

**National Association of Community Development Extension Professionals
Board/Committee Chairs
MINUTES
Sunday, May 17, 2015**

Voting Participants: (Present members highlighted in YELLOW)

Mark Apel, Western Rep.
Joshua Clements, North Central Rep.
Michael Darger, Past President
Alison Davis, President
Susan Kelly, Southern Rep.
Notie Lansford, Treasurer
Stacey McCullough, President-Elect
Kenyetta Nelson-Smith
Kelly Nix, Northeastern Rep
John Phillips, 1994 Rep.
Michael Wilcox, Secretary

Non-Voting Participants:

Kevin Andrews, Historian
Ricky Atkins, TAS
Nancy Bowen-Elzey, Finance
Michael Dougherty, Recognition
Rebekka Dudensing, Marketing
Brent Elrod, NIFA
Mary Emery, JOE
Debra Jo Kinsella, PILD
Rose Merkowitz, PILD
Brian Raison, Communications
Trudy Rice, Affiliate Policy Committee
Rachel Welborn, Regional Rural Development Centers
Roslynn Brain-Incoming Western Rep.
Adam Hodges, Incoming 1890 Rep
Connie Mefford- Incoming NC Regional Rep

Call to Order: Alison Davis called the meeting to order at 11:30 am Central.

Approval of the Agenda: Joshua Clements moved to approve the agenda. Michael Darger seconded. Motion passed.

Approval of the April 2015 Minutes: Michael Darger moved to approve the April 2015 minutes. Joshua Clements seconded. Motion passed.

Treasurer's Report:

The following reports were upload to Basecamp by Notie Lansford on May 17, 2015:
2015-nacdep-balance-sheet—april(revised).pdf and *2015-nacdep-profit-loss-april(revised).pdf*.

Treasurer's report was filed for audit.

Committee/Liaison Reports

State Affiliate Committee

Trudy Rice/Diane Vigna

Trudy Rice and Diane Vigna submitted a report to the Board generated by their ad hoc committee. Files associated with the proposed changes to the Bylaws and Policies and Procedures, as well as the proposed application were uploaded to NACDEP Basecamp as: Suggested Changes to Bylaws and P&P_StateRegChapters.docx and Proposed Application Form-NACDEP State Chapter.docx, respectively.

Background: The National Association of Community Development Extension Professions (NACDEP) Constitution and Bylaws as well as Policies and Procedures currently allows for the establishment of state/regional chapters. However, there have been issues with this procedure in the past related to the limited number of state/regional chapters that have applied and the lack of clear guidelines on establishing a state/regional chapter to ensure that they meet the guidelines as related to the Joint Council of Extension Professionals (JCEP) of which NACDEP is now affiliated with. In order to address this issue the NACDEP Board of Directors put a “soft” moratorium on accepting new state chapters in 2013 to allow time to establish clear guidelines for the future.

The member survey distributed by NACDEP in 2014 clearly indicated an interest and value of having state/regional chapters. Questions 13-17 in the report can be referred to for further information. Many comments were made ranging from “we are too small for a state chapter” to “this is the next BIG thing for NACDEP”. Overall, the comments seemed to be favorable to state/regional chapters being an option but not a requirement for active membership in NACDEP.

At the 2014 NACDEP Annual Conference a round table discussion was led by Michael Darger, Past NACDEP President, to start the discussion and propose that a special committee be appointed to address this issue and provide recommendations to the NACDEP Board of Directors. The NACDEP Board of Directors appointed the special committee in the summer of 2014. The committee members are:

- Trudy Rice, Kansas-Co-chair
- Diane Vigan, Nebraska-Co-chair
- Michael Darger, Minnesota-NACDEP Board Representative
- Michael Dougherty, West Virginia
- Brad Neumann-Michigan
- Jaime Menon - Kansas
- Richard Proffer-Missouri
- Josh Clements-Iowa
- Susan Kelly-North Carolina
- Brian Raison-Ohio
- Paul LaChapelle-Montana



Process: The committee met monthly during the fall of 2014. The decision was made to work by subgroups within our committee to provide recommendations related to the following key issues:

1. Benefits of promoting the establishment of state/regional chapters of NACDEP.
2. State/regional member policy as it relates to 25% Extension appointment (JCEP policy); dues structure; and membership categories.
3. How to integrate the NACDEP officer and award system as well as voting status to honor both states/regions with chapters and NACDEP members at large.
4. Application packet for state/regional chapters including a fact sheet on how to apply; an application; and a bylaws template.
5. Proposed revisions to the current Constitution and Bylaws and Policies and Procedures to reflect our work.

The proposed timeline for this work was to have a final report of our recommendations to the NACDEP Board by May 2015 for their consideration related to adoption and implementation of our recommendations.

Following is a report from each of the work groups and our final proposed revisions to the current Constitution and Bylaws, Policies and Procedures, and Application.

1. Benefits of Establishing State/Regional NACDEP Chapters.

- Raises the professionalism of Community Development across the system
- Increased membership potential for NACDEP through state/regional/national memberships
- Increased recognition of NACDEP through JCEP by having recognized state chapters
- Potential to send state/regional representatives to JCEP Leadership Conference
- A larger more robust award system with increased number of members applying at state, regional, and national level
- Structure is good at all levels of CE and it is the professional thing to do to join your professional organizations
- Provides foundational educational opportunities specific to CED through state/regional chapters
- Possible association management firm resources for local chapters

2. State/regional chapter member policy as it relates to 25% Extension appointment (JCEP policy); dues structure; and membership categories.

Membership Guidelines:

- As NACDEP is implementing the state/regional chapter model to appeal to a broad group of professionals in the community development field it might be necessary to remain flexible in our membership policy while striving to honor the guidelines of the JCEP organization.
- All state/regional members should be highly encouraged to join NACDEP in addition to their state/regional chapter



- The state/regional organization that is to become a NACDEP state/regional chapter must have a simple majority of its Community Development Extension professionals belong to NACDEP.
- The minimum size for state/regional chapters to form is suggested to be at least 6 members with no less than a .25 Extension appointment related to community development and at least 4 of them must join NACDEP. It should be noted that these numbers refer to Extension Community Development the actual local organization membership might be much larger.

3. How to integrate the NACDEP officer and award system as well as voting status to honor both states/regions with chapters and NACDEP members at large.

Officers:

Regardless of whether or not a person is in a state/regional chapter, they must still be a member of NACDEP. So the presence or absence of a state chapter should have no real bearing on nomination for offices. Chapters should be encouraged to put forth names to run for offices within NACDEP. However, general nominations will still be accepted to allow individuals who are not in state/regional chapters to seek an office within NACDEP

Awards:

- Chapters may structure their awards in any way they wish. They should be encouraged to emulate the national award structure.
- Chapters should encourage individual winners to submit for the equivalent NACDEP award, where feasible and appropriate.
- Chapters are encouraged to examine the time period covered by the chapters' awards so that they align as closely as practical or possible with the NACDEP awards
- Winning a state chapter award should not be a requirement for submitting for a national award. Multiple entries will continue to be allowed from the same state for the same award category.

Finally, one benefit of being in a state/regional chapter is that each chapter will be permitted to award at least one DCA and DSA annually (two if it has more than 50 members), using the same standards as the national award. Those state honorees would be recognized at the national conference and considered for regional and national honors as well.

Voting: Individuals must be active or life members of NACDEP to vote... simple.

4. Application packet for state chapters including a fact sheet on how to apply; an application; and a bylaws template.

See document. The Bylaws template is yet to come.

5. Proposed revisions to the current Constitution and Bylaws and Policies and Procedures to reflect our work. See attached NACDEP Bylaws and Policies and Procedures showing recommended changes.



The committee recommended the following:

- The Board begin discussion on revising the policies and procedures as recommended
- The Board initiate a Bylaws change to reflect the committee recommendations
- That a state/regional chapter over site committee be appointed as a standing committee of NACDEP
- That NACDEP begin marketing this opportunity for state/regional chapters to the membership as it could increase communication among states through the regional representatives to the NACDEP Board.

The Board discussed the following issues:

Need to consider monitoring quality control of the state/regional chapters.

Need to be able enforce branding requirements.

Need to address non-Extension 'affiliates'

Is there a moratorium on State/Regional Chapters? Or will the Board consider applications?

Board should work on revising Policies and Procedures, including application, and marketing those changes to the membership.

Modifications to the By-laws need to be solidified and taken to the membership for approval.

Committee report will be considered by the Board (possibly accepted by the Board) and the potential of a new standing committee will be discussed.

Need to rectify the situation as there are several 'rogue' or nascent chapters that are seeking consideration of the Board.

Regional chapters need to be considered as there are states that do not have critical mass to form their own stand-alone chapter.

Recognition Committee

Michael Dougherty

- The plaques and certificates were done and shipped here by TAS.
- The programs were printed and self-delivered.
- The PowerPoints are complete and ready for posting during the dinner.
- The script has been updated, finalized, and delivered to the MC.
- The arrangements for photos of winners have been made.
- The regional representatives have been consulted regarding the presentations of awards at that level.
- A complete report and preliminary process evaluation will be done for the June conference call meeting.

Update from TAS

Ricky Atkins

Since the last board call the NACDEP National Office (TAS) has engaged in the following scope of work.



Finance:

- April finances have been reconciled and sent in to Notie Lansford for the board reports.
- TAS has processed approximately 21 additional Memberships for 2015
- TAS has asked the NACDEP Treasurer to consider opening a debit or credit card for the National Office.

Communications:

- TAS crafted communications and a conference template to use for ongoing conference updates
- TAS has been replying to Member and Non-Member emails and phone inquiries regarding any business associated with NACDEP and NACDEP Conferences.

Membership:

- TAS has processed 21 memberships for the 2015 Membership Year. (Now 297 Total)
- TAS has been monitoring incoming memberships to assure that we don't have multiple profiles for any one Member.
- TAS has been adding memberships as non-member conference registrations come in with the optional free membership checked.

Web:

- Need to discuss plans for more than 300 members. We will need to increase our custom profiles to the next level.

2015 Conference

- TAS has completed negotiating AV, and food and beverage orders with the conference hotel, and transportation with local companies
- TAS has been monitoring the room block pick-up reports from the Doubletree by Hilton Little Rock, and will update the board as to how many reservations have been made.
- TAS has secured the supplies and has created the awards for this conference.
- TAS has been providing Stacey with updated conference registration reports and rosters

Old Business

2015 Annual Conference

Stacey McCullough

Stacey went over the conference agenda. Some of the new additions included:

Board members should plan to attend the new members session.

NACDEP Fun night has been added to the agenda.

There isn't a Monday morning keynote. Instead, there will be an interactive session.



National Federal Partners panel will be facilitated by National Program Leader Brent Elrod.

Poster session being held on Tuesday (11am-noon); Tours leave at 12:30pm.

Awards banquet will be MC'd by Greg Davis.

Ignite presentations will go forward.

Board Members should spend time at the Registration Desk.

2015 Annual Business Meeting

Alison Davis / Stacey McCullough

Committee Chairs will be introduced.

By-law changes will be introduced.

Powerpoint has been developed.

Discussion ensued regarding the three Bylaws amendments. Need 74.25 members in the meeting. Need 49.45 members to pass the amendments. It was suggested that the person who submitted these amendments speak on their rationale. The Board went over the amendments again for language clarification.

The language that was submitted to the membership read as:

Proposed Amendment 1. Article VII – Voting

Section 3. Procedure for Simple Majority Votes.

Except for amendments to the Bylaws (Article XIII XIV) or policy statements

(Article VIII), the Executive Committee may submit any question by mail, ~~or email or fax~~ to the eligible membership **for a simple majority vote**. ~~Except for amendments to the Bylaws (Article XIII) or policy statements (Article VIII),~~ Such questions shall be returned within thirty days of the submission of the question to the entire membership. (Amended February 2006 **and May 2015**)

Proposed Amendment 2. Article VIII: Policy Statements

Section 1. Definition.

Policy statements are those motions or resolutions passed by the ~~Association~~ **Executive Committee** that express the attitude and wishes of the Association. They shall supplement the Bylaws and shall serve as directives to the officers expressing the official stand or opinion of the Association. Policy statements shall in no way bind an individual when expressing the opinion of the Association (Amended February 2006, April 2007, ~~and~~ April 2009, **and May 2015**)

Proposed Amendment 3. Article XIV: Amendments

The Bylaws of the Association may be amended by **the vote of a minimum of one-fifth** ~~two-thirds majority vote~~ of the eligible members ~~voting at the annual meeting~~. **A two-thirds majority of those voting is required for passage of an amendment.** Amendments may be proposed by any eligible member.

Changes to the Bylaws shall be coordinated by the Resolutions and Policy Committee. The Committee shall review amendments for consistency and coordination with the existing Bylaws but may not veto any proposed amendment.



After review, the Resolutions and Policy Committee shall submit proposed amendments **and the rationale** to all eligible members by mail, **or** email ~~or fax~~ at least ~~thirty~~ sixty days in advance of the close of balloting.

A comment period of thirty days will be held and immediately followed by a thirty day balloting period. This comment and voting process will be held annually preceding the annual meeting. The comment process will occur via website or other electronic methods deemed appropriate by the Resolutions and Policy Committee. The ballot shall include a copy of the proposed amendment, **the rationale for the amendment**, and the portion of the Bylaws that are affected. (Amended February 2006, ~~and~~ April 2007 **and May 2015**)

REMINDER: Next Board meeting is May 20, 2015 at the Annual Meeting in Little Rock, AR.

The meeting was adjourned by consensus of the Board.