

**Community Development Society**  
**Executive Committee – December 21, 2011 – 1 p.m.**

*Present:* Abbie Gaffey, Mallory Mayhew?, Lori Landry, Beau Bealieu, Steve Jeanetta, Brent Hales, Sharon Gulick.

*Review of Minutes of November 11-13* – No changes.

*Financial Statements* – Steve - Conference call with Brent and Lori. Some questions came up. Went through conference summary. Appropriate travel for staff needs to be worked out beforehand with RSS.

Lori – another expense was the registration database. RSS purchased the software prior to the conference. CDS paid \$1,900 for an extra page for membership. Some fees for the database haven't been explained.

Brent – will be sending a letter to RSS.

Lori - Had to pay for some hard materials, flash drives, that we didn't get to keep and were charged for.

*2012 Budget Review:* Steve – Membership and publications revenues should be up a little, but operating is up a little. Publication contract is 20%. Based on membership of 240 we'll pay about \$9,000 to Taylor and Francis for the Journal. Budget for 2012 may be skewed toward the paper version vs. electronic journal. What may change is the expense vs. the membership revenue. If we get to the point where we change it, we're going to be about \$10,000 behind should we end the contract with Taylor and Francis because we wouldn't get the revenue but would have a \$10,000 expense. Membership dues breakdown – numbers down a little because didn't do conference alone. Projected 250 and at 191. Revenue from membership = \$31,075. Conference budget based on expectation of 150 attendees. Planning and management will depend on the venue we select.

Sharon – pre-conference workshop budget based on 50 people at \$100 offset with \$5,000 grant.

Lori – need to rename pre-conference workshop to something else on the worksheet.

Sharon- we should have \$3,500 profit off of that and that's not showing on the conference budget worksheet.

Steve – So far it's looking pretty good for us. Typically, if conference is a success, revenues will become more clear and it will be easier to plan. Expenses for scholarships

to conference is shown as an expense in 2012 budget request. Transportation cost is the biggest wild card still out there. Still need estimates.

Sharon – Lori is trying to get one of the sponsors to cover the cost of the transportation.

Lori - \$2,000 for transportation has some cushion in it.

Steve – We have a good local host group to raise resources locally.

Lori – Regular transportation is for an off-site event, which we may not even have with the \$5,000 for mobile workshops.

Steve – We have about a \$20,000 variance but should leave it as a contingency for budgeting purposes, particularly in regard to the publication expenses. Should generate enough revenue.

*Update on 2012 Conference* – Sharon – In good shape. Haille Foundation sponsorship of the conference. Lori – will create document to give Haille Foundation on attendees and conference agenda. Co-Op money has been received. A little concerned that only have 73 proposals. Working with USDA to get a few more proposals in. Extension proposals are pretty low. Can take 115-125 proposals. Some are requesting more than the half hour session and that can change things. Lori negotiated deal for \$3 off shuttle from airport to hotel in Cincinnati - \$27.

*2013 Site Follow-Up* – Lori – sent an RFP in Charleston. Two have responded. The Francis Marion. Incentive sleeping room rate of \$129 per night plus complimentary breakfast. Need contract signed by the end of the year. Other concessions agreed to one comp room for every 50 rooms sold, four staff rooms at reduced rate, Presidential suite, one upgrade to suite at regular rate, 10% of AV. Minimum food \$20,000. Signing before end of year knocks another \$5 off room rate. Marriott Charleston sent in a proposal. Didn't have food and beverage minimum. \$119 per night sleeping room and offered some of the concessions we were asking for. Some of the places RFPs went to were either too big or too small. Lori will forward contract. Unanimous vote approving signing contract with the Francis Marion before the end of the year.

*Membership/Renewals* – 155 members. No improvement following calls. Will send notice of conference to members from last three years. Joint membership with NACDEP hasn't been proposed yet, but Beau has asked for NACDEP to appoint three members to a joint committee to do a joint conference in 2014.

*Committee Follow-Ups* – tabled for time.

*Vice-President of Operations* – Brent will contact Kim Walker and John Green.

Adjourn at 2:29 p.m.