

ANREP Conference Call

April 15 12:00 noon to 2 p.m. Pacific Time

Present: Mike Reichenbach, Sue Donaldson, Will Sheftall, Eleanor Burkett, Viviane Simon-Brown, Ben Jackson, Joan Bradshaw, Jamie Nack, David Drake, Scott Craven, Bill Hubbard

1. Introductions and input

2. Approve minutes of March conference call: Viviane moved to approve the minutes, and Eleanor seconded. The minutes were approved unanimously.

3. Conference updates

a. ANREP

- i. Ben will handle posters – set up and judging. We award 3 prizes (first, second and third). Sue to bring some certificate paper so we can print them onsite.
- ii. Conference program booklet is about done. Deadline for inputs is April 23rd. We want to post sponsors/exhibitors etc. Need ads from sponsors no later than May 1 or they will not be included in the booklet.
- iii. AV assistants (to load presentations, etc.): Jeff Schalau, Brenda Allen
- iv. Awards – will be listed in the next newsletter, posted on website, and sent to ANREP listserv.
Joan is doing the certificates and plaques and will get them to Madison via Will (or ship them). She's also creating a PowerPoint presentation about the winners which she will send to Sue.
- v. Sponsors and exhibitors update
Ben – still at 3 sponsors - \$7,500.00. 1K Southern Regional Forestry: 1.5K from SARE (S and NCR), and \$5K from CSREES. Members are not responding well to the call to give donations to support travel to the conference (scholarships). Need to beef this effort up for the 2010 conference. Ben created a list of people who have been contacted. Sue suggested finding someone to lead this and have it be their only job.
- vi. Silent Auction – Mike did get some donations for the silent auction. Mike will find out which room we can use for the auction (Hall of Ideas?) Will will ask Ken Gioeli to take charge of the silent auction. In the event Ken is not going to the conference, Sue will assign the task to Jeff Schalau (new Western Region rep.)
- vii. Report from Scholarship Committee, Andy Perleberg; action needed. Four scholarship applications have been submitted by first-time conference attendees. No other categories. Motion to award scholarships to top three applicants favoring those who have had ANREP involvement. MSA - Mike, Eleanor, unanimous. We need to know if ANREP pays the registration fees? How will this work? Ask Leah.
- viii. 92 registrants as of today. Sue will send one more reminder. Shooting for 250 registrants. Jamie will work with Leah to figure out the break-even point. We need to encourage people to attend. Travel funds are limited for many this year.
- ix. Water bottles and luggage tags have been ordered and will be delivered to David. Sue will see if bottle labels can be changed to remove anything specific to the conference so we can use them another time.
- x. Need people to load presentations and distribute totes
Sue wants list of emails of conference registrants, to ask them to bring a tote or two to recycle (email Leah for list).

- xi. Going to scratch entertainment at BBQ on Thurs night.
- xii. Gift exchange – Sue will send reminder to registrants to bring a gift from their state to swap.
- xiii. Photos from last conference to play on the screen – who has them? Send to Sue. She will also ask for a couple of people to bring camera and take photographs of this conference. Bring your camera.
- xiv. Board agreed that the early registration deadline should not be changed.
- xv. Business meeting content (Eleanor and Sue) – and Vivian will meet on the 24th 11:00 AM Pacific time.
 - 1. Report on the membership survey
 - 2. Financial report (Will) – will send report after the early deadline to Sue of where we are at. Will to provide a summary of income and expenditures by category as well as a projection of our finances during the next 2 years.
 - 3. Committee roundtables (need facilitator for each table)
- xvi. 2010 conference location and proposal – Mike will have information for our next call and hopes to be able to announce at the conference.
- xvii. Additional phone call prior to the conference - May 6 –3:00 PM Eastern time, noon Pacific time, Bill will set up the conference call.
- xviii. Breakfast with Board and state champions and state chapter presidents at 7 am on Thursday morning. People can get food from continental breakfast and then we can all meet somewhere. Mike will figure out a location and Sue will announce on Weds.

b. Galaxy

- i. Need replacement for Tupas session – Joan will identify 3 award winners who are planning to attend ANREP and ask them to make a 30-minute presentation on their program. Could also be 2 presenters, 45 minutes each. Need information ASAP so Sue can provide to Galaxy folks.
- ii. We still need an ANREP member to help with promoting the auction and recruiting members to help with the actual auction. Sue will ask at the conference if we don't come up with someone sooner.
- iii. Content for business meeting (postpone to a call after conference)

4. Budget update and financial planning

- i. Will provided a list of expenditures and income from dues. Projections suggest that we will run out of money by 2010 if we don't do something. We discussed raising membership dues. Part of the increase could be earmarked for scholarships. For instance, if we make dues \$40, 10% (\$4) could go into the scholarship fund. Consensus was to document our financial condition at the business meeting and then make financial sustainability the charge for the finances roundtable – let them consider options and solutions.

5. Travel policy:

ANREP TRAVEL POLICY (3-18-08 draft for Board consideration – deleted reference to meal receipts; will vote on the policy during the next call)

ANREP travelers will be fiscally responsible when travel is supported by member fees. Whenever possible, the traveler should attempt to pay some or all of the costs of attending an event from office budgets.

Reimbursable expenses include the event registration fee, transportation expenses for the least expensive manner of travel that can be accommodated, 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. Include all receipts and a note providing the name and address of the traveler and the purpose of the trip. Reimbursement will not be made for meals provided by the event. Single room expenses will be paid when a roommate was not available or when medical or other conditions make sharing a room inappropriate.

6. Policy handbook and membership handbook update – Sue, Mike, Janean Creighton and others will be working on this via a wiki on the web; expect to make some progress this summer and fall.
7. Elections update –Western Region rep position – Jeff Schalau of Arizona was elected in a tight race.
8. ECOP Taskforce member – Viviane will ask Janean Creighton to continue since the taskforce only has 3-4 meetings remaining, and then it will be disbanded.
9. Appoint Executive Board liaisons to the remaining committee chairs
 - a. Emerging Issues Committee, Mark Hostetler – assign Jeff Schalau
10. Prioritizing, publicizing and positioning ANREP initiatives – postpone until after conference
11. Other items:
 - a. Need to start having an orientation for new Board members – expectations and duties. Would include info on travel reimbursement, etc. Need to build a culture of thriftiness with member money.
 - b. Sue to send names and term dates of elected officers to Viviane so she can prepare for elections in Sept.
 - c. President’s Discretionary Fund: Will drafted guidelines for this fund for expenditures that the President/Past Pres can make without Board approval. The group felt the guidelines were excellent. Viviane suggested listing simply “gift certificates” so the specific choice could be matched to the recipient. We will vote on the guidelines at the next call.
 - d. Sue will send the results of the membership survey to the Board for review.
 - e. Sue – find out if we need to pay for the Galaxy banner, or if it will be taken out of our proceeds.

Conference call dates:

January 29, 2008

February 26, 2008

March 18, 2008

April 15, 2008

May 6, 2008

June 17, 2008

July 15, 2008

August 19, 2008

October 21, 2008

November 18, 2008

December 16, 2008