



## National Association of Community Development Extension Professionals

---

### April 12, 2019 Board Meeting

#### Agenda

- **Welcome/Call to Order ~ Susan Kelly**
  - Called to order at 12:02 p.m.
  
- **Roll Call ~ Michael Dougherty**
  - Susan Kelly, President-Elect
  - Nancy Bowen-Ellzey, Treasurer
  - Michael Dougherty, Secretary
  - Mary Peabody, Northeast Rep
  - Amanda Philyaw Perez, Southern Rep
  - Laura Ryser, Western Rep
  - Adam Hodges, 1890s Rep
  - Ricky Atkins, NACDEP Executive Director
  - Daniel Eades, Finance Committee Chair
  - Melinda Grismer, Communications Committee (Com-Com) Chair
  - Rebekka Dudensing, Marketing Committee
  - John Phillips, Member Services Committee Chair
  - Rebecca Sero, PILD Conference
  - Stacey McCullough, Historian
  - Kara Salazar – Guest, Chair of Planning and Zoning eXtension Community of Practice
  
- **Approval of the agenda ~ Susan Kelly**
  - Mary Peabody moved, Laura Ryser seconded. Approved.
  
- **Approve March 15, 2019 Minutes ~ Michael Dougherty/Susan Kelly**
  - Approved by consent.
  
- **Presentation: Memorandum of Understanding for Formal Collaboration between the Land Use Planning Community of Practice (CoP) and NACDEP the National Association of Community Development Extension Professionals ~ Kara Salazar**
  - Presentation provided an overview of materials provided.
  - Requested a Memorandum of Understanding with NACDEP to serve as fiscal agent as part of strengthening existing alignment between the CoP and NACDEP.
  - Adam Hodges asked about how much funds generate per year or quarter. Kara was not sure as new effort.
  - Nancy Bowen-Ellzey asked if eXtension still handle registration. Kara said that eXtension still handle registrations and provide technical help, but it was no longer wanting to hold funds as banker. It (eXtension) will send funds to non-profit or (eXtension) member institution. The Land Use CoP is one of the more formalized (of about 10) Communities of Practice still going. Nancy: So NACDEP would basically holding funds in an account. Laura Ryser: Like fiscal sponsor.

- Susan Kelly asked about the suggestion the CoP become a subcommittee of NACDEP. Kara noted this was proposed as an option and wasn't sure what the structure would be. We wanted to see where to better align – a subcommittee, a focus area, etc. We'd be open to discussing. Amanda Philyaw Perez commented that she thought other groups have tried to meet as well and that this could be opportunity to dedicate time for focus areas. Adam asked if there could be a discount for NACDEP members sign-up for activities, saying he was looking for member benefits. Kara said the CoP could look at that. Susan noted that the CoP was also aligned with ANREP and that the CoP may have to offer that same benefit to their members too.
- **Treasurer's Report Accept and File ~ Nancy Bowen-Ellzey**
  - Balance sheet and profit/loss posted.
  - Reported there was surprising to report. Nothing out of the ordinary. The numbers are in expected territory. Where NACDEP should be is where NACDEP is.
  - Susan Kelly noticed that all sponsorships were not included on balance sheet. Nancy said she would have to look at that. Susan replied the conference had gotten more than what more than that the \$1,500 listed. Ricky Atkins added that there is more than that but they may not be posted yet or may be listed in the General Fund and need to be moved over. Susan comments she was looking at the conference's bottom line.
  - Adam Hodges moved to accept and file the report. Laura Ryser seconded. Approved.
- **The Association Source ~ Ricky Atkins, NACDEP Executive Director**
  - Report posted – and regional rosters.
  - Up to 129 conference registrations.
  - Membership about 294 right now. Had about 350-360 members last year. Getting to that level.
  - Susan Kelly added that she had been emailing Ricky daily as it was that time of year (conference).

### Partner Reports

- **National Institute of Food & Agriculture (NIFA) ~ Brent Elrod**
  - Report posted. Not on call.
- **Regional Rural Development Centers Rep. ~ Rachel Welborn**
  - No report. Not on call.

### Committee Reports

- **Finance Committee ~ Daniel Eades**
  - Spot audit documents loaded. They looked good. Nothing else to report.
- **Communications Committee ~ Melinda Grismer**
  - Committee working on videography. It pursued a commercial videographer, but the quote was expensive (\$5,000) and would not cover Tuesday.
  - Committee had an encouraging call with contact at community college. Have one person in place and hoping to get a second person.
- **Marketing Committee ~ Rebekka Dudensing**
  - No report. Plan to get with Com-Com and build stuff in early May.

- **Member Services Committee ~ John Phillips**
  - Report posted.
  - Five scholarship awards to give out; received 15 applications.
  - Amanda Philyaw Perez will talk about survey data. [See item below.]
  - Starting to work on new member orientation. Will get committee together late April/Early May.
  
- **Report on Survey ~ Amanda Philyaw Perez**
  - Membership status: About 140 responded as active members and about 40 said they were not
  - How long members: Generally members reported over 5 years. Some 1 to 5 years.
  - Geography: North Central dominates. Then South, followed by Northeast and West.
  - Primary: State level.
  - Attended conference: Most had attended but a few had not.
  - Noticed drop-off of respondents. Member services will do crosstabs to gain more insights
  - Most said the conference very valuable. Networking and presentations most valuable.
  - New member orientation low – but going to look at those who reported being members 1 to 5 years.
  - Since people had to choose things, they were going to pick other things (ranking question bias)
  - Most said the conference was a good value. Some said it should be more and a few said they were not getting value. There are lots of comments like to see—in addition to conference.
  - Career information and mentoring valuable outside of conference: Some interest in webinars. Regional calls were less than others (activities). Going to dig in to data. There is a lot more like to know. Survey did not ask more about it. Webinars on important issues more important than career information.
  - Dues: Stay same was first, followed by a moderate increase.
  - Social Media: Very few people using platforms frequently. Many not using frequently or at all.
  - Internet: Website valuable. MemberClicks and Facebook moderate. Others less so.
  - Regional Communications: Needs to be sorted out by region to have meaning. Regional info in NACDEP newsletter higher than a separate regional newsletter – but close. Most preferred just an email (does not have to be in newsletter format).
  - Reason for Lapse: Did not see value. But numbers very low. (Others, not reminded, forgot, could not attend conference, could not get reimbursement).
  - Going to clean it up, look at differently, have more to report.
  - Laura Ryser said this was great information and a lot to digest.
  - Susan Kelly asked how the committee was going to share the information with people who need to know. Amanda reposed that Trudy Rice had asked to take the information to PILD. Members Services has not dug into it yet. John added that his thought was there would be more analysis such as cross-tabs and themes from the qualitative information and then re-present the findings to the board in a summary report. Then, the committee would decide what to do, including what and how to share with membership and have committees work on it. He added there would be a summary report before May board meeting.
  
- **Resolution and Policy ~ Trudy Rice**
  - Not on call.
  
- **Recognition Committee ~ Rachel Welborn/ Carroll Welte**
  - Michael Dougherty stated the judging results were due back April 8.

- **Development Committee ~ Notie Lansford**
  - Not on call.
  - Susan Kelly reported that after discussion, Notie decided to move ahead on silent auction.
  - Stacey McCullough added the committee is scheduling meeting. It is also going to get more creative on scholarship fund-raising, brainstorming different options. Susan responded that it needs to be decided what committee doing it. Stacey agreed that it is a topic for after the conference as someone will ask who is doing it.
- **Historian Report ~ Stacey McCullough**
  - Scheduling video clips with previous presidents. Hope to have at conference. Going low tech (using Zoom)

### Updates from the Regions & Partners

- **Northeast ~ Mary Peabody**
  - No longer on call.
- **North Central ~ Brian Raison**
  - Not on call.
- **Southern ~ Amanda Philyaw Perez**
  - Report posted.
  - Florida interested in starting state chapter. Will discuss after Sustainability meeting in May. Know North Carolina interested. But know working on conference. Susan: Hope to get application by conference so we can celebrate there.
- **Western ~ Laura Ryser**
  - Report posted.
  - Working on trying to recruit 2021 host. Washington State has expressed interest but don't have application. Cal-Davis withdrawn interest. Michael suggested possibly jointly with Idaho. Susan: Don't force it. Too important to organizations. If it doesn't work out, we will meet somewhere (new respective after doing it).
- **1890 ~ Adam Hodges**
  - No report.
- **1994/FALCON ~ Yvonedda (Henry) Thompson**
  - Not on call.
- **Joint Council of Extension Professionals (JCEP) ~ Trudy Rice/David Civittolo/Susan Kelly**
  - Susan Kelly: JCEP Board meeting in May in Nashville. Will include discussion of changing PILD and Leadership Conference dates.
  - Currently, the Extension Leadership Conference is in February in San Antonio. PILD is in April in Washington, DC area.
- **Journal of Extension ~ Jamie Rae Walker**
  - Not on call.

## Conference Reports

- **PILD Conference 2019** ~ *Rebecca Sero/Rachel Welborn*
  - Scheduled for April 14-17 in Washington, DC area.
  - Theme is of “Enhancing Leadership Capacity for Emerging Public Issues”
  - Rebecca Sero: 16 NACDEP people. Trudy Rice leading a discussion on survey, focus group and feedback. Dinner Monday night. Will report back next month.
  
- **2019 Annual Conference** ~ *Susan Kelly*
  - Scheduled for June 9-13 in Asheville, NC
  - Theme is “Home Grown to New Heights”
  - About 60% room block reserved. Make sure get them. 265 nights.
  - Guidebook App is out. Caution that presentation schedule is being “massaged”
  - Major snafu occurred with FastTrack. Numerous people who submitted a proposal and had it acknowledged, but system never made available for review. Please let us know if you are aware of anyone affected. Working through the issue.
  - 129 registrations. 45 new – people who had never attended.
  
- **2020 Annual Conference** ~ *Charlie French*
  - Scheduled for May 31-June 3, 2020 in Portsmouth, NH.
  - Theme is Rich Past, Vibrant Future. (See attached proposed logo.)
  - Adam Hodges: Charlie not on. Sent out email draft of logo for 2020. Get me any comments. Have a conference planning committee Zoom meeting today (April 12)
  
- **2021 Conference (West Region) update** ~ *Trudy Rice/Laura Ryser*
  - Nothing to add from regional report.

## Unfinished Business

- **No Unfinished Business**

## New Business

- **Confirmed presence of a quorum to Conduct Business**
  - Six board members present: Susan Kelly, Nancy Bowen-Ellzey, Michael Dougherty, Amanda Philyaw Perez, Laura Ryser, Adam Hodges.
  - Quorum is majority of board members – six. Thus quorum present.
  
- **eXtension Community of Practice for Planning and Zoning Proposed MU**
  - Amanda Philyaw Perez moved to approve the proposed Memorandum of Understanding. Michael Dougherty seconded.
  - Nancy Bowen-Ellzey stated she would support it. She had a concern if NACDEP would be handling registration. But if it is just set up an account, that does not sounds like overly taxing. Ricky Atkins commented that he was not sure how many disbursements there would be out of the account.
  - Susan Kelly turned over control of the meeting to Nancy Bowen-Ellzey to .
  - Susan offered a friendly amend with option to change structure proposed if necessary. Adam Hodges seconded the amendment.
  - Susan noted she was not sure how organization worked. Nancy said it sounded like the main concern housing finances. Stacey McCullough said that NACDEP may need to keep this open if get many groups wanting to take advantage of this. NACDEP will want to be able to modify on an annual basis. Amanda Philyaw Perez added that she felt other groups out there looking.

- Susan called for question.
- Amendment vote: Approved.
- Control passed back to Susan.
- Michael called for question
- Vote on amended motion: Approved.

- **NACDEP eXtension Fellow Position**

- Board had been briefed by Christine Geith, CEO of eXtension, before the board meeting.
- Amanda Philyaw Perez moved to approve. Adam Hodges seconded.
- Amanda wondered about timeline and worried about work falling on Mary Peabody with the Foundations of Practice effort. Laura Ryser said she had the concern.
- Amanda said it should be built on the Foundations of Practice since our critical topic. Also, was not sure about recreating the Foundations of Practice (for an eXtension Fieldbook) with the fellow when community development leaders already created them makes sense. Michael Dougherty also raised the issue about acknowledgements, credit, branding, etc.
- Susan Kelly noted that NACDEP does not have to do this. Michael noted that NACDEP asked for volunteers for this and had six people interested. Susan said NACDEP could move forward and name one of them.
- Amanda asked what value proposition for NACDEP was. She wondered if it moved things forward and was not certain that it will. If it is recreating the Foundations of Practice, she did not see the value. Laura agreed, adding her concern is the work already to be done is already defined (for the Fieldbook). Susan commented on her concern about the person being bombarded with work.
- Amanda commented that some of this work does not appear to be following community development principles. Added it appears to be leading from afar without input and we teach not to do that.
- Voice vote on the motion: Nancy Bowen-Ellzey: Yes. Amanda: No. Laura: No. Adam: No. Michael: No.
- Motion (to appoint a fellow) failed.
- Michael moved to continue discussion. Amanda seconded.
- Michael noted that he liked the idea but did not like the timeline or being told what the project was. Amanda agreed. Susan said she was thinking about put tougher an issue committee for value proposition and that if eXtension fits into that, then so be it.
- Motion (to continue discussion) approved.

## Comments and Announcements

- **General Announcements** ~ Susan Kelly
  - Committee request for NACDEP Business Mtg ~ start working on your 2 slides for business meeting – David Civittolo will follow up
  - Announced (at least partially in jest) to Amada Philyaw Perez that NACDEP President David Civittolo (not on the call), owed her something for her work on the membership survey.
- **Adjourn** ~ Susan Kelly
  - Adam Hodges moved, Michael Dougherty seconded.
  - Meeting adjourned at 1:26 p.m.

**Next Zoom Board Meeting is May 17, 2019 at 12:00 Eastern Time**

---

**Community Planning and Zoning Community of Practice Discussion with NACDEP**  
**April 2019**  
**Kara Salazar, CoP Chair**  
**(Presentation Request Highlights)**

*Discussion Overview*

- Community Planning & Zoning CoP Purpose, Organization, Activities
- American Citizen Planner Overview
- CoP Proposed Next Steps and Organization Proposal

*Community Planning & Zoning CoP Purpose*

- Formed in 2008 as CoP of eXtension and aligned with the Association of Natural Resources Extension Professionals (ANREP) and the National Association of Community Development Extension Professionals (NACDEP)
- Provides timely and relevant information to citizens and Extension professionals interested in land use planning, community planning and zoning, and sustainable development
- Develops education materials and training opportunities targeted for citizen leaders who want to shape the future of their communities through informed land use decisions.

*Community Planning & Zoning CoP Organization*

- Board guides the work of the CoP
- Conducts monthly virtual meetings
- Meets annually at NACDEP
- Organizational framework includes board member from each Cooperative Extension Rural Development Region (e.g. North Central, East, South, West), three Board members are at large representatives, and the Past CoP Chair.
- An Executive Committee comprised of: CoP Chair, Past CoP Chair, Vice CoP Chair, Secretary, and Treasurer.
- A national liaison from the USDA National Institute of Food and Agriculture (NIFA)

*CoP Next Steps*

- Organization Structure Proposal
- CoP model for eXtension shifting
- CoPs no longer have accounts
- Need to be linked to nonprofit organization or eXtension member institution
- Maintaining CoP status with eXtension
- eXtension CoP services include:
  - Online course Moodle framework, technical support, and registration services
  - CoP website framework and support
  - List serv framework and support

### *Organization Structure Proposal*

- Seeking formal organizational alignment with NACDEP to include activities such as:
  - sharing professional development opportunities
  - providing opportunities for NACDEP members to join CoP efforts
  - participating in the annual NACDEP conference through hosting the CoP annual meeting, sessions, workshops, field trips
  - offering co-branded specialized trainings and education materials
- Reporting and Collaboration Structure
- CoP to function as a subcommittee of NACDEP

### *Account Management – Fiduciary Agent*

- CoP generates revenue through online training programs
- CoP will have a designated account with NACDEP to deposit funds quarterly from eXtension
- Work with NACDEP accounting to distribute revenue share quarterly
- Establish account service fee of 5% of revenue to be paid to NACDEP





# National Association of Community Development Extension Professionals, Inc.

## BUDGET VS. ACTUALS: BUDGET FY 2019 - FY19 P&L

January - March, 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Income</b>			
40001 Membership Dues	14,425.00	24,325.00	(9,900.00)
40002 Endowment	10.00		10.00
<b>41000 Conference</b>			
41010 Registration	45,100.00	92,300.00	(47,200.00)
41010.1 Mobile Workshop		7,525.00	(7,525.00)
41010.2 Pre Activity		1,600.00	(1,600.00)
41015 Sponsorship & Exhibits	1,500.00	17,500.00	(16,000.00)
<b>Total 41000 Conference</b>	<b>46,600.00</b>	<b>118,925.00</b>	<b>(72,325.00)</b>
<b>Total Income</b>	<b>\$61,035.00</b>	<b>\$143,250.00</b>	<b>\$ (82,215.00)</b>
<b>GROSS PROFIT</b>	<b>\$61,035.00</b>	<b>\$143,250.00</b>	<b>\$ (82,215.00)</b>
<b>Expenses</b>			
<b>51000 Annual Conference Expense</b>			
51005 Conf Planning & Registration		3,300.00	(3,300.00)
51007 Printing/Copies/Promotion	105.11	50.00	55.11
51007.1 Abstract Submission Program	2,800.00	2,500.00	300.00
51008 Facility Rentals		15,578.00	(15,578.00)
51009 Conference Supplies & Materials		1,200.00	(1,200.00)
51010 Audio Video		8,000.00	(8,000.00)
<b>51020 Keynote/Capnote</b>			
510201 Speaker Expenses	6,500.00	9,000.00	(2,500.00)
<b>Total 51020 Keynote/Capnote</b>	<b>6,500.00</b>	<b>9,000.00</b>	<b>(2,500.00)</b>
51021 Tour Expense		1,300.00	(1,300.00)
51022 Transportation		2,575.00	(2,575.00)
51023 Video Recording		1,000.00	(1,000.00)
51030 Meals/Breaks		42,242.00	(42,242.00)
51040 Awards Program Expense		400.00	(400.00)
51050 Credit Card Fees	1,059.08	2,500.00	(1,440.92)
51051 Misc		850.00	(850.00)
51061 Conference Postage/Shipping		1,000.00	(1,000.00)
<b>Total 51000 Annual Conference Expense</b>	<b>10,464.19</b>	<b>91,495.00</b>	<b>(81,030.81)</b>
<b>60000 Association Expenses</b>			
60010 Board Meetings		3,500.00	(3,500.00)
60015 Supplies		325.00	(325.00)
60017 Website	55.98	125.00	(69.02)
60020 Postage		65.00	(65.00)
60024 Florida Corporate Fees		61.25	(61.25)
60025 Audit & Tax Prep		500.00	(500.00)
60027 AMS Software - MemberClicks	950.49	3,700.00	(2,749.51)
60030 Insurance Expense		1,200.00	(1,200.00)
60050 Bank Service Fees		50.00	(50.00)

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
60052 Credit Card Fees	397.28	1,500.00	(1,102.72)
60080 Association Manager	8,580.00	34,400.00	(25,820.00)
60085 Assoc Mgr Conf Travel-Per Diem		3,500.00	(3,500.00)
60200 JCEP and PILD Liaison		2,000.00	(2,000.00)
<b>Total 60000 Association Expenses</b>	<b>9,983.75</b>	<b>50,926.25</b>	<b>(40,942.50)</b>
<b>Total Expenses</b>	<b>\$20,447.94</b>	<b>\$142,421.25</b>	<b>\$ (121,973.31)</b>
NET OPERATING INCOME	<b>\$40,587.06</b>	<b>\$828.75</b>	<b>\$39,758.31</b>
Other Income			
70300 Other Income			
70350 Interest	4.60	300.00	(295.40)
<b>Total 70300 Other Income</b>	<b>4.60</b>	<b>300.00</b>	<b>(295.40)</b>
<b>Total Other Income</b>	<b>\$4.60</b>	<b>\$300.00</b>	<b>\$ (295.40)</b>
NET OTHER INCOME	<b>\$4.60</b>	<b>\$300.00</b>	<b>\$ (295.40)</b>
NET INCOME	<b>\$40,591.66</b>	<b>\$1,128.75</b>	<b>\$39,462.91</b>

**National Office Report**  
**April 2019**  
**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 March and sent to the treasurer for their report.
- TAS continues to monitor all accounts receivable and payable for the association
- TAS is working with H&S to get documents ready for taxes

**Membership:**

- TAS is currently processing Membership renewals for the 2019 membership year. 294 members have renewed through the online renewal system or mailed in their state rosters.

**Communication**

- TAS has sent out several internal communications

**Web:**

- TAS has added jobs to the Job opportunities page
- TAS has made general updates and web site changes
- TAS has made updates to the homepage of nacdep.net

**2019 Conference**

- TAS has received and executed an amended contract to add rooms for the 2019 conference.
- TAS has set up the Conference web page and are adding features as they come available through the conference committee.
- TAS has registered 129 people for the conference

**2020 Conference**

- TAS has negotiated the contract for the 2020 conference in Portsmouth, N.H. at the Sheraton Bayside Resort

**NIFA Rural & Community Development Update**  
**April 2019**  
**Brent Elrod**

1. Several FY19 RFAs have been released recently, including Beginning Farmer and Rancher Development Program, New Technologies for Agricultural Extension, Rural Health and Safety Education, and Smith-Lever Special Needs Competitive Grants Program. You can access NIFA RFAs at <https://nifa.usda.gov/page/search-grant>. Opportunities within the FY19 Agriculture and Food Research Initiative program are also being finalized for release.
2. NIFA received \$2M in the appropriations to launch a new program called the Farmer and Rancher Stress Assistance Network. The RFA is moving through the review process and will be released in Spring 2019.
3. The administration's 2020 budget requests \$20.8 billion for USDA, including \$1.392 billion for NIFA. The budget prioritizes competitive agricultural research through the Agriculture and Food Research Initiative (AFRI) by providing \$500 million for AFRI, a \$75 million increase over the 2019 enacted level.
4. The National Sustainability Summit is taking place in Tampa April 16-19.
5. The RRDC directors' next quarterly DC is scheduled 4-5 June 2019.
6. For the proposed relocation of NIFA and ERS, USDA is preparing to recommend a future site by the end of May.

Happy Spring!

**Finance Committee Report  
April 2019  
Daniel Eades**

**2018 NACDEP Spot Audit**

From the General Ledger (January – December 2018), Journal (January – December 2018), 2018 yearend Profit-Loss Sheet, and December 31, 2018 Balance Sheet noted and checked were:

1. Total of \$105,530.06 for 51000 Annual Conference Expense
2. Total of \$50,321.37 for 60000 Association Expenses
3. Under 41010 Registration, checked were:
  - a. 4/20/2018 Deposit from 10000 Fifth Third Account \$940.00
  - b. 5/31/2018 Deposit from 10002 PayPal Account of \$11,650.00
  - c. 7/18/2018 Deposit from 10000 Fifth Third Account \$2,380.00
  - d. 10/03/2018 Check 9292 as reimbursement \$490.00
4. Under 40001 Membership Dues, checked were:
  - a. 3/02/2018 Deposit from 10000 Fifth Third Checking of \$2,650.00
  - b. 4/30/2018 Deposit from 10002 PayPal Account of \$1,250.00
  - c. 8/18/2018 Deposit from 10002 PayPal Account of \$75.00
5. Under 10002 PayPal Account, checked were:
  - a. 3/31/2018 Deposit from 40001 Membership Dues, 41015 Conference: Sponsorship & Exhibit, 41010 Conference: Registration \$19,311.08
  - b. 5/16/2018 Transfer to 10000 Fifth Third Checking of \$17,500.00
  - c. 10/31/2018 Deposit from 40001 Membership Dues \$219.15
6. Under 10000 Fifth Third Checking, checked were:
  - a. 5/1/2018 Transfer from 10002 PayPal Account of \$30,000
  - b. 7/03/2018 Check #9278 to Trolley Tours of Cleveland of \$1,300 (51022 Annual Conference Expense: Transportation)
  - c. 11/02/2018 Check #9296 to We and Me, Inc. of \$6,500 (15000 Pre-paid Expense)
7. Noted were two reclassifications of funds on 12/31/2018. The first, Journal Entry Number 161, reclassifies \$5,620 from 10000 Fifth Third Checking to Fifth Third Checking: Endowment – Restricted Access (page 2 of General Ledger, page 13 of Journal). The second, Journal Entry Number 162, reclassifies \$5,625 from 41010 Registration to 40001 Membership Dues (page 6 of General Ledger; page 14 of Journal)

### **Informal Audit Report for FY 2018**

The purpose of the NACDEP Finance Committee is to help ensure the financial health of NACDEP through good budgeting and financial integrity. To support financial integrity, the committee conducts at least one random, informal audit per year and reports the findings to the NACDEP Executive Board. This report is the informal audit conducted on the financial statements and transactions for FY 2018, specifically for months leading up to the 2018 NACDEP Conference in June, and the post-conference months including year-end. These months were chosen because the largest number of transactions requiring reconciliation occurred in this timeframe.

#### **Documents Collected and Reviewed**

1. 2018-NACDEP Profit-Loss
2. Balance Sheet (As of December 31, 2018)
3. General Ledger (January – December 2018)
4. Journal (January – December 2018)

#### **The committee performed three comparisons:**

1. Reconciled the General Ledger with the organization's yearend balance sheet.
2. Reconciled the General Ledger with yearend profit and loss statement.
3. Compared General Ledger entries (both expenses and payments) with Journal of transactions (January – December 2018).

#### **Findings:**

1. The General Ledger, Balance Sheet, and Profit and Loss documents were easily reconciled; no problems or concerns were noted. The organization reported total income of \$128,576.47 and expenses totaling \$155,851.43 for a net loss of \$27,274.96. The loss was largely the result of lower than anticipated 2018 annual conference attendance resulting in lower registration income.
2. Fund transfers and reclassifications were appropriate.
3. Noted on the Balance Sheet (as of December 31, 2018) are Fifth Third Bank Checking Account balance of \$14,816.79 (this includes \$9,196.79 in available funds and \$5,620 in restricted funds for the Endowment), Savings Account balance of \$106,276.67, Scholarship Funds of \$1,503.50, and \$6,987.22 in the organization's PayPal account for Total Bank Accounts of \$129,584.18. The organization has \$143,219.18 in total assets, including \$133,946.94 in total equity and \$9,272.24 in total liabilities.
4. The total charges for the 2018 annual conference match the total expenses itemized in the General Ledger.



In conclusion, based on this informal audit, the NACDEP Finance Committee finds good budgeting practices supporting the financial integrity and health of NACDEP.

**NACDEP Finance Committee Members**

Daniel Eades, Chair, West Virginia University  
Nancy Bowen-Elizey, Treasurer, Ohio State University  
Steve Burr, Utah State University  
Greg Davis, Ohio State University  
Gary Deziel, University of Vermont  
Jane Haskell, University of Maine  
Tony Michael, West Virginia University  
Notie Lansford, Oklahoma State University  
Eric Romich, Ohio State University  
Steve Turner, Mississippi State University

**Member Services Committee Report  
April 2019  
John Phillips**

Committee Leadership

- John Phillips and Peggy Schlechter are co-chairing the committee.

Current and Planned Activities

- The member survey has been completed. We are currently downloading the data and will tabulate and analyze soon. We hope to share the data at the May Board meeting and, if appropriate, at the conference. Again, many thanks to all the committee members from Member Services, Marketing, and Comm-Comm (Communications Committee), and Board members who helped in the survey development and testing.
- Conference scholarships applications were released on March 14 and closed on March 25 (corresponding to early, early bird registration).
  - We received 15 applications.
  - On March 26, a panel of three committee members reviewed and scored the applications with set criteria of: 1) presenting at conference, 2) participation in NACDEP committees/activities, 3) need, and 4) first-timer.
  - Based on available scholarship funds, we made 5 awards (equal to registration fee):
    1. Katie Hoffman, University of Idaho
    2. Angela Gardner, University of Arkansas
    3. Penny Whitman, University of New Hampshire
    4. Eric Wallcott, Michigan State University
    5. Lisa Chase, University of Vermont
- We continue to plan for the conference new member orientation session, including targeted recruiting, adjustments to the timing of the session, as well as the interactive activities in the session.

Other Business

- Nothing to report.



**Southern Region Report  
Amanda Philyaw Perez  
April 2019**

**Action Items Related to NACDEP Framework**

- **Priority #1: Communication Strategy** – I submitted an article to Thomas Blain for the South for the last newsletter.
- **Priority #2: Member Engagement** – Ongoing planning for two state chapters (North Carolina and Florida) later this year. Requesting CRD PLN call updates.
- **Priority #3: Financial Stability** – No updates at this time.
- **Priority #4: Committee/Board Structure and Function** – I am the Board liaison to the Member Committee and assisting with the member survey.

**Western Region Report**  
**Laura Ryser**  
**April 2019**

**Action Items Related to NACDEP Framework**

- **Priority #1: Communication Strategy** – I have been communicating with current NACDEP West members to recruit 2021 conference host applications in the region.
- **Priority #2: Member Engagement** – Reached out to incoming Western Rep. to conduct an orientation for a smooth transition in June.
- **Priority #3: Financial Stability** – No updates at this time.
- **Priority #4: Committee/Board Structure and Function** – None at this time.

**Proposed Logo for 2021 NACDEP Conference**

