

Executive Committee Meeting
September 15, 2010

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(First several minutes, notes taken by Eleanor Burkett, remainder by Ursula Smedly)
Submitted electronically to Executive Committee September 20, 2010 by Ursula Smedly

PRESENT (VOTING):

- Jeff Schalau, President
- Mike Kuhns, President-elect
- Will Sheftall, Treasurer
- Ursula Smedly, Secretary
- Mike Reichenbach, Past-president
- Eleanor Burkett, NC Region Rep
- Amy Grotta, Western Region Rep
- Brenda Allen, Southern Region Rep

PRESENT (NOT VOTING):

- Dean Solomon, Treasurer in Training
- Sue Donaldson

UNABLE TO ATTEND:

- Sandy Smith, NE Region Rep
- Bill Hubbard, Executive Secretary

START: 3:05 PM EST

AGENDA:

Call for additional agenda items

Approval of Minutes from August 25, 2010 - Brenda Allen moved. Mike Kuhns second. Approved.

ITEM 1 -- Membership news -- Bill Hubbard - via note to Jeff - no membership news to report.

ITEM 2 -- Treasurer Report -- Will Sheftall - balances: Operating: \$25,316.40; Savings: \$20,131.46; AK 2010 acct: \$35,328.10 with a \$5,000.00 grant reimbursement coming yet from NIFA. Need to pay a few more participant reimbursements and transfer ARNEP dues to general account. We are not going to be billed for AV tech support from UAF.

ITEM 3 -- Discuss 2010 Officer Elections -- Mike Reichenbach (skipped and on to item 4)

Offices to be filled in 2010:

- President-Elect
- Secretary
- Treasurer
- Northeast Regional Rep - Sandy reported to Jeff that he is interested in running again.
- North Central Regional Rep

1 At next meeting, after bylaws have been approved, this item will be discussed again. Mike R. will send
2 out a call for elections re: NE, NC, treasurer and pres-elect positions. Ursula will serve for another year,
3 appointed by the Executive Committee.

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6 ITEM 4 -- Bylaws Election Outcome -- Sue Donaldson - closed yesterday, Sept 14th. One email said
7 something about the 19th so we do need to keep it open until the 19th. 79 votes so far. 78 Approved all
8 bylaws in one fell swoop*, one voted on items and yes to all except one on the quorum. Will close next
9 Monday 9-19-10 and Sue will send a PDF with the voting record.

10

11 * The changes to the ANREP bylaws were been approved by a vote of 78 to 1, meeting the requirement
12 for a two-thirds majority. (according to email sent to URS by Sue Donaldson, 9/21/10)

13

14 The section from the original bylaws that pertains to amending the bylaws is shown below.
15 "The Bylaws of the Association may be amended by a two-thirds majority vote of the members voting at
16 the membership meeting where a quorum is present, or by electronic means through an affirmative
17 vote of at least two-thirds of the responding members. The ballot shall include a copy of the proposed
18 amendment and the portion of the Bylaws that are affected. Ballots must be mailed or distributed
19 electronically to all members at least thirty days in advance of the close of balloting."

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22 ITEM 5 -- Conference Wrap-Up -- Eleanor Burkett/Mike Reichenbach

23 - Refunds of study tour/planner fees

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25 Eleanor- had meeting a week ago regarding wrapping up the conference. The final wrap up is being put
26 together by Eleanor, and Mike R. Will will be working on a detail of the budget expenditures and
27 income from the conference to go along with this report. The November meeting will be when Will will
28 present that report. Perhaps that meeting might be best time to present Eleanor and Mike R.s report.

29

30 Re: refunds of study tour/planner fees

31 Eleanor stated that there be a recommendation to Jeff as president that there should be reimbursement
32 of study tours.

33

34

35 Jeff write a letter to Ron and Peter stating that we feel that they should have gotten their fees covered
36 for the pre (Ron) and post (Ron and Peter) conference study tours and that we would like to reimburse
37 them. Would they want a check cut to them, to their University or to another fund/organization? They
38 could also give this to the ANREP organization if they choose. This would be for the full amounts of the
39 study tours.

40

41 Jeff was unclear of who paid for which and for what. Mike R. suggested that we let those folks know
42 that our group decided that they ran the events for us and that we never expected them to pay for
43 them. Mike R. felt that they should be the ones to explain how they paid for the tour.

44

45 (Will Sheftall's edited report with accurate figures/dates, emailed to Ursula after conference call
46 9/15/10)

47 ITEM 6 -- Discussion of Conference Revenue and Expenses -- Eleanor Burkett/Mike Reichenbach

1 RECOMMENDATION TO THE ANREP BOARD (amount of revenue, once all the income is collected and
2 bills paid, will determine the actual amounts for numbers 2 & 3 below) :

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4 1. Transfer \$10,000.00 to the ANREP saving account (for two transfers of \$5K into the general operating
5 budget's checking account in FY 2011, FY 2012 - half each year) to help fund our JCEP obligations. The
6 greater amount of conference proceeds that we can escrow from our 2010 AK conference (\$10K
7 proposed vs \$3K projected in our FY 2010-12 Association Budget) might allow us to cover one currently
8 un-funded need (~\$2400/yr for a 3rd officer to attend the JCEP Board meetings 2x/yr).

9

10 2. Buy a no risk investment with half of what is left (up to \$17K is Will's recommended cap). The CD
11 should mature in Dec 2014. The current savings account contains an escrow of \$5030/yr for 5 yrs which
12 represent our Galaxy III proceeds and planner travel reimbursement. This yearly escrow amt (\$5030) will
13 be our annual Galaxy income stream through FY 2014. We didn't begin drawing on the Galaxy III monies
14 until two years afterward (FY 2010 for Galaxy III held in 2008). The 2013 Galaxy IV is expected to return
15 significantly less to us in proceeds than we realized last time -- maybe \$6K - \$10K total for 5 annual
16 draws of \$1200 - \$2000/yr, which will give us around \$3000 - \$3800/yr reduction (Will's guess) in annual
17 income FY 2015 - FY 2019 in comparison with FY 2010 - FY 2014. We are fine, budget wise, until 2015,
18 when we will start drawing on the reduced Galaxy IV proceeds, assuming that we don't lose money in
19 NC in 2012 — whose proceeds will provide income to our operating budget in FY 2013 and FY 2014. But
20 we will need to replace the 5-year loss of \$15K-\$19K from Galaxy that represents a \$3000 - \$3800/yr
21 reduction (again, Will's guess).

22

23 3. The ANREP board would decide how to allocate the other half that is left. For example:

24 a. Scholarships for members for professional development (ANREP conference or other)

25 b. Draw for the next conference (to help cash flow), as a buffer if the conference attendance is low,
26 use some to pay for awards for poster contest etc.

27

28 Eleanor thought we might go through the process of voting on this.

29 Motion: Eleanor to approve recommendations as written.

30 Second: Will

31 Discussion:

32 Will suggested that we table and think about these options for next meeting.

33

34 Amy needed clarification on the amount in question. Will: conservatively \$31-32K . Amy clarified that
35 the monies would be split three ways. Jeff suggested that if it were \$38K, then 10 would come off the
36 top, 14 would go into investment and 14 into item 3.

37 Amy asked if \$10K was what it would take to cover the general operating obligations.

38

39 Will stated that the 2008 Madison WI conference yielded about \$9,300 (our half only; total proceeds
40 were split with UW-M Wildlife Dept which was our host cmte). Our half -- the \$9300 escrowed in our
41 savings acct -- has provided ~\$4600 income/yr to our general budget (operating checking account) in FY
42 2009 and FY 2010. The \$10K proposed for escrowing now from the AK 2010 proceeds would maintain
43 that level of funding in FY 2011 and FY 2012, for meeting our annual JCEP obligations. (The travel costs
44 for ANREP participation in JCEP Board meetings and JCEP events like PILD and JOE make up the bulk of
45 our ANREP expenditures. Our other association expenses -- awards, Webmaster, Executive Secty, etc --
46 are covered by membership dues.)

47

1 Amy also thought that item three is good to leave as flexible as possible, in order to allow for possible
2 funding of programs that represent ANREP.

3

4 Jeff suggested that we could also go ahead and do this for a couple of years and see how it goes and see
5 if those monies are adequate.

6

7 Will clarified that in response to Amy's questions, an additional \$10K-\$17K placed in a CD or other no-
8 risk investment this Dec 2010 would be liquidated and put into our savings account in Jan 2015, to
9 augment the Galaxy IV proceeds from which we'll begin to take annual draws beginning Jan 2015.

10 Looking at our savings account right now, we have in escrow our annual draws of \$5030 from the Galaxy
11 III proceeds to transfer into our operating budget for FY 2011-2014. More than 50% of the ~\$25K in
12 Galaxy III money that came to us in 2009 was to reimburse the ANREP Treasury for our four years of
13 travel reimbursements paid out for member expenditures to attend Galaxy III planning meetings. That
14 travel was undertaken by our two ANREP members who served on the Galaxy planning team. We won't
15 get this type of reimbursement again, since JCEP will from now on reimburse all Galaxy planning team
16 travel directly, over the four years of conference planning. ANREP has gotten (2008 and before) and will
17 continue to get a pro-rata share of Galaxy registration and exhibitor fees. But since 2008, the formula
18 for distribution of Galaxy proceeds has been changed by the JCEP Board in a way that will reduce our
19 pro-rata share. The CD or investment could make up for that loss from Galaxy -- completely, or at least
20 partially. We won't know the exact deficit until the dust settles after Galaxy IV in 2013 -- likely sometime
21 in 2014.

22

23 Jeff suggested that we table this and continue discussion for November's meeting.

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28 ITEM 7 -- Minnesota Natural Resource Extension Professionals (MNREP) -- Eleanor Burkett

29 Eleanor has reviewed guidelines for chapter membership and stated that Minnesota intends to petition
30 to be an affiliate chapter of ANREP.

31

32 She requested whether or not an ad hoc committee be formed to investigate the formation of a
33 chapter. They have written up a first draft of bylaws based on discussion with Arizona and looking at
34 their bylaws. Their Extension annual conference is at the beginning of October and the group will meet
35 at that time to see if more folks are interested. Jeff said that he would be glad to appoint an ad hoc
36 committee when we receive a copy of the bylaws or we can appoint a committee now. Jeff thought that
37 he would be happy to serve on the committee, Ursula will serve to take minutes, and the NC regional
38 representative (Eleanor for now), who would be the interface between the Executive Committee and
39 the proposed Chapter. Sue would be willing to help with this as well, as Chair.

40

41 Minnesota affiliate chapter committee

42 Sue Donaldson, Chair

43 Jeff Schalau, Committee Member

44 Ursula Smedly, Committee Member, Secretary

45 North Central Representative, (currently Eleanor Burkett), Committee Member

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1 ITEM 8 -- Contract for 2012 ANREP Conference

2 Jeff invited Susan Moore to come on, but she was unavailable today. She's interested in joining us down
3 the road, especially in the report from Eleanor and Mike R. Also so she can understand the ins and outs
4 of putting on the conference.

5

6 Mike R. concurred with Jeff's comments. He thought there should be several people working with
7 North Carolina, and he has volunteered to help out, considering his experience in past conferences. He
8 felt that we need to help put together a committee. He cannot serve in a Co-Chair position. Eleanor
9 would also be willing to help out, but not necessarily in a co-chair role. Brenda will be also available to
10 help out.

11

12 Jeff also invited Diana Rashash to our meeting, as an open invitation to our new newsletter editor. He
13 felt that it would be important in the future to invite this position to attend when she can.

14

15 Mike R. commented that our bylaws does allow for our Pres-Elect to be a conference co-chair. But, he
16 questioned, at what point in time do we select that chair. If we do so now, that would be Mike K. as
17 Pres-elect. We should have the President currently serving the year previous of the conference.

18

19 Mike K. said that when Utah made their bid, they assumed and offered to have someone at the location
20 to be one of the chairs.

21

22 Jeff said that when Eleanor and Mike R. decided to take on the positions of co-chairs for Alaska, they did
23 so voluntarily, not necessarily because Mike was the President. Jeff suggested that we table this until
24 we decide who needs to fill those positions and we can do so at that time.

25

26 Will suggested that it might be difficult to be Chair and President at the same time. Perhaps that needs
27 to be rethought.

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30 ITEM 9 -- Develop a list of ANREP members who will review Promotion Documentation or Extension
31 Pubs? Sue Donaldson

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33 Jeff- NAFCS extension people have such a list. They have someone in charge of the list, they have pdf
34 docs on a website. That might not be the way we chose to do it.

35

36 Sue- her area director has been interested in getting lists of reviewers together and asked her if ANREP
37 would be willing to put such a list together. The issue will be how to structure such as list and keep it
38 maintained.

39

40 Mike K- had an idea that when people joined ANREP, they could check a box indicating interest in
41 reviewing. That would be just to get it started. Sue suggested that when dues notices go out that
42 recommendations would be made to go in and update interests on the website.

43

44 Jeff- at this point, we don't individually manage our info, we send requests to Bill and/or Matt. Perhaps
45 we find out from Matt how difficult it would be for members to manage this kind of information. There
46 is also the issue of ranking within institutions. NAFCS also includes biographical information about
47 reviewers. Also individuals from states can explain their P & T process. Perhaps we can develop out
48 some listing of bits of information and how it might work and send it out electronically to work out.

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Sue questioned whether or not this is a valid initiative.

Mike R. stated that he thought that this is a good initiative and would be of little to no cost to ANREP.

Amy suggested that we query folks, members, program leaders and the like to see if this might be useful for them. Before a lot of effort goes into it, Amy feels like there might be an inquiry.

Jeff, as a county director, he supervises the process when an employee submits names, but also has used the lists.

Brenda supported the effort.

Jeff would be willing to work with the exec committee, especially in his past-president year. He suggested that we visit with Bill Hubbard and see how much time Matt would have to work on something like this. If not, we'd almost need someone committed to work on this, or perhaps delegate this to a committee. The easiest route might be to manage this electronically.

Action: Jeff will talk to Bill and mention idea and see if we can do electronically through Matt and if not, then we'll come up with another route, either find funds to support him or come up with another plan.

Will suggested that we send letters of appreciation to those members who were not able to be at the conference, especially those who ended their terms of service. Especially to Almeshia and her term of service as newsletter chair.

Also, membership and dues issue. Will stated that there is a mess going on with regard to paying for state and national dues with a credit card were not on the membership for Florida all year. We need to ask Bill and Matt to revisit the website and make sure that the data that is collected and associated procedures that the information gets through, to see who is paid and who is not.

Jeff stated that other organizations, like NACAA, there are set deadlines for payments otherwise there is loss of delegate/voting.

Will clarified that it is just basic information to collect, for example, which year is being paid for between national and state dues. Also we need a standard date or schedule for collection of dues and membership records across the board. States are slow in bundling dues and sending them in.

Action: Jeff will add this item to discussion when he talks with Bill and/or Matt regarding reviewer information.

Motion to adjourn: Mike K.

Second: Will

Adjourn: 2:56 MT

President will post and announce results electronically.