**National Association of Community Development Extension Professionals Board/Committee Chairs**

**Minutes from Friday, August 18, 2017**

Welcome, Trudy Rice

A quorum was determined. Board members in attendance:

Trudy Rice

David Civittolo

Suzette Barta

Nancy Bowen Ellzey

John Phillips

Brian Raison

Susan Kelly

Laura Ryser

Absent – Kelly Nix, Adam Hodges, Mary Peabody, Ricky Atkins

Committee Chairs/Liaisons also in attendance:

Melinda Grismer

Michael Wilcox

Laura Fuller

Motion to approve the Agenda by John Phillips. Second by David Civittolo. Motion carries.

Motion to approve the July minutes by Susan Kelly. Second by Nancy Bowen Ellzey. Motions carries.

September Board Retreat, September 27-29, 2017:

David has secured a facilitator from the Ohio State University. The facilitator will lead the board in a discussion of our priorities. A contract has been secured with the hotel and Trudy will send more information next week regarding our reservations. Committee Chairs who have information to be discussed at the retreat should email that information to Trudy. All board members should come with great ideas!

Treasurer’s Report: Nancy Bowen Ellzey (Treasurer) reported that we are in a post-conference holding pattern. We still need to reconcile income and expenses, so there are not many changes in this month’s report relative to last month.

Motion to accept the Treasurer’s report and file for future audit was made by David Civittolo. Second by Melinda Grismer. Motion carries.

Committee/Liaison Reports

* **Natl. Institute of Food & Agriculture (NIFA),** None at this time
* **Regional Rural Development Centers**: No report.
* **North American Food Systems Network (NAFSN**), Susan Kelly: The Leadership Circle continues to meet—is looking for funding models—will keep us posted.
* **Member Services Committee**, No report.
* **Communications Committee**, Melinda Grismer: The committee is currently in a holding pattern. Their next meeting will immediately precede our next board meeting on September 15. Topics for discussion will include video production for the next conference and some “pre-conference holdover” issues.
* **Marketing Committee,** David Shideler: No Report
* **Finance Committee**, No report
* **Nominations Committee**, No report
* **Journal of Extension**, No report
* **PILD Conference 2018**, Laura Fuller: RFPs should be out by November 1. The current focus is on lining up speakers from both inside the land grand system and outside of the system. They are hoping to add a poster session as well as a day that is an intensive workday with the keynote speaker.
* **JCEP Leadership Conference 2018**, Trudy Rice: RFP will be posted on website next week. Keynote speakers have been secured. Regarding bids for 2019, the rotation dictates that the RDP should be from “West of the Mississippi” in 2019. The top contenders at this time are: California, Arizona (Tucson being perhaps the most economically feasible), and Texas. This topic will be discussed at the next JCEP meeting so let Trudy know if you have strong feelings.
* **Recognition Committee**, No report
* **Development Committee**, Michael Wilcox: Some great statistics were provided. Pre conference, the fund was $2,865. Within 72 hours (during conference), $4,070 was raised. The goal had been $4,000. The total endowment now sits at $6,935, including outstanding pledges. There are 57 total donors—about 16% of our membership. The 2016-17 Board represented about 47.3% of total donations. Currently that figure is 19.5%--an indication of non-board members’ participation. The current board was encouraged to participate at 100%. Thank you notes to donors and reminders of pledges will go out soon.
* **2017 Annual Conference w/CDS Wrap-up**, Susan Kelly: We still have a final hotel bill to pay, but everything should be wrapping up very soon.
* **2018 Annual Conference-Cleveland, OH**, David Civittolo: Planning is underway and committees are at work. The mobile learning workshops will be presented to the board at the retreat in September. They will be making contact with those who signed up to volunteer.
* **2019 Annual Conference – Asheville, NC**, Susan Kelly: Susan and Ricky Atkins plus others spent time in Asheville touring the potential conference hotels. There are big differences in the 3 sites. The committee will discuss with the board at the retreat.
* **Historian Report,** No report

Updates from the Regions & Partners

**Northeast**, No report.

**North Centra**l, Brian Raison: Brian directed us to send updates for the newsletter to Tom Blane. They are working on the September newsletter at this time. Brian noted big discrepancies between the new active member list and the previous list.

**Southern**, Susan Kelly: No report

**Western,** Laura Ryser: Laura noted that she was trying to get a sense of her roster. The concern with the reduced number of people on the new active rosters is that people may think that they are still active members, but actually are not. Laura is working to make a contact list of those who have dropped off the list so that a reminder may be sent to them. Brian suggested that the Communications Committee could get involved with a communication on behalf of all the regions. A potential topic for discussion at retreat arose from this discussion. How long should we keep contact information after people drop off the active member list.

**1890,** No report

**1994**, John Phillips: No report

**Joint Council of Extension Professionals (JCEP),** Kelly Nix/Trudy Rice/David Civittolo: Trudy reported that there is a JCEP board meeting coming up.

**Update from TAS** , No report

**Unfinished Business**: Trudy reports that we are getting close to settling our finances and that CDS has been billed for their portion of the conference.

**New Business:**

* Proposed posting of proceedings/speakers/presenters from 2017 CDS/NACDEP conference, Brian Raison:

The Proceedings have a DOI; you can view them at <https://scholarworks.montana.edu/xmlui/handle/1/13451> or <https://doi.org/10.15788/M26949> . The Proceedings may be about ready to disseminate. Still under discussion is how to handle the videos that were captured (such as Red Ants Pants session). They take up a lot of bandwidth space. Rickey is looking into this issue. We will probably be bringing Communications Committee in on the discussion. Trudy recommended that this topic be revisited in “Unfinished Business” for next meeting.

* 2020 NACDEP Conference RFP Process: Trudy: According to our traditional rotation, the RFP for the 2020 conference should go to the Eastern Region, but board action is required.

A motion was made by Susan Kelly that the RFP for the 2020 NACDEP Conference will go to the Eastern Region. Second by Laura Ryser. Motion carries.

**Comments and Announcements:** Next meeting is September 15.

**Adjourn:** Motion to adjourn made by David Civittolo (no second required). President adjourned the meeting.