

New Executive Director's Institute

Schedule and Agenda



2025 NCAP Annual Convention Preconference | August 26, 2025

Time	Topic
8:00 – 8:30am	Check in (<i>Registration Required</i>)
8:30 – 9:00am	Welcome and Introductions <i>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</i>
9:00 – 10:15am	Community Action Purpose, Potential and Leading a CAA in 2025 <i>Discussion of the unique aspects of Community Action, its purpose and potential, and what it means to lead a CAA during this period of uncertainty and change.</i> <i>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</i>
10:15 – 10:30am	Break
10:30 – 11:30am	Experienced Community Action Executive Panel <i>This session will provide an opportunity for attendees to hear from seasoned Community Action leaders and ask questions. The discussion panel will speak to the realities of stepping into the CAA leadership role during times of uncertainty and volatility.</i> <i>Jerome H. Underwood, CCAP, President & Chief Executive Officer, Action for a Better Community</i> <i>Louis D. Piszker, Chief Executive Officer, Wayne Metropolitan Action Agency</i> <i>Belva Dorsey-Mott, CCAP, Chief Executive Officer, Enrichment Services Program</i>
11:30 – 12:00pm	Community Action in Action <i>Hear from seasoned CAA leaders about how they approach their roles and what they are doing in this moment to build partnerships and educate stakeholders at the local, state, and federal levels about the work of Community Action.</i> <i>Jerome H. Underwood, CCAP, President & Chief Executive Officer, Action for a Better Community</i> <i>Louis D. Piszker, Chief Executive Officer, Wayne Metropolitan Action Agency</i> <i>Belva Dorsey-Mott, CCAP, Chief Executive Officer, Enrichment Services Program</i>

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Time	Topic
12:00 – 12:45pm	Lunch Remarks and Peer Connecting <i>(Lunch provided)</i>
12:45 – 1:45pm	<p>Board Governance</p> <p><i>During this session, Allison Ma'Luf, CAPLAW Executive Director and General Counsel, will provide an overview of the unique aspects of Community Action board governance using common scenarios encountered by Community Action leaders.</i></p> <p style="text-align: center;">Allison Ma'Luf, CAPLAW Executive Director and General Counsel</p>
1:45 – 2:00pm	Break
2:00 – 3:00pm	<p>Community Action Financial Leadership for Executives</p> <p><i>Financial management and leadership topics related to board governance and agency operations will be highlighted. Facilitators will share best practices and resources.</i></p> <p style="text-align: center;">Denes Tobie, CPA, Partner, Wipfli LLP</p> <p style="text-align: center;">Ryan Peasley, Partner, Federally Funded Human Services Division, Wipfli LLP</p>
3:00 – 3:30pm	<p>Community Action Advocacy</p> <p><i>Community Action leaders are engaged in advocacy and lobbying efforts at the local, state, and federal levels. This session will provide an opportunity to learn about the National Community Action Foundation (NCAF), and its role in representing the funding and policy interests of CAAs before Congress and the Executive Branch. Attendees will hear directly from David Bradley on the current and expected political landscape and legislative activities.</i></p> <p style="text-align: center;">David Bradley, Chief Executive Officer and Co-Founder, National Community Action Foundation</p>
3:30 – 4:00pm	<p>Peer Discussion and Special Topics</p> <p><i>Attendees will have an opportunity to engage and discuss leadership challenges and opportunities encountered since stepping into their roles.</i></p> <p style="text-align: center;">Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</p>

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Time	Topic
4:00 – 5:00pm	Adjourn for Regional Caucuses <i>NCAP provides time and space at the Annual Convention for leaders from each region to connect and conduct regional business. We encourage you to attend your regional caucus to build your Community Action network.</i>
5:30 – 7:30pm	Reception for New Executive Director Pre-Con Attendees, sponsored by Wipfli (Food and beverages provided) <i>After the regional caucus come join your new executive director peers, NCAP, and Wipfli staff at a special reception, generously sponsored by Wipfli.</i>

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Virtual Session
September Date TBD

Time (ET)	Topic
12:30 – 12:45pm	<p>Welcome & Check In</p> <p><i>Welcome Back for Part III! We will set the stage, provide updates from the National level, and offer attendees the chance to check in with updates from the local level.</i></p> <p>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</p> <p>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</p>
12:45 – 1:15pm	<p>Outreach, Marketing, and Fundraising</p> <p><i>This time will provide an opportunity to learn and discuss Community Action branding tools and share best practices for marketing and fundraising.</i></p> <p>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</p>
1:15 – 1:45pm	<p>NCAP Tools and Resources You Can Use</p> <p><i>This time will provide an opportunity to learn about NCAP resources that can be especially helpful for new leaders including agency risk assessments, organizational assessments, scenario planning tools and more.</i></p> <p>Maribeth, Schneber-Rhemrev, CCAP, PMP, NCRT, Director, Organizational Capacity Building, National Community Action Partnership</p>
1:45 – 2:00pm	<p>Break</p>
2:00 – 2:30pm	<p>Planning for Organizational Change Management Success</p> <p><i>Many new CAA leaders find that they are faced with a variety of issues that require navigating organizational change. This time will provide an opportunity for the cohort to discuss methods, practices, and resources that can be helpful to new leaders as they navigate change.</i></p> <p>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</p>

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Time (ET)	Topic
2:30 – 3:00pm	<p>Human Resource Opportunities and Challenges</p> <p><i>During this session attendees will have a chance to hear about a few of the top human capital topics new executives should be thinking about.</i></p> <p>Tawny Stottlemire, CCAP, Co Chief Operating Officer, National Community Action Partnership, former Executive Director</p>
3:00 – 3:30pm	<p>Final Reflections & Adjourn</p> <p><i>In this closing session attendees will have a final opportunity to ask questions and seek guidance related to specific issues and priorities present at their agency.</i></p> <p>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</p> <p>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</p>

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