

Kansas Association of Community Development Extension Professionals Fall 2020 Annual Meeting Minutes

October 15, 2020

Via Zoom

The 2020 meeting of the KACDEP association was called to order by Tara Markley with a quorum present at 1:32p.m. via Zoom with the following members in attendance: Tara Markley, David Key, Jan Steen, Frances Graves, Jennifer Brantley, Marlin Bates, Nadine Sigle, Nozella Brown, Ron Wilson, Trudy Rice, Nancy Daniels, Cindy Evans and Guest: Adam Hodges, President of NACDEP

David Key moved to accept the agenda as presented with a second provided by Nozella Brown with the motion being approved. Marlin asked later to add discussion about transfer of membership from those who retire or move on to their successor.

Tara and Trudy introduced Adam Hodges to speak to us. Adam congratulated Trudy on the NACDEP Distinguished Service Award and spoke to her role in encouraging him to become NACDEP president. The NACDEP conference was great in its virtual mode this year and it brought people in as attendees who may not have been able to attend otherwise. Adam specifically acknowledged his gratitude for the technical support provided by KACDEP member Jan Steen to ensure that the virtual conference was a success. Adam also spoke to Kansas' great leadership in KACDEP and NACDEP. NACDEP plans on working on a more mobile friendly website, which is in process right now. New questions will be asked during membership registration so they can get more information from us to serve us better. The 2021 conference team is pushing for some level of face to face, but possibly allow for virtual components as well. The conference will be May 16-19 in Coeur d'Alene, ID, so mark your calendar. Adam spent some time answering questions from members about the comparison to our peers in other states relating to state chapter membership makeup; highlights and successes in his own Extension work (bringing people together around shared history/murals/art using *InkScape* [free software] > Images & Effects > Basic Posterize to convert images to paint by number for the murals); that he is from an 1890 institution – West Virginia State. Marlin mentioned the issue about units paying for a membership to KACDEP/NACDEP and how to handle transferal of membership to a successor and was directed to the NACDEP Member Services committee.

Marlin moved to accept the October 2019 Fall Meeting Minutes with a second provided by Nancy with the motion being approved.

Executive Committee Report:

- a. Chair – Tara spoke about Brian Raison's presentation about teaching virtually. She also attended a recent new agent orientation and there was some interest in KACDEP from one of the participants – Rial Carver from the Rural Grocery Initiative in Umberger.
- b. Past Chair – Marlin spoke of the conversations with executive group on how to do Extension work in a pandemic situation; filling the Chair-elect vacancy; that there was no special meeting this summer given the circumstances
- c. Secretary/Treasurer – In the absence of Jaime, Nancy shared the budget for 2020-2021 that was developed by Jaime, Nancy, and Jan. The budget is intended to preserve the current balance of about \$6,000.
- d. Chair-Elect – Nozella has been shadowing Tara and learning from the group.

Standing Committee Reports:

- Membership/Professional Development – Marlin reported: Updated membership brochure to give to new agents during onboarding; met on August 25th to discuss professional development opportunities and found an opportunity with KU Community Toolbox staff to focus on Chapter 27

– Working Together for Racial Justice and Inclusion in the format of six 1 hour webinars. Because it was published in the NACDEP newsletter we currently have more people outside of Kansas registered.

- Policies and Procedures – David reported: David, Marlin, and Tara started working on September 18th to discuss any responsibilities. There was discussion about dues and to reference how much goes to NACDEP/KACDEP/JCEP. Spoke about membership requirements. It is recommended that others join the committee. (See accompanying report).
- Budget/Fundraising – Jan reported: Nancy, Jaime, and Jan worked to form the budget presented today.
- Awards/Recognition – Tara reported: Fran retired so Tara shared Marlin Bates received the Distinguished Service Award – Individual; Nancy Daniels received the Excellence in Community Development Work – Individual; Jaime and Jan received the Innovative Team Award
- Nominating – Marlin reported: Slate of candidates for 2020-21 leadership David Key Chair-elect, Secretary/Treasurer Jaime Menon, Tara Markley Past Chair, Nozella Brown Chair
- NACDEP Committee Representation – Nadine reported: PILD Committee for NACDEP working on how to make it a conference you can take home resources that you can utilize in your own home county and state as well; Jan reported: Notes on the conference upcoming and website changes and the newsletters were record breaking for the past two editions.

Appointee Reports:

KS-JCEP: Marlin reported: Candis Meerpohl stepped into the president role and took the lead on the ask the administrator meeting which John Forshee had orchestrated prior to his retirement; sponsor of new agent meeting; letter to Dean and Director of Extension about collateral damage to local units – that the local unit losses were greater than the money saved. The letter was sent in August with a formal response that they received the letter, but that it would take some time to consider. Tara reported: Since KS-JCEP couldn't pay for lunch for new agents they purchased a phone stand for recognition; it's KACDEP's turn to be Chair-elect of KS-JCEP and Tara has accepted an invitation to be nominated for KS-JCEP Chair-Elect.

CV-PFT Professional Development Representation: Nancy and David indicated there was nothing to report.

Annual Conference Committee Representation: Cindy reported: The conference is virtual and we are partnering with other universities for breakout sessions and networking. There is also strong encouragement from the committee to work remotely during the conference so they can focus on the conference.

Old Business:

None

New Business:

Marlin moved to accept the treasurers report and 2021 budget, Nadine seconded. Motion passed.

Nadine moved and Cindy seconded to approve the slate of officers as presented by the nominating committee. Slate approved.

Plans for KACDEP Treasury/Account signors. Marlin moved and Cindy seconded that incoming chair, Chair-elect, secretary/treasurer be signors. Motion passed.

Annual Conference Committee Representative – Cindy is the current representative. There was some discussion about possibly having this position as a set officer in KACDEP as opposed to have someone spend a couple years in the position. Jennifer Brantley volunteered to take on this role. Marlin moved and Nozella seconded Jennifer's appointment. Motion passed.

CV-PFT/Professional Development – Representatives of KACDEP to sit with the CV-PFT professional development group, housing the interests of KACDEP in PFT professional development efforts. Nancy and David offered to hold these positions. Nadine moved, Jennifer seconded to appoint Nancy and David. Motion passed.

Committee Assignments – This will be presented via email to gauge interest of the membership.

Approval of financial support for PILD representation – The budget representing this was already approved, so no action needed.

Research will be done on the unit funds for membership and transfer to successor issue by reaching out to other state associations to find out what they do locally and with national dues.

Announcements:

Essential Strategies for Building Radical Justice and Inclusion – January 28-March 4, 2021

PILD is April 12 – 14, 2021

2021 National NACDEP meeting – May 16-19, Coeur d’Alene, ID

Kansas Center for Business Transition – Succession Planning Webinar – November 17, 2020

Upcoming Committee Meetings – none announced

Payment of dues/Issuance of invoices – Jaime will work on KACDEP invoices

Nadine moved to adjourn and Nancy seconded. Motion passed.

Meeting Adjourned at 3:31 PM

Respectfully Submitted

Jan Steen
Acting KACDEP Secretary

KACDEP Policies and Procedures Committee Meeting Notes

The KACDEP Policies and Procedures Committee members David Key, Marlin Bates and Tara Markley met by email beginning September 18, 2020 to discuss the responsibilities of the committee. Committee Chair David noted the bylaws state a 20-day notice is required to make any changes to the bylaws and opened discussion with a need to have some additional members on this committee with several vacancies due to retirements etc.

Marlin noted that our bylaws are in pretty good shape, but the following points may be worth looking at this year or next year.

- Dues are established by the Executive Committee and, thus, aren't in the bylaws (which is fine). In looking back into the meeting minutes from the '19 annual meeting there is a reference to \$50 (\$45 for KACDEP, \$5 for JCEP). I think that this was meant to establish that Affiliate Membership Dues should be \$50 less than Active Membership Dues. A more appropriate way to establish this would be to say that Affiliate Membership Dues (and we could include Student Membership Dues) will be equivalent to Active Membership Dues minus NACDEP and KS-JCEP membership dues.
- I'm not sure if this statement in our bylaws in Article XII still applies: "The KACDEP membership requirements and membership classes of affiliate associations shall comply with membership requirements of NACDEP as defined in Article III of the NACDEP Bylaws. (revised 10/18).
- I did see a couple of references to the 'Membership Committee' in the bylaws which we changed last year to Membership/Professional Development Committee.

Tara commented on September 22, 2020 that we need to make sure to define/decide on the structure for dues moving forward. The discussion concluded on September 23, 2020 with a recommendation to have greater clarity with our dues structure and make sure the dues listed should be in the minutes of our meetings yearly when the dues structure is discussed.