



National Association of Community Development Extension Professionals
Board Meeting
MINUTES
Friday, 15 April 2016

Voting Participants: (Present members highlighted in YELLOW)

Stacey McCullough, President
Alison Davis, Past President
Kelly Nix, President-Elect
Julie Fox, Secretary
Notie Lansford, Treasurer
Adam Hodges, 1890 Representative
John Phillips, 1994 Representative
Connie Mefford, North Central Representative
Michael Dougherty, Northeastern Representative
Susan Kelly, Southern Representative
Roslynn Brain, Western Representative

Non-Voting Participants:

Brent Elrod, National Institute of Food & Agriculture (NIFA)
Stephan Goetz, Regional Rural Development Center Representative
Peggy Schlechter, Member Services Committee
Brian Raison, Communications Committee
Rebekka Dudensing, Marketing Committee
Nancy Bowen-Ellzey, Finance Committee (arrived at 12:38 p.m.)
Mary Emery, Journal of Extension
Deb Jo Kinsella, PILD Conference
Norm Schwertfeger, PILD Conference
Trudy Rice, State Affiliate Committee
Michael Wilcox, Development Committee
Josh Clements, Annual Conference Committee
Kevin Andrews, Historian Report
Ricky Atkins, TAS

Call to Order: Stacey called the meeting to order at 12:07 p.m. eastern time. She opened the meeting calling for approval of the agenda. Notie made the motion to approve the agenda. Motion carried.

Minutes Review:

Notie moved to approve the March board meeting minutes. Motion carried.

Julie Fox

Treasurer's Report:

Notie provided financial reports, commenting that we are operating within the budget and have a strong balance sheet, and positive cash flow, which is typical this time of year. As he incorporates the conference budget with the annual budget, he is working with the NACDEP finance committee chair, as well as ANREP and the conference planning committee.

Notie Lansford

Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA)

Brent provided a written report with the following updates:

Brent Elrod

- NIFA Director, Sonny Ramaswamy, will provide a welcome video for the NACDEP/ANREP Joint Conference.
- The “Importance of Collecting Impact Numbers to Promote Community Development Work” webinar is scheduled 25 April at 2:30 EST: <https://msues.adobeconnect.com/a828402417/srdc/>
- SBIR Phase II panels 27 April. The RRDCs are leading development of a Small Business Innovation Research outreach initiative on behalf of USDA NIFA for rollout this fiscal year.
- The Farm Business Management and Benchmarking RFA closed 11 April, panels 4 May.
- SRDC is convening a Southern Region local foods planning meeting in the DC metro area 9-10 May.
- 2016 Rural Housing Conference is 10 May.
- RRDC directors are in town 11-12 May. That will include discussions with USDA RD around development of a “Recreational Economies” toolkit.
- Roslyn Brain is leading a planning process to develop an Extension Sustainability Framework. Be alert to opportunities to align your activities/impacts and to participate in the planning process.
- The FY16 RFA for Rural Health and Safety Education applications are due 1 June: <http://nifa.usda.gov/funding-opportunity/rural-health-and-safety-education-competitive-grants-program-rhse>.
- The Agriculture and Food Research Initiative – Agricultural Economics and Rural Communities (AERC) Foundational Program will be announced soon.
- USDA Opioid Working Group is meeting biweekly to advance the administration’s efforts in this area. Look for announcements of Town Halls with Sec. Vilsack in NH (May 10), MS (June), TN (late June), MO (July), and NV (tbd).

Regional Rural Development Centers

Stephan Goetz

Stephan reviewed the RRDC meetings scheduled for Vermont. They are meeting Tuesday, June 28, 6:30-9:30pm. They plan to discuss the Rural Counts paper on importance of rural investment and the National Sustainability Conference. They will be distributing a press release on state Extension spending/investment levels and number of farms saved.

Membership Services Committee

Peggy Schlechter

Stacey and Ricky provided an update that scholarship applications had been collected and 5 \$300 scholarships were awarded. Ricky noted that some of the recipients had already registered for the conference. Stacey reminded regional reps that member services could use a few more committee members.

Communications and Website Committee

Brian Raison

No report.

Marketing Committee

Rebekka Dudensing

Rebekka reported that the Marketing Committee continues to work on our conference session. It will be a debate-style event of a limited number of definitions, with debaters and respondents noting elements of the definitions and attendees presenting through clicker voting, note cards, and physical participation. They are working to get definitions that present the array of topics encompassed by Extension community development, and we have a newsletter piece asking members to submit their preferred definitions. They are keeping ComCom and Membership in the loop.

Finance Committee

Nancy Bowen-Ellzey

The committee plans to meet April 29 to review budget trends and do a spot audit.

Journal of Extension

No report.

Mary Emery

PILD Conference 2016

Norm reported that 313 people registered for PILD and 14 registrants from PA had to cancel due their budget situation. Next year, PILD will be April 2 – 5, 2017 at the Hyatt in Crystal City with the theme – Relationships, Relevance, Results. Stacey reported that Julie attended the JCEP leadership luncheon with ECOP and NIFA.

Norm Schwertfeger

Recognition Committee

Michael reported that Award Review Packets were distributed on March 28 to the eight primary judges with a requested return of April 21. During the review process, it was discovered that several of the awards packets were missing pieces of information (or in one case access to a piece of information had expired) as a result of the resubmission process. In each case, award applicants were contacted and the missing information received. To date, it has not been necessary to call on any of the secondary (reserve) judges. No one has said they could not judge a category because of conflicts. Presently, three judges have completed their scoring and a fourth is partially through with judging. Barring unforeseen circumstances, all award winners (and those who did not receive awards) will be notified by the end of the month. Additionally, the ad hoc committee to review the single NACDEP application for the JCEP Creative Excellence Award has been formed. It will undertake its review in the next week or so.

Michael Dougherty

Development Committee

Michael could not participate in the meeting, but provided an update and note of appreciation for Melissa Bond's hard work on the draft campaign letter. The NACDEP Development committee has drafted a letter to the membership that outlines fundamental information regarding the impending fundraising campaign. A close to final version will be shared with the Board in May for their input and approval. At the same time, the campaign – focused on current and former Board members - will be unveiled. We will seek Board approval for the messaging and letters associated with the Board campaign as well.

Michael Wilcox

Alison made the suggestion that contributors receive a timely personalized note of appreciation in response. Ricky will work with Stacey and Michael on this suggestion.

JCEP

Kelly reported that JCEP is in the early planning stages for the Feb 2017 JCEP Leadership conference. The JCEP group meets again next week, <http://www.jcep.org/jcep-leadership-conference>.

Stacey McCullough

2016 Annual Conference with ANREP

The conference planning group met today. TAS will notify speakers with detailed session schedules by Monday. Currently, there are a combined 199 registrations. Notie and Susan discussed the importance of conference sponsors, noting that \$15,000 had been committed thus far.

Stacey McCullough

2017 Annual Conference with CDS

No report

Stacey McCullough

Updates from the Regions and Partners

Northeast Region

Michael Dougherty

Michael reported the March newsletter was distributed on April 1, encouraging people to renew/join, attend the conference, and see if their organizations would be willing to be sponsors for the upcoming conference. According to current figures, just over 10% of the NACDEP membership are from the Northeast Region. That is still low but not surprising given the lack of attention given community development and related topics in many Extension units in the region. Finally, state budgets are becoming (or are) an issue in several states – including two states with traditionally strong CD programs: Pennsylvania (which just averted a shutdown of all of Extension) and West Virginia. Neither state has a budget for the upcoming FY2016-17.

North Central Region

Connie Mefford

No report.

Southern Region

Susan Kelly

No report.

Western Region

Roslynn Brain

No report.

1890 Representative

Adam Hodges

No report.

1994 Representative

John Phillips

No report.

TAS Update

Ricky Atkins

Ricky reported that the NACDEP National Office (TAS) has engaged in the following scope of work.

Finance:

- March finances have been reconciled and sent in to Notie Lansford for the board reports.

Membership:

- TAS has processed approx. 115 membership renewals. Totaling 315 since the start of the renewal period.

Communications:

- TAS worked with Chad Cook to send out conference announcements.

Web:

- TAS has updated the web page for the 2016 ANREP/NACDEP joint Conference to include sponsors and exhibitors.
- TAS has updated meeting minutes and added other news to the site.
- TAS has uploaded regional rosters to the site.

2016 Conference

- TAS is currently working on conference logistics for the 2016 Joint ANREP/NACDEP Conference.
- TAS has updated the registration to include another pre-conference workshop
- TAS has been monitoring room blocks and conference registrations now totaling approx. 200
- TAS has secured conference transportation for mobile workshops.

2017 Conference

- TAS is currently negotiating the hotel contract with the Big Sky resort in Montana for the 2017 joint CDS/NACDEP conference.
- TAS is working with the CDS business office to outline and define conference responsibilities for both NACDEP and CDS planners.

Unfinished Business

North American Food Systems Network (NAFSN)

Susan Kelly met with Duncan at the eXtension conference. The 2016 conference sponsorship committee gave NAFSN a table (\$150 value) and they plan to do a 'meet and greet' at 7am Monday for network members. NAFSN plans to promote the NACDEP conference through their networks.

Retreat Follow Up

Graduate Student

Alison Davis

Alison reported that the graduate student is on target with member spotlights every 2 weeks.

New Business

Email Policy

Stacey McCullough

Stacey has received numerous requests to announce webinars and other events via email to members. Rather than bombard members with email, suggestions included continuing to use Facebook, Twitter, Linked In, and the NACDEP website for these announcements.

Announcements

None.

Reminder: Upcoming Board Meetings
May 20, 2016

Pre-conference meeting: Sunday, June 26 at 11:00 am.

Annual business meeting: Monday, June 27 at 12:30 pm.

Post-conference meeting: Wednesday, June 29 at 1:15

Adjourn: Connie made a motion and the meeting was adjourned at 1:02 p.m. eastern time.