

**ANREP Executive Committee
Conference Call
March 18, 2008**

Attendance: Andy Londo, Joan Bradshaw, Mike Reichenbach, Sue Donaldson, Will Sheftall, Eleanor Burkette, Vivianne Simon-Brown.

1. Introductions and input

Joan Bradshaw motions to approve minutes from previous meeting, Sue Donaldson (second), motion is approved.

2. Conference updates: 65 people registered so far for the biennial meeting. Budgets and planning were made for 200-250 participants.

a. ANREP

i. Additional speakers – who and when? Need follow-up and scheduling.

1. Sue contacted Colleen Hefferin about her schedule and ability to attend the meeting. Colleen is giving the CSREES update.

ii. Sponsors and exhibitors

1. If you know anyone who would be willing to be a sponsor or exhibitor, please do so. These funds are important to ANREP.
2. We can contact those people we've worked with/helped out, businesses we frequent, etc. Sponsors don't need to be from companies. Don't be afraid to ask.
3. Have the state champions and state chapter leadership get involved soliciting sponsors and exhibitors.
4. May want to donate time/expertise rather than an item. This will allow the donor to make contact with someone they wouldn't normally work with.

iii. Scholarship committee

1. Three scholarships will be given to cover the cost for the early registration, however we don't have any guidelines as how to select those recipients.
 1. We should give one to a first timer, one to a student, and one who is a contemporary of Bruce Wilkins— (Someone who is a long time ANREP member)

- iv. Field trip costs for volunteers – do they sign up? What about lunches? (Suzanne Wade)
 - 1. Should we provide volunteers with free field trips and lunches?
 - 1. We'll talk to Suzanne to see how they worked up the costs for the field trips. If the budgets were determined, including volunteers, then we can comp the seats, as well as the lunch.
 - 2. We need to develop some guidelines covering this issue so that it doesn't have to be addressed each time we put together an annual meeting.

- v. Presentations on Gold Award Winning Programs on Friday – has anything been done?
 - 1. Has anyone been contacted to be a speaker?
 - 2. During the Madison planning meeting, we discussed adding in some speakers..
 - 1. We have three talks, Dan Kugler, Jim Miller, and David Drake.
 - 2. We may have to have the 2006 and 2007 award winners present at this meeting, and have the 2008 and 2009 award winners to present at the next conference in 2010.
 - 3. We will use one of our Galaxy time slots to highlight 3 ANREP gold award winners. Kind of a best of ANREP highlight.

- vi. Business meeting content
 - 1. We'll discuss survey results
 - 2. Policy Manual
 - 3. We need to make it more interactive, to keep people there, talking to each other, and increased the amount of volunteerism for committees.
 - 4. Vivianne and Susan will work on the business meeting.

- vii. What else needs to be done?
 - 1. Susan will order the water bottles and the luggage tags.
 - 1. Both will be made of recycled/green materials.
 - 2. Mike wants everyone to follow meeting developments on the ANREP website. The meeting program will be made up from the information on the website. If you see something that needs changing, contact Mike R.

3. Susan will reserve a suite starting on Monday at the Best Western. The officers should try to stay at the Best Western in case we need to meet.
- b. Galaxy
 - i. Need replacement for Tupas session
 1. We will use this time slot to highlight 3 ANREP gold award winners. Kind of a best of ANREP highlight.
 - ii. The Chair of the Awards Committee on the Galaxy III Planning Committee needs to have some representation from ANREP – Joan?
 1. Joan has agreed to help with this.
 - iii. Marie Blythe needs an ANREP member to help with promoting the auction and recruiting members to help with the actual auction
 1. We haven't had any takers for this.
 2. We can sign people up at the meeting in Madison.
 - iv. Content for business meeting
 1. This will be taken care of at the Madison Meeting.
 - c. JCEP Regional meetings - 2009 planning – who wants to participate?
 - i. We need to get state chapter officers involved.
 - ii. We can have a state champion and chapters breakfast meeting on Thursday morning to discuss this and other issues.
 1. Mike R. will check with the local committee about the breakfast costs and will add it to the meeting program.
3. Need someone to attend NACAA conference July 13 – 17, North Carolina
 - a. We have several members who have already indicated that they are going to attend the NACAA meeting in North Carolina. Whoever represents ANREP will be a member of the JCEP traveling team.
 - b. Andy Londo will officially represent ANREP.
4. Budget update and financial planning
 - a. External Support Committee – earmarked amount
 - i. We need to be able to support ANREP members serving on various committees and in different activities. This may require that we limit the amount of support we provide to each one.
 - ii. To make up a potential budget deficit, we can:

1. raise dues
 2. cut costs
 3. increase membership
 4. limit the amount of support we provide to member serving on ANREP's behalf.
- iii. What ever it is we decide to do, we need a formalized plan to ensure the long term financial stability of ANREP.

b. State chapter payments – add on to National Dues registration form?

5. Travel policy

ANREP TRAVEL POLICY (3-3-08 draft for Board consideration)

Reimbursable expenses include registration fees, transportation expenses for the least expensive mode of travel, half of the cost of a hotel room, the actual cost of meals (not to exceed GSA rates), tips, parking and mileage. The ANREP board will set mileage rates at their first board meeting of each year. If no mileage rates are set; GSA rates currently in effect will be used. Private vehicles should not be used when the cost of a rental vehicle with unlimited mileage is less than the cost of the private vehicle.

Expenses should be submitted to the ANREP treasurer with all receipts and a note describing who is to be reimbursed (name and address), and the purpose of the trip. Receipts for meals are required. Single room expenses will be paid when a roommate was not available or when medical conditions make sharing a room inappropriate. Travelers need to document their effort to find a roommate. Travelers should also document their effort to reduce travel costs.

6. Policy handbook and membership handbook
 - a. Mike R. is working on making changes to this. Anyone interested in assisting can contact Mike.
7. Funding request – 4-H Forestry Invitational – tabled from Jan. and Feb. meetings – need External Support Committee Chair and Members
 - a. Motion made by Mike R to not support the Forestry Invitational. Motion passed.
8. Elections update – when will Western Region rep position be filled?
9. Appoint Executive Board liaisons to the remaining committee chairs
 - a. Emerging Issues Committee, Mark Hostetler
10. Prioritizing, publicizing and positioning ANREP initiatives

Call information

1. Total number of lines 15; number of calls originating outside the U.S. 0
2. Duration of time has been set for 2 hrs (3 - 5 pm EST and noon – 2 pm PST)

3. On campus, dial in number 820014
4. Local participants should dial 706-542-0014, long distance calls originating within the U.S. dial toll free 1 866-652-6689
5. Conference Bridge code number 74 followed by #

* This toll free number is for U.S. originated calls only and will not pick up charges for calls originated from outside the United States or from U.S. territories. These callers will be responsible for paying any charges incurred. If a department wishes to incur the cost for calls originating outside the U.S., an operator will need to manually establish the conference call and charge the department' s authorization code.