southern: No report.

Western: Western Region will also have a Zoom meeting next Wednesday, Mar 21. They are also inviting prospective members.

1890: Adam Hodges plans to get information out about the conference to the 1890s.



1994/FALCON: No report.

Joint Council of Extension Professionals (JCEP) Kelly and Trudy

- Trudy will have a face to face meeting in May
- Kelly noted that our playbooks are blazing the trail. JCEP President is urging that board to begin using them and Kelly will be helping JCEP develop those.

Update from TAS: Report posted by Ricky Atkins (See Posted Committee Reports.)

**Unfinished Business: None**

**New Business: Communications Committee request for \$1,000 to fund videography at the June conference.**

Susan Kelly moved to allocate \$1,000 to Communications Committee for 2 videography students at the June conference.

Second by Laura Ryser.

Motion carried.

**Comments and Announcements – None**

**Adjournment** - Nancy Bowen Ellzey moved to adjourn. No opposition to the motion.

**Next Board mtg. is April 20, 2018 at 11:00 Central Time/12:00 Eastern Time.**

**Board meetings are by Zoom on the 3<sup>rd</sup> 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:**

- April 20<sup>th</sup>
- May 18<sup>th</sup>
- June 15<sup>th</sup>

**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](https://www.obpa.usda.gov/FY19explan_notes.html)
- 2) Take a few minutes to check out [http://rrdc.info/rural\\_america\\_counts.html](http://rrdc.info/rural_america_counts.html). On this new page, The Regional Rural Development Centers (RRDCs) highlight efforts, made in conjunction with Land-grant Universities and Cooperative Extension and other government and non-governmental partners, that contribute to improving rural prosperity across the US.

The bullets link to documents describing a sampling of these investments organized under the Agriculture and Rural Prosperity Task Force Report's (ARPTF) Indicators:

- [e-Connectivity for Rural America \[PDF\]](#)
  - [Improving Quality of Life \[PDF\]](#)
  - [Supporting a Rural Workforce \[PDF\]](#)
  - [Harnessing Technological Innovation \[PDF\]](#)
  - [Economic Development \[PDF\]](#)
- 3) The RRDC directors visited DC 1-2 March for meetings on topics that included e-connectivity, big data, behavioral health, and collaboration with USDA's OneUSDA initiative, including Rural Development and Office of Faith-based and Neighborhood Partnerships.

In conjunction with RD, we've been asked to help identify Cooperative Extension and Land-grant expertise that can participate on a panel to raise awareness and better understand what support rural communities need to prevent and address opioid misuse.

The roundtables are scheduled:

- March 14 in Pennsylvania
- April 11 in Utah
- May 9 in Kentucky
- June 6 in Oklahoma
- July 11 in Maine



For states not listed, RD state directors are charged with convening similar gatherings. Make contact accordingly based upon interest.

Peak cherry blossom bloom in DC is April 1!



## Recognition Committee, Provided by Michael Dougherty

### NACDEP Recognition Committee Report – March 2018

- 2018 Awards Judging Underway
  - o Awards packets sent to eight judges
  - o Due April 6 (three weeks)
  - o Duplicate copy being sent to another committee member for transparency
  - o Plan to check in with judges after about 12 days (March 27-29)
  - o Alternate judges placed on standby
- 2018 Awards Nominations Slightly Down from Last Year
  - o Total of 34 received, down 4 from last year
  - o Type: 17 Individual (up 6), 13 Team (down 8), 4 Distinguished (down 2)
  - o Region: North Central 15, South 11, Northeast 4, West 4
  - o 13 States: FL, ID, IN, KS, KY, MN, NE, NC, OH, PA, TX, WA, WV
  - o Ohio and Kentucky only states with all three awards types o Timing: 24 packets filed in last two days of submission period
  - o Two categories with no submissions: Diversity Individual and Ed. Materials Team
  - o Biggest gains: Ed Materials Individual (up 4), Excellence CD Individual (up 3)
  - o Biggest drops: Ed Materials Team (down 5), Excellence Teamwork (down 3)
  - o More detailed comparative report to be filed later
- Committee Meeting Held Feb. 28
  - o Selected emcee: Stacey MuCullough (confirmed)
  - o Work with Comm-Comm on publicity (winner videos planned)
  - o Decided to try to make better use of newsletter, website
  - o Have potential transition leader, still working for longer-term chair
- JCEP Creative Excellence Award Process Separate
  - o Notice went out in March newsletter o Deadline April 16
  - o Ad Hoc Committee judges

Submitted by: Michael Dougherty, West Virginia University Extension Service Chair, NACDEP Recognition Committee  
Phone: 304-293-2559. Email: michael.dougherty@mail.wvu.edu

**Western Region, Provided by Laura Riser** – A newsletter was sent out to 90 current and past NACDEP members requesting membership renewal, announcing the March 21 member meet and greet webinar, and encouraging folks to submit award nominations and to register for the conference.



## **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.

### **Finance:**

- TAS has reconciled financials for February 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

### **Membership:**

- TAS is currently processing Membership renewals for the 2018 membership year. 239 members have renewed through the online renewal system.

### **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

### **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 get the Award packets sent out.

### **2018 Conference**

- TAS has created the sponsorship form and will be completing all sponsorships online for this year.
- TAS has worked with David Civittolo and Greg Davis to open registration and we currently have 20 attendees registered.

### **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.