



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

Voting Participants: (Present members highlighted in **YELLOW)**

Stacey McCullough, President
Alison Davis, Past President (joined at 12:30)
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 (joined at 1:00pm)
Mary Emery, Journal of Extension
Deb Jo Kinsella, PILD Conference
Trudy Rice State Affiliate Committee
Michael Wilcox, Development Committee
Josh Clements Annual Conference Committee
Kevin Andrews, Historian Report
Marilyn Schlake – Nebraska Extension Association of Community Development Professionals
Duncan Hilchey – North American Food Systems Network
Ricky Atkins, TAS

Call to Order: Stacey called the meeting to order at 12:05 pm Eastern time. She opened the meeting calling for approval of the agenda. Michael made the motion to approve the agenda. Motion carried.

Minutes Review:

Julie Fox

Notie moved to approve the September board meeting minutes. Motion carried.
October board meeting minutes were reviewed for accuracy, but there was not a quorum for this meeting so no official business was discussed.
Notie moved to approve the November board meeting minutes. Motion carried. Notie also moved to approve the special November board meeting minutes. Motion carried.
Kelly moved to approve the December board meeting minutes. Motion carried. Notie moved to approve the special December board meeting minutes. Motion carried.
Julie will finalize the minutes as discussed and work with TAS to get them posted on the NACDEP website.

Treasurer's Report:

Notie Lansford



Notie provided year-end reports electronically. He reported that revenue exceeded expenditures, total assets increased, and the organization's equity position increased. Stacey noted that the treasurer's financial reports will be filed.

Regional, Partners, and Committee/Liaison Reports

Northeast Region

Micheal Dougherty

Michael reported that he received good information from predecessor (now President-Elect Kelly Nix). He sent an email to the members (and interested parties) in the region introducing himself and providing information on the NCRCD's webinar series. He plans to complete his first regional newsletter announcing the awards and calling for judges once that process is released.

North Central Region

Connie Mefford

Connie will report on the state chapter later in the board meeting.

Southern Region

Susan Kelly

Susan reported working with the sponsorship committee for the 2016 conference.

Western Region

Roslynn Brain

Roslynn was not able to participate in the board meeting, but she provided the following written report. She sent a newsletter to regional members. Additional notes are included in the 2017 Annual Conference section of board meeting minutes.

1890 Representative

Adam Hodges

No report.

1994 Representative

John Phillips

John

JCEP

Stacey McCullogh

Stacey reported that Kelly is now part of the JCEP board. Alison and Stacey will attend the February 2016 board meeting in Las Vegas. Planned agenda items include the marketing plan and updates from the Blue Ribbon Committee (replace Galaxy to address emerging issues).

TAS Update

Ricky Atkins

Ricky provided a NACDEP National Office Report. Regional rosters have been uploaded to the Board of Directions section of the website. December finances have been reconciled and sent in to Notie Lansford for the board reports. TAS worked with Josh Clements to send out a reminder for the 2016 Conference Call for Papers. TAS updated a dues renewal form to include endowment contribution field and updated the communication for 2016 dues. TAS has updated the web page for the 2016 ANREP/NACDEP joint Conference, updated meeting minutes and added other news to the site, updated the NACDEP member database to make it available to the public, and uploaded regional rosters to the site and will do this before the 10th of each month. For the 2016 NACDEP/ANREP conference, TAS turned off the submission process and provided Josh the spreadsheet of submissions, TAS also updated the online award submission form to add changes by the recognition committee and is working on the online conference registration form for NACDEP and ANREP to be live February 15. For the 2017 joint CDS/NACDEP conference, TAS is negotiating the hotel contract with the Big Sky resort in Montana.

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

Brent reported that NIFA was awaiting a start date of the Rural Sociology leader, noting that the person accepted the position, pending security clearance. Other personnel updates include Susan Shockey retired at the end of the calendar year. The USDA Ag Outlook Forum 25-26 Feb. Programs with upcoming deadlines include FY16 [Beginning Farmer Rancher Development Program](#), RFA closes 21 January; the FY16 [Small Business Innovation Research](#) Phase I panel convenes 2-4 February; Phase II applications close 25 February. He thanked reviewers and noted that NIFA is currently assigning panelists. He also noted that the RRDC Directors will be in town 22-24 Feb for meetings with APLU, OMB, Rural Health and Safety Ed grantees. It is also the intention to meet with ECOP and discuss community engagement. Past grant cycles includes rural health and safety education, which includes collaboration with rural centers. They build on indicators and behavioral health will be included. Farm management benchmarking will be released soon. A request for internal funding for a strategic planning symposium will not be funded.

Regional Rural Development Centers

Stephan Goetz

<http://nifa.usda.gov/regional-rural-development-centers>

Stephan reported that the Southern and North Central center directors have started. He reported that the Western Rural Development Center (WRDC) seeks proposals for book chapters and policy briefs describing research and/or outreach programs that help rural communities address climate change concerns in rural areas of the United States. He also mentioned other events, such as the Extension Sustainability Summit, in Portland this April <https://wrdc.usu.edu/htm/programs/ess2016>.

Membership Services Committee

Peggy Schlechter

Stacey reported that she and Peggy would be meeting next week.

Communications and Website Committee

Brian Raison

Brian requested a 'personal ad' in the next newsletter to attract new committee members. After brief discussion, the board suggested committee chairs coordinate communications with the newsletter editor.

Marketing Committee

Rebekka Dudensing

No report.

Nominations Committee

Alison Davis

No report.

Journal of Extension

Mary Emery

Mary provided the following report. The Extension Journal (EJ) Board is pleased to introduce the new editor for the *Journal of Extension*. Debbie Allen assumed the role of editor-in-chief of the Journal January 1, 2016. Allen has worked as a writer and editor for more than thirty years in the fields of journalism, scholarly publications and book editing, educational publishing, and technical writing and editing. She has substantial experience managing complex editorial projects. Allen has been involved with the Extension System since 1996, first as a publications editor in the University of Kentucky's Department of Agricultural Communications and more recently as an eXtension copy editor. She is a strong believer in the mission and values of Extension and is eager to assist Extension professionals in advancing theories and practices which can be shared with the public to disseminate knowledge and expertise gained through university research. In addition, she enjoys



mentoring others and developing friendly and productive relationships with her colleagues. With Debbie's expertise and extensive background, the Board is excited about the next 50 years for the Journal. I encourage NACDEP members to not only make reading the bi-monthly issues of the Journal one of your 2016 professional resolutions, but also to submit at least one article about an innovative community development program in your county, region or state. Ricky suggested promoting JOE via the NACDEP website.

PILD Conference 2016

Deb Jo Kinsella/Norm

Stacey reported that the PILD committee is meeting this Tuesday and all is progressing with session confirmations and other conference logistics.

JCEP Leadership Conference 2016

Stacey McCullough

Stacey reported that the conference registration is open for the Feb 10-11 event in Las Vegas. The focus is on leadership development.

Historian Report

Kevin Andrews

No report.

Recognition Committee

Michael Dougherty

Michael reported that the awards information will be sent next week with a Feb 29 deadline. He requested that we all promote the awards and request award judges.

Development Committee

Michael Wilcox

Michael provided the following written report.

- Verbiage was drafted, on the President's behalf, for inclusion in the membership renewal cover letter. This initial 'ask' follows the announcement (in the December 2015 newsletter) of the creation of the endowment that occurred during the NACDEP retreat. Inclusion of a means to donate to NACDEP in this manner is analogous to an Annual Fund campaign. Donations will be directed solely to the endowment. While the Development Committee is also tasked with assisting with sponsorships and scholarships, the endowment will be the initial focus of Annual Fund-type activities.
- A campaign theme is being developed. This theme will serve as a means of kicking off and branding the fundraising activities that are anticipated to take place during the 2016 conference. A discussion needs to occur between the 2016 Conference Committee and the Development Committee to determine what those activities will be.
- A silent campaign, focused on current and former Board members is also being developed. Taking a page from the CDS playbook, the Development Committee will draft a document that will be sent to all current and former Board members. The outcome of this silent campaign can serve as the foundation for an initial announcement to the membership regarding the initial success of the Annual Fund and silent campaign. This will offer a gauge of how far we have progressed towards our current fundraising goals (as outlined during the 2015 NACDEP retreat).

Stacey summarized that the initial development campaign introduction and invitation will begin with dues renewals. Contributions will be matched and will go directly to the endowment.

2016 Annual Conference

Josh Clements

Josh reported that the conference received 372 proposal submissions, with a mix of 30 minute sessions, posters, ignite sessions, 90 minute workshops, and pre or post conference events. 285 individuals submitted proposals from 41 states, DC and Ontario, Canada. Conference sub-committees are finalizing speakers, marketing plans, sponsorships, mobile workshops, and the silent auction. Next steps include online registration and notification to those who submitted proposals.

2017 Annual Conference with CDS

Stacey McCullough

Ricky reported that TAS is in the final stages of negotiations with the venue for the June, 2017 conference..

Roslynn provided a written update:

- Please pencil in November 16-18 for a concurrent CDS and NACDEP board meeting in Big Sky, MT. If there is a conflict with this date, please let us know as soon as possible and we will try to book a different date.
- Ricky has initiated (unsure if he has signed) a contact with Big Sky Resort for June 10-15, 2017.
- Approximately 12 mobile learning workshops are being planned.
- Any suggestions from the board on plenary speakers are welcome
- The theme will likely highlight Montana characteristics (Big Skies) and partnerships.
- A google docs site has been set up to organize info; the board is welcome to use and contribute. <https://drive.google.com/folderview?id=0B52dXhFiyRRUa3BLa2tJS19SNUk&usp=sharing>
- The next CDS/NACDEP Steering Committee call is Feb. 8, 1pm MT time. Nancy and Trudy will begin participating in these calls.

Finance Committee

Nancy Bowen-Ellzey

Nancy joined the board meeting at 1:00 p.m. and provided a brief summary of the proposed budget as posted in the Board of Directions section of the website, noting that the sponsorship revenue has a significant impact due to joint conference net revenue implications.

Alison made a motion to accept the budget as proposed and the motion passed.

Unfinished Business

2016 Membership Drive

Stacey and Ricky reported that the 2016 membership drive was about to begin.

Retreat Follow-up

Alison reported that the graduate student will feature Trudy Rice in the first member spotlight. They are identifying meaningful programs and people to highlight. These features will be promoted through Facebook and the website, in addition to the newsletter. Kelly suggested identifying future features by reviewing award applicants. Karen, the intern, will be at the conference in Vermont.

Stacey suggested that NACDEP offer a webinar to showcase features of our website such as how to search the database and utilizing the member center. Board members agreed it was a good idea.

Additional reports will be discussed at the February board meeting.

2018 Conference

Stacey McCullough

Stacey reported that one proposal has been received to host the 2018 conference.

New Business

Nebraska's application to become a state chapter

Connie reported that she has reviewed Nebraska's application to become a NACDEP state chapter, which is posted for board members in the Board of Directions section of the website. The state group is aligned with NACDEP bylaws.

Alison made a motion to accept Nebraska as a state chapter of NACDEP and the motion carried.

Stacey will get information to Ricky to update the website.



Potential partnership with the North American Food Systems Network (NAFSN)

Duncan – joined the call at 1:30 to provide background on the draft MOU provided to board members in the Board of Directions section of the website. In considering the proposal board members discussed whether there was a need to solicit member input and other questions about the organization. Susan volunteered to follow-up with Brian Raison to seek additional information about the organization.

Alison suggested working on establishing policy and practice to guide the NACDEP board as new opportunities continue to emerge, such as NAFSN or the previous International Association of Community Development.

Announcements

None.

Reminder: Upcoming Board Meetings

February 19, 2016

March 18, 2016

April 15, 2016

May 20, 2016

Adjourn: The meeting was adjourned at 2:00 p.m. Eastern time.

Draft Submitted: 15 February 2016

Julie Fox, Secretary