



**National Association of Community Development Extension Professionals Board/Committee Chairs
Minutes from Friday, September 15, 2017**

Welcome, Trudy Rice

A quorum was determined. Board members in attendance:

Trudy Rice

Kelly Nix

Suzette Barta

Nancy Bowen Ellzey

Brian Raison

Mary Peabody

Susan Kelly

Laura Ryser

Ricky Atkins, Executive Director

Absent – Adam Hodges, John Phillips

Committee Chairs/Liaisons also in attendance:

Steve Burr

Melinda Grismer

Michael Dougherty

Dave Shideler

Michael Wilcox

Mark Skidmore

Rebecca Sero-Lynn

Motion to approve the Agenda by Kelly Nix. Second by Susan Kelly. Motion carries.

Motion to approve the August minutes by Laura Ryser. Second by Nancy Bowen Ellzey. Motions carries.

September Board Retreat, September 27-29, 2017:

Trudy Rice reported that the board has received the agenda for the retreat. Jackie Wilkins will lead the Friday session on Strategic Planning. Regional representatives are encouraged to bring notes from their conference meetings regarding suggestions for improving NADCEP as an organization. Committee chairs are also invited to provide input. At the retreat we will be considering both internal and external factors that have the potential to impact us as an organization. The plan is to get as far on a plan as we have time for on Friday and then continue to work on it during our monthly board meetings.

Treasurer's Report: Nancy Bowen Ellzey (Treasurer) noted that she has uploaded her report. Ricky has updated conference expenses, but we are still waiting on a check (approximately \$46,000) from CDS before the conference finances can be completely reconciled. Nancy reiterated that it can take some extra time when we partner with another organization for the conference. The balance sheet looks great with a bottom line of about \$160,000 (before accounting for the payment from CDS.)

Motion to accept the Treasurer's report and file for future audit was made by Susan Kelly. Second by Mary Peabody. Motion carries.

Committee/Liaison Reports

- **Natl. Institute of Food & Agriculture (NIFA)**, No report
- **Regional Rural Development Centers**, Mark Skidmore: They are seeking to fill a post-doc position with a focus on the western part of the region. The position will be housed at North Dakota State University. They are seeking input...
- **North American Food Systems Network (NAFSN)**, Susan Kelly: She continues to work with them.
- **Member Services Committee**, No report, Peggy Schlechter will meet with us at the retreat.



- **Communications Committee**, Melinda Grismer: The committee held a meeting just prior to this board meeting. Topics included the following.
 - The newsletter was discussed. Tom, the newsletter editor for the past several years, joined the meeting and spoke with the committee.
 - There was a discussion of how to get members to update their online profiles.
 - They discussed getting the video of the keynote from Montana edited and posted online—as a good example of what can be done in terms of posting conference proceeding. The idea will be promoted through the newsletter.
 - They recapped the conference. They would like to enhance a few things including the table topics and the use of hashtags.
- **Marketing Committee**, David Shideler: They are trying to get a September meeting scheduled. Ideas they will discuss include: revisiting the logo, creating videos that share examples of our new definition at work, and starting a contest to promote others posting such videos.
- **Finance Committee**, Steve Burr: They are still waiting for the conference to be reconciled, but they hope to have an informal audit done by the end of the year or early next year. Steve requested that Ricky send him documentation pieces for the financial review. A formal audit will occur after the first of the year—usually around March. The formal audits take place every 3 years.
- **Nominations Committee**, Kelly Nix: The first announcement went out in the newsletter. They have developed a schedule of announcements that will go out through the end of the period which is November 10. Kelly invited regional reps to help recruit. Positions with terms that will expire are: President-Elect, Secretary, Treasurer (2 year term), NE Rep, and Southern Rep.
- **Journal of Extension**, No report
- **PILD Conference 2018**, Rebecca Sero-Lynn will start meeting next month.
- **JCEP Leadership Conference 2018**, Trudy Rice: The conference will be held in Orlando on February 13-14. The call for proposals will be extended from Sept 15 through Sept 28 due to the extreme conditions in Florida over the last few weeks. Trudy also reports that additional funding will be sought to once again host a Town Hall Meeting. The topic will most likely be “Rapid Response” – not so much a topic of emergency response but of how Extension can respond more quickly to changing conditions. Trudy will become chair for the next conference. Conference sites being considered are Texas, Arizona, and New Mexico.
- **Recognition Committee**, Michael Dougherty: A report was uploaded to Member Clicks. Summarizing, a review of the data from the last 5 years shows that the North Central region has at least 1 submission every year. (Over half our membership is from NC.) Michael also reports that he would like to see improvement in post-award recognition, such as better visibility on the website. The committee is also discussing changes to categories, new regional approaches, etc. that could be considered for 2019 and beyond (not for 2018).
- **Development Committee**, Michael Wilcox: The committee will continue to work on getting “Thank You” notes out and also to follow up with pledges. They will also start looking ahead to end-of-year philanthropy.
- **2017 Annual Conference w/CDS Wrap-up**, Ricky Atkins: We are just waiting on the check from CDS.
- **2018 Annual Conference-Cleveland, OH**, Ricky Atkins: We will meet with professionals from the Ohio State University at the retreat. The board will accompany them on some of the potential site visits.
- **2019 Annual Conference – Asheville, NC**, Susan Kelly: We will talk about this at the retreat.
- **Historian Report**, No report

Updates from the Regions & Partners

Northeast, Mary Peabody: A report was uploaded to Member Clicks. They are working on pulling together some professional development opportunities for the region. Also, in August she contacted members who had not renewed. Many said they would renew, but most did not. It is possible they are waiting for next year. There was some discussion as to what the value of membership was post conference.

North Central, Brian Raison: A report was posted in the newsletter.

Southern, Susan Kelly: No report.

Western, Laura Ryser: No report



At this point, Ricky was asked to explain the procedure for Member Clicks.

- Log in to your NACDEP Profile
- In your profile, click on Features
- Click on Committees...then choose your committee
- Your options will be: Members, Messages, Files.
- Files is where you upload new files.

1890, No report

1994, No report

Joint Council of Extension Professionals (JCEP), Kelly Nix & Trudy Rice: The primary focus is on planning for the PILD Conference and the Leadership Conference.

Update from TAS, Ricky Atkins: We are up a few members to 333—which is about 25 short of last year. A report was uploaded.

Unfinished Business:

1. Fund transfer recommendation from Finance Committee (Nancy Bowen Elzey and Steve Burr). The committee must wait on the payment from CDS before further action may be taken. This will be carried over as unfinished.
2. Proposed posting of proceedings/speakers/presenters from 2017 CDS/NACEP conference. Melinda Grismer reports that this should be carried over as unfinished.

New Business: None

Comments and Announcements: Next meeting is October 20. It is now a recurring meeting in Zoom.

Adjourn: Motion to adjourn made by Brian Raison (no second required). President adjourned the meeting.