

1 ANREP Executive Committee Meeting
2 Wednesday, March 16, 2011

3
4 *Unapproved minutes taken by Marsha Bailey, Staff Assistant, USU*

5
6 Present (voting):
7 Mike Kuhns, President
8 Dean Solomon, Treasurer
9 Amy Grotta, Western Region Representative
10 Eleanor Burkett, President-Elect
11 Sandy Smith, NE Region Representative
12 Will Sheftall, Past-Treasurer
13 Jeff Schalau, Past-President
14 Brenda Allen, Southern Region Representative

15
16 Present (not voting):
17 Bill Hubbard, Executive Secretary
18 Marsha Bailey, Staff Assistant
19 Susan Moore, NC Conference Liaison

20
21 Not Present:
22 Ursula Smedly, Secretary
23 Duane Friend, NC Region Representative

24
25 Meeting began: approx. 1:00 pm MT

26
27 Announcements:

- 28 • There will be an ANREP meeting at the JCEP PILD Conference on Monday April 4th
29 • Discussion of Wikispace site- Provides 2GB of storage. Does this work for our needs?
30 Yes. Committee approved spending \$50/year for Wikispaces.

31
32 Approval of February 16, 2011 minutes
33 021611 minutes_unapproved.doc

34 **Motion to approve, Eleanor Burkett, seconded by Dean Solomon.** All were in favor. Minutes
35 approved.

36 **Action Item: Approved minutes will be posted on the Wikispaces site.**

37
38 ITEM 1- Executive Secretary's report- (Bill Hubbard)
39 Reported that it is time to send out another due's notice. Bill is working with Will Sheftall and
40 Dean Solomon to get Treasurer's assignments changed with the bank. Mike Kuhns requested a
41 list of new members to send a welcome message to.

42
43 ITEM 2- Secretary and Webmaster Annual Review- (Mike Kuhns)
44 The review of Secretary and Webmaster took place on Feb. 18th. There were four on the phone
45 (Mike Kuhns, Bill Hubbard, Matt Howell, and Jeff Schalau).

46
47 Questions asked of Bill:

1 Does the amount of money spent match the services and time provided? Bill stated that he does
2 not do it for the money. Suggested a review by committee of amounts paid.
3 What things should be done differently regarding his position? No issues
4 How often should a review be conducted? Review should be conducted annually.
5

6 Questions asked of Matt:

7 Does the amount of money match the amount of time? It was suggested that a list of
8 webmaster responsibilities be created, so that committee knows what reasonable requests can
9 be made. Jeff Schalau mentioned that sometimes people don't realize how much time a task
10 that seems simple can take and that we should be reasonable in our requests.

11 Can Matt be contacted directly for website requests? Yes. Matt can be contacted directly for
12 website requests, but please "cc" Bill on requests.
13

14 Comments written by Eleanor Burkett were read by Mike Kuhns. Eleanor wrote that Bill has
15 done an excellent job as Executive Secretary. He keeps membership lists updated. He has
16 helped with the conference in many ways, including registration and making it marketable.
17

18 Proposal to increase compensation for Bill and Matt was discussed. The committee decided to
19 wait to take action until review of the Budget.
20

21 **A vote was taken to endorse the report.** All were in favor.
22

23 ITEM 3- 2012 Conference Report; Conference Timeline- (Susan Moore)
24 Updated version of proposed report will be put on Wikispaces.
25

26 Overview of conference timeline- The goal of the committee is to settle on theme for 2012
27 conference sometime in April. A call for papers will then go out. Open registration will begin in
28 June. 8 people on committee. All sub-committees are filled. Abstracts suggested due in
29 August. Notifications to be sent out in October and November. Contract being worked out and
30 hope to have signed by the end of April. Meals and lodging are included in registration.
31

32 Mike Kuhns asked about charging differences for those attending the conference, but not
33 lodging at the hotel? Different charges for those who will attend conference, but not lodge at
34 the hotel. Draft budget will show these charges.
35

36 Eleanor Burkett discussed reviewers of abstracts with the committee. This year there will be
37 eight reviewers of abstracts. It was decided to ask 4 regional reps., 2 members at large, and 2
38 members at North Carolina. Committee members suggested that a variety of disciplines be
39 represented by reviewers. When considering reviewers, it was suggested that we ask for their
40 subject matter strength.
41

42 ITEM 4-Audit Committee Report- (Brenda Allen)

43 Brenda read a written report by the audit committee. This will be placed on the Wikispaces site.
44 SUMMARY:

45 On Feb. 15, 2011 the audit committee met. Will Sheftall presented to the committee all
46 documents during his tenure beginning January 2008. The books were properly balanced and
47 reconciled. In the presence of the committee, Will called Bank of America to remove his name
48 and signature from accounts and cards. Cards and unused checks were shredded in front of

1 committee. Arrangements were made to complete new paperwork for Bill Hubbard and Dean
2 Solomon.

3
4 **Vote by Executive Committee to approve report.** All were in favor.

5
6 ITEM 5- Year-end financial report and 2011 budget- (Dean Solomon)
7 Signature document from Bank of America shown to committee. Signers for checks need to be
8 decided on. This was discussed by the committee.

9
10 **Motion (from committee) to adopt the opening and maintaining accounts and services**
11 **resolution of Bank of America with Dean, Bill, Mike, and Eleanor as signers, valid through**
12 **2012, seconded by Sandy.** All were in favor. Motion approved.

13
14 Projections for 2011 were given. As of Jan. 2011, the balance is \$26,000. This is already the
15 amount needed for a one-year operating budget. So, the budget is already in good shape.

16
17 Items discussed: Awards and Scholarships, Travel, and other stuff. Conference should make
18 \$20,000/year (clear \$10,000). Noted that there is a significant commitment to JCEP. Idea of
19 sending 3 presidents to at least one JCEP meeting a year discussed. It was agreed that this was a
20 good idea.

21
22 Discussed compensation for Bill Hubbard and Matt Howell. It was proposed to pay a
23 \$3000/year for Bill and \$2800/year for Matt. This was agreed upon by Executive Committee.

24
25 **Motion by Eleanor to approve budget as presented. Seconded by Brenda.** Award amount
26 listed in budget brought further discussion. Dean noted that the amount was based on previous
27 budgets. It was noted by committee members that award amounts were usually higher on the
28 year of the conference. **Motion was renewed.** All were in favor.

29
30 ITEM 6- Item will not be discussed at this meeting, because Ursula is absent.

31
32 ITEM 7- National 4-H Forestry Invitational Request- (Mike Kuhns)
33 Committee reaffirmed approval for the \$1,000 for the 4-H invitational.

34
35 ITEM 8-Printing of New Brochures- (Mike Kuhns)
36 An estimate from a Logan printing company came to 1,000 copies for \$781; 3000 copies for
37 \$1,119.

38 **Action Item: It was decided to print 3,000 copies in Logan and mail them out.**

39
40 ITEM 9- ANREP PPT- (Mike Kuhns)
41 Mike Kuhns has created a Power Point Presentation about ANREP. Committee members
42 suggested possible uses for PPT, including conferences, webinars, and for use by state
43 champions. Mike Kuhns requested the committee review the PPT and send suggestions or
44 comments to him.

45
46 ITEM 10- to amend P&P Handbook (at <http://bit.ly/gkr6ZJ>) with policy for selecting PILD, Galaxy,
47 and JOE reps- (Mike Kuhns)

1
2 Here is a proposed procedure for selecting ANREP members to serve on the Galaxy and PILD
3 Planning Committees and the Journal of Extension Board. This would go at the end of the
4 "Responsibilities to JCEP" section in the P&P Handbook on pages 14-15.

5
6 "Selection of ANREP members to serve on JCEP PILD and Galaxy planning committees and the
7 Journal of Extension Board will be done through an open call for self-nomination from the
8 ANREP membership. Nominating members will be asked to write a short statement of their
9 interest and qualifications. The Executive Committee will then choose the nominee that they
10 feel will best do the job and represent ANREP well. Selected nominees will need to supply a
11 short note from their supervisor stating that they approve of your involvement, since
12 participation in these committees can be quite time consuming. Information on these positions
13 is posted on the ANREP Wikispaces page in the file "JCEP-JOE Volunteer Info".

14
15 Also Mike suggested that the Regional Meeting Planning line in that section would need to be
16 changed to "JCEP Leadership Conference Planning: One of the ANREP representatives to the
17 JCEP board (President, Past-President, or President-Elect) will be appointed by JCEP to this
18 committee."

19
20 **Motion by Jeff Schalau to accept the amendment as proposed, seconded by Brenda.** All were
21 in favor. Amendment approved.

22
23 Item 11- Motion to amend the P&P Handbook (at <http://bit.ly/gkr6ZJ>) policy for conference
24 profits- (Mike Kuhns)

25
26 Mike proposed that we replace the "Disbursement of Profits" section on page 17 of the P&P
27 Handbook with the following:

28
29 "Conference Income: It is ANREP policy that we cover costs on the biannual conference plus
30 produce revenue that can help supplement ANREP's budget to fund conference scholarships or
31 other priorities. In negotiating a contract with the host institution, sharing of net revenue may
32 be allowed and the sharing of financial risk (net loss) is encouraged in case the conference does
33 not cover costs. Grants and donations received by ANREP in support of the conference will not
34 be included in revenue to be shared, though revenue from commercial sponsors may be shared.
35 The President and Executive Committee will make the best deal possible in negotiating a
36 contract with the host institution and will set the registration fees for the conference in keeping
37 with this policy."

38
39 Discussion:

40 Dean- Change wording to Biennial instead of Biannual. What about conference host raising
41 money on behalf ANREP for conference?

42 Mike- Money would be spent on conference. Profit would be minimal.

43 Dean- When Michigan hosted, money was made as an incentive to hosting.

44
45 Will- Commented that he this might lead to competition for money from Forest Service. Set up
46 in policy that we want to make the scholarship money a priority.

47

1 **Motion by Eleanor Burkett to accept the amendment, seconded by Jeff Schalau.** All were in
2 favor. The amendment is approved.

3

4 Item 12- 2011 Award Rules- (Mike Kuhns) (prepared by Joan Bradshaw; please look over
5 attached proposed rules)

6 2011_ANREP_AWARD_PROGRAMrev 030820011.doc

7

8 **Voted to accept this proposal as is and allow to move forward.** All were in favor.

9

10 ITEM 13- NNSLE Climate change handbook sales- (Mike Kuhns)

11 Item was deferred to another meeting.

12

13 Last points:

14 The \$500 from JCEP is for support on year of the conference.

15

16 **Motion made to adjourn.** All were in favor.

17 3:04 pm MT