**December 18, 2020 Board Meeting**

**START TIMES: 9 a.m. (PACIFIC) ● 10 a.m. (MOUNTAIN) ● 11 a.m. (CENTRAL) ● noon (EASTERN)**

**Agenda**

* **Welcome/Call to Order** ~ *Adam Hodges*
* **Roll Call** ~ *Crystal Tyler-Mackey*
  + Adam Hodges
  + Susan Kelly
  + Michelle Eley
  + Nancy Bowen
  + Michael Dougherty
  + Crystal Tyler-Mackey
  + Riana Gayle
  + Melinda Grismer
  + Daniel Eades
  + Jamie Menon
  + Jan Steen
  + Brian Raison
  + Emily Proctor
  + Katie Hoffman
  + Rachel Welborn
  + Jamie Rae Walker
  + Ricky Atkins
* **Approval of the agenda** ~ *Adam Hodges*
  + Susan Kelly made motion to approve agenda. Crystal seconded. Approved
* **Approve November 20, 2020 Minutes** ~ *Crystal Tyler-Mackey*
  + Nancy made motion to approve. Susan Kelly seconded. Approved.
* **Treasurer’s report - Accept and file** ~ *Nancy Bowen* 
  + Nancy filed report. Susan Kelly made motion to approve. Crystal seconded. Approved.
* **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*
  + Report filed.

**Partner Reports**

* Natl. Institute of Food & Agriculture (NIFA) ~ *Brent Elrod*
  + Not on call, but report filed and wished everyone happy holidays.
* Regional Rural Development Centers Rep. ~ *Riana Gayle*
  + No new report to share from the RRDCs

**Standing Committee Reports**

* Finance Committee ~ *Daniel Eades*
* 2021 Conference Budget
* Will work more on this following Board decision regarding virtual or in-person conference.
* Communications Committee ~ *Jan Steen, Jaime Menon*
  + Seeing good engagement with social media postings. Now waiting to plan messaging once decision made about going virtual.
* Student Opportunities
  + Hoping to have opportunities for students to engage and exploring newsletter publications, etc.
* Zoom account for NACDEP
  + Who will use the account? What licenses will be needed? Who will keep track? Pricing? Etc. Discussion about using $150 Zoom account limited to 100 people. If we need to increase capacity we can do that later. Susan Kelly made motion made to purchase Zoom Pro account for NACDEP. Melinda seconded. Motion approved.
* Marketing Committee ~ *Emily Proctor*
  + Committee had a good meeting with good discussion regarding marketing materials for students, 1890 and 1994 institutions. Looking at providing a video for students encouraging membership.
* Member Services Committee ~ *Michael Dougherty*
  + Looking at ways to really learn about our members, what institutions they represent – especially those from 1890 and 1994 institutions. What data can we collect regarding members in an effort to better serve them. What do NACDEP members want and need?
* Resolution and Policy *~ Susan Kelly*
  + Beginning in January.
* Recognition Committee ~ *Rachel Welborn/ Tamara Ogle*
  + The portal is open and hoping for a good set of applications.
* Development Committee ~ *Adam Hodges/ Peggy Schlecter*
* Historian Report ~ *Stacey McCullough*
  + Not on call
* Nominations Committee – *Susan Kelly*
  + Nominations went out and are closing today.

**Updates from the Regions & Partners**

* Northeast ~ *Molly Donovan*
  + Not able to be on call
* North Central ~ *Brian Raison*
  + Met on December 3 with 30 people. NCRRDC leadership joined to share opportunities. Shared the webinars that are being held throughout the year.
* Southern ~ *Susan Jakes*
  + Susan not on call but wished all a happy holidays
* Western ~ *Katie Hoffman*
  + Working in the region on the conference
* 1890 ~ *Michelle Eley*
* 1994/FALCON ~ *Yvonedda (Henry) Thompson*
  + Not on call
* Joint Council of Extension Professionals (JCEP) ~ *Susan Kelly/Adam Hodges/Melinda Grismer*
* Journal of Extension ~ *Jamie Rae Walker*
  + Notes filed on MemberClicks. JOE has published work around COVID-related work. Working with Clifton University Press as editors. Encouraged submission of articles, as well as reviewer applications.
* PILD ~ *Russ Garner, Nadine Sigle*
  + Met this week and committee has officially recommended the conference be held virtually. They’re working with the hotel on the contract.

**Conference Reports**

* 2021 Conference – *Katie Hoffman/Melinda Grismer*
* Discussion of potential reschedule in Couer D’Alene 2023
* Options shared on moving the conference into virtual format. If cancelled altogether, the cost would be $130,000. The other options include waiting to see, but will miss the chance to take the offer from the hotel to reschedule to 2023. The hotel has offered the chance to reschedule to 2023, with 3 date options included.
* Susan Kelly made motion to approve option 4, virtual for 2021 and in-person 2023. Michelle seconded. Michelle noted that the room costs are expensive. Susan Kelly shared the concern. Melinda said there has been a request of the hotel to offer a lower rate for June, perhaps the government rate. Emily shared that the travel budget she has may be cut even further and cautioned that 1890 and 1994 participation may be particularly impacted. Mobile workshops would shift a bit with the April and May dates as some things would not be open until June. Susan amended motion to allow flexibility to schedulers. Move to go to Couer D’Alene with with Ricky trying to negotiate the June rates down by at least ½ the difference in room rate. If not, April dates will be chosen. Discussion ensued around voting via on what comes back. Michelle reaffirmed her second. Motion approved.
* Ricky asked if we should pull down information about 2021 conference on the website? Melinda expressed concern that we need to replace verbiage first. Brian suggested changing the language quickly by saying “virtual conference coming.” Ricky suggested taking down venue. Brian suggested a two-sentence update that we’re shifting to virtual and to stay tuned after the holidays for more details.

* 2022 Conference – *Melinda Grismer*
  + The contract has been fully executed with the hotel. Steering committee in place and meeting monthly.

**Unfinished Business**

**New Business**

**Comments and Announcements**

**Adjourn**

Brian made motion to adjourn. Melinda seconded. Approved. Meeting adjourned at 1:26pm ET

**Next Zoom Board mtg. is January 15, 2020 at 12:00 Eastern Time**

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

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**Strategic Plan focus areas:**

* Priority #1: Communication Strategy
* Priority #2: Member Engagement
* Priority #3: Financial Stability
* Priority #4: Committee/Board Structure and Function

Future Meeting Dates (3rd Friday of each month):

January 15, 2021

February 19, 2021

March 19, 2021

April 16, 2021

Pre-Conference Board Meeting - May 16, 2021

Annual Business Meeting May 17