

Minutes

ANREP Executive Board Meeting by Conference Call
13 NOV 2007, 3-5 PM EDT

In attendance:

Viviane Simon-Brown, Pres, Chairing the meeting
Sue Donaldson, VP & Pres-elect
Ben Jackson, Past Pres
Bill Hubbard, Exec Secty
Ed Smith, Western Region Rep
Dave McGill, NE Region Rep
Will Sheftall, Southern Region Rep
Almeshia Brown, CSREES-NNSLE liaison, and new ANREP newsletter editor
David Drake, UW-Madison, Wildlife Dept, representing the 08 Conf Host Cmte

Absent:

Andy Londo (Secty)
Larry Biles (Treas)
Mike Reichenbach (NC Region Rep) – provided comments and clarification via e-mail on 14 NOV; incorporated into Minutes

Meeting was called to order by Pres Simon-Brown. Introduction of participants.

Proposed agenda distributed via e-mail was approved by consensus.

2008 ANREP Conference:

Agenda – Mike (via e-mail): Mike is organizing the Skills Building Workshops, and the Concurrent Sessions. Ben is working on the General Sessions. Ben: Mike has assumed responsibility for notifying speakers. Only limited feedback received thus far.

Response received from Jim Miller. Was offered a poster presentation, but Jim indicated that his topic was not conducive to be presented as a poster, so he has rescinded his abstract. Topic is present lack of an Ext Wildlife Program Ldr at CSREES. Ben has been copied on the correspondence between Mike and Jim.

David: Has talked with Mike about Miller's abstract. Reminded Bd that Jim is the past National Ext Wildlife Program Ldr, and well positioned to assist in solidifying the emerging partnership between ANREP and Ext Wildlife & Fisheries faculty. Jim has a number of national-level colleagues as co-authors on this abstract, including Scott Craven. Suggested that Jim's abstract be an oral presentation given at the closing Plenary Session, complimentary to his own (David's) "Pony Express" paper. Ben agreed with David's proposal. Sue and Viviane recalled the ANREP Bd decision as being based on

the abstract's policy topic (as opposed to program), and abstract content being focused on past history (rather than future). Discussion ensued. All agreed conf needed to end on a future vision note. Consensus was that David will work with Jim (and co-author Scott) to develop a unified "Future Vision" section for the Fri morning General Session, to consist of both his and Jim's oral presentations, and will get sign-off from Mike and Ben on the revised abstract from Jim. There was discussion as to whether David would shorten his allotted presentation to accommodate Jim, or whether we would sacrifice one of the two 20-min slots for Gold-Award winner presentations at the end, and slide the Bd Mtg back by 20 min. Issue was left for Mike and Ben to consider and resolve. Mike (via e-mail): The solution to the Jim Miller request is most appropriate. Mike is in agreement on whatever time arrangements Ben makes to Friday's schedule to make this work.

Ben: Other response received is from Elaine Andrews (UW-Madison). She had asked for a workshop, and was offered an oral. There was discussion about workshop schedule being full. Will: Recounted a recent e-mail conversation with Mike about his having heard Elaine present her workshop at the Ext So Region WQ Conf in Fayetteville, and had suggested to Mike that she might be asked to present it in Madison to satisfy the Bd's interest in offering a CBSM-themed skills workshop. Mike reminded Will that Elaine's abstract had been allocated that CBSM workshop slot, for 1.5 hrs, per her abstract theme and request. Ben will check on this with Mike, to see if the wrong info was inadvertently been sent to Elaine.

Mike: The Elaine Andrews workshop request in question was one that we as a group, we said she could do as an oral, since we decided not to pay for and offer internet connectivity. The confusion is that Andrews is a co-author on the CBSM paper #36, which is slotted for a long session during the Tues skills-building workshops. Elaine's pilot project, abstract #7, was provided a 30 minute oral. This doesn't seem to work for her and may be in conflict with what she expected. **Mike requests guidance from Viviane on how to proceed.**

All agreed that a complete, draft conference agenda is needed for reference in discussions of this nature. Viviane and Sue referred to Will's notes taken in Madison. Mike: Has spoken with Bill about getting the agenda posted on our ANREP website by early December. He will work with Bill to get this done.

Registration – David: Reported that the host site would soon finalize the conference registration Web-site, on-line registration form, "Save-the-Date" postcard (pending final selection of photo, which Viviane left in their hands, to choose between two tied finalists [Lakecity and Chairs]), field trip details and sign-up, and regional/local tourism and weather links. The Mayor has been contacted about giving the Plenary welcome address. Discussions are ongoing with Ext Dean and the Leopold speaker. David will look at the 2006 program materials on the Web, per Sue's tips, for guidance on how to set up the registration pages in the style of the last ANREP conference.

Scholarships – Viviane: We need to look into the history of past Board scholarships before re-inventing a process for handling scholarships. Bill: To his knowledge, ANREP

has not provided scholarships before. Ben: Doesn't recall scholarships being offered before the 2006 conf, but he thinks there were 5 offered in 2006 at \$300 each. One of this year's scholarships will be awarded in Bruce Wilkins' memory.

Will: Offered to bring to the Exec Bd in early 2008, as new Treasurer, an assessment of funds prudently available for use as scholarships, to support member attendance at the Madison conf. We also have the Bd policy, recently developed by Mike and Will, which pertains to student support for conf attendance. Consideration of what can be offered was tabled until then. David: Early registration for the conf won't close until late Apr or early May. Consensus was there's still time to defer a decision on this and offer a scholarship application process for the 2008 conf.

Ben: Has an interest in serving as historian for ANREP, to consolidate, archive and synopsise records documenting the birth and early years of ANREP's existence, Exec Bd actions that are precedents (such as scholarships) – when he gets some time (after the 2008 conference). A motion was made, seconded and approved to name Ben Jackson “ANREP Historian” beginning in 2008. Viviane: Asked Almeshia to put this news in the Feb 08 newsletter.

Conf Volunteers – David: Asked if a poster on an easel in each of the two conf hotel lobbies would suffice in lieu of “welcome cmte” hosts to answer guest questions and provide conf directions and on-the-town tips. Viviane suggested that would be adequate, but if live volunteer hosts are available, that would be better, but that David and his crew should not try to fill these volunteer slots themselves.

David: Elaine Andrews is coordinating the conf volunteers. Sue has sent her a list of possible tasks. Viviane suggested that new members who've joined since the last conference be tapped first as volunteers, to give them a chance to get involved right away. Bill: Will forward the list of new members to Viviane.

Membership:

Roster – Bill: We currently have 592 members, and are carrying ~73 “members” who haven't paid 2007 dues, 160 “members” who haven't paid 2006 or 2007 dues. We thus have a 60% retention rate. So we're carrying members who haven't paid since 2005. Do we purge? When? Last year, Bill purged those who hadn't paid since 2004. Consensus was that we first should try to re-enroll the lapsed members for 2008. Bill will send the list of lapsed members in each region to the 4 regional reps, so they can make a stab at soliciting re-instatement for 2008, any way they want. Process will give regional reps opportunity to connect with our “constituents.”

Sue: We should ask lapsed members why they have not paid their dues. Reasons might vary. Should we do a survey money survey?

Dues Collection – Bill: Dues may be payable by credit card in the future.

Membership Chair – Sue: Has recruited Joann Skelley at UNV to be Membership Chair. She comes highly recommended by Sue. Joann is interested in taking this on. Approved unanimously. Viviane will send a letter of official appointment/appreciation for taking on this leadership responsibility.

Membership Survey – Sue: Reported that a membership survey instrument was drafted by the ANREP Professional Leadership Dev Standing Cmte (Mary Lou Addor, Eleanor Foerste, and Susan Pater – authors). It was never administered. Sue has a copy. She proposes collecting data and presenting at the 2008 conf business mtg. Sue and Viviane will look over the survey questions and add to it/tweak it, and get with the authors about helping with Survey Monkey mechanics and co-presentation. They will consider incorporating questions about why folks haven't renewed their membership. Will send out in March to the entire membership, and will link it to the 2008 conference Web registration page.

Finances:

Treasurer's Report – Viviane: Treasurer's report was circulated by e-mail. Everything is in order, and finances look good.

Audit – Ben: Finances are in good shape, thanks to good work of Treasurer Larry Biles. An official audit was conducted when the books changed hands from Deborah Hill to Larry Biles. Cost to ANREP was \$1500 for a professionally-done, "limited" audit. This level of audit was requested by Larry. Does Will request the same, as incoming ANREP Treasurer.

Will: Internal Audit would be sufficient if no issues are discovered that can't be resolved to the satisfaction of the ANREP Audit Cmte.

Ben: Charles Rice is Chair of Audit Cmte. Ben is Exec Bd liaison. Ben will get with Charles, and select a 3rd member for the Audit Cmte (another ANREP member, or perhaps a UGA accounting faculty member?) and get an internal audit done as of Dec 31, 2007.

Ben: Has been impressed with the JCEP bookkeeping and treasury process. Ben will look into how they do it, what software they use, etc, and relay this info to Will as incoming Treasurer.

Election Results:

New Slate of Officers – Ben: Reported election results. No opposition or write-in's in opposition to Mike Reichenbach for Pres or Will Sheftall for Treasurer. Full results reported as follows:

President-Elect – Mike Reichenbach, former North Central Regional Representative, University of Minnesota, Cloquet Forestry Center, Cloquet, MN

Treasurer – Will Sheftall, former Southern Regional Representative, University of Florida, Leon County Extension Office, Tallahassee, FL

North Central Regional Representative – Eleanor Burkett, University of Minnesota, Brainerd Regional Center, Brainerd, MN

Southern Regional Representative – Brenda Allen, Auburn University, School of Forestry and Wildlife Sciences, Auburn University, AL

They join the other members of the 2008 Executive Committee:

President – Susan Donaldson, University of Nevada, Reno, NV

Past President – Viviane Simon-Brown, Oregon State University, Corvallis, OR

Secretary – Andy Londo, Mississippi State University, Starkville, MS

Ed Smith – Western Regional Representative, University of Nevada, Carson City, NV

Dave McGill – Northeastern Regional Representative, West Virginia University, Morgantown, WV

Bill Hubbard – Executive Secretary, Southern Regional Extension Forestry, Athens, GA

Ben: Has written a note of announcement and congratulations to those who won, and a thank-you note to those who offered their services and stood for election but didn't win. Ben will send Sue those names for use as a pool of candidates for appointments to Cmte Chair, PILD, and other service positions.

Newsletter:

Editor Almeshia Brown: One newsletter per season (winter-spring-summer-fall). Will send out newsletter article requests and deadlines. She will have two weeks to pull together each issue after the deadline for submittal of contributions. Due dates for submittals will be on the 15th each quarter (Jan 15th 2008, for instance), and every 3 months thereafter. Publication will follow in early Feb, May, August, Nov. Will include the Prez Corner, 'bragging' or asking for help section, articles on ANREP functions, NR Ext programs. Include pictures! New members section. Comment section, with electronic link for comments to be sent to the editor immediately. Networking section. Announcement of nation-wide workshops. ANREP position openings (elected officers, cmte chairs, etc). Acronyms section. Electronic distribution.

Awards 2008:

Viviane: Cmte Chair Joan Bradshaw not able to be present this mtg to discuss process for 2008 award nominations/submittals.

Will: Has briefed Joan on the decisions made at Exec Bd mtg in Madison regarding when and how the presentation of awards for 2006 and 2007 will be made.

Bill: Will handle the ordering, proofing and transportation of 06 & 07 ANREP Awards plaques and certificates to Madison. Cost in 2006 was ~\$1300.

Next Exec Bd Mtg via Conf Call:

Viviane: Dec 11, 12-2 PM PDT (3-5 PM EDT). Agenda will include discussion of what day of week will work best for 2008 conf call mtgs, and set up a schedule. Cmte Chairs will be invited to participate in this mtg (Viviane e-mailed a “save-the-date” invitation on 14 NOV), and provide cmte reports. Mike: Asked that Viviane include for discussion the topic of ANROSP, and opportunities for ANREP–ANROSP collaboration.

Respectfully submitted,

Will Sheftall, So Region Rep
Standing in for Secty Andy Londo
13-NOV-07