**National Association of Community Development Extension Professionals**

**Board Meeting**

**MINUTES**

**Friday, February 17, 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)

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

Norm Schwertfeger, PILD Conference

Trudy Rice, State Affiliate Committee

Michael Wilcox, Development Committee

Paul Lachapelle, Annual Conference Committee

David Civittolo, 2018 Annual Conference Committee

Kevin Andrews, Historian Report

Ricky Atkins, Karriin Naeff, Cindy Rossen, TAS

Steve Burr – Audit Committee

Welcome/Call to Order: Kelly Nix

Introductions/Roll CallConnie Mefford

Approval of the agenda Kelly Nix

* Nancy Bowen-Ellzey moved to approve for February 2017

Approval of the minutes: January 20, 2017 Kelly Nix

* Correction of minutes – added Norm and Adam to attendance list
* Connie Mefford moved to approve with corrections, Susan Kelly seconded.

Treasurer’s Report: Nancy Bowen Ellzey

* Nancy posted a budget vs actual expense report on memberclicks
* NACDEP currently at 22% of budget, finances look good and on target.

**Committee/Liaison Reports**

**Natl. Institute of Food & Agriculture (NIFA)** Brent Elrod

* Sonny Perdue has been nominated as Secretary of Agriculture. Senate confirmation hearings are anticipated late February/early March. Other political appointees to serve in Under Secretary and Deputy roles will follow.
* In advance of the federal hiring freeze, NIFA’s Division of Family & Consumer Sciences interviewed for two **Social Science Specialists (National Program Leader-Behavioral Economics) and (NPL-Rural Sociologist).** The former position was closed unsuccessfully. It remains to be determined if the latter position will be filled.
* 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. Dr. Ramaswamy anticipates that the resolution may be extended through the end of the fiscal year – meaning NIFA will operate on the budget approved in FY16. Farm Bill discussions are also expected to begin later this year.
* Federal offices are closed for President’s Day.
* The RRDC directors visit DC 21-22 February 2017 for collaborative discussions with federal and non-governmental partners, including Centers for Disease Control, Rural Development, and to attend ESCOP sessions.
* The USDA Agricultural Outlook Forum (<http://www.usda.gov/oce/forum/>) is scheduled 23-24 February in Arlington, VA.
* The Extension Risk Management Education Center directors visit DC 29 February – 1 March 2017 for collaborative discussions with federal and non-governmental partners, including Risk Management Agency and the U.S. Commodity Trading Commission.
* The Farm Business & Management Benchmarking RFA will post in the near future.

**Regional Rural Development Centers** Don Albrecht

* No Report

**NAFSN** Susan Kelly

* I participate as part of the NAFSN (North American Food Systems Network) Leadership Circle because of the agreement between NACDEP and NAFSN. NACDEP is a “founding partner” of NAFSN and a MOU has been signed to that effect. As a founding partner we have a seat in the Leadership Circle of NAFSN.
* The following is an excerpt from an email from Duncan Hilchey further documenting some “perks” for Founding Partners, including up to three free memberships in NAFSN and a 25% discount for NACDEP members to join NAFSN. The membership fee is between $60-90 annually according to their website [www.foodsystemsnetwork.org](http://www.foodsystemsnetwork.org)
* Two items for decision:
  + I recommend that two other board members receive the free NAFSN membership (including Brian Raison and one other who has an interest in local foods)
  + The board may decide whether to promote the 25% membership savings as a perk to NACDEP members. This arrangement will remain in place as long as NACDEP serves actively in the Leadership Circle (I am currently filling that role and also serve on the Certification Committee).
* Email 2/13/17 from Duncan Hilchey:

Hi NAFSN Leadership Circle,

We had our first meeting as a LC last Friday. It was largely an introductory meeting for Founding Partner Organization representatives and others joining the Leadership Circle. Meeting notes the agenda and a link to a recording of the meeting can be found [HERE](https://docs.google.com/document/d/1gjXfSqLpT_jbrnp5C4kQYQI--jXHP6_R0lXPBPhXiAQ/edit).

A couple of important decisions related to Founding Partner Organizations membership and discounts were consented on that you should be aware of:

Black Urban Growers and the Center for Regional Farming Systems at Michigan State University are now Founding Partner Organizations!! This brings us to a total of 13.

At our meeting in March we may decide on whether to keep to the door open to any other FPOs.

The Founding Partner Organization representative to the Leadership Circle receives complimentary membership in NAFSN.

In addition, complimentary memberships can be offered to a maximum of two additional staff members of FPOs if they also become engaged in another circle, such as communications or member programs circles. (For the complimentary membership for staffers, use the coupon code COMP at the [NAFSN Join page](http://foodsystemsnetwork.org/index.php/joinlogin).) For a refund of a membership already paid by one of those three individuals or any questions, email [membership@foodsystemsnetwork.org](mailto:membership@foodsystemsnetwork.org).

Beyond the complimentary memberships to three engaged FPO staffers, NAFSN membership is discounted by 25% for any additional stakeholder, staffers, or members affiliated with the FPO. For example, if your organization has members, they are all welcome to join NAFSN and receive the 25% discount. **Here are the discount membership instructions** for sharing with any stakeholders involved in your organization that may be interested in joining.

**For individuals associated with NAFSN Founding Partner Organizations to receive a 25% discount when joining NAFSN:**

Go to the NAFSN [Join](http://foodsystemsnetwork.org/index.php/joinlogin) page. Choose a membership level and complete the billing information.

Enter the coupon code **FPO17** and click on **Apply** on the same line.

Check the box to agree to the terms of service, and then on **Subscribe**. You’ll see your balance with the discount and be taken to PayPal to complete payment. You’ll be returned to the NAFSN site after paying. Check your email for information on your **free subscription** to the *Journal of Agriculture, Food Systems, and Community Development*(JAFSCD).

Questions? Email [membership@foodsystemsnetwork.org](mailto:membership@foodsystemsnetwork.org).

You can pay via a PayPal account, or you can pay with a credit or debit card. To do that, click on the link below the PayPal login area saying “Pay with a debit or credit card, or PayPal Credit.”

**Membership Services Committee** Peggy Schlechter

* Scholarship applications are due by end of February
* Next committee meeting is scheduled for March 10th
* Committee is reviewing luggage tags to sell to fund scholarships

**Communications and Website Committee**  Brian Raison

* No report

**Marketing Committee**  Rebekka Dudensing

The Marketing Committee continues to look at sales item quality and pricing. Samples from 4imprint (which seems to be the low cost vendor considered) seem to be good quality, and the logos are good quality printing (bag) and embroidery (shirt, no puckering). We are looking a switching to a slightly more expensive bag that has some inner pockets, as the original was a zippered bag with single open outside pocket. We are working with Member Services on the luggage tags.

The committee will meet late Feb. or early March, at which time we will suggest pricing. We should have a final plan for approval at the March board meeting and will be able to promote the sale in the March newsletter and start the ordering process. The company needs three weeks to produce the shirts we need to have our final order in by mid-May, which will allow the board to approve the number of extra shirts ordered for sale at the conference at the May board call (with info about how many shirts have been sold and what our profit/operating margin looks like). Orders can be handled two ways: by us or by each member calling our 4Imprint rep. I recommend we set up an ordering system online, like we have for membership.

Rebekka Dudensing and Michael Darger reached out to regional reps to schedule webinars to present the proposed definition to the membership. The consensus appears to be hosting two webinars, perhaps March 11 and 19. The proposed definition could then go to the membership for a vote as early as April.

**Finance Committee** Steve Burr

Two financial reports, the balance sheet and the budget vs. actuals report (using the newly adopted budget) have been uploaded for your review. We are seeing a good start to membership renewals with a return of almost 20% of the projected number of memberships in just the first few weeks. All else is fairly uneventful given this is the beginning of the year. The informal audit report, submitted by the Finance Committee Chair, Steve Burr, has also been uploaded for review. He will be presenting this report at Friday's Board meeting.

**Nominations Committee** Stacey McCullough

* No Report

**Journal of Extension** Mary Emery

* No Report

**PILD Conference 2017** Norm Schwertfeger

* No Report

J**CEP 2017 Leadership Conference** Kelly Nix

* \*Below information reported by committee chair, Karen Ballard.

The conference attendance metrics this year reflect:

294 participants attended on-site in Orlando.

Total registrants = 309

VTHM Performance Report

Purposeful Leadership: Preparing for the Edge

305 # Registered     226 # Attended   74% Attendance Rate

Q & A Postings = 61

Total participation (Onsite & Virtual) = 520

Conference evaluation results forthcoming.

**Recognition Committee** Michael Dougherty

* Stacey McCullough moved to approve new Joint Award application, Ros Brain seconded.
* Reminder to Regional Representative to recruit awards reviewers, 2 per region w/1 alternate.
* Michael will send awards reminder to members next week.

**Development Committee** Michael Wilcox/Melissa Bond

* No Report
* Ricky reported that changes to the website regarding endowment collections still being worked out.

**Resolutions and Policy Committee**  Stacey McCullough

* Stacey will include a call for changes/updates to the bylaws in the March NACDEP Newsletter.

**2017 Annual Conference w/CDS** Trudy Rice /Ros Brain/Paul Lachapelle/Ricky Atkins & Others

* Registration open on website as of last week
* Trudy working on presentation schedule and will be notifying presenters in next couple of weeks.

**2018 Annual Conference – Cleveland, Oh** David Civittolo/Greg Davis/Ricky Atkins

* Hotel contract signed and date confirmed
* Exploring possible mobile workshops and building list.

**Historian Report** Kevin Andrews

* No Report

**Updates from the Regions and Partners**

**Northeast Region** Mary Peabody

* No Report

**North Central Region** Connie Mefford

* Sent awards reminder to regional members

**Southern Region** Susan Kelly

* Sent the region a JCEP reminder email.
* Sent a regional newsletter with information about awards, conference registration and Southern Region 2019 Host Packets.
* Worked with program leader to obtain permission to complete a host packet for NC.
* Assist a Southern Region member with question about conference schedule
* Gave a NACDEP report at the Southern Region Program Leader Meeting, including a call for award reviewers and award nominations.
* Worked Trudy and Paul on sponsorship levels, Ignite schedule etc.

**Western Region** Roslynn Brain

* Newsletter out, will send awards reminder

**1890** Adam Hodges

Upon the advice of Michelle Eley, Ph.D., Community and Economic Development Specialist with North Carolina A&T State University. I am working on compiling a listserve of individuals at 1890 Universities that currently have CED responsibilities. I will then use the listserve to provide information regarding NACDEP and opportunities. I am hoping that this direct communication may increase 1890 participation at the 2018 Conference in Cleveland.

If I find that there is a desire within the 1890 community I may also create a specific newsletter related to CED.

**1994/FALCON** John Phillips

* Sent out conference notice
* FALCON, offering scholarships to members to attend conference

**Joint Council of Extension Professionals (JCEP)** Stacey McCullough/Kelly Nix/Trudy Rice

* Committees met during the last meeting, will send out report on their work at a latter date.

**Update from TAS**  Ricky Atkins

**Finance:**

* TAS has reconciled financials for January 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. 176 members have already renewed through the online renewal system.

**Communications:**

* TAS has worked with Trudy Rice to send out the Conference Registration communication.
* TAS has sent out the post conference follow-up survey for the 2016 ANREP/NACDEP conference.

**Web:**

* TAS is working with Michael Wilcox to get the endowment page and stand-alone page up and running.
* TAS has set up the registration page for the CDS/NACDEP joint conference.

**2017 Conference**

* TAS has been participating on the 2017 Conference Steering Committee calls
* TAS has set-up the registration form as is currently accepting registrations

**2018 Conference**

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

**Unfinished Business**

-Marketing Sales Items – covered both topics in our committee reports

-Development Page

**New Business**

* None

**Comments and Announcements**

* None

**Adjourn**

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

Draft Submitted:

Connie Hancock, Secretary

Final Submitted:

Connie Mefford, North Central Regional Representative