

1 AGENDA Executive Committee Meeting Draft Agenda, November 16, 2011  
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3 *Unapproved Minutes, submitted electronically November 16, 2011, by Ursula Smedly*  
4  
5 Present (voting)  
6 Mike Kuhns, President  
7 Eleanor Burkett, President-Elect  
8 Ursula Smedly, Secretary  
9 Jeff Schalau, Past-President  
10 Dean Solomon, Treasurer  
11 Brenda Allen, Southern Region Representative  
12 Amy Grotta, Western Region Representative  
13  
14 Present (not voting)  
15 Bill Hubbard, Executive Secretary  
16  
17 Not attending:  
18 Sandy Smith, NE Region Representative  
19 Duane Friend, NC Region Representative  
20  
21 Guests:  
22 Susan Moore, NC State Conference  
23  
24 Start: 1:01pm Mtn  
25  
26 Are there any additions to the Agenda?  
27  
28 ITEM 1 - Approval of October 19, 2011 Minutes  
29 Amy was present at the last meeting.  
30  
31 **Motion: Approve minutes (Jeff). Eleanor seconded. All were in favor, with change that Amy was**  
32 **present. Minutes approved.**  
33  
34 ITEM 2 - Executive Secretary's report - Bill Hubbard  
35 -Membership Report (profile of who our membership are; subject matter expertise, region, etc.)  
36 The notice for membership renewal went out and he's received 20-30 renewals. Working at updating  
37 the membership list.  
38  
39 ITEM 3 - 2012 Conference Report - Susan  
40  
41 -Registration update. 8 registrants at this time.  
42  
43 Also, Susan wrote an article about the conference for the newsletter. The Board thought it was a good  
44 idea for Susan to follow through with her idea to send out the same update on our list serve. All plenary  
45 talks are confirmed, including one that was suggested by the review committee to be a plenary session.  
46  
47 -Scholarships (Amy).  
48

1 Mike K: USFS has not been forthcoming in their commitment. Mike is thinking we shouldn't figure that  
2 into the scholarships right now. Amy said she'd like to put out the regular call for scholarships right  
3 now, and not wait for the minority student funds from FS> This way, the Scholarship committee will  
4 have time to notify people by the early bird deadline.

5  
6  
7 -Pre-payment of \$5K to FEOP (Mike).  
8 FEOP at NC State is looking at asking us for a pre-payment of 5K. Dean said usually on a contract like  
9 this, usually you wait until the service has been provided. In this case, are we comfortable enough with  
10 them that they'd fulfill their contractual obligation? Dean suggested that we amend the contract to  
11 read that the 5K be amended into the contract.

12  
13 **Motion (Jeff) that we forward the \$5,000 to FEOP, pending the revisions to the contract. Dean**  
14 **seconded. All were in favor. Motion carried. Dean requested that Susan email him an invoice.**

15  
16 Eleanor, regarding Janean Creighton's email from yesterday, Nov. 15. Not that she's opposed, but  
17 surprised of her announcement regarding her pre-conference workshop. In the past, there was  
18 information sent out to participants asking that they contact a certain person regarding pre-conference  
19 meetings.

20  
21 Mike K. thought that if she hasn't talked with at least, Susan to discuss the logistics of such a workshop,  
22 it doesn't bother him if there were pre-conference meetings.

23  
24 Eleanor clarified that this is slated as a workshop, not a meeting. It's a very specific topic.

25  
26 Mike K. said it's on the website.

27  
28 Dean Solomon said what would prevent someone who wasn't chosen for a workshop, that they would  
29 announce their own meeting time.

30  
31 Ursula and Eleanor agreed that this would set a bad precedence regarding people not going through  
32 some review process. Both would like to be involved in this discussion with Janean.

33  
34 Jeff suggested that there is a certain allowance for something like NNSLE but that this sounded like it  
35 maybe should have gone through the review process.

36  
37 Mike K. asked if he should draft a letter of inquiry to Susan regarding the email and workshop setup.  
38 Eleanor stated that we spent a significant amount of time presenting the conference details to the  
39 Board. Not that she's opposed to the topic, but has issue with the protocol. Jeff suggested that it  
40 circumvented the peer-review process and that should be addressed.

41  
42 -Abstract update (Eleanor & Ursula)  
43 We have 6 workshops, 7 roundtables, 56 concurrent sessions. Because of length of time, instead of 5  
44 tracks, we'll have 6 tracks to choose from. Ursula shared what we've been working on, as far as  
45 concurrent sessions, including the discussion about adding a 6th tract.

46  
47 Amy asked about the total number of submissions:

1 In total, we had 164 abstracts, and had 16 people review. In the past, Eleanor recalled that we've met  
2 face-to-face, but the last couple of times, we've reviewed via computer/electronically. We didn't reject  
3 any this year. If they weren't accepted as an oral, roundtable, or workshop, they were accepted as a  
4 poster.

5  
6 Bill H: Has anyone ever heard of a rapid response kind of situation where some folks have projects that  
7 come up at the last minute that could be considered very current, or cutting edge, if they might be able  
8 to have a room to present, etc. Eleanor said that in MN, they have something called "lightening talks"  
9 where people are allotted a short time to present a certain number of slides. There were a lot of  
10 abstracts on climate change; bioenergy was identified as a keyword, which could be considered one of  
11 those key talks with regard to an emerging issue.

12  
13 Dean thought maybe we could experiment with an optional evening talk, give it a try and see if people  
14 like that. Susan said we have the space to do that. Monday is the poster session/hors d'oeuvres... it  
15 would have to be after that.. after 7:30pm. Eleanor said we shouldn't do much more than an hour, hour  
16 and a half. Eleanor said she'd work on that, Bill H. said he'd help with that. They'll come up with a  
17 format for how that should be handled. We'll work through the abstracts and placement of the talks,  
18 then address this option.

19  
20 Susan suggested that, we have 6 workshops- a two-hour time slot on Tuesday, if folks don't find those  
21 workshops interesting, and then there could be a "lightening round" during that time.

22  
23 Amy asked for clarification on this process... Bill H. said it's really for folks who have some new project  
24 that they didn't have in hand to submit in the initial call, but will definitely have something to present by  
25 May 2012. It wouldn't be for a full-blown presentation, but something to initiate conversation, initiate  
26 thought.

27  
28 Eleanor said that right now we have some alternate talks to fill in, in case some people aren't able to  
29 attend, or some other circumstance. Those people who are chosen as alternates will be told as much,  
30 but if they're not an oral, then they'll be placed as a poster. The lightening talks/rapid response will  
31 offer some flexibility.

32  
33 The board gave Ursula and Eleanor the go ahead to move forward. We won't announce anything yet to  
34 membership about these options, but maybe announce after the first of the year, prior to the end of  
35 early bird.

36  
37 Amy suggested that maybe we wait even longer to announce this option, so we can avoid people who  
38 were chosen as posters to submit as a rapid response.

39  
40 Eleanor and Ursula are close to finishing the final decisions and will be sending this to Kelley by Friday,  
41 so she can send out letters. We're working with Kelley on the language of those acceptance letters,  
42 which should be going out at the beginning of next week. Our goal was December 1 to send those out,  
43 so we're ahead of that deadline.

44  
45 ITEM 4 - 2014 Conference Bids - Mike Kuhns  
46 California is excited about their successful bid. Mississippi State was disappointed, but okay with it.

47  
48

1 ITEM 5 - Election Report - Jeff Schalau  
2 Jeff got on the phone to folks, and he has a slate of candidates for the upcoming election.

3  
4 President-Elect  
5 Bob Bardon, NC  
6 Sandy Smith, PA

7  
8 Western Region Representative  
9 Chris Jones, AZ

10  
11 Southern Region Representative  
12 James Henderson, MS State

13  
14 Secretary  
15 Mindy Habecker, WI  
16 Julie Miedtke, MN - unsure if she wants to run at this time

17  
18 He has statements from each, except for Secretary candidates.

19  
20 **Motion: Eleanor moved to accept slate of candidates as presented by Jeff. Amy seconded. Jeff said**  
21 **that as long as we understand that Julie may or may not run. She should get back with him in the next**  
22 **couple of days. All were in favor. Motion carried.**

23  
24 Eleanor asked Jeff about Survey Monkey and getting that done and out to membership. Jeff said that  
25 should be relatively easy to update and add candidate statements. All has been saved since the  
26 previous election. Timeline? He thought could go out on Monday. Bill H. said it would take 2-3 hours  
27 work to put together. Bill said he'd be willing to put that together. Jeff will put it all together in one  
28 word document and send to Bill. According to the P & P, its 30 days turn time. If it went out Monday, it  
29 would be due back by Dec. 19th.

30  
31 Eleanor asked if we had new board orientation in December. It's important that that happens. Jeff  
32 thought that the only deadline that's really pushing it for us, that the Pres-elect go to the JCEP meeting  
33 in February, that's not enough time for them to get it on their calendar. Eleanor also mentioned that  
34 the new President will have to select meeting dates and the like. It will be difficult to schedule with such  
35 a tight timeline. Jeff discussed the times that we meet as a Board with the candidates (3rd Wednesdays,  
36 etc) and no one voice opposition. Also, Jeff mentioned the issue of phone availability for next year's  
37 conference calls.

38  
39 ITEM 6 - Website Report - Bill Hubbard and Matt Howell  
40 -Bill and Matt's assessment of feasible website changes based on committee report.  
41 external image vnd.openxmlformats-officedocument.wordprocessingml.document.png ANREP website  
42 review 071311.docx

43  
44 They discussed and found comments totally feasible. A re-design might need additional resources, but  
45 Bill has a graphic guy who might be willing to address it. Mike K. said that resources might be accessible  
46 and that we get an estimate for a total re-design for the website. Bill H. asked for assistance, including  
47 real-life images and real-life updates, situations, current events would be useful.

1 By the next meeting, Bill will discuss with the graphic artist, he'd like some estimate on what we'd be  
2 willing to spend on such an effort. Dean said things were looking okay, but he wondered what it would  
3 take to get the job done. Bill thought that 3-5 potential mock-ups be made of potential design, it might  
4 be 40 hours of work. Mike K. thought \$2000-3000? Bill H. thought so. Mike K. asked the Board about  
5 pursuing the idea. Jeff thought it was worth looking into. Dean concurred. Another way, Bill suggested  
6 that we look at it from a contractual basis. Bill H. will pursue and come up with a plan to work with a  
7 designer.

8  
9 ITEM 7 - NIFA Update - Eric Norland?, National Program Leader  
10 Not present

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12 ITEM 8 - President's Report - Mike Kuhns

13  
14 ITEM 9 - Treasurer's Report - Dean Solomon  
15 -Financial records page.

16 Discussed when the 2012 budget would be discussed. Jeff said that typically would be discussed after  
17 new board orientation, perhaps around February and could either be part of a regular board meeting or  
18 could be a meeting unto itself.

19  
20 Eleanor said that there might be a meeting about how the Board is structured and also utilizes the  
21 "wisdom" of Past Presidents to discuss and pass along some of these insights. Eleanor wanted to make  
22 sure that items that we felt were important on the calls or at past conferences, and making sure that  
23 those items were addressed. Ursula agreed to go through the 2011 minutes to make sure those items  
24 are summarized and presented to the Board to take into 2012.

25  
26 Bill said that he'd be happy to be involved in a meeting to familiarize the new Board with past insights.  
27 Dean thought we should get that on the calendar soon. Eleanor will put together an email regarding her  
28 plans for such a meeting.

29  
30 Adjourn- Jeff motion to adjourn. 2:31PM MT.