**National Association of Community Development Extension Professionals**

**Board/Committee Chairs**

 **Friday, March 17, 2017**

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

Kelly Nix, President

Stacey McCullough, Past President

Trudy 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

Laura Fuller, PILD Conference

Trudy Rice, State Affiliate Committee

Michael Wilcox, Development Committee

Melissa Bond, 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

Michael Dougherty, Recognition Committee

Greg Davis, 2018 Conference Committee

**Welcome**  **Kelly Nix**

**Introductions/Roll Call** **Susan Kelly**

* 4 voting members and 6 non-voting members present. There was not a quorum (needed 6 voting members). The meeting will continue with reports but will not conduct business.

**Approval of the agenda** **Kelly Nix**

**Approve minutes: December 16, 2016** **Kelly Nix**

**Accept Treasurer’s report and file**  **Nancy Bowen Ellzey**

* Nancy reported that the balance sheet is in good shape and we are $20,000 over last year at this time.
* The financial report is posted on Memberclicks for February.

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

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

* *Sonny Perdue has been nominated as Secretary of Agriculture. Senate confirmation hearings are to be scheduled.*
* *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 RRDC directors visited DC 21-22 February 2017 for collaborative discussions with federal and non-governmental partners, including Centers for Disease Control, Rural Development, and ESCOP. The RRDC Summer meeting dates are 27-28 June.*
* *The Farm Business & Management Benchmarking RFA posted 6 March with a 17 April closing date:* [*https://nifa.usda.gov/funding-opportunity/farm-business-management-and-benchmarking-fbmb-competitive-grants-program*](https://nifa.usda.gov/funding-opportunity/farm-business-management-and-benchmarking-fbmb-competitive-grants-program)
* *To help promote the development and growth of recreational economies, USDA’s Forest Service (FS), Rural Development (RD), and the National Institute for Food and Agriculture (NIFA) have developed a resource guide for field staff use to improve the coordination of delivery of assistance. The purpose of the guide is to help FS, RD and Cooperative Extension staff 1) understand agency roles in supporting recreational economy, 2) leverage each other’s expertise and planning, financing and training programs, and 3) cross-promote and disseminate success stories and promising practices. Formal rollout of the guide will coincide with the National Extension Tourism conference in Princeton, NJ, 8-10 August 2017.*

**Regional Rural Development Centers Rep. Don Albrecht**

**North American Food Systems Network (NAFSN) Susan Kelly**

* No report

**Member Services Committee Peggy Schlechter**

**Communications Committee Brian Raison**

* *2017 Conference TO DO items: We finalized out top 3 activities “to do” at the 2017 Big Sky conference. (Do we need NACDEP Board approval, or just host committee?) Ah-Ha Moments: Develop a 3x5 card (or “ad” on the program inside or back cover) to publicize social media options that share “ah-ha” moments or “what I learned.” Brian will develop card/ad. It will include: Twitter hashtag, FaceBook post, etc. It will provide an example to encourage participation. E.g., “Learn about ripple mapping from Jaime Menon this week at #NACDEP17.” E.g., “Did you miss Menon’s presentation on ripple mapping at #NACDEP17? Learn more online*[*http://menon.edu*](http://menon.edu/)*“ Cultural Bingo We will create a small sized “Cultural Bingo Card” for opening night AND to use as a conversation starter all week. Could do drawing at closing luncheon for prize. (Marie Hvidsten & Mary ) Table-top Topics: (get to know folks via discussion) (Kevin Andrews). Offer a “Morning Buzz” where people sit at tables based on their interests and then report out to the group. Follow-up suggestion was: topical breakfasts (different each morning) Note on table tent: “Join our open discussion: TOPIC XYZ”*

**Marketing Committee Rebekka Dudensing**

* *The Marketing Committee and regional reps will host webinars April 11 and April 19 to discuss adoption of the global definition of Community Development. The March newsletter included an article announcing the webinars and explaining the proposed definition. To date we have received one comment indicating a historical preference for “Community Resources & Economic Development professionals” versus “Community Resources professionals”. All input is welcome and will be evaluated. For example, we think that perspective (CRED v CR) can be accommodated and will likely recommend the board adopt such wording. We will ask the association to send reminder emails as the webinars approach. The marketing committee will provide a summary of comments and received and responses and will make final recommendations to the board prior to the April board meeting.*
* *The committee will meet March 27, 11:00 central, to discuss the global definition webinars, if/how we want to do videos this year, and final recommendation of branded items and pricing. The current plan is as below (feedback?):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Item* | *Link* | *Minimum* | *Cost* | *Proposed Price* |
| *Dry-Mesh Hi-Performance PoloItem #122078-M**Item #122078-L* | [*https://www.4imprint.com/product/122078-M/Dry-Mesh-Hi-Performance-Polo-Mens*](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.4imprint.com_product_122078-2DM_Dry-2DMesh-2DHi-2DPerformance-2DPolo-2DMens&d=DwMGaQ&c=ODFT-G5SujMiGrKuoJJjVg&r=4OoBmt0KyUG8Qcy6t4E8njmBJpSE92QOok7Ojm6E_iA&m=WLxcVNfbxF2i74xp2_jhESvQgVjo1HvcI8kkCT_5edc&s=L6ZSK5vMIMPwwmMqOtoWjm9k9606K0B-Z5p31GqaW6I&e=)[*https://www.4imprint.com/product/122078-L/Dry-Mesh-Hi-Performance-Polo-Ladies*](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.4imprint.com_product_122078-2DL_Dry-2DMesh-2DHi-2DPerformance-2DPolo-2DLadies&d=DwMGaQ&c=ODFT-G5SujMiGrKuoJJjVg&r=4OoBmt0KyUG8Qcy6t4E8njmBJpSE92QOok7Ojm6E_iA&m=WLxcVNfbxF2i74xp2_jhESvQgVjo1HvcI8kkCT_5edc&s=ika_KCkpW_DySUy3tJGWlqjMBaWr-3tbvWmRHBlUT3c&e=) | *None* | *$16.50 @ 48  ($35  setup only if fewer than 24 (the pricing is for both mens and womens combined)* | *$29.99* |
| *Bag:Item #6258-STwo-Tone Tote Bag – Screen-Royal Blue* | [*https://www.4imprint.com/product/6258-S/Two-Tone-Tote-Bag-Screen*](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.4imprint.com_product_6258-2DS_Two-2DTone-2DTote-2DBag-2DScreen&d=DwMGaQ&c=ODFT-G5SujMiGrKuoJJjVg&r=4OoBmt0KyUG8Qcy6t4E8njmBJpSE92QOok7Ojm6E_iA&m=WLxcVNfbxF2i74xp2_jhESvQgVjo1HvcI8kkCT_5edc&s=ZEFXfPT5NowEkEVCB2GDaQCumnec7szq98QjsPK9yfI&e=) | *25* | *$7.99 screen print; $11.99*  | *$14.99* |
| *Luggage tag:Explorer Luggage Tag – OpaqueItem #100558-S-24HR* | [*https://www.4imprint.com/product/100558-S-24HR/Explorer-Luggage-Tag-Opaque-24-hr*](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.4imprint.com_product_100558-2DS-2D24HR_Explorer-2DLuggage-2DTag-2DOpaque-2D24-2Dhr&d=DwMGaQ&c=ODFT-G5SujMiGrKuoJJjVg&r=4OoBmt0KyUG8Qcy6t4E8njmBJpSE92QOok7Ojm6E_iA&m=WLxcVNfbxF2i74xp2_jhESvQgVjo1HvcI8kkCT_5edc&s=FWu9Tl9q0YxGyDCxWAtGub6hd5RKiwT_wvTbtr3uY3E&e=) *Can do half and half yellow and orange but need to keep black print—up to 4 colors.* | *150* | *$1.59* | *$5.00?* |
|  |  |  |  |  |

* *Likely “logo”:*

***NACDEP***

*National Association of*

***Community Development***

***Extension Professionals***

**Finance Committee Steve Burr**

**Journal of Extension Mary Emery**

**PILD Conference 2017 Norm Schwertfeger/Laura Fuller**

* Norm reported that there was some concern about low registrations for the upcoming PILD Conference. Now there are close to 200 registered, which will allow the conference to at least break even. Overall it looks like a good conference, particularly a session on volunteer management.
* Kelly mentioned that Norm will be rotating off and Laura moving up to Senior Representative. Trudy has had 3 inquiries about taking the junior position.

**Recognition Committee Michael Dougherty**

* *NACDEP Awards have closed*
	+ *The deadline was extended one week (to March 10)*
	+ *Received 38 total award submissions – 22 team, 10 individual, and 6 distinguished*
* *Judging should start early next week.*
	+ *Appear now to have full slate (at least three) of reviewers from all regions*
	+ *Will be preparing emails and review packets*
* *Other awards deadlines varied*
	+ *Special joint award with CDS closes March 31*
	+ *JCEP Creative Excellence Award closed March 3 – seeking info on submissions*
* *Anticipate being finished in early April*
	+ *Probably will not be finished by Early Bird Deadline of April 1.*
	+ *Should NACDEP consider offering discount to award winners who had not yet registered*

Trudy suggested that to extend the early bird registration for award winners, Michael can send a request to the steering committee.

**Development Committee Michael Wilcox/Melissa Bond**

**Resolutions and Policy Committee Stacey McCullough**

* *The resolutions and policy committee consists of Stacey McCullough (chair), Trudy Rice, Connie Hancock, Notie Lansford and Adam Hodges.*
* *A call for bylaws changes was sent to NACDEP members in the March newsletter. The deadline to submit is April 15. The committee will review proposed amendments for consistency and coordination with existing Bylaws and other proposals and follow up with you to resolve any issues if necessary.*
* *Potential bylaws changes suggested so far include: o Changing the term for treasurer from 1 to 2 years and review of duties (treasurer vs. association manager)*
	+ *Replacing language regarding affiliate chapters with state/local chapters*
	+ *Tweaks to electronic voting section*
	+ *Review of duties of secretary (coordination of election language)*
* *Formal notification of all proposed amendments will be sent to members no later than May 13 as required by our bylaws.*
* *Other committee business to be addressed in the three months:*
	+ *Incorporation of playbooks into Policies & Procedures (P&P)*
	+ *Development of an In Memoriam policy*

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

* Ricky said that registration totaled 95 yesterday. Trudy mentioned that Kevin Andrews would not be attending this year due to budget constraints. There will an online program and a 1 page summary will be printed. Bryan Haines of CDS will notify the presenters soon of their time slots. On Sunday afternoon there will be discussion tables available if groups would like to use them. The Poster, Ignite and Auction committees are working well.

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

* Greg Davis reported that plans for the conference are going well and the Ohio Community Development meetings are taking place at the conference hotel so that the group can become familiar with the hotel and surroundings and experience some of the mobile workshops. He suggested that the hotel suite that is included in the conference be offered as an auction item.

**Historian Report Kevin Andrews**

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

**Northeast Mary Peabody**

**North Central Connie Mefford**

**Southern Susan Kelly**

* *Sent a March Newsletter (included inactive members just this time – 175 people)*
* *Recruited recognition volunteers*
* *Worked with member with conference questions*
* *Suggested several award nominations*
* *Worked on Southern Region 2019 Host Packet*

**Western Ros Brain**

* Ros sent through Kelly – that she sent a reminder to renew, has provided award reviewers to the recognition committee and the new representative Laura Ryser will co-host the regional meeting at conference with Ros.

**1890 Adam Hodges**

**1994/FALCON John Philips**

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

**Update from TAS Ricky Atkins**

* *Since the last board meeting the NACDEP National Office (TAS) has engaged in the following scope of work.****Finance:***
	+ *TAS has reconciled financials for February 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. 211 members have already renewed through the online renewal system. ( update – 220 members)*

***Communications:***

* *TAS has worked with Trudy Rice to send out Conference Registration communications.*
* *TAS has sent out the March edition of the NACDEP newsletter.*

***Web:***

* *TAS is working with Michael Wilcox to get the endowment page and stand-alone page up and running .*
* *TAS has renewed the NACDEP Domains for another two years and approved the site certificate.****2017 Conference***
	+ *TAS has been participating on the 2017 Conference Steering Committee calls*
	+ *TAS has set-up the registration form and currently has received 93 registrations*

***2018 Conference***

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

**Unfinished Business (did not vote or discuss)**

* Marketing Sales Items
* Development Page

**New Business (did not vote or discuss)**

* 2019 NACDEP Conference Proposals – Southern (deadline March 24)
* 2017-2018 NACDEP September Board Retreat

**Comments and Announcements**

* There was a discussion of potential political actions happening in the states that could be conference hosts. Michael Dougherty suggested that we be proactive and let the members know of the issue prior to the conference. Stacey gave a description of the way it was handled in Arkansas during the conference two years ago. She suggested that the best way to address the issue is to come and meet the people of the state, rather than boycott which only hurts NACDEP. Rebekka mentioned that similar issues were happening in Texas, but we have no control over these actions.

**Adjourn**

**The meeting ended at 12:47 PM EST.**

**Next Board mtg. is April 21, 2017.**