

**National Association of Community Development Extension Professionals
Board Meeting
MINUTES
Friday, 18 March 2016**

Voting Participants: (Present members highlighted in YELLOW)

Stacey McCullough, President (joined at 12:42)
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 (left at 12:49)

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
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, Karriin Naeff, Cindy Rossen, TAS

Call to Order: Kelly called the meeting to order at 12:02 pm Eastern time. She opened the meeting calling for approval of the agenda. Alison made the motion to approve the agenda. Motion carried.

Minutes Review:

Julie Fox

Ros moved to approve the February board meeting minutes. Motion carried.

Treasurer's Report:

Notie Lansford

Notie provided financial reports, commenting that membership dues were as projected, NACDEP continues to improve the organization's financial position, and TAS bookkeeping and reporting are appreciated.

Committee/Liaison Reports

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

Brent reported that:

- The RRDCs will begin development of a Small Business Innovation Research outreach initiative on behalf of USDA NIFA for rollout this fiscal year.
- NIFA is providing some administrative support for the Extension Sustainability Summit, scheduled 5-7 April in Portland, OR. Registration information is at <https://wrdc.usu.edu/htm/programs/ess2016/>. NIFA funding will support develop of a planning process leading to a national summit in 2018. Be alert to opportunities to align your activities/impacts and to participate in the planning process.

- The FY16 RFAs for Rural Health and Safety Education and the Agriculture and Food Research Initiative – Agricultural Economics and Rural Communities (AERC) Foundational Program will be announced soon.
- Also be on the lookout for an announcement about eXtension’s New Competency-based Education and Training Capacity Pilot Phase April – August 2016.
- The Farm Business Management and Benchmarking RFA closes 11 April.
- USDA RD is leading development of a “Recreational Economies” toolkit.
- ERS report and webinar on return migration at
<http://www.ers.usda.gov/publications/err-economic-research-report/err185.aspx>
<http://origin-gps.onstreammedia.com/origin/usda/ERS/070815/ERS782015CAPSFINAL.mp4>
- A presentation on young-adult migration delivered for the Illinois Institute for Rural Affairs will also be made available at <http://www.iira.org/conferencetraining/>

Regional Rural Development Centers

Stephan Goetz

Stephan reported the main update from the RRDCs is that we continue to plan the PL meeting in Burlington. There are a few logistical hurdles we have to work around (as some of you know), but it promises to be a fantastic event, thanks to the leadership of George Morse and Brent Elrod. FYI we received a number of application to our RFA on Rural Innovation (the REIS) and will be selecting three proposals with the help of ERS and outside reviewers. We are planning a rural innovation/technology transfer conference sometime in the spring of 2017 involving educators, researchers and practitioners, following in the tradition of our What Works conference series. At Penn State we have used IMPLAN to show the potential consequences for (induced and indirect effects on) jobs and income of the current budget impasse in Harrisburg, PA that is affecting our college as well as the university. Please drop me a note if you are interested in seeing this one pager (I hope no one else will ever have to use it as a model!).

Membership Services Committee

Peggy Schlechter

No report.

Communications and Website Committee

Brian Raison

Brian reported that a newsletter was distributed. The committee recommended canceling the monthly fee for the portal site. They are working with Marketing on the “definitions” of CD... and on communications about the upcoming NACDEP Conference.

Marketing Committee

Rebekka Dudensing

Rebekka reported that the marketing committee is planning our "What is Community Development?" debate for our conference session. They are also working on a newsletter article asking for members’ definitions (original, from the literature, or the working definition of an individual state or Extension unit), which may be used in the debate. To provide ideas and to help people start thinking a little more about this concept, Ricky is posting the full list of definitions to the association webpage, ‘What is Community Development?’

Finance Committee

Nancy Bowen-Ellzey

No report.

Journal of Extension

Mary Emery

No report.

PILD Conference 2016

Norm Schwertfeger

Norm reported that 14 NACDEP members were registered for the April 2016 PILD conference. A first timer webinar is on the JCEP website. He provided an update on hotel rooms and the agenda.
<https://www.regonline.com/Register/Checkin.aspx?EventID=1791257>

Recognition Committee

Michael Dougherty

Michael reported that the award nominations and applications varied by region. Notifications will be communicated prior to the early bird conference registration deadline.

Development Committee

Michael Wilcox

Michael could not participate in the meeting, but sent an update that he and Melissa have been discussing a campaign theme and will be meeting again in April. Ricky reported that the initial “annual fund” campaign had garnered just over \$500. He suggested that we need to send out a letter encouraging current and former Board members to give by the end of April.

JCEP Leadership Conference 2016

Stacey McCullough

No report. Details provided during February Board meeting.

2016 Annual Conference with ANREP

Stacey McCullough

Ricky reported that 90 people were already registered for the 2016 conference. Kelly recognized Josh for his work with. A smaller group of 4-5 people are working with the complete steering committee during the final months prior to the conference.

2017 Annual Conference with CDS

Stacey McCullough

No additional update since last month.

Updates from the Regions and Partners

Northeast Region

Michael Dougherty

Michael reported that a newsflash went out to members and interested others within the region to communicate about awards submissions, membership renewals, and conference registration. A full newsletter will be distributed later this month. At present, there are only 29 members in the region – 9 in WV, 5 in NH, 4 in ME, 3 in PA, 3 in VT, 2 in NY, 1 in CT, 1 in NJ, and 1 in DC. (This includes a Life Member in NH and NJ). He anticipates additional people renewing their membership along with conference registration. Nevertheless, the Northeast has less than 10% of the NACDEP membership despite having over 20% of the nation’s population. Also, almost half the states in the region (MA, RI, CT, NJ, MD, DE) do not have any active members (though NJ has a Life Member) – and often very limited CD-programming.

North Central Region

Connie Mefford

No report.

Southern Region

Susan Kelly

No report.

Western Region

Roslynn Brain

Ros sent conference reminders to members.

1890 Representative

Adam Hodges

No report.

1994 Representative

John Phillips

No report.

JCEP

Stacey McCullough

Alison reported that Kelly is now on the planning committee for the JCEP Leadership conference.

TAS Update

Ricky Atkins

Ricky reported that TAS is working with CDS Business office to clarify duties for the 2017 conference.

Unfinished Business

Element 74

Ricky Atkins

Ricky reported that TAS requested that the NACDEP account be closed and they provided all data on a spreadsheet.

North American Food Systems Network (NAFSN)

No additional update. In February, the NACDEP board voted to sign the MOU with NAFSN to be a founding member. Stacey reported that the signed memorandum was sent to Duncan at NAFSN. With 200 founding members, committees are being established. NACDEP may engage in curriculum development certification. The committee will be meeting at the eXtension conference.

Basecamp Account

Notie Lansford

Notie made a motion to close the Basecamp account after verifying that all documents had been moved to MemberClicks. Alison seconded the motion and the motion carried.

Retreat Follow Up

Graduate Student

Alison Davis

Alison reported that the student is contacting past NACDEP award winners and NACDEP regional representatives to feature innovative people and programs on the NACDEP website.

Committee Liaisons & Review

Stacey McCullough/Julie Fox

As discussed in the September Board retreat, Liaisons are on the NACDEP website, under About Us/Committees. Additional committees could be added as outlined below.

Resolution & Policy – Past President

Finance – Treasurer

Nominations – Past President and regional reps

Communications – Alison and Susan

Member Services – Connie and John

Conference – Co-chair Present-elect and host committee

Recognition – Josh (and regional reps)

Marketing - Ros

Development - Stacey

Focus Teams – Julie and Adam

Joint Evaluation Task Force – Stacey, Kelly and Susan

Stacey sent a note to committee chairs about board liaison contacts and roles. Committee chairs should let Ricky know meeting times with the intention of providing some continuity.

Evaluation/Annual Report

Alison/Kelly/Connie

Kelly will share an example with Alison and Connie.

State of CED

Stacey/Susan

No report.

Webinars

Julie Fox/Ricky Atkins

Ricky uploaded a proposal for a 45-minute NACDEP MemberClicks Demo webinar. The goal of this webinar will be to educate the NACDEP membership on how to navigate, use, and get the best out of the NACDEP MemberClicks online community and web site. By participating in this webinar NACDEP members will be proficient in the following areas:

1. Web Site Communication Tools
2. Profile Updates, Form Submissions, and Receipts
3. Simple and Advanced Searches
4. Online Community, Circles, and Committee Functions
5. Retrieving Archived Messages

Joint Evaluation Taskforce

Stacey McCullough

Stacey reported that discussions continue with NAEPSPD regarding opportunities to collaborate on evaluation issues.

Issue Teams

Stacey McCullough

No report. Stacey and Ricky will discuss.

2018 Conference Site Selection

Alison Davis

Michael Dougherty made a motion to accept the Ohio proposal to host the 2018 conference in Cleveland, OH. Alison seconded and the motion carried.

Dates will be reviewed to avoid overlap with other events.

New Business

NACDEP Recognition

Alison Davis

Alison expressed concern about award participation. The board will review the committee report and discuss how to improve future results.

Announcements

None.

Reminder: Upcoming Board Meetings

April 15, 2016

May 20, 2016

Adjourn: The meeting was adjourned at 1:07 p.m. Eastern time.

Draft Submitted: 14 April 2016

Julie Fox, Secretary