

1 ANREP Board Meeting
2 February 18, 2011

3
4 *Unapproved minutes taken by Ursula Smedly, Secretary*
5 *Submitted electronically to Executive Committee March 4, 2011*

6
7 Present (voting):

8 Ursula Smedly, Secretary
9 Mike Kuhns, President
10 Dean Solomon, Treasurer
11 Jeff Schalau, Past President
12 Sandy Smith, NE Region Representative
13 Brenda Allen, Southern Region Representative
14 Amy Grotta, Western Region Representative

15
16
17 Present (not voting):

18 Bill Hubbard, Executive Secretary

19
20 Not Present:

21 Duane Friend, NC Region Representative
22 Eleanor Burkett, President-Elect

23
24 Meeting began: 1:04 pm MT

25
26 Approval of January 19, 2011 Minutes
27 January 19, 2011 Minutes Unapproved.doc

28
29 **Motion to approve, Jeff, seconded by Mike Kuhns.** All were in favor. Minutes approved.

30 **Action Item: Ursula will post approved minutes on the wiki and send them to Bill H. and Matt to post**
31 **on the web.**

32
33 ITEM 1 – Executive Secretary’s report (membership, website, etc.) – Bill Hubbard (I will put this in every
34 meeting, but assume that there sometimes won’t need to be a report. MK)

35
36 Has received dues, approximately 30 received in the mail, maybe 60 online have renewed. The Audit
37 was conducted yesterday and he has transferred approximately \$11,000 from the PayPal account. He
38 will send Mike K. a list of 6 or so new members so he can send out a letter of welcome. Jeff said that he
39 sent some letters out last year and will send it along to Bill so he can have it as well. Jeff also developed
40 a template with our logo for letterhead.

41
42 Bill registered our organization again this year for \$50.

43 **Action Item: We will still have to fill out tax forms for the IRS by April.**

44 Bill is also working with Matt on web stuff too.

45
46 ITEM 2 – 2012 Conference Report Mike Kuhns for Susan Moore (Planning meetings, pending contract,
47 and draft budget)

1 Susan couldn't be here today, but she plans on being with us on conference calls when she has time.
2 We were all supposed to meet last week, but instead will happen next week instead.

3
4 Mike and Susan met anyway and they discussed a contract and NCSU is fine with not sharing revenue
5 from grants. She'll draw up a draft contract; Mike K. will look at it, revise and edit, and bring it to the
6 Board maybe next month for action. The next step will be to get something signed with Kanuga. Susan
7 has spoken with them and they have dates set, but we'll want a contract signed.

8
9 Jeff asked about sponsorships. Last year the Forest Service sponsored us. IF NCSU Extension wanted to
10 go after sponsorship, they might be able to do that fairly easily. WE could pursue FS again, but that
11 might be a gray area. Mike K. said that he did the same when the conference at Park City, they wrote up
12 FS as a grant. Jeff said that Ben Meadows was a corporate sponsor for Madison's conference. As long as
13 there is some understanding about how sponsorship happens, if we get it, it should be ours, and if they
14 go after sponsorship, that money would be theirs. So far, it doesn't seem like a problem.

15
16 ITEM 3 – Treasurer’s report – Dean Solomon (Short report since he will be waiting for Audit results. MK)

17
18 ITEM 4 – Audit Committee report – Brenda Allen (I am not sure if this is happening since the committee
19 meets just the day before. MK)

20
21 Brenda will send the written report to Bill H., Dean, Mike K. and Ursula and vote on that for next
22 month's meeting.

23
24 The Audit Committee met yesterday. Scott Jackson, Bill Hubbard, Gary Hawkins, Will Sheftall, and
25 Brenda Allen. Will presented all the records, including deposit slips, credit cards, supporting
26 documentation for all to be reviewed. They inspected all the materials, reviewed both online bank
27 records and hard copies that were presented. All items were reconciled but for one penny, and then
28 found it. Everything was fine. One account (checking) was inherited from his predecessor, that account
29 was closed, so they reviewed the records for that account and shredding checks that were attached to
30 that account. Now we have only one checking account, one card that went with that account- that card
31 was shredded (had Will's name) along with the PIN. The two check cards associated with the conference
32 account (Mike R. and Will's name) were shredded. That account will remain open. Dean will get a card
33 to that account with his name. The savings account documents were reviewed and all was found to be
34 in order regarding that account. The committee can certify that the 2010 financial records were found
35 to be in order and her report will document this to be so.

36
37 Jeff wanted to thank the Audit Committee for their hard work.

38
39 ITEM 5 – 2010 year-end financial report – Will Sheftall and Dean Solomon (May be delayed until March)

40
41 Now that the audit is completed, Dean hopes to get the records prior to next month's call.
42 **Action Item: Bill will be sending the "books" to Dean for him to go to his bank and get set up in**
43 **Michigan.**

44
45 ITEM 6 – Review of 2010 motions and actions – Ursula Smedly

46
47 2010 ANREP motions and actions summary.doc was sent out a few days ago. Motions and actions from
48 2010 for discussion & review. Most had been dealt with. 19 substantial motions made in 2010 & 47

1 actions were proposed. January: Have we successfully integrated the new procedures? Each committee
2 should develop measurable deliverables. Where are committees at in their work and should they report
3 back to us? Jeff went through several committees that have made progress. Ursula - Are committees
4 communicating with members? Jeff - Should ask each committee to report to the exec committee,
5 maybe each year. Haven't seen activity in emerging issues (strategic planning) and professional and
6 leadership development committee. Sandy - Accountability is important for ANREP and other
7 organizations. Ursula agreed. February: Budgeting for partnerships was discussed, like sponsoring an
8 SAF conference. Jeff thought that we were not asked for it. Dean will look into it. April: Were bylaw
9 changes made? Bill thought they were but he'll check. Also there was discussion about a policy for how
10 much money we try to make on conferences; also what about financial risks? Jeff said we built in a level
11 of money for scholarships into the Alaska registration fee. Ursula asked whether there has been
12 anything done about a DC chapter? No. May: We need to have criteria for conference finances; is being
13 dealt with. June: No business conducted. July: Conference comments were made available to everyone.
14 Process of filling vacant positions - does there need to be a process in the policy handbook? Yes, should
15 be.

16 (to be continued at next meeting, ran out of time)

17

18 ITEM 7 – Motion to amend policies and procedures handbook meal reimbursement policy – Mike and
19 Dean

20

21 Proposed new wording: "For meals, receipts are required (gratuity may be written on receipt). Meal
22 reimbursement including gratuity shall not exceed current GSA rates (see
23 www.gsa.gov/portal/category/21287).

24

25 Alcoholic beverages are not reimbursable. Note that GSA meal rates vary in different parts of the
26 country and include a maximum daily rate (for example \$61 for Salt Lake City in 2011), but that daily
27 rate also is broken down with set amounts for breakfast, lunch, incidentals, and dinner (see
28 www.gsa.gov/mie). ANREP pays the meal portion of the GSA rates, not including the incidental expense
29 amount (\$5/day in 2011). In the Salt Lake City 2011 example, ANREP would pay a maximum of \$10 for
30 breakfast, \$15 for lunch, and \$31 for dinner, supported by receipts." This would replace the 3rd
31 sentence in the last paragraph on page 29 of the Policy & Procedures Manual (at
32 <http://www.anrep.org/resources/ANREP%20PP%20Manual%20approved%202011-17-10.pdf>).

33

34 **Motion (Jeff): to modify the above wording to eliminate the examples and websites.** Sandy seconded.
35 All were in favor.

36

37 Bill Hubbard will make the changes to the document.

38 **Action Item: Mike K. and Ursula will work on rewording for submission to Bill H.**

39

40 ITEM 8 – Review suggested changes to awards rules – Mike Kuhns and Joan Bradshaw
41 ANREP awards program suggestions.doc

42

43 Joan sent a document with changes and suggested additions to the awards rules (see document). Jeff in
44 the past had suggested we look at the categories and appropriateness of placement of the applicants.
45 Jeff explained that after the conference in Alaska, many said that their "team" hadn't been recognized
46 and that on the online form, there was not an option to list the entire team. Also, that the team leader
47 needs to be an ANREP member. There needs to be clarification of the terms including that awardees
48 must be ANREP members in order to receive awards. There also needs to be clarification about our

1 partner awards. As for pod-casts, Jeff asked if we should include those as part of radio casts. The same
2 goes for social media, "apps" and other media. Jeff also asked if we should be creating new categories
3 every time something new comes along. Amy concurred. She commented that you want the award to
4 have meaning as well.

5
6 Mike K. asked Bill if all the pertinent information is available on the website. He couldn't find any
7 criteria under awards that specified that applicants must be members. Jeff asked if when someone
8 applies for an award, if the software could search membership status to verify eligibility.

9
10 Joan suggested a few specific changes. We could support the rearrangement of awards categories so
11 that they'd be up-to-date and logical, and there would need to be eligibility definitions.

12
13 Jeff said that this would need to be turned around fairly quickly. Amy suggested that someone from the
14 Board work with Joan to consider further suggestions made today and then come back next month for
15 review.

16
17 Jeff volunteered to work with Joan on this, and Mike K. said that he'd also look at it too. Mike K. also
18 mentioned that poster awards need to be included as the Awards Committee. Mike K. will email Joan to
19 get the ball rolling.

20
21 ITEM 9 – Need volunteers for doing a website review with Bill and Matt – Mike Kuhns (Should I get
22 general membership volunteers? MK)

23
24 Volunteers: Jeff Schalau, Ursula Smedly

25
26 Bill and Matt looking to make some changes to the website and looking for an ad hoc committee who
27 could meet on the phone to make those changes/suggestions. Mike K. asked if we look for volunteers
28 from the Board and/or from general membership. Jeff volunteered to be on that. Jeff thought we could
29 have suggestions from the Board. Sandy thought that the general membership might have some great
30 suggestions and also have some expertise in working on websites. Ursula will also help out. Mike K.
31 thought we might have gobs of people who might be interested. Jeff suggested that we know our
32 members in the various states who we might ask, but also suggested that folks who use websites alot
33 might suggest things are beyond our resources or scope of work. If we were to make it clear that we're
34 looking at usability, practicality, etc. then that might work. Bill also mentioned that we're limited
35 financially. Dean suggested that we use Survey Monkey to ask folks how they use the website and then
36 request suggestions for improvement. And Sandy then said to invite folks to participate. Amy thought
37 we might use the Communications committee (Diana Rashash) might be the place to start. Mike K.
38 stated too that Almeshia is still listed as Newsletter on the website. Mike K. said that he'd contact Diana
39 and ask her what she'd like to do, how to proceed, suggest Survey Monkey and how we could help her
40 to lead the assessment. Sandy asked to resign from the Communications Committee, as he's involved in
41 a lot of other things.

42
43 ITEM 10 – National 4-H Forestry Invitational Request – Mike Kuhns (Requesting \$3100 for event
44 support.)

45 ANREP 4-H Forestry Sponsorship Letter 1-11.pdf
46 ANREP Sponsorship Application of N4HFI 1-11.pdf
47 Letter for ANREP 4-H Support - Hubbard 1-11.pdf

48

1 As mentioned at last month's call, they lost a big sponsor to their event and are requesting \$3100.
2 They've received funds from several other organizations, as listed in their letter. Bill Hubbard wrote a
3 letter in support of the invitational. Mike K. said that it is in our manual that we as a group do these
4 kinds of things. Obviously we couldn't support everything, but it is part of our work. Amy said that she
5 recalled that at last month's meeting we see our budget for this year before we decide on supporting
6 any efforts. Mike K. asked Dean what kind of monies and format we would be looking at. We should be
7 at that point next month. Mike K. will let David Jackson know that we're still waiting for the budget to
8 determine if we are going to fund the initiative. Amy suggested that we decide whether or not we
9 should fund and then decide later what level of funding we should commit. Sandy said that this is a
10 huge event for these 4Hers and would be appropriate to support. Brenda recalled that this request
11 came in last year and we didn't help, but in the past, Bill H. recalled that we gave \$1000 to the effort.
12 Jeff re-read the minutes from last month and looked at percentage of membership dues statistics, feels
13 that this is a good event to support, but isn't sure that we could support it at the level at which they've
14 requested. He suggested that \$1000-1500 might be more sustainable. Amy agreed that we support, but
15 perhaps not at the level they've requested. 13% of total dues toward ANREP might be a lot. Mike K. just
16 wanted to put it in perspective, as there are other items that we need to allocate funds. Sandy is fine
17 with a lower level of support. If we're going to support Extension related events, that this would be a
18 good one to support, especially if it could be sustainable.

19

20 **Motion (Ursula): to financially support the National 4H Forestry Invitational this year, at a financial**
21 **level (of \$1000), pending the approval of the 2011 ANREP Budget by the Executive Committee.** (to be
22 decided upon after viewing the 2011 ANREP budget.) Amy seconded. Discussion. Sandy asked why
23 even make a motion; if not just agree after next month's meeting to financially support. Ursula
24 amended the motion to **include the amount of \$1000.** Jeff felt that that would be a significant amount
25 and a figure that we could look to find in our budget. Amy concurred as a second. All were in favor,
26 motion passed. Dean will work \$1000 into the budget to support the effort.

27

28 ITEM 11 – ANREP Regional Webinars – Sandy Smith

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30 Sandy had a conversation with Cara Muscio- to conduct a north east regional 2- hour webinar and have
31 a "commercial" spot for ANREP to encourage membership. Especially since everyone's dealing with
32 budget issues. Perhaps (6) 15 minute presentations, format. Amy also said that there was conversation
33 a couple of months ago and that this might be a good activity to support if ever there were surplus
34 monies from ANREP to jumpstart, especially in the off years.

35

36 Sandy asked if we have a PowerPoint on ANREP. Bill H. said nothing that's current. Mike K. and Sandy
37 said that they'd put something together.

38

39 Jeff motion to adjourn.

40

41 3:08 MT