

1
2 ANREP Executive Committee Meeting, Wednesday October 19, 2011
3 Beginning Time: 3:00 PM Eastern Time (2:00 PM CT, 1:00 PM MT, noon PT)
4 Ending Time: Approximately 5:00 PM Eastern Time (line open until 6:30 PM)
5 Wiki website: <http://anrepagenda.wikispaces.com/> (log on to see past meeting minutes, etc.)
6
7

8 *Unapproved minutes submitted electronically to Board, November 15, 2011 by Ursula Smedly*
9

10 AGENDA Executive Committee Meeting Draft Agenda, October 19, 2011
11 Are there any additions to the Agenda?
12

13 Attending (voting)

14 Mike Kuhns, President

15 Ursula Smedly, Secretary

16 Sandy Smith

17 Dean Solomon

18 Duane Friend

19 Eleanor Burkett

20 Jeff Schalau

21 Amy Grotta
22

23 Guests:

24 Susan Moore

25 Matt Howell

26 Eric Norland
27

28 Not attending:

29 Bill Hubbard

30 Brenda Allen
31

32 Called to order: 1:00pm MT
33

34 ITEM 1 - Approval of August 24, 2011 and September 21, 2011 Minutes
35 external image msword.png 082411 minutes_unapproved.doc
36

37 Motion to approve minutes (Eleanor), seconded by Duane. All were in favor.
38

39 092111 minutes_unapproved.docx
40

41 Addition by Sandy, he was a voting member in attendance

42 Dean edit, Mary Sisock name spelling change
43

44 **Motion to approve (Sandy), seconded by Eleanor. All were in favor.**
45

46 ITEM 2 - Executive Secretary's report - Bill Hubbard
47
48

1
2 ITEM 3 - 2012 Conference Report - Susan
3 -Registration update.

4
5 Registration is open. So far, to date, there are two registrants. Several web pages have been update on
6 our site. Everything's ready to go.

7 Eleanor will be attending a meeting in a couple weeks and would like to advertise to the group. Is there
8 a flier or postcard that could be emailed around to print off, with the ANREP logo and website, just to
9 give to folks? If she could get that before Nov. 1. Susan said no problem. Susan will be gone the first
10 week of November.

11
12 -Abstract number, program update.
13 164 abstracts submitted, currently under review, due Oct. 21. Eleanor said that at the next board
14 meeting, we'll have another update, by that time our review committee will have come up with chosen
15 presentations. We'll just be looking for the Board's (the overall Planning Committee) stamp of approval.
16 Program, Susan said that there are 4 plenary sessions. One on opening day, to open the conference, but
17 there will be two speakers, Dr. Catherine Leadford (get spelling from notes from last meeting with
18 Susan), from Appalachian State University. She'll be setting a sense of place for us, with regard to
19 cultural setting. The second plenary, will be a panel of Extension folks who will be speaking on the
20 theme of partnering/collaboration. At lunch on Monday, there is a speaker, Dr. Marshall Stewart (sp?)
21 who is with 4H and FCS, will be speaking on advocacy for Extension- how we can better promote
22 ourselves and Extension in general. The final plenary will be on Wednesday, at the closing session, Dr.
23 Bob Bardon who has put together a great session with Dr. Bob Brown, Dean of the college at NC State
24 and Dr. Ed Jones, CES Director at VA State, and Dr. Jim Hamilton who's Extension in a mountain county
25 for a local perspective. They've been asked to address the future of Extension and the outlook for
26 future partnering, etc. Each will address the topic from their perspectives. Those are all confirmed.

27
28 Mike K, back in Sept. there was discussion about a NIFA person that may be able to address us. Eric had
29 two thoughts. Dr. Catherine (Cathie) Wotecki (undersec for ed, research, and economics, oversees 4
30 agencies in her mission area), unsure if she would be able to come. She might be one to consider. If she
31 can't come, they may bump it down to Deputy Undersecretary, etc. etc. You might not get a "higher
32 level" message. If we want to, she might be one we consider. Frank Boetler will probably come. He
33 came to Alaska but isn't the kind of guy who would expect to be asked to speak.

34
35 Susan, we had planned on a 45 minute time to allow for JCEP/NIFA presentations. She didn't know what
36 the status was regarding JCEP, but looking to Eric to for NIFA. Mike as president of ANREP would be best
37 to invite the NIFA representative. Eric will visit with Mike K. about how to best approach the invitation.
38 Susan will send Mike K. the details about the specific time, etc. Eric recommended not offering her less
39 than 30 minutes. Mike K. has the impression that JCEP looks for 10-15 minutes. Jeff added that they
40 usually like to have a poster as well. In the past, in Fairbanks, JCEP had a session within the Concurrent
41 Sessions. Unsure if they would want the same for North Carolina.

42
43
44 -Scholarships (Amy).
45 Andy Perleberg, the Comm Chair is putting together an application form. Two pools of money, \$5K from
46 FS for minority students, decided to divide into 5 \$1K scholarships. Then there is the \$5K for general
47 scholarships. Timeline would be to publicize for general scholarships by Nov 1st and then have a Dec 31
48 for applications. Presenters should know by then if they've been accepted or not. Committee would

1 then review apps then notify awardees. January 15 is the deadline for presenters to commit. Dec. 2 will
2 be when presenters will be notified. Typically first time attendees would have some edge.
3 Forest Service dollars for minority student scholarships had to put us off into the next FY (which is now).
4 Mike k. will look into this. "Minority" needs to be defined by the Forest Service. And also, how flexible
5 those dollars would be. Eric will help assist getting the word out to 1994's, HSI's and 1890s.
6 Amy wants to get this finalized as soon as possible, will work it out with Andy then also advertise on the
7 website.
8 With regard to the other funds, \$400 would be broken down into 12 scholarships. Eleanor liked that
9 idea, as it would cover registration fee, plus some. At the early bird rate, that would be 22 scholarships.
10 With the later amount, then would be less. Last year, we had about 20 applications for scholarships.
11 There were more applicants than scholarships. Eleanor suggested lowering the amount so as to get
12 more people there. Sandy agreed that giving people more than needed, it might not be necessary.
13 Covering registration would be a welcoming feeling. Amy said that checks were given at registration;
14 there are a lot of expenses to cover. Sandy said too that covering registration could give folks some
15 leverage with administration in their home state. Dean also mentioned that there are some dollars in
16 the budget that we could add some to the pot if necessary, with the Board's approval.
17 We also discussed using funds to lower the fees for everyone, which we did. Eleanor said we should tell
18 folks that, that we lowered the registration rate, through the use of ANREP subsidy. Sandy, is there a
19 percentage we could say we as ANREP covered?

20
21 So, assuming we have \$5K, we could do 12 at \$400, or at the early bird, 22 scholarships, or if we lowered
22 to \$300, there would be 17 scholarships available. Susan said that meals are taken out of registration
23 fees; she encouraged the covering of the registration fee. Eleanor liked the \$400 amount- \$225 is such
24 a low amount for a registration fee. Also, she liked what Dean said, that maybe we could increase the
25 number of scholarships if we get more applications. Sandy thought that maybe that we could get more
26 people there with a lower amount. Sandy suggested writing an essay, "what ANREP means to me..."
27 (joke) Susan said that we could also add that we add a link for volunteers... that part of being an
28 awardee, we ask that they volunteer to help at the conference.

29
30
31 -Need for future conference planning guidelines (Eleanor).
32 The idea was that two years ago, she and Mike R. started a lessons learned guide, Amy and others
33 contributed to it. Mike Ks comment was that people tend to not look at those kinds of things. He
34 recalled seeing a guide but think it got lost somewhere along the way. Eleanor said that with regard to
35 abstract, our culture is changing regarding what we expect from abstracts, that we're doing blind
36 review. She felt that we need something to be out there until it becomes imbedded in our procedures.
37 Ursula agreed. It would be nice to have something to reference as part of our procedures with regard to
38 abstract submission process and all the rest. Eleanor thinks she may have been the last one to edit
39 before giving it to Mike. Susan read it and recalled that in that report, it was suggested that we don't
40 have a big program printed, that we have electronic abstracts, etc. Eleanor thought it was decided
41 against that. She felt that certain things should be added regarding abstracts, so that those actions are
42 kept up. Susan agreed that this kind of document could be helpful. Ursula will work on developing the
43 guidelines. Eleanor would be happy to contribute to the abstract "chapter." This guideline book should
44 be just that. A guide. One that could be constantly amended. Sandy liked the idea of making sure we
45 explain the "culture" of our conference and our meetings. That would be important to reiterate.

46
47
48

1 ITEM 4 - 2014 Conference Bids - Mike Kuhns
2 -We need to have reviewed the 2014 bud documents in detail and be ready to discuss and vote.
3 -See 2014 Conference Bids link on left for bid information
4 (<http://anrepagenda.wikispaces.com/2014+Conference+Bids>)
5

6 California- Sacramento or San Diego
7 Mississippi- Biloxi or New Orleans
8

9 Eleanor, with regard to the program book and abstracts. No one addressed how they would address the
10 book and the abstract submission process. Utah State did the program book for us.

11 Mike K. assumed we need to pick an institution, but that there will be additional items that we'll have to
12 negotiate a contract separately that would include everything. This would be for us to vote on a state,
13 and then work on negotiation later.

14 Eleanor: we wouldn't necessarily have to require them to do abstract submission, but she'd like to know
15 what their process is. Ursula agrees. Mike K. would have them outline everything that we would want
16 to do and come up with the contract. Susan said that for their proposal, they did include how they'd do
17 the abstracts. Susan said that if either can't do it, we could go back to NC State and do a contract to do
18 the abstracts, if necessary.

19 Amy, Duane, Dean, Bob Bardon..also reviewed. Mike K. said that consensus was to go with CA. Eleanor
20 considered MS to be deeper south than SE. She didn't perceive that to be an issue. Dean didn't really
21 extrapolate, but thought that all four proposals were viable- that all had the capacity to handle. From a
22 travel perspective, for many folks coming from the west, NC and New Orleans would be almost
23 equivalent. Eleanor felt that CA had more appeal. Duane said that he did Biloxi for another conference
24 and he felt that CA tours had more to offer. Mike K. didn't like being in a casino location- he recalled
25 our conference at Tahoe where it was at a casino. Duane really focused on tours as that's his thing.
26 Amy thought that looking at Katrina/BP would be a unique opportunity... tourism issues surrounding
27 natural resources. Jeff said that CA's Extension system is very unique, several campuses and research is
28 spread out. Completely unrelated to natural resources, if you're in San Diego, it's somewhat expensive.
29 In Tahoe, mostly stayed on the East side of the S-N, and Sacramento would be great to do that side.
30 Tahoe was in 2000? Eleanor and Duane and Mike K. liked the Sacramento location the best. Mike K.
31 said that we've never really seen membership numbers come out of CA. Maybe this might help. Jeff
32 also mentioned that they're not really association oriented.
33

34 **Motion: We go with the California proposal, Sacramento location. (Eleanor) Duane seconded.**
35 **Amended to include May 18-21, 2014. Also Eleanor suggested we check on conflicting dates with**
36 **other JCEP organizations. Mike K. suggested we state that these are our dates. Motion amended to**
37 **read:**

38 **We go with the California proposal, Sacramento location, May 18-21, 2014, and will check on**
39 **conflicting conferences.**

40 **Sandy asked about airport location/size. Jeff said it should be okay.**

41 **All were in favor. Motion carried.** Mike K. will let California and MS State and LSU know, Eleanor
42 wanted to encourage MS to apply for 2016 conference. Eleanor recalled that we announce the next
43 Conference at NC. Duane, has there ever been a situation that they've backed out after being offered.
44 No.

45
46
47 ITEM 5 - Website Report - Bill Hubbard and Matt Howell

48 -Bill and Matt's assessment of feasible website changes based on committee report.

1 ANREP website review 071311.docx

2

3 will report next month

4

5

6 ITEM 6 - NIFA Update - Eric Norland, National Program Leader

7

8 Regarding the conference, he put in a request for \$5K of their discretionary money; not sure if there will
9 be any, but they would be very interested in renting exhibit space for \$2500. Frank wants to support
10 the conference. The reality about the discretionary money, they have to put a request out on
11 grants.gov, get us to send an application for \$5K.

12

13 Budget implications. He mentioned last month, the Senate proposals for NR proposals. The Senate is
14 looking better. 4% off 80 budget items. Looking at reductions to operating budgets. Soft freeze on
15 positions. Probably won't be able to support review team members. No travel funds for program
16 leaders to visit states. Discretionary funds are questionable. 110 servers are being moved to Kansas to
17 one server. 2013 requests must be 20% less than 2011 appropriations.

18

19 Renewable resources extension act, strategic plan. Developed 2005-09, extended for two years waiting
20 for next plan from Southern region Forestry, 2012-16, many people worked on it from different parts of
21 the country. It's on its way to NIFA. Will be sending out details soon.

22

23 National Focus funds- August had peer review on applications. 3 projects were selected- VA Tech, ECop
24 on forest farming, Oregon State, leadership extension training for women and forest lands. North
25 Carolina- webinar series support

26

27 Mike K. mentioned about offering up others to present at our Board meetings. Eric will try and find
28 someone for November. Eleanor said how much we've appreciated Eric's support. He asked Eric to
29 mention the dates of 2014 to see if there are others already on the calendar. Ursula asked if folks for
30 this program will also be required to submit and present at our conferences. Eric said yes, but that if
31 those abstracts don't measure up, they'd have to find another appropriate conference.

32

33

34

35

36 ITEM 7 - President's Report - Mike Kuhns

37

38 None

39

40 ITEM 8 - Treasurer's Report - Dean Solomon

41 -Financial records page. Budget looks fine. 10,000 draw from the savings acct each year to supplement
42 memberships. Looks like won't have to do that this year. So far, slightly under spending on the budget.
43 Mike K. will be sending travel expenses after next week for 4H/JCEP

44

45 ITEM 9 - Election Report - Jeff Schalau

46

47 Jeff has talked to one candidate. As past-pres, chair of nomination committee- Eleanor and Mike K. also
48 on committee.

1 Sandy Smith, Bob Bardon, both expressed interest in Pres-elect. Rick Standiford was mentioned as well.
2 Secretary is open. Western Region Rep and Southern Reg Rep.
3 Called Joanne Skelly for Western Reg.- NV isn't in good place right now. Called Brenda asking for ideas
4 for Southern- Bill H. could be a resource too.
5
6 Jeff will send draft to Eleanor and Mike K.
7
8 The Board expressed condolences to Jeff on the loss of his father, this past August.
9
10
11 ITEM 10 - Listserv Usage Policy Discussion - Mike Kuhns
12 -Please review this existing policy with suggested changes.
13 external image vnd.openxmlformats-officedocument.wordprocessingml.document.png ANREP Listserv
14 Policy.docx
15
16 Two changes- add it's not intended for commercial, for-profit activities
17 List-serve is not reviewed
18 Prior approval necessary
19 Natural resources extension purposes
20
21 Concern (Sandy) that folks might abuse this.
22 **Motion (Sandy): accept the changes that are in the document as sent by Mike K. (insert here) Dean**
23 **seconded. All were in favor. Motion carried.** Mike K. will make the change.
24
25 Eleanor needs brochures. Mike K. will send. People should be taking ANREP brochures to their
26 meetings/conferences.
27 Sandy asked if Bill would have info on the kinds of members we have. Eleanor asked about possible
28 reports from State Champions. Joanne Skelly worked on this in the past. Eleanor said it would be nice
29 to hear from those committees.
30
31 Adjourn (Sandy) Jeff seconded. 2:58