



KACDEP Annual Meeting Minutes

October 24, 2023 1:15 pm
K-State Student Union, Room 209

Those present: Jennifer Brantley, Nancy Daniels, Jan Steen, Jaime Menon, Deborah Kohl, Amanda Clasen, Frances Graves, Julie Smith, Chuck Laughlin, Ron Wilson, Tara Markley, Gimmie Jo Jansonius, Denise Dias, David Key, Gary Fike, Cindy Snyder, Elaine Johannes, Marlin Bates, Ron Wilson, Tara Markley, Trisha Greene.

1. Greetings and Overview from NACDEP
 - a. Crystal Tyler Mackey, Virginia Tech joined us by zoom.
 - b. NACDEP Conference, Houston, June 17-20, 2024- Save the date!
 - Jan Steen is a Regional Representative on the board and Jaime Menon, committee chair.
 - Please check the NACDEP newsletter for information about the new website and the Logo Design Survey which is due November 3.
2. Acceptance of October 18, 2022 minutes, June 20, 2023 minutes. Tara moved, Denise seconded and the motion carried to approve both minutes.
3. Standing Committee Reports
 - a. Membership/Professional Development – Marlin Bates reported that the committee met 8 times in the past year with the following accomplishments:
 - i. Created a catalog of Professional Development Activities of interest to members.
 - ii. Posted relevant events on PEARS,
 - iii. Created a Professional Development Calendar on the KACDEP MS Team,
 - iv. Created a [Google Sheet of PD opportunities](#) where we could catalog these events and track our efforts to distribute them.
 - v. Is bringing a PD opportunity on Practical Process Guide to Getting and Keeping Your Volunteers by Laura Steuer to this group.
 - vi. Created a KACDEP Note card and sent out follow up to new agents with welcome notes and invitations to join.
 - vii. Initiated discussion about reducing the membership rates for first year members.
 - viii. Considered moving the KACDEP annual meeting so that members of other associations could attend our meeting and/or host a KACDEP orientation/welcome an hour before our meeting but couldn't find a spot on the agenda.

- ix. Considered extending an effort to increase participation at the KACDEP social to non-members.
- x. Evaluated membership fees of other associations and thought about a student class: They recommend a \$25 or \$50 rate.
- b. Policies and Procedures – David Key
 - i. Exec committee recommended ways to increase affiliate membership and suggested a change to the bylaws which is on the second page. If adopted, Exec team suggests changing the affiliate membership to free for the first year.
- c. Budget/Finance – Nancy Daniels
 - i. Presented a Cash Report showing a \$665 increase in membership/affiliate dues and increased interest (\$18) with a decrease in Professional Development/Fundraising of \$2,120. Expenses were all within budget but exceeded revenues by \$2,577. Total Cash at 9/30/23- \$8,205.
 - ii. Presented a Budget allowing for the same number of memberships in 2024/25. The Executive Committee recommends charging a fee at registration for our KACDEP social instead of paying for it out at KACDEP Expense; this is the practice of other associations. Making this change allowed us to decrease the budgeted expense to zero and increase revenue by \$300. We budgeted for scholarships at the same level as last year, although Nancy pointed out that JCEP was in Florida this year instead of Kansas City, so we might consider making the scholarship match our PILD scholarship to equalize expenses. The budget was balanced by expecting Professional Development/Fundraising to make up the difference.
- d. Awards and Recognition – Rebecca McMahon
 - i. Nancy Daniels was given the KACDEP Distinguished Career Award.
- e. NACDEP Committee Representatives – Jan Steen and Jaime Menon
 - i. NACDEP Conference Share – Coeur d’Alene
 - 1. Marlin Bates, Jan Steen, Jaime Menon, Deborah Kohl, Erika Blair, Hannah Jenkins, and Nancy Daniels attended the conference.
 - 2. Jan noted the connections that were made with First Impressions. He complimented RGI for the receipt of a North Central Regional Community Development Programming award for Rural Grocery Succession Planning Webinar Series. RGI also won national runner up for the same award.
 - 3. Jan reiterated Crystal’s announcement that the 2024 NACDEP conference will be in Houston in June and the 2025 conference in Charleston, WV.
 - ii. Future NACDEP events
 - 1. Jan told of the upcoming Professional Development presentations, including our own RGI presentation on the Rural Grocery Certificate.
- 4. Appointee Reports
 - a. KS-JCEP Representative – Rial Carver
 - i. There was a JCEP summer meeting that Frances, David, and Tara attended to give feedback on the proposed Career Ladder.
 - b. Annual Conference Committee Representative – David Key

- i. A lot of work is done by this committee, but Sarah Keatley keeps the committee on task. David noted that the current conference calendar is more condensed than it was in the past. David will serve one more year.
- 5. Old Business – none
- 6. New Business
 - a. Treasurer’s report: Gary moved, David seconded to approve, motion carried.
 - b. 2023-2024 Budget: Tara moved to approve the budget, Frances seconded. There was a long discussion about the high estimate for professional development and the pressure it places on the committee. David Key moved to change the 2024 Professional Development Budget line to Fundraising and decrease line 10 Miscellaneous expense to \$500 from \$1,000. Marlin seconded the revision. Motion carried, the budget was approved as amended.
 - c. Recommendation from Constitution & Bylaws to adopt the change in the bylaws. Marlin moved, Denise seconded. Motion carried. This allows the Exec Committee to waive the affiliate membership fee for the first year.
 - d. Recommendation from Professional Development Committee to hold a [“Practical Process Guide to Getting and Keeping Your Volunteers”](#) online training. Marlin moved and Jan seconded to move this discussion to the Professional Development committee.
 - e. Election of Officers
 - i. President: Frances Graves
 - ii. Past-President: Jennifer Brantley
 - iii. Secretary/Treasurer: Nancy Daniels
 - iv. President-Elect: Chuck Laughlin

A motion was made by Tara, seconded by Denise to approve all nominations. Motion carried.
 - f. Annual Conference Planning Committee Representative
 - i. David Key will serve a second of 2-year term
 - g. KS-JCEP
 - i. VP: David Key
 - ii. Board of Directors representatives (2)
 - 1. Nancy Daniels
 - 2. Frances Graves
 - h. PILD and JCEP Conference Representatives
 - i. Frances Graves – PILD
 - ii. Chuck Laughlin - JCEP
 - i. Announcements: Jennifer invited everyone to join us at Houlihan’s, 1641 Anderson Ave. @ 6:00 p.m. Wednesday, October 25

Gary Fike moved to adjourn; Jan seconded. Motion carried and adjourned at 2:55 pm.

Section 2. Dues

Each member in the Association will maintain membership by payment of annual dues to the Association. The Executive Committee **establishes the dues rates for Active, Affiliate and Student membership classes and may act to discount or suspend dues for the initial year of dues for any class of members.** Members who reach retirement status may be allowed Lifetime Membership in the Association upon payment of a one-time fee equal to four times the then current annual dues for Active Members. Affiliate membership dues will be assessed as the difference between active KACDEP membership dues and NACDEP dues. Dues will be paid to the KACDEP organization, which serves as fiscal agent for the annual budget and treasury of KACDEP. KACDEP will be responsible for submitting the national dues to NACDEP on an annual basis for each member. Kansas Joint Council of Extension Professionals (KS-JCEP) membership eligibility and **dues will be determined by KS-JCEP with payment of dues on a yearly basis from KACDEP member dues.**
(revised 10/23)