

**Minutes**  
**ANREP Executive Committee Conference Call**  
**October 14, 2008, 3 -5 pm Eastern Time**

Attending

Sue Donaldson, President  
Bill Hubbard, Executive Secretary  
Will Sheftall, Treasurer  
Mike Reichenbach, President Elect  
Eleanor Burkett, NC Rep  
Brenda Allen SE Rep  
Almeshia Brown, Communications Committee Chair  
Ben Jackson, Past President 2007  
Bob Wheeler, Local Conference Chair 2010

Absent

Viviane Simon-Brown, Past President 2008  
Ursula Rosauer, Secretary  
Jeff Schalau, Western Rep  
David McGill, NE Rep

1. Introductions and input
2. Proposal to make Communications Committee Chair an official liaison to the Board - Sue will poll the board members not present to see if they will agree. Board members present agreed to the proposal.
3. Proposal for Arizona Chapter - Chapter name, details and chapter bylaws will be submitted to the board in their petition. Ben Jackson, Jeff Schalau, Ursula Rosauer & (and to-be-appointed Western Regional Rep) will work on the details for the petition and best way to form a chapter in Arizona. Ben will facilitate first meeting of the subcommittee. Need draft bylaws for approval by Exec Committee. Discussed whether national nonprofit status applies to state chapters. There may be issues related to event insurance and liability. Put something in the bylaws requiring event insurance with national level as additional insured. Other issue is related to audits - state chapters provide audit results to national level?
4. Western Regional Representative selection (1-year term to complete Jeff Schalau's term) - Mark Apel, AZ, Darcy Batura, Wash. & Jim Freed, Wash. have all agreed to be considered as Western Region rep. Their information will be compiled and a ballot will be sent to the Executive Committee. Will be voted on electronically by Exec Board. Mike R. will ask each of the three to submit a short statement as to why they are interested in serving in this position. The information they submit will be forwarded to the BOD as part of the election. Sue will create a list of duties for the regional reps and will forward to Mike (he will include in the request for information email).

5. Covering expenses for final ECOP Forestry and Natural Resources Taskforce meeting - November 20 - 21st - Washington, DC, (Janean Creighton) - Janean is not available to go. Bill Hubbard is available, and has agreed to represent ANREP replacing Janean. He won't need expense reimbursement. He has the ANREP background. Mike is going to brief Bill on the 2010 conference prior to the meeting.

6. Purging membership database - names to be removed from the ANREP member list, if they have not paid their 2008 dues as of 9-15-08. This will become a standard procedure (dues must be paid by 9-15 of each year or they will be removed from the membership list). We will have a separate database for marketing purposes.

7. Progress on credit card payment for dues – update from Bill - Bill hopes to have this resolved by December this year so we can do online memberships by 1/2009.

8. February Regional meetings - Mike, Jeff and Brenda are working on the logistics for these meetings and content for a 3.5 hour meeting on the second day during what was time for association meetings. Mike is working to get some of the meetings via Internet. Content will be posted on JCEP and ANREP websites.

9. 2010 Conference updates -

a. Presentation by Eleanor and Mike - Mike showed the (4 minute) PowerPoint presentation that will be posted now on the ANREP website. Bob talked about a potential three-day tour to the Tulick Range, and a (7 minute) video that we can also use as promotional material for the conference. There are many other potential tour sites, from the Cold Climate Housing Research Center on campus, to a 3-day tour to the North Slope, to Chena Hot Springs and Wickersham Creek Trail. Please start promoting this to your ANREP and other Extension colleagues and tell them to mark the dates. Bob also is working on activities that would interest families. The local (UAF) committee is going to come up with list of tours and activities. The conference committee will present them to the board. We want to continue to update membership and promote the Alaska conference and family vacation experience with details as soon as we can.

b. Conference dates - June 27 - June 30th. Possible to have tours prior (June 24 - 26), and post (July 1 - 3) conference. Need to know costs for the tours so people can make decisions.

c. Conference structure and responsibilities - Call for papers will be made once we have selected a theme. Bob is working on theme ideas for selection by the Board. Planning to release call for papers in January to get people thinking about ideas and build excitement. He will contact Mike Kuhns for help in electronic submission of abstracts. We will not have an on-site meeting to select papers. Instead, we'll use a Web-based system and form a committee, perhaps with input from Regional Reps. When reviewing papers, will consider thematic session suitability, workshop suitability etc. Papers will then be somewhat pre-sorted and characterized. Deadline for papers would be June 15, 2009, extend to Aug. 15 (or July 15?) with decisions and notification by Sept. 1 at the very latest. We'll open up call for papers to other extension associations and market the conference to them. We'd have one person from each of the associations serving on the committee to help select papers. Will feels we should structure committee so ANREP members are a majority. Mike wants to have the criteria well-formulated prior to paper selection. Need to maintain statistics on number of papers accepted vs. rejected

for those who need the info for their dossier. We need to make sure we notify authors that their paper has been accepted 9-12 months prior to the conference so they can get airline tickets.

d. Conference theme(s) - to be determined using method similar to that used in the past. Board will vote on theme from a list of suggestions.

e. Sponsors/donors - need someone(s) to design a brochure to market to oil companies etc. for sponsorship (ANY VOLUNTEERS?). Ben put together info for sponsors. UAF planner can devote 5 hrs/week to planning (Cherie). We get her the info, she can format the brochure. There is no cost to ANREP for her time until January when Cherie will be making some changes in her employment. Currently UAF is not expecting a split of revenues. Mike is working on an MOA to clarify what UAF will offer. ANREP will get facilities at same cost as UAF staff.

Finances - we'll be handling all the conference finances, except registration fees will come into Fairbanks Conv and Visitor's Bureau (no charge to us except for the credit card processing fees). We will need some form of agreement with FCVB so we can get the income transferred to ANREP on a timely basis so we can pay bills.

f. Timing of announcement of Alaska location/dates; electronic advertising & Web site - need to actively market and let people know that they need to purchase airline tickets well in advance (9-12 months). There's an interest in multi-state projects - Mike wants to build in some time to develop projects during the conference.

10. Committees – which are essential? (did not get to this item)

a. Work on membership and schedule reports

11. Future meetings

a. New member orientation (Ursula, Sandy, Western Rep.) will be held on Dec. 16 after Board meeting. Call will start 1 hour earlier than usual (2 pm Eastern or 11 am Pacific time)

12. 2009 Meeting dates: Jan. 20, Feb. 17, Mar 17., Apr. 21, May 19, June 16, July 21, Aug. 18, Sept. 15, Oct. 20, Nov. 17, Dec. 15

13. Other business