



National Association of Community Development Extension Professionals

**November 18, 2022 Board Meeting  
12-1:30 p.m. ET**

**Agenda**

- **Welcome/Call to Order** ~ *Rebekka Dudensing (12:04 p.m. ET; 11:04 a.m. CT)*
- **Roll Call** ~ *Michael Dougherty*
  - *Rebekka Dudensing, President*
  - *Crystal Tyler-Mackey, President-Elect*
  - *Melinda Grismer, Immediate Past President*
  - *Daniel Eades, Treasurer*
  - *Michael Dougherty, Secretary*
  - *Molly Donovan, Northeast Regional Rep*
  - *Kara Salazar, North Central Regional Rep*
  - *Matt Ulmer, Southern Regional Rep*
  - *Katie Hoffman-McFarland, Western Regional Rep*
  - *John Phillips, 1994s Regional Rep*
  
  - *Jan Steen, Co-Chair, Communications Committee (Comm-Comm)*
  - *Susan Kelly, Chair, Marketing Committee*
  - *Craig Carpenter, Chair, Finance Committee*
  - *Nicole Walker, Co-Chair, Member Services Committee*
  - *Michelle Eley, Co-Chair, DEI Committee*
  - *Eric Walcott, Co-Chair, Recognition Committee*
  - *Ramona Madhosingh-Hector, PILD Planning Committee Rep*
  - *Don Albrecht, Western Regional Center, RRDC Rep*
  
  - *Ricky Atkins, The Association Source, NACDEP Executive Director*
- **Agenda** ~ *Rebekka Dudensing*

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

[https://drive.google.com/drive/u/1/folders/1c3X\\_wR15Z-iHC9EUHTBs8LjbXyuN-M5D](https://drive.google.com/drive/u/1/folders/1c3X_wR15Z-iHC9EUHTBs8LjbXyuN-M5D)

Crystal moved for approval. Melinda seconded. Approved.
- **Treasurer's Report** ~ *Daniel Eades*

NACDEP has about \$169,000 of total assets at the October. This includes \$49,000 (or a bit more) in the Vanguard account. There are not a lot of income or expenses this time of year. We're expecting another \$6,000 in expenses. Expecting to finish about \$1,500 in the red (deficit), which is better than budgeted (expected).

Melinda moved to accept, Matt seconded. Accepted.



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- **The Association Source** ~ *Ricky Atkins, NACDEP Executive Director*  
Report has been uploaded to member Clicks. Rosters have been sent. Readying renewals for December 1 send out. Popcorn sales ready, just personalizing email invitation; they will be sent Monday.
- **President's Report** ~ *Rebekka Dudensing*  
Noted that access to the Google Docs has been opened to anyone who had a link.

### Partner Reports

- NIFA liaison ~ *Sarah Rocker*  
Not present. No report.
- Regional Rural Development Centers Rep. ~ *Don Albrecht*  
No report at this time.

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

- Finance Committee ~ *Craig Carpenter*  
Nothing to report. Committee report filed before last meeting. Has not met since.
- Communications Committee ~ *Jaime Menon/Jan Steen*  
Jan noted not a lot new to report. Committee has been items that have come to us for social media. Uploaded two Wednesday webinars. The next meeting is Dec. 9.
- Nomination/Policy & Procedures Committee ~ *Melinda Grismer*  
Going to be talking to the DEI Committee at Dec. 13 meeting. Will discuss a couple of additions around values statement. Tentative date for review of changes will be before NACDEP's March board meeting. May ask permission of being part of Wednesday Webinar for bylaws changes.

Kara noted that March 15 Purdue's spring break. Michael noted the Wednesday Webinar is scheduled for March 8. Melinda noted the schedule and will reach out to Member Services.

- Diversity, Equity & Inclusion (DEI) Committee ~ *Michelle Eley/Lupe Valtierra/Liza Hinz*  
Michelle said committee met on December 8. Talked about work and sending out demographic survey. Survey has been submitted to membership and have about 85 responses. Want to do another push to ensure get more of our members to get their feedback. Looking at Dec. 5 deadline to have that info back to us. Let committee know if you have ideas to promote the survey. One thought was to ask the regional reps to send out a reminder to encourage feedback.

Also want to work with organizers of NACDEP New Year to participate in regional meetings Working on questions that will share in December with leadership team. There will be more updates at that time. Next meeting is Dec. 13.



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Rebekka noted that Matt had pushed to Southern Region So if could ask regional reps. Not sure if there has been another email blast. Melinda said the survey went through Qualtrics and will work Ricky for an email blast.

- Marketing Committee ~ *Susan Kelly*  
NACDEP New Year save the date went out. Committee meeting today. Need to wrangle all people be involved with and to present at NACDEP New Year. Like to get link for regional meetings to promote with the event.
- Member Services Committee ~ *Nicole Breazeale/Nicole Walker*  
Nicole Walker said report filed in Committee Reports.
- Recognition Committee ~ *Eric Walcott/Tamara Ogle*  
Eric reported the award Portal will open Dec. 1.– Email and social media to announce. Deadline is Jan. 31. NACDEP New Year will highlight award winners and have instructions to submit for this year.

Rebekka asked if reviewers were ready. Eric said there were some already and there would be a December push to recruit.

- Historian Report ~ *Stacey McCullough*  
Not present. No report.  
*NP NR*
- Question about NACDEP New Year  
Crystal asked if people who were speaking knew. Susan said yes and that Grace Lankford (a committee member) was working on. Was not sure what host committee was doing (to promote the conference). Also doing commercials on why NACDEP important. Eric said email invites were going out to award winners to present.

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

- Northeast ~ *Molly Donovan*  
Held a well-attended regional meeting. Thanks to Rebekka for being there. The next meeting is at NACDEP New Year.
- North Central ~ *Kara Salazar*  
No report. Next meeting NACDEP New Year.
- Southern ~ *Matt Ulmer*  
Getting survey data in. Looking to put together working groups and to facilitate collaboration within the region. Next meetings are NACDEP New Year and Jan. 27.
- Western ~ *Katie McFarland*  
Still exploring Pacific Northwest NACDEP. Using as partnerships for professional development and other opportunities. Also, all hands-on deck for conference.



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- 1890 ~ *Joy Moten-Thomas*  
Rebekka noted that Joy was working with Ricky on Double Good Popcorn fund raiser.
- 1994/FALCON ~ *John Phillips*  
Nothing to report. Still wrapping up from annual conference.  
Rebekka noted she had heard how fabulous it was
- Joint Council of Extension Professionals (JCEP) ~ *Adam Hodges/Melinda Grismer/Rebekka Dudensing*  
Melinda noted there have been a lot of meetings and activities for JCEP, but nothing germane to NACDEP.

Later Melinda noted that there has been a lot of discussion about ELC (Extension Leadership Conference) and PILD (Public Issues Leadership Development conference) going forward. Might be worth quickly asking people on this call how they feel about them. Asked what what make them more valuable?

Susan said the conferences were close together (on the calendar) but emphasize different things. Saw value in them. Noted North Carolina brings its advisory council.

Michelle remarked there is some specialized training offered there not available other places. Not sure why thinking about discontinuing.

Ramona commented that last year was the first time doing both conferences. Found there was a piece of PILD that made it unique was the connection to funders. Have to be aware of that if you were getting rid of a conference. Felt the reframing of ELC has made a difference – probably has a little bit more openness/accessibility to those within Extension regardless of position. PILD has greater benefit to those connected to funders and shows how Extension plugged in at a larger scale.

Rebekka noted there was concerns about cost (stemming from COVID and conference attendance) as well as timing and filling the program.

Crystal asked in the text box if there was a way to combine the two events. Melinda said that was on the table. Ramona suggested holding such a conference in Washington, DC and adding another day to the schedule.

- Journal of Extension ~ *Jamie Rae Walker*  
Not present. No report.
- ELC (Feb. 7-9, 2023) ~ *Donna Rewalt/Russ Garner*  
Not present. No report.
- PILD (April 17-19, 2023 in Arlington, VA) ~ *Ramona Madhosingh-Hector/Sandra Thompson*  
Ramona said committee to meet at the end of the month. Finalizing abstracts to be included in program. Pretty much ready. Hope to get tentative program agenda and registration out there then. Also noted added bike tour.



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### Conference Reports

- 2023 Conference – *Katie McFarland/Rebekka Dudensing*  
Katie noted people were excited. Hope to finalize schedule. Call for proposals should come out in next week. Getting speakers and mobile workshops booked.
- 2024 Conference Selection – *Matt Ulmer/Jimmy Henry/Nate Peterson/Talia Washington*  
Ricky asked if he needed to do a site visit and negotiate the contract. Rebekka thought it so but noted there were still some things up in the air as NACDEP was looking at changing dates, etc. Planned to check that things are in place for negotiations to occur.

### Old Business

- None.

### New Business

- Support for US DOT grant application by CTAA  
Rebekka noted that CTAA (Community Transportation Association of America) reached out to NACDEP during the board retreat. Shared a proposed letter of support.

Melinda said the CTAA contact likes letter. Want to make sure NACDEP wants to pursue this. CTAA wanted to partner with NACDEP because we are a vibrant network. DOT will choose projects with capacity building teams – which could/should/would involve Extension. If happening, something we would want to know about. Noted that this is not obligating any member to do anything. Letter says NACDEP will reach out to professionals.

Exciting part is they want to fund us. Money could offset work/cost of association manager. Ricky may do work on this in conjunction with Marketing and Comm-Comm. That's where we would need money for – and Ricky help with reaching out to membership. Question is A) Do we want to do now? And (B) Is this something we want to do in future?

Rebekka said that the board discussed this in “pre-game”. General support for idea. Thought about seeking funding for 10% of Ricky's salary. Also noted should create document about partnership – Kara and Matt agreed to work on it – also will include Melinda since she has been working on that.

Kara said looked at website. Thought good idea. Also thought would be a good idea to go through the alignment exercise.

Rebekka thought that Ricky might have a partnership example or one of the other JCEP organizations may have

Approved letter of support. Authorized Melinda to negotiate for NACDEP.  
Matt moved. Daniel seconded. Approved.



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**Announcements**

- Next board meeting Dec. 16.
- Rebekka reminded everyone to watch for Double Good Popcorn Fundraiser. Also, when we come back (for the next board meeting), we will ramp up so we for the Ed Jones, new year so we can do NACDEP New Year right.
- Crystal noted the retirement of Ed Jones, the Extension Director at Virginia Tech and a former NACDEP president.

**Adjourn**

- Crystal moved. Daniel seconded. Adjourned (12:45 p.m. ET, 11:45 a.m. CT)

Board meetings are by Zoom on the 3<sup>rd</sup> Friday of each month (after conference, next one 7/15)  
**START TIMES: 9 a.m. (PACIFIC) • 10 a.m. (MOUNTAIN) • 11 a.m. (CENTRAL) • noon (EASTERN)**



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## Standing Committee Reports

- Finance Committee ~ *Craig Carpenter*
- Communications Committee ~ *Jaime Menon/Jan Steen*
  - Date of last meeting: October 14
  - Committee highlights: Directed job posting inquiries (LinkedIn and Website - thanks Ricky for posting!), promoted the Wednesday Webinar, promoted the Land Use Planning Professional Development Webinar as well as the NACDEP New Year. Next meeting December 9.
- Nomination/Policy & Procedures Committee ~ *Melinda Grismer*
- Diversity, Equity & Inclusion (DEI) Committee ~ *Michelle Eley / Lisa Hinz / Lupe Valtierra*
- Marketing Committee ~ *Susan Kelly*
  - Date of last meeting: October 28,
  - Committee Highlights: A Save the Dates was sent to membership for NACDEP New Year (NNY) November 3. A template for a few testimonial “commercials” was developed by Tanya Lamo. The agenda for NNY is set, and an invitation will be sent in December. For the regional/institutional meetings and DEI focus group, we will need to ask for a host to set up a zoom meeting and send us the link. The method for selecting the winner of the conference registration is still being considered.
  - At the Board retreat Daniel Eades offered to ask WVU students to take a look at the NACDEP logo.
- Member Services Committee ~ *Nicole Breazeale/Nicole Walker*
  - Date of last meeting: Friday, November 4
  - Committee Highlights: Held second Wednesday Webinar on Wednesday, Nov. 9. Presented by Russ Garner from Southern Rural Development Center, along with input from colleagues. Title was "An Assessment: Using the Community Capitals Framework in Understanding Community Needs in Agriculture and Food Systems." The link has been posted (thanks Jan Steen) on the NACDEP YouTube at <https://youtu.be/KF4q4CK-WEc>.
  - We have been working on a rubric for receiving and evaluating proposals for the Wednesday Webinars. Members Godwin Apilayah and Grace Langford reviewed the NACDEP presentation proposal as a launch point. Also looking at a rolling submission schedule with a date by which reviews will begin. We will finalize this process and the dates at the December meeting. Three parts of the process: 1) submission timing; 2) proposal format; 3) rubric for deciding which proposals get a slot. We decided that the Spring 2023 webinars theme focus will be on diversity, equity, and inclusion work integrated into Extension community development. A short paragraph describing the theme will be drafted and passed by the DEI committee before moving forward with distributing the proposal to NACDEP membership.



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- Nicole Breazeale has been reviewing the available historical data on members of NACDEP. What is currently available is mainly point-in-time data from 2022, 2020, 2016, and 2012. The data points include name, institution, type of institution, region, position, interests areas, and whether a member attended the conference. We discussed a way to merge the data together to see trends over time (retention of individuals, engagement from regions and types of institutions, the impact of DEI efforts, and other trends). We also mentioned looking at which land grants have established community development programming (as evidenced by program leaders, specialists, initiatives, and other indicators). This project may be a joint Member Services and Marketing project down the road, and is currently led by chair Nicole Breazeale.
- Next two webinar dates are February 8 and March 8.
- Next committee meeting is Friday, December 2 at 10 am Eastern.
- Recognition Committee ~ *Eric Walcott/Tamara Ogle*
- Historian Report ~ *Stacey McCullough*
- Conference Report ~ *Katie Hoffman-McFarland*

## Updates from Regions and Partners

- Northeast ~ *Molly Donovan*
  - Date of last meeting: November 8
  - Committee highlights: We had 16 in attendance via zoom (this is good for the Northeast!). Thank you to Rebekka for attending and sharing the NACDEP priorities and updates and encouraging committee participation. We discussed more collaboration and coordination on grant funding opportunities and will likely have a meeting of Northeast team leaders and State staff. We also identified a need for training member on the history, associations and working of Extension.
- North Central ~ *Kara Salazar*
- Southern ~ *Matt Ulmer*
  - Date of last meeting: October 7
  - Committee highlights: Survey for expertise working groups distributed last week. Reminders sent out today and earlier in the week. Over 40 responses currently recorded.
  - Decisions/actions requested from board: Susan Jakes forwarded along an email from the SRDC concerning a CRED webinar and requested we get it to the NACDEP membership. What is the best approach to getting this note out?



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