

1 ANREP Executive Committee Meeting
2 Wednesday August 24, 2011

3
4 *Unapproved Minutes taken by Ursula Smedly, Secretary*
5 *Submitted electronically to ANREP Executive Committee, 08.29.11*
6

7

8 Present (voting)

9 Mike Kuhns, President
10 Eleanor Burkett, President-Elect
11 Ursula Smedly, Secretary
12 Dean Solomon, Treasurer

13

14 Sandy Smith, North East Region Representative
15 Duane Friend, North Central Region Representative
16 Amy Grotta, Western Region Representative
17 Brenda Allen, Southern Region Representative

18

19 Present (not voting)

20 Chris Jones, ANREP Climate Initiative
21 Bill Hubbard, Executive Secretary
22 Robert Bardon, NC Conference

23

24 Not Present

25 Jeff Schalaus, Past-President
26 Susan Moore, NC Conference

27

28 1:01pm MDT

29

30 AGENDA

31

32 ITEM 1 - Approval of July 20, 2011 Minutes

33 **Motion (Sandy) to approve. Eleanor seconded. All were in favor. Minutes approved.**

34

35 072011 minutes_unapproved.doc

36

37 ITEM 2 - Executive Secretary's report - Bill Hubbard

38

39 No major report. We will be doing one final email for membership renewals. Next, we will be
40 purging from the directory.

41

42 Mike K: Can all members post to the list serve? Attachments?

43 Bill: Yes. Attachments are allowed.

44

45 Mike K: Joan Bradshaw tried to send out awards announcement via the list serve but couldn't- it
46 was bounced back.

1
2 **Action: Bill will look into this.**
3
4 ITEM 3 - 2012 Conference Report - Bob Bardon
5
6 -Timeline update
7 -Registration.
8 Susan and Kelley are handling this.
9
10 -Abstracts, program update.
11 -Other
12
13 Susan commented via Mike K. about guests/families staying at Kanuga.
14 3 meals a day/recreational access/shared lodging for \$90/day/adult, \$50/day/child, under 9 years
15 \$34/day.
16
17 Eleanor: If there's a special event, for example the Salmon Bake was an extra \$30.
18 We need to make sure that that is figured into cost.
19
20 Mike K: Will look into adding additional money for guests into the budget.
21
22 Mike K: Is there a signed contract with Kanuga as of yet? Unsure.
23
24 **Action: Mike K. will ask Susan Moore about this for next time.**
25
26 Bob: Finalizing tour details with the local committee. Everything's going as expected, moving
27 forward.
28
29 Mike K: We're inviting speakers, Keynotes. Are any requesting travel funding?
30
31 Bob: No requests at this time.
32
33 Mike K: Sponsorships, Coop Forestry, should know within the next month.
34
35 -Scholarships (Andy Perleberg and Amy Grotta, Brenda and Mark)- We will need to decide how
36 much we want to take from the revenue from the 2010 conference to make scholarships available
37 for the 2012 conference; about \$10,000 available.
38
39 Bill H: also, Jennifer Plyer from the Southern Research Station with FS, maybe able to get 5-
40 10K.
41
42 Mike K: If we get that money from the FS, we'll have good scholarship money, plus general
43 support dollars. Usually you can't use federal dollars for food. May get money from NIFA via
44 Eric Norland, won't know until the next federal FY has started.
45
46 Amy: Looking at minimum of (5) \$1,000 scholarships.

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Eleanor: Clarification, was that an email discussion?

Amy: Yes, it was. For students, would have a higher dollar amount for those scholarships. The students can decide, using their discretion as to how they use the money, whether it is for registration or not. Once the monies are confirmed from the FS, they'll get the word out. The committee was wondering if they should require or provide a special opportunity to do a presentation and/or poster. Maybe hold back a couple of spots for students.

Mike K: Don't we have \$10K for students from Alaska conference?

Dean: Yes, we could still consider spending those dollars.

Eleanor: We'll most likely have an extension on the abstract submissions; maybe we could also mention the availability of these funds. Wondering if an announcement might encourage more abstracts.

Amy: We would need to decide on the number we'd provide for.

Mike K: If it's already in the budget, do we need to vote on it?

Dean: This wasn't in the budget before.

Amy: Maybe we can see how many funds we have and then decide from what source we offer scholarships from.

Eleanor: Before we commit, is this a wise idea, given the line item to spend those dollars on scholarships.

Mike K: It doesn't appear to be that risky.

Abstracts

Eleanor: So far we have 50 abstracts. Last conference at this time, we had 180.

Mike K: Can't say then, right now, how many we'll have. He felt comfortable spending that kind of money.

Motion (Eleanor) To spend up to the \$10, 000 of available ANREP funds for general scholarships for the 2012 Conference and the Scholarship Committee would determine how to disseminate those dollars.

Sandy seconded.

All were in favor. Motion passed.

Eleanor: So when we send out the extension for the call for abstracts, we can say how much per person would be available?

1
2 Sandy: When folks put in abstracts, he didn't think people have scholarships in mind when they
3 submit.
4
5 Eleanor: thought scholarships were a reimbursement at the conference after they've already paid.
6 Maybe this could go out in October as a separate announcement.
7
8 Mike K: Then let people know there will be scholarships available and there will be more
9 information coming out this fall.
10
11 Amy said that there was less total money available for scholarship last time, so this year, we
12 could give out more scholarships or increase the amount of each scholarship. Will request a
13 meeting with Andy that assumes we have the \$10K. Then any additional monies could go into
14 the general fund.
15
16 Eleanor: We need to understand from Susan what we'll be charged for, for example, the dinner.
17
18 Mike K: Understand that's part of the registration cost. We could use the money to sponsor that
19 reception and reduce the registration rate, but have already set the registration fee.
20
21 -Sponsorships - \$5K from USFS Coop Forestry (emphasis on encouraging minority college
22 students to attend (these funds will go to scholarships), possibly \$5K from NIFA (will know in
23 fall); \$5K or more from USFS Southern Station (MK sent them a proposal for \$5K, \$10K,
24 \$15K). Probably need to provide FS exhibit space. Ben Meadows didn't return my calls (MK).
25 -Kanuga rates for family or guests for a night's lodging, 3 meals, and recreational facility access
26 are \$90/person/day adult, \$50/person/day youth (10-18 yrs), \$34/person/day child (3-9 yrs).
27
28 ITEM 4 - ANREP Climate Science Position Statement Discussion - Chris Jones (Arizona)
29 An abstract was emailed today regarding this ANREP Initiative. The initiative has been
30 broadened out to dialog and develop a format in which to discuss climate issues. This was sent
31 to ANREP leadership to look for guidance (if necessary) from the Board, as to how exactly the
32 message is developed and disseminated.
33
34 Eleanor discussed the review process and past conversations regarding climate change. We do
35 want to have items at the Conference that may not go through the blind review process. Last
36 conference, even guests were invited to submit abstracts so we could get this information into the
37 book. If this is a special circumstance, where we want to have a roundtable, or should it be
38 critiqued against other roundtable submissions? Does the board want this to be a stand-alone
39 roundtable?
40
41 Dean: We should reserve a spot for the ANREP Climate Initiative.
42 Sandy: Agreed.
43
44 Dean: Would be the same for Keynotes.
45

1 Eleanor: Is this particular topic (ANREP Climate Change Initiative) a stand-alone roundtable, as
2 a special circumstance?

3 Sandy: Felt that if we do this, we could be held captive by our own system.

4 Amy: We could call this a working group or something, other than a roundtable.

5 Sandy: Or call it a Board invited initiative.

6 Eleanor: Like this idea.

7 Dean: Still okay to critique it and send feedback to Chris.

8 The Board agreed to proceed with the process outlined above.

9

10 Mike K: As a position statement, it would become a policy issue for the Board to discuss.

11

12 **Action: The abstract review committee will contact Chris with how it will be handled.**

13

14 Abstracts (continued by Eleanor)

15 We're going to extend the deadline until September 30, 2011.

16

17 **Action: We'll be sending out the extension of the deadline notice the week of August 29.**

18

19 Received excellent response for those willing to serve as reviewers. A total of 19 people plus
20 Eleanor and Ursula. If all of those people are not needed, maybe send out a thank you for your
21 willingness to serve, but may use you elsewhere.

22

23 Sandy and Brenda wish to be alternates. Last time, Eleanor waited until all the abstracts came in
24 until we divide the abstracts. Maybe we can figure out a better way to do that.

25

26

27 ITEM 5 - NIFA Update - Eric Norland, National Program Leader

28

29 No report, unable to attend meeting. Mike K will contact him to see if he'll be with us next
30 month or perhaps another Program Leader from NIFA.

31

32

33 ITEM 6 - President's Report - Mike Kuhns

34 -2014 Conference RFP went out 6-21-11. Deadline 8-31-11 with decision by November 2011.

35 MS (Mississippi State University) will have a bid.

36 -NR Extension success stories write-up - need people to go over them. ("NR Extension impact
37 stories" on wiki)

38

39 **Action: Please comment by September 2, 2011 on the (6) that are on the wiki.**

40 Dean will look at Wildlife/Fisheries, Forestry/range.

41 Eleanor will cover the water and wildlife and fish.

42 Ursula will look at businesses and education plus any others.

43 Duane will do Sustainable living and education.

44

45 Family & Consumer Science folks have typically done these in the past. This will be helpful for
46 NIFA people to see the impact that we have in our programs.

1
2 Mike K: all the folks have been approved but will be sent the final copy before the final
3 document is sent in. Mark them up with comments. Try not to add more text to the document.
4 Bill Hoffman is the NIFA rep for JCEP and he might be someone to send this document, also
5 Ven Neralla (Directory of Priority Placement, Director of Personnel at the White House).
6
7 Eleanor: We should have an article in the next ANREP newsletter that we're doing this and that
8 people can use this document and make reference to it. Maybe it will have application in JCEP.
9 Maybe print for the January JCEP meeting. Would it be helpful to send to Extension Directors?
10
11 Mike K: We can send it out digitally to Directors and maybe ask for suggestions from Bill
12 Hoffman and others to see who else might be appropriate to send hard copies vs. electronic
13 copies.
14
15 Dean: Would this be an opportunity to utilize our state champions?
16
17 Mike K: Yes, definitely.
18
19 -Need 2 reps to be part of a national Extension branding initiative and the Brand Value CoP. Jeff
20 S. has volunteered to be one.
21
22 Brenda: What kind of time commitment would this involve? If can't find anyone else, she'll do
23 it.
24
25 Mike K: They're looking for someone that has a little more experience within Extension and
26 have some leadership under their belt.
27
28 Amy: it's a Community of Practice?
29
30 Mike K: not necessarily in development of an eXtension website...
31
32 Brenda: Okay, will do. Has 33 years of Extension experience....
33
34
35 ITEM 7 - Treasurer's report - Dean Solomon
36 -Financial records page.
37
38 Everything's on the wiki space. We're right on track, or slightly under budget.
39
40 Mike K: We only had Eleanor go to the JCEP summer meeting
41
42 ANREP Initiative(s) item, \$500. Now there are two initiatives. Maybe that would be an item to
43 discuss.
44

1 Mike K: If money was available for your initiative, could you use that?
2
3 Chris: Yes, definitely.
4
5 Mike K: We'd also open that up to Viviane and NNSLE. He'll let those leaders know that
6 there's potentially \$500 available. (These monies have been appropriated each year, not rolled
7 over or cumulative)
8
9 ITEM 8 - Website update report - Mike Kuhns for Diana Rashash, Communications Committee
10 Chair
11
12 -Please review these documents so we can discuss and decide what to do next with this review.
13 Analytics_ANREP_20110101-20110802_(TopContentReport).pdf
14 ANREP website review 071311.docx
15
16 Mike K: This ultimately is something given to Matt and/or Bill to implement, as far as
17 recommendations made for the website and discuss with them, what can be done and not be
18 done.
19
20 Dean: Maybe we need to invite Bill and Matt to discuss at our next meeting.
21
22 Bill: Will look at it and will be at the next meeting to discuss and present with Matt.
23
24 **Action: Mike K: Will email both of them with that request for next month's meeting.**
25
26 Amy: Maybe have discussion about the document today with the board. She thought all those
27 comments were very good and agreed with proposed changes.
28
29 Mike K reviewed and summarized recommendations, deletions/consolidations to make,
30 suggestions for more activity (RSS feeds), posting on Facebook, changes to logo.
31
32 Dean: The document asks a key question, what do we want to get out of that website?
33
34 Mike K reviewed the analytics information.
35
36 Amy: The website is used more by our members.
37
38 Mike K: not sure if the general public needs to know about what ANREP does; unsure about
39 Facebook
40
41 Eleanor: Thinks that some of this info might be important to involve Diana in the conversation.
42 Maybe we could ask for some more clarification or a guided tour from Bill or Matt.
43
44 **Action: Mike K will put these on the wiki page for next time, have Bill and Matt requested**
45 **to attend the meeting to discuss, as well as Diana, if all are available.**
46

1 Bill: Matt is serving in a new position, but hopefully will be available.
2
3 Mike K: Also, a Twitter feed- what kind of value would this be for our members?
4
5
6 ITEM 9 - Proposed Guidelines for ANREP Initiatives - Mike Kuhns
7 -Please review the following and be ready to discuss and vote.
8 ANREP Initiative Guidelines Draft1 (3) (2).docx
9
10 Mike K made minor changes after discussing them last meeting. Suggestions that Eleanor and
11 Jeff made for changes, built on Viviane's original document, how ANREP initiatives should act,
12 do/not do.
13
14 Would be inserted into (page 18) into the Policy and Procedures manual.
15
16 **Motion (Sandy) would accept these guidelines for ANREP initiatives. Brenda seconded.**
17 **All were in favor. Motion carried. Mike K will get these to Bill for submission into the P &**
18 **P manual.**
19
20 ITEM 10 - Listserv Usage Discussion
21
22 Mike K: It's open to all members, only to members. It really is one of those benefits people get
23 as being a member. There was a request from NC State to advertise a survey. It's already been
24 done, the final request for participation.
25
26 Eleanor: We need to be careful, with regard to favoritism.
27
28 Sandy: It could look like favoritism, but the issue was the commercial aspect of the tours. When
29 he (Sandy) first started in Extension, many colleagues set up these tours with these companies,
30 they were making some money in the deal, using the Agents as the promoters for the tours.
31 Sometimes there is an "oversell" of the tours, when it was really a travel agent doing the tour.
32 Maybe we ask folks about whether there's profit involved, etc?
33
34 Mike K: Let's say we had a policy that you could not advertise events or tours those private
35 individuals or the ANREP member was receiving personal gain; we could bring it up to the
36 Board after the fact, or run everything through us prior.
37
38 Eleanor: What about checking for membership?
39 Mike K: Understood that anyone could post.
40
41 Dean: Maybe it's not that much of an issue.
42
43 Amy: If we're going to develop some guidelines, of course state that no personal gain could be
44 had, but if there's a workshop advertised that may be local, it still might be appropriate and of
45 interest to the general membership.
46

1 Sandy: Having a policy, might be prudent to have.
2
3 Eleanor: There is a policy, under “About Us” on the webpage, under listserv policy and
4 procedures, “the listserv shall be used...” P. 18 P & P manual
5
6 Sandy: Is there anything that stops someone from selling magazine subscriptions?
7
8 Amy: Came up from a situation that Mike K was asked to submit something to the listserv on
9 his behalf.
10
11 Eleanor: Suggested that we read it and determine if there needs to be anything about personal
12 gain regarding the listserv.
13
14 **Action: Mike K will have this on the next agenda, as well as if it is in the P & P manual.**
15
16 Eleanor:
17 Have people been notified that they’ve been awarded awards?
18
19 Mike K:
20 Sent it out to the entire listserv.
21 There were a few listings that were incorrectly listed, and those people were not recognized.
22
23 Motion to adjourn (Sandy).
24 2:50pm MTD
25
26 Adjourn