



**National Association of Community Development Extension Professionals Board/Committee Chairs  
Board Meeting  
MINUTES  
Friday, January 20, 2017**

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

- Kelly Nix, President
- Stacey McCullough,, Past President
- Trudi Rice, President-Elect
- Connie Hancock, Secretary
- Nancy Bowen-Ellzey, Treasurer
- Adam Hodges, 1890 Representative
- John Phillips, 1994 Representative
- Connie Mefford, North Central Representative
- Mary Peabody, Northeastern Representative
- Susan Kelly, Southern Representative
- Roslynn Brain, Western Representative

**Non-Voting Participants:**

- Brent Elrod, National Institute of Food & Agriculture (NIFA)
- Don Albrecht, Regional Rural Development Center Representative
- Peggy Schlechter, Member Services Committee
- Brian Raison, Communications Committee
- Rebekka Dudensing, Marketing Committee
- Steve Burr, Finance Committee
- Michael Dougherty, Recognition
- Mary Emery, Journal of Extension
- Norm Schwertfeger, PILD Conference
- Trudy Rice, State Affiliate Committee
- Michael Wilcox, Development Committee
- Paul Lachapelle, Annual Conference Committee
- Greg Davis, 2018 Annual Conference Committee
- Kevin Andrews, Historian Report
- Ricky Atkins, Karrin Naeff, Cindy Rossen, TAS

- |  |                                   |
|--|-----------------------------------|
| Welcome  | Kelly Nix                         |
| Introductions/Roll Call  | Connie Hancock                    |
| Approval of the agenda   | Kelly Nix                         |
| • Susan Kelly moved to approve the agenda for January 2017   |                                   |
| Approve minutes: December 16, 2016   | Kelly Nix                         |
| • Nancy Bowen-Elizey moved to approve minutes for December 2016 – Connie Mefford seconded – Motion approved  |                                   |
| Approval of Budget   | Nancy Bowen Ellzey and Steve Burr |
| • Nancy posted on Member Clicks budget information – Joint conferences can be very successful with good planning   |                                   |
| • Presented 2017 budget – Susan Kelly moved to approve the 2017 draft budget with modifications with conference and endowment – Mary Peabody seconded. Motion carried. |                                   |
| o Michael Wilcox asked the question about funds for endowment  |                                   |



### Committee/Liaison Reports (20 minutes, written reports are preferred)

Natl. Institute of Food & Agriculture (NIFA)

Brent Elrod

- Federal offices are closed for the inauguration.
- Sonny Perdue has been nominated as Secretary of Agriculture. A transition team has met with NIFA's Senior Leadership. The majority of USDA political appointees' last day coincides with the inauguration on 20 January 2017. This does NOT include Sonny's position as NIFA director.
- NIFA's Division of Family & Consumer Sciences is interviewing for two **Social Science Specialists (National Program Leader-Behavioral Economics) and (NPL-Rural Sociologist).**
- NIFA is currently operating under a fiscal year (FY) 2017 temporary Continuing Resolution (CR) that provides funds for our discretionary programs through April 28, 2017. The Regional Rural Development Centers FY17 budget will be determined once Congress approves the annual budget.
- The RRDC directors visit DC 21-22 February 2017 for collaborative discussions with federal and non-governmental partners.
- The USDA Agricultural Outlook Forum (<http://www.usda.gov/oce/forum/>) is scheduled 23-24 February in Arlington, VA. There will be a pre-forum field trip on 22 February to the University of District Columbia Urban Farm, Beltsville, MD.

Regional Rural Development Centers Rep.

Don Albrecht

- Planning for the Program Leader meetings during the NACDEP conference – Sunday June 11 1 to 4 p.m.
- North Central had conversations about housing – what is status of book – have a contract with Rolige Press - 8 of 14 chapters completed and will finish up with final 6 and book should be out shortly

North American Food Systems Network (NAFSN)

Susan Kelly

- No Report

Member Services Committee

Peggy Schlechter

- New comer orientation – joint with CDS and NACDEP – creating an agenda – promote involvement on committee work, promote joint membership
- SWAG question on selling items i.e. luggage tags and where funds go and if there could be a joint effort or committees get a percentage – further discussion needs to take a place
- Could we start a tradition on fund raising – exploring ideas
- Scholarships applications are due Feb. 1

Communications Committee

Brian Raison

- ComCom has been engaged in perhaps the most robust discussions and conversations we've experienced in the past couple of years! We're actively pursuing strategies to increase communications among members (and partner organizations). Specific topics include enhancing our annual conference (engagement activities; sharing ideas for presentations; attracting millennials; etc.). Also focusing on "connecting" our members for projects with impact! We're working with Ricky and the Association to enhance web access and use. We're working with Tom Blaine (Newsletter editor) to enhance readership and information.
- Detail notes from our last meeting in Dec. '16 are uploaded on memberclicks.

Marketing Committee

Rebekka Dudensing

- The marketing committee has incorporated comments about product interest. Intent is to raise money for the interest of NACDEP
- Discussion of items presented. More details in the future.
- Please see the "NACDEP Merchandise Sales Prices and Recs" Excel file added to files under the Board of Directors Committee.

Finance Committee

Steve Burr

- Still in process of spot audit – have all documents needed – will get information organized and will get to review committee and a final report in February

Nominations Committee

Stacey McCullough

- Kelly Nix indicated Election is wrapped up – New Board will meet at the end of June conference. Trudy Rice will lead that meeting.

Journal of Extension

Mary Emery

- Special issue will be in conjunction with eXtension on Innovation projects
- Looking for reviewers – invite people to come join – guidelines have changed

PILD Conference 2017

Norm Schwertfeger/Laura Fuller

- PILD planning is going well. We have excellent sessions and are looking forward to a great conference. They are restructuring the tours of the NIFA headquarters and are inviting our national program leaders to our association nights.

JCEP Leadership Conference 2017

Kelly Nix

- Registration deadline is January 31 – early bird has passed
- Kelly, Trudi and Brian will attend

Recognition Committee

Michael Dougherty

- The NACDEP Awards are now open! The website “soft launched” in the last day or so. The deadline is March 3.
- To alleviate the situation which occurred last year, there are now five (5) file upload slots for each award. While there were some suggestions that these slots be labeled, it was decided not to title the file upload slots, allowing flexibility to award submitters. The task in the next few weeks will be to let people know about the awards and encourage them to submit for the honors. I plan to work on an email blast to the membership. (I have used and will continue to use the NACDEP newsletter as its publication permits.) Over the next six weeks, I plan to work with the regional board representatives on publicizing the awards and to find judges to review the awards applications in March.
- Finally, discussions continue with respect to a combined/joint award with CDS. No decisions have been made at this time.

Development Committee

Michael Wilcox/Melissa Bond

- Website Update
- Discussion on Donor levels and website on Sustainability Campaign
- Update on financial contributions can be shared monthly and
- Nancy Bowen Elizzey moved to launch the endowment campaign and outreach to membership with graphic changes to website. Trudi Rice seconded. Motion carried.

Resolutions and Policy Committee

Stacey McCullough

2017 Annual Conference w/CDS

Trudy Rice /Ros Brain/Paul Lachapelle/Ricky Atkins &

Others

- 70% acceptance on workshop proposals – putting into tracks
- Posters closed today – 40 or 50 posters
- 8 Mobile learning workshops –
- Pre-conference workshops – 15 proposals – screened and will make decisions and notify those selected
- Open registration February 1, 2017
- Committee meeting is Thursday, January 26

- Sponsorships are critical to financial success of conference

2018 Annual Conference – Cleveland, Oh

David Civittolo/Greg Davis/Ricky Atkins

- No Report

Historian Report

Kevin Andrews

- No Report

**Updates from the Regions & Partners (5 minutes)**

Northeast

Mary Peabody

- Most of our members in the regions were enjoying a holiday break during at least part of this month so there was not a lot of activity.
  - Sent out the December/January regional newsletter
  - Participated in a couple committee calls.
  - Planning and marketing for FoP Sustainable Communities class.
  - Working on some leadership initiatives.

North Central

Connie Mefford

- Newsletter is out

Southern

Susan Kelly

- Participated in a NAFSN CoP Meeting on January 11, 2017.
- Sent a Southern Region Update with a JCP Conference Reminder on January 18, 2017.
- Participated in a Sponsorship Committee call on January 9, 2017. Working with this committee in securing sponsors and exhibitors for upcoming conference.

Western

Ros Brain

- Kelly Nix on behalf of Ros - Sent out a Winter newsletter announcing the new Western Region Rep, including her bio and the sustainable communities course Mary Peabody is offering, as well as many save the dates.

1890

Adam Hodges

- No Report

1994/FALCON

John Philips

- No Report

Joint Council of Extension Professionals (JCEP)

Stacey McCullough/Kelly Nix/Trudy Rice

- JCEP conference is Feb. 6 thru 10 –

Update from TAS

Ricky Atkins

**Finance:**

- TAS has reconciled financials for December and sent to the treasurer for their report.
- TAS continues to monitor all accounts receivable and payable for the association.
- **Membership:**
- TAS is currently processing Membership renewals for the 2017 membership year. Some members have already renewed through the online renewal system.

**Communications:**

- TAS has worked with Kelly Nix to send out the dues renewal and election results communication



- TAS has sent out the post conference follow-up survey for the 2016 ANREP/NACDEP conference.

**Web:**

- TAS has created a mock-up web page for the NACDEP Endowment for Sustainability Campaign, to review at the December Board Meeting.
- TAS has set up the Awards page for 2017 and posted the award descriptions and application forms

**2017 Conference**

- TAS has been participating on the 2017 Conference Steering Committee calls
- TAS is working with the CDS business office to outline and define conference responsibilities for both NACDEP and CDS planners.

**2018 Conference**

- TAS has negotiated the contract for the 2018 NACDEP conference at the Renaissance Hotel by Marriott in Cleveland, OH.

Suggestion about Announcement about renewal and benefits from membership – Kelly and Ricky are working on it

**Unfinished Business**

- Marketing Sales Items – see above
- Development Page – see above

**New Business**

**Comments and Announcements**

**Adjourn**

**Next Board mtg. is February 17, 2017.**