**National Association of Community Development Extension Professionals**

**Board/Committee Chairs**

**MINUTES**

**Friday, January 16, 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

Krishna Ellington, 2015 Conference Committee

Brent Elrod, NIFA

Mary Emery, JOE

Debra Jo Kinsella, PILD

Rose Merkowitz, PILD

Minnie Mitchell-Bishop, Member Services

Brian Raison, Communications

Trudy Rice, Affiliate Policy Committee

Rachel Welborn, Regional Rural Development Centers

**Call to Order:** Alison Davis called the meeting to order at 12:02pm Eastern.

**Approval of the Agenda: Joshua Clements moved to approve the agenda. Motion passed.**

**Approval of the December 2014 Minutes:** **Susan Kelly** **moved to approve the December 2014 minutes. Motion passed.**

**Treasurer’s Report:**

A final end of the year (not December only) report was uploaded to Basecamp on January 14, 2015. 2014 Total Net Income was $12,522.05 compared to negative $928.00 in 2013. End of year assets were $133,310.71, $13,487.14 greater than end of year 2013. End of year equity was $130,310.03, $14,981.46 greater than end of year 2013. Summary: NACDEP is financially healthy at this point in time.

**Treasurer’s report was filed for audit.**

**Committee/Liaison Reports**

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

On December 16, 2014, the President signed the Consolidated and Further Continuing Appropriations Act, 2015 (H.R. 83) which provides annual funding for the Federal government including the U.S. Department of Agriculture.

H.R. 83 provides $1.29 billion in discretionary spending for the National Institute of Food and Agriculture (NIFA) which is about $12 million above the FY 2014 Appropriations.

The FY 2015 Act funds the Agriculture and Food Research Initiative (AFRI) at $325 million and directs that not less than 15 percent of the competitive research grant funds be used for agricultural research enhancement awards program, including EPSCoR. The AFRI matching requirements that were in effect immediately before the 2014 Farm Bill was enacted (such as the match for applied research that is commodity-specific and not of national scope; and match for equipment grants) apply in FY 2015. The Act also allows 5 percent of AFRI funds for support of NIFA’s administrative costs.

The Act provides $2.5 million for the new Food Safety Outreach Program. Most other programs are funded at the FY 2014 level with slight increases for Veterinary Medical Services Act, Grants for Insular Areas, Methyl Bromide Transition, Crop Protection/Pest Management, Regional Rural Development Centers (from 998 to 1M split between the four Centers), and Food and Agriculture Defense Initiative programs. The Act does not include funding for Critical Agricultural Materials and Water Quality programs.

Four regional nutrition centers of excellence have recently been formed through EFNEP and SNAP-Ed. Attached are a pdf listing of regional contacts and a pdf overview of the concept. There is a competitive sub-award process; to discuss shared interests and potential collaboration, contact the corresponding regional reps.

18 million in funding to help educate, mentor and enhance the sustainability of the next generation of farmers is available through the Beginning Farmer and Rancher Development Program (BFRDP). Proposals are due 13 March. A general overview webinar is scheduled 11 February and a veteran-specific is set for 17 Feb (time tbd). Link to the webinar: http://nifa-connect.nifa.usda.gov/bfrdp15rfa/

General info page: <http://www.nifa.usda.gov/fo/beginningfarmerandrancher.cfm>

Both NIFA and FDA are jointly administering a new competitive grant program in 2015 focused on providing training, education, outreach and technical assistance to those affected by the new Food Safety Modernization Act (FSMA). This related program announcement was released by FDA just yesterday, on January 15th:

<http://www.fda.gov/Food/NewsEvents/ConstituentUpdates/ucm430492.htm>

Please direct all inquiries about this new program to Dr. Ram Rao Ramkishan.Rao@nifa.usda.gov or Dr. Jodi Williams - JWILLIAMS@nifa.usda.gov.

This Small Business Administration announcement may also be of interest.

Veteran Business Outreach Center Program Grant

<http://www.grants.gov/web/grants/view-opportunity.html?oppId=271390>

**Regional Rural Development Centers Rep. Rachel Welborn**

* The North Central AES and CES associations reviewed and approved a process for selecting the next NCRCRD director. MSU is forming a search committee; tenure home is open and the draft position description specifies that the individual will also hold rank of full professor.
* NCRCRD is hosting a special 3-webinar series on rural workforce development in collaboration with Purdue. Schedule (and ultimately) archived presentations can be found on the NCRCRD web site under “webinars.”
* The CAPE 2 communities have been selected and notified.
* The SRDC Director position was offered to a candidate in late December, but we were recently notified us that the person would not be accepting the offer. The search committee for this position met afterward and decided to reopen the position and continue to solicit candidates.
* The SRDC has recently moved into its new suite and is welcoming new staff Matt Cappella (Grants and Contracts Specialist), Chance McDavid (SR. Extension Associate), and Julie Capizzi (webmaster/communication specialist).
* State level applications for becoming a Stronger Economies Together (SET) state opened in December with applications due January 30th. Applications are jointly submitted by the Extension Director and USDA Rural Development State Director. More information is here: http://srdc.msstate.edu/set/
* Ag Marketing Services Technical Assistance Train the Trainer Workshops are taking place in early 2015. This will launch the program throughout the nation.

**Membership Services Committee Minnie Mitchell-Bishop**

The Member Service Committee met with Stacey McCullough and Amanda Perez (Conference Subcommittee - New Members). The telephone conference was held on Wednesday, January 14, 2015 to discuss Conference activities for NACDEP New Members.

A Scholarship Application notice was sent to Ricky Atkins for distribution to all members and posting on the NACDEP website. Completed applications are to be forwarded to Member Service Committee chair and then the committee members.

• On Sunday, May 17, 2015 at 4 - 5:30 pm. Meet and Greet activity with new and NACDEP members with less than 3 years membership. The event will be held in the same room as the Opening Session.

• The Meet and Greet would include past presidents, committee chairs, board members and other national organization representatives not in attendance of other conference meetings.

• A planned schedule of events shall include introduction of board members and other distinguished attendees, newbies, and varied committee opportunities with sign up registrations to join. Activities may include scavenger hunts throughout the conference to challenge newbies to get to know NACDEP. A final check-in of the challenge can conclude on the night prior to the end of the conference.

• An additional introduction of newbies will be announced at the Opening Session on Monday, May 18.

• Special welcome packets should be provided for newbies to the conference. The packet shall include a welcome letter from president and Member Service. Special name tag identifiers will be provided at the registration table - prior to conference.

• Special scheduling information will be provided for family members attending the conference that shares Little Rock main attractions.

• A Doodle poll will be sent to committee members for monthly meetings to plan and coordinate role responsibilities until the conclusion of the annual conference in May.

QUESTION FOR THE BOARD: Will the Development Committee supersede the fundraising efforts of the Member Service Committee, thus eliminating the need for the Silent Auction and Squares? Alison asked that we wait three weeks.

**Communications and Website Committee Brian Raison**

Com Com (individual members) have been working on reviewing the new web site and its functionality. Next week, I will send the entire committee a link and request the final review. We will maintain the member database/directory and a separate member sharing interface. The “log in” buttons will appear in multiple places… seamlessly facilitating access to secure pages as well as public. ComCom will then meet (end of January) for final “approval” or input. We also developed a .jpg image that can be used for social media postings, etc. to promote ourselves

**Marketing Committee Rebekka Dudensing**

The marketing committee did not have its December call due to the end of the semester and the holidays. The committee is scheduling a meeting in the coming weeks to discuss: (1) creating a benefit statement/value proposition for NACDEP along with Member Services and Communications, (2) identifying some strategies to communicate those benefits—to sort of define community development by example, and (3) delineating the benefits and prices of membership levels.

**Finance Committee Nancy Bowen-Elzey**

Budget has been submitted. Need to take $2000 from JCEP out of budget. Will discuss budget in February.

**Nominations Committee Michael Darger**

No report.

**State Affiliate Committee Trudy Rice/Diane Vigna**

NACDEP State Affiliate Chapter Special Committee has not met as an entire committee since late November. The special work groups are working independently on each of their pieces.

February 1, 2015-All workgroups should have their information to Trudy Rice so that Trudy, Diane Vigna, and Jaime Menon can prepare a draft version of the final documents to discuss at our next special committee conference call meeting on February 27th.

We plan to have the final version of our draft proposal to the NACDEP Board for your March meeting.

**Journal of Extension Mary Emery**

No report.

**PILD Conference 2014 Rose Merkowitz/Deb Jo Kinsella**

No report.

**JCEP Leadership Conf. 2015 Alison Davis**

Coming soon in February. NACDEP/ANREP session will take place.

**Recognition Committee Michael Dougherty**

The awards announcement sent out in at the end of December (December 30) as part of a broader email blast. The awards were also listed in the deadline reminder that went out this week (January 12).

All of the discussed changes in applications and categories have been implemented.

There was some concern expressed that because of delays with website change implementation, that some individuals may submit for awards using last year’s applications/criteria. If that arises, the applicant will be invited to update/expand information and resubmit.

To date (as of January 16), no awards submissions have been received at awards@nacadep.net.

I have received the list of reviewers from the Northeast and South regions. I am still awaiting the names (two persons and an alternate) from the North Central and West regions.

The committee will hold its first meeting of 2015 prior to the submission deadline (February 15).

They hope to notify awardees by mid-March so they can get early bird rates and good flights.

**Historian Update Kevin Andrews**

No report.

**2015 Annual Conference Stacey McCullough/Krishna Ellington**

* Committee has not met on since December 5, 2014 but subgroups continue to work on various assignments to finalize and confirm sessions.
* Call for proposals went out December 10, 2014. Reminders were sent out from NACDEP via email in December and January, posted on social media newsletter, and via email from regional reps. 107 submissions were received. Lead presenters were sent notifications that submissions were received. Review team members were sent a reminder outlining the overall process this week. Proposals will be posted to Dropbox on Friday for review teams. Scores and recommendations are due January 27. Notifications are scheduled to be sent to presenters on February 2.
* Working to get registration info to TAS on Monday for posting to website.
* No changes to the budget at this time.
* Next committee meeting scheduled for January 30, 2014.

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

**Northeast Kelly Nix**

* Identified and submitted three names for the national award review committee
* Developed and submitted online newsletter that included conference proposal information to NE membership

**North Central Josh Clements**

Participated in January 12th call of the Regional Reps, hosted by Susan Kelly. Planning to meet again March/April; likely to discuss agenda for Regional Meetings at Little Rock.

Participated in call with TAS on January 5 regarding putting together estimated services and associated costs to support 2016 Conference.

*2015 Little Rock Conference*

* Heard from several NC Region members who are wondering if they should present at Little Rock, given the progress or stage of project. In all instances I said “Yes”, but up to their individual case if they feel ready.
* I talked to several individuals that suggested having the deadline extended for a week (or two!) would be very helpful. A lot of post-holiday break deadlines, apparently.

**Southern Susan Kelly**

The Regional Representatives met in January and submitted minutes to Basecamp. Under item #4 the reps listed requests for the Board including:

- an accurate membership list

- an Excel spreadsheet at least each quarter with a list of members

- a list of lapsed members (regularly)

- a letter from the NACDEP President, welcoming the new member and giving the name and contact information of the Regional Representative (especially those who are new to NACDEP, joined through non-member registration at the conference, etc.)

Produced and sent an E-Newsletter on December 18,, 2014 to 137 members (45% opened).

Sent an email reminder on January 7, 2015 with deadlines for conference proposals and awards. (43% opened)

Nominated three Southern Region members to serve on the Awards Review Committee and forwarded names to Michael Dougherty, Awards Committee Chair.

**1890 Kenyetta Nelson-Smith**

No report.

**Western Mark Apel**

• Email sent to Western membership soliciting interest in Board vacancies, including Western Regional Representative.

• Newsletters and emails sent to Western Region membership (November, December and January) regarding membership renewal as well as deadlines for conference proposals and awards for 2015 conference. Also informed Western membership of transition from PAR to TAS.

• Participated in call between Regional Reps on January 12, hosted by Susan Kelly.

Membership Issue – the issue of acquiring an accurate contact list of Western Region NACDEP members is crucial. At present, correspondences are going out to larger list of members, whether they have renewed or not. Also, it will be important to notify all of the need to renew their memberships, as many were dropped from the rolls in 2014 due to a lack of notification about renewing.

**1994/FALCON John Phillips**

No report. Seeking an opportunity to gather interested individuals during the annual conference.

**Joint Council of Extension Professionals (JCEP) Michael Darger/Stacey McCullough/Alison Davis**

JCEP accepted the recommendations of the Blue Ribbon Committee. Alison is chair of the Blue Ribbon Committee regarding professional development offerings of JCEP. The first Extension-wide conference will likely be thematic (issue-based). JCEP Marketing Committee is considering hosting a poster session at each of the association meetings. Session would focus on enhancing the value of Extension. JCEP is considering adding another organization National Association of Extension Program and Staff Development (NAEPSDP). JCEP Extension Professional of the Year award application is out.

**Update from TAS Ricky Atkins**

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

**Finance:**

* Finances have been reconciled and sent in to Notie Lansford for the board reports
* TAS has processed approximately 30 Memberships for 2015

**Communications:**

* TAS distributed an email blast communication as a reminder of upcoming deadlines.
* TAS has been replying to Member and Non-member emails and phone inquiries regarding any business associated with NACDEP.

**Membership:**

* TAS has accepted 30 memberships for the 2015 Membership Year.
* TAS will be sending out dues renewals for 2015. Ricky will draft something for review as preferred by the NACDEP Board.

**Web:**

* TAS entered a tentative database of possible 2014 members into the new MemberClicks system
* TAS continues to add content and aesthetic adjustments to the new NACDEP web site
* TAS made the new web site live this week, and is awaiting further instruction from the board and the communications committee for improvements to the site.

**Social Media:**

* TAS has opened a new Twitter account on behalf of NACDEP and linked to the twitter icon on the homepage of the web site.

**Old Business**

**2016 Joint Conference with ANREP Joshua Clements**

How do we distribute the contracting cost of TAS across ANREP and NACDEP.

**2017 Joint Conference with CDS Alison Davis**

No report.

**New Business**

**Development Committee Alison Davis**

Looking for someone that can engage our membership and help them understand the value of supporting NACDEP. Needs to be motivated and passionate about NACDEP. Need to still do fundraisers at conference, but need to determine what they look like.

**Announcements**

**REMINDER:** Next Board meeting is February 20, 2015

**The meeting was adjourned by consensus of the Board.**