

ANREP Board Meeting

September 15, 2008

Meeting called to order at 1:02 pm Eastern Time. Several attendees were at Galaxy in Indianapolis, IN. Others attended by conference call.

Attendees: Sue Donaldson, Andy Londo, Viviane Simon-Brown, Mike Reichenbach, Eleanor Burkett, Bill Hubbard, Ben Jackson, Jeff Schalau, Will Sheftall, Brenda Allen, Almeshia Brown, Ursula Rosauer

Ursula assumed duties of Secretary for Andy Londo.

Bill:

- Credit card payment online issue- Will, Scott, and Matt working on. Getting with PayPal person to see how this will work. Email was sent requesting information. Hoping to be in place by December. Security is an issue. Some states collect dues, so it also becomes a database management issue. The overall goal is for everything to be done this fall.

Sue:

- Will S. will continue to accept check payments. The service is also provided by Costco and other vendors – they provide software that can be used. Believe it's a monthly fee plus a percentage (if can't do a university service or PayPal). The nice thing about this software is that it can be suspended when it isn't needed. Concern: no idea how it would be set up for security, but Matt would know.
- Feedback on dues increase. Bill sent out email on dues increase; however Florida people expressed concern, as several have already requested payment through County offices at the old rate. Per the bylaws, the Executive Committee sets dues. Thought that perhaps one year notice was needed. The fee increase was discussed at the Madison conference in May. We do want to maintain good relations with State Chapters. Will put together the budget spreadsheet, Sue provided the narrative and Bill sent the email out. ANREP is projected to run out of money in 2010 if changes are not made. Expenses are/will be exceeding income. The largest budget item are expenses related to JCEP. Sue stressed the importance of our membership in JCEP. Question: How to handle people requesting dues to be paid prior to increase. Some are protesting increase for 2009. National should be supporting State Chapters for those who request prior to the announcement. Sue suggested that those who really did request prior to 09/08/08, that we would honor the lower dues amount. **Brenda moved that we honor the lower dues amount of \$25 for those who requested payment of dues prior to 9/8/08.** However, no vote was taken immediately due to lack of a quorum.

Bill:

- Membership/website update. Just short of 700 members. 50 new members joined in Madison, WI. JoAnne and Bill are working to purge the database of those who have not paid dues since 2005 and 2006. Just a few responses from JoAnne's email efforts asking

people if they wish to continue membership. The Florida group reconciled approximately \$1,000 in arrears. Web site- Matt continues to tweak the site and search abilities, i.e., Committee Chairs, State Champions are listed, can email directly to members. Question posed: Who is the Champions Chair? Diana Rashash. Once get all current, will be searchable. Send Bill email with any new ideas.

Sue:

- “About Us” section- a paragraph about what/who we are, strategic plan, by-laws, etc. “About Us” does not adequately reflect content. Maybe split content into two categories? Bill: Membership Resources. Sue: “Board” section. There is difficulty in finding things. Bill will follow up with this in an email. Viviane suggested that maybe Matt will have some insight into this and perhaps have some suggestions.

Bill:

- Evaluation results posted on 2008 conference Web site in a spreadsheet. Sue commented that there were comments in this section regarding Jim Miller that might provoke negative feedback, and that it might be best to only include the quantitative data (rather than the written comments). Viviane suggested that maybe provide qualitative comments to Board for those who are planning the next Conference. A suggestion was made by Bill to have Matt put the 1st spreadsheet online only. Jeff concurred that the comments should be taken out. Sue supported that the qualitative comments should be removed, but to leave the 1st tab.
- (Mike joined conference call, now have quorum) Brenda restated previous motion regarding dues issue. Bill needs to verify the date of announced dues increase. Viviane seconded the motion. No discussion. All were in favor, motion carried.

Sue:

- Texas folks and those impacted by the recent hurricane have asked about refunding their registration fees for Galaxy. This would create a financial issue, as we needed to commit to numbers a while back. During last JCEP meeting, a discussion about reimbursement for planning group members (Andy and Gary) travel expenses occurred. JCEP voted to reimburse actual expenses (\$11,660). Andy said that 2,400 people registered for Galaxy, and that refunds probably won't happen. Viviane cited that JCEP would do so under a case-by-case basis, but that would be up to the JCEP Board and that there would probably be an emergency meeting to discuss what to do. Sue thought that insurance could potentially cover costs, but still will have to go to JCEP. Andy mentioned that more likely it would come out of registrant dollars. He also commented that Galaxy brought in over \$1 million, that the Convention Center gave back \$20,000 to conference for changing conference dates so Center could accommodate another group. Sue commented that the proceeds from Galaxy are broken down as follows: 15% to JCEP, 25% to host organization, 60% to each organization (each get 10%). Also, Sue commented that some are not convinced that this is fair. We had equal participation in planning the event as well as equal membership in JCEP. All events must cover expenses. Side issue: Hotel room billing at Galaxy- some individuals hotel expenses were billed to Galaxy. Sue will

talk with Paul Horngren to allow individuals to pay their own bills. Return to top of Agenda.

- Jim Miller issue. He would like to drop membership and have dues refunded. Sue expressed to Jim that the ANREP Board would discuss the request. Discussion: There currently is no policy for returning dues. He joined as a lifetime member (4 times dues or \$100) 7 years ago. Most likely, dues were covered by CSREES for Jim, so dues wouldn't even be returned to him. Need to decide 1) under what circumstances would dues be returned and 2) for lifetime members, what would the policy be. Jeff commented that there should be no refunds. **Mike made the motion that under no circumstances should dues be returned. Viviane 2nd.** Discussion. Viviane: what if we no longer want a member, then would they be treated differently? Jeff commented that this is valid to consider. Sue suggested that we consult the by-laws for a Board action. Jeff suggested that perhaps in the future, we should add what a "member of good standing" is, i.e., representing the organization well, etc. Mike commented that there needs to be consideration at what point one terminates a life membership. Mike clarified for the Board that one must be retired in order to be a life member. Viviane read directly from bylaws. **Mike made a motion stating that ANREP does not give dues refunds. Viviane again 2nd. All were in favor, motion carried unanimously.** Sue requested suggestions for contacting Jim Miller. The Board decided that Sue will contact Jim on behalf of the Board expressing our decision. Sue recapped the situation and expressed that she had apologized to him twice and that she cares about our organization (ANREP) and does not want any long-lasting harm to come from this situation with regard to the wildlife community. Sue will send Jim a letter that explains the board policy that dues are not refunded for any member. She would also request in the letter that he would state in writing that it is his permanent decision to withdraw his membership from the organization. Viviane commented that we also need to clarify the listserv policy (referring to Jim's email to entire list-serve regarding the issue). Sue suggested that as members are added, that we provide them with listserv rules and if activity contrary to the rules occurs, that people are removed from the listserv. Sue reiterated that we must post the rules on the Web site and then refer back to them if anything happens. Mike suggested that we need to start putting together more policies and that capital "P" policy statements are being worked on, i.e., that we support sustainability, etc. (and then have membership vote on statements) versus internal policies. Need to look through minutes of past years to see what's been done. Viviane thought that Jeanean Creighton was going to find those. Sue suggested that we each of us take a year of minutes and look through them for policy statements.
- Sue recapped through Agenda. Will cover Galaxy item with those in attendance at conference.
 - Will Sheftall joined conference call, Sue recapped points made regarding FANREP and dues increases. Sue states that ANREP will honor the old fee of \$25 for those people who paid for 2 years in advance. Will stated that the 2008 form was used for the 2009 dues. He will email FANREP President and Treasurer with Board's decision. Sue asked if dues amounts were changed on the Web site. Will stated that he made the change by hand on the forms.

10 minute break

Sue:

- Agenda item #7. February Regional Meetings. JCEP sponsors 2 regional meetings per year. Mike explained that each association has time set aside for a morning and an afternoon meeting, and perhaps this would be an opportunity to elect regional chairs, etc. Sue commented that each association takes responsibility for logistics and that next year is ANREP's turn. Mike as President-Elect has taken responsibility for oversight, and Jeff has offered to take care of the Del Mar meeting. What is involved is the logistics of rooms, equipment, organizing speakers and taking care of the budget. Mike explained that last year Fred Miller (NACAA) did it and he has given us all of his work/budgets. Mike plans on working with Brenda on the Orlando meeting and will be sending Fred Miller's records to Jeff.
 - Sue commented that we are not drawing ANREP people to these meetings. Mike spoke with a State Extension Director and they had expressed that they wouldn't support sending people to these meetings because there wasn't any scholarly work done at these meetings. Suggestion by Mike: to have an ANREP group go out and talk up our association. Jeff offered that he had gone once to fill in for an administrator and felt that the meeting was geared for administrators. Mike offered that that format has changed and that more has been added to these meetings. Mike suggested that 30 minutes to 1 hour is set aside for roundtable to discuss the association and that we could request \$200 per meeting from JCEP (total of \$400) to allow for speaker phone or other technology to be set up for conference call professional presentation opportunity for those members not able to attend the regional meetings. Sue stated that there would need to be approval out of the budget as a meeting expense. Mike stated that it would be consistent with all JCEP meetings, but was tabled at the last JCEP meeting. The (JCEP) Treasurer was not on the conference call, so it was tabled. Sue explained that any money left over goes into JCEP, not like Galaxy (split among associations). Mike offered that it could be added to registration fees, i.e., and additional \$7/person to cover. Jeff commented that they are trying to organize a half day educational opportunity for our membership at JCEP and that content needs to be discussed. Sue mentioned that their being at Galaxy provided them a great opportunity to discuss with NACDEP people. **Motion made by Jeff to request \$200 per regional JCEP meeting for scholarly activity involvement for those not able to physically participate. Viviane 2nd. No discussion. All were in favor, motion carried.**
 - Brenda offered that presenters be carefully reviewed and possibly hand-picked. Also, she stated that we need a system in place for those who want to participate. Mike suggested that we set up a committee that can do this. Jeff suggested that there is a lot of work to do on the front end and that if there are only 3 or 4 ANREP people there, then it's not good use of our time. He's not sure if scholarly time works, but to see how many people would be interested and then form a committee to handle. Mike will work through this with Brenda and Jeff. Sue suggests that time is set aside jointly with NACDEP to focus on a topic of scholarly interest for the 2 JCEP meetings. It could help provide content when there's a gap between as well as provide value to both associations. NACAA took care of last year, NACDEP the year before that. The rotation is in the JCEP policy/guideline manual. Viviane added that the main program is coordinated by ESP and is entitled "Ethics in Extension." Jeff expressed concern that potentially both he and Brenda are the anchors for the

facilities and will there be time to be the point persons for this effort too. Sue stated no, they are not necessarily organizers for the event. Mike suggested finding someone to support putting together the half day event. Jeff stated that it's easy to do, unless it's peer-reviewed material.

- Viviane mentioned its relevance to P & T (promotion and tenure). Sue questioned organizations rules for P & T- are they sufficiently similar? Make sure to be universal enough to be valid for everyone and their institutions.
- Brenda questioned if the facilities were confirmed. Sue stated that they are in the same places, that they are under a 2-year contract. Mike said that Fred worked directly with the people at JCEP and his role during the meetings was to make the introductions before the presentations, etc. Sue mentioned that we do the overall budget and that we just need to update last year's, which Mike is doing.

Sue:

- 2010 ANREP Conference. Need to have Board approve Fairbanks, Alaska as location, UAF as the venue. Idaho dropped out, as institution decided not to support an organization's conference. Bob Wheeler and Rhonda approached Sue at Madison's conference. Looking at using facilities on campus as they are free. Mike and Eleanor are working with the Visitors Convention Bureau to check on facilities, i.e. dorms, apartments, etc. One stumbling block is that we've had to hire a private planner to help, however still looking at the University of Alaska-Fairbanks ability to help us via a MOU. Mike added that they have large facilities (concert hall).
 - Eleanor reported that there are two sets of dates to be looked at, June 21-23 or June 27-30. Mike stated that there are many pre-events taking place around the solstice. Sue stated that membership have expressed concern about cost but are enthusiastic about the opportunity. According to the survey, timing of the conference is not a real issue. Mike and Eleanor go to Fairbanks to investigate on September 21, 2008. Sue stated that a change for this conference will be that there will be no face-to-face abstract review, as it would cost \$6000.
 - **Eleanor made a motion to have the 2010 ANREP Conference in Fairbanks, Alaska. Viviane 2nd. No discussion. All were in favor, motion carried unanimously.** Sue stated that we should have a date by October, but that we can say that it will be sometime in the 2nd half of June 2010. Mike added that the current interim CES Director supports our effort and that they are working on a MO Agreement. The Chancellor is a past Extension Forester and we can bring him into this as well. Viviane added that U of Alaska also has a strong sustainability program.
 - Mike stated that we need to come up with ideas for pre or post events to broaden attendance out. Some ideas included how to connect with researchers? And perhaps those people not with CES people in a roundtable- how to take what we learn into our CES programming across the US. Mike and Eleanor will report back. Sue suggested that we give Mike and Eleanor permission to pick and confirm dates.

- Sue commented that it's difficult to predict the number we will have attend. The economy could really impact attendance. This year 200 people attended Madison-small, compared to 225 normally. If had 175, we would break even. Viviane stated that the number may go up due to the draw of Alaska. Consider locking people in by having them put \$50 down? Mike stated that we need to have family friendly activities. Eleanor stated that there's an issue about putting money down and then not getting reimbursed until long after the conference. Would people put down \$50 in 2009, with the conference not until 2010? Sue suggested that we need to be mindful of reimbursements. Ursula echoed that sentiment.
- Marketing the conference will be key. Eleanor suggested that after she and Mike return, that they start the marketing effort by posting photos on our website, with the idea of, "we're excited..." even though the program isn't done, we should market way ahead of the conference- also in the newsletter.
- Sue mentioned that we might also work with companies like American Airlines, who offer discounts, etc. Also different opportunities like railroad tours. Once dates are confirmed we can see what we can do.
- Will suggested that we have a person from each association join us in developing content and professional development opportunities, for example under the topic sustainability- what each association wants to get from that topic area. Sue suggested that we might recruit papers from their members. It would be a way to open up ANREP to other groups. Eleanor stated that "How to Get Published" is not unique to natural resource topic areas. Perhaps offer professional development opportunities like that? Is this appropriate? Sue commented that this is something to consider. Sue questioned, should be consider having Proceedings? Group all said no. Mike thought maybe we could have electronic media- posting papers on a website. Also might be able to track usage. Gives people a 2nd publication (2nd format). Eleanor referred group to heading "webinars." Viviane questioned whether or not it's replicable. At the last conference "Tools of the Trade" was done with a roundtable and each person took a part and wrote it up- can get that published in addition to a webinar.
- Will suggested that grant dollars is another idea. Congress passed \$16 million to the Dept of Education to infuse sustainability into off-campus curriculum. May be an opportunity to pursue in workshops- also for travel support or pre-conference study tours. Mike suggested other themes when delivering CES programs- i.e., the difference between urban and rural delivery. Also, the controversy over the use of oil and gas- the North Slope. Our conferences focus on how we teach certain subjects, not content. Maybe we should bring in content in a pre or post event. How can they (oil and gas industry for example) support us financially? Viviane stated that there are preconceived notions about things- can it be done in a controlled environment? She questioned the group, "Do we want an oil company supporting us?" Mike stated that there is potential for sizable dollars. Sue stated that we are always talking about walking the talk, i.e. responsibility, flying people to Alaska/further, questioned whether or not we could purchase carbon credits to show our acknowledgement? Mike suggested that we look at opportunities to learn by being there specifically- that

we couldn't learn any other way, but by going there, and tie that idea into the education.

- Overall, Mike stated that we would be shooting for a base attendance of 175. The only issue we might have is that people will be scattered in housing. However, housing options are inexpensive. Also, will look at blocking rooms at hotels. CES Director and Chancellor can help us with other needs like classrooms for breakout sessions. Jennifer at the Convention/Visitors Bureau and Bob have been helpful with ideas, mostly ag-related ideas. Sue stated that Jennifer can help with events for families.
- Sue requested direction from the Board as per Agenda item 8a. The Board directed Mike and Eleanor to ask the right questions.

Sue:

- Agenda item 8b. Changes. MOU-based. Moving to outside planners. Strength in local support. Will offered that event planners from Florida from the Naples event recommended that (Eleanor/Mike) need to find out how much experience these planners have in doing academic conferences- not standard convention protocol. Florida can quote costs, speaker contacts, etc. If we're looking at pre- and post-conference events, delegate those to other people- we'll (as a Board) be more focused on other things. Mike said that U of Alaska will say they're not equipped, releasing us to find outside sources for help. Sue said that they just had a large permafrost conference- Bob attended and it worked and went well. Mike stated that he and Eleanor will put out pre-conference proposals to generate excitement. Eleanor stated that there will also be plenty of time for people to plan and hear if their paper has been accepted, etc.
 - (Side note: Viviane added that there will be a new JCEP board and will have a face-to-face in January. Sue stated that it will be January 11-13? And that Jeff will need to attend in Phoenix. They meet 2 times/year. The other meeting is June 8-10. Not required to go to every meeting. At least one person needs to attend. Sue is Secretary, Viviane is by-laws. Sue will write info up for Jeff.)
- Brenda questioned if there will be an overarching theme for our conference. Sue stated that the Board will decide on a theme. Mike stated that he and Eleanor will develop ideas. In the past, papers have formed the theme. We should have a draft in November for us to discuss. Eleanor added that we need to review, make changes and have ready in December. For the October meeting, we should discuss themes. Viviane and Jeff will not be attending October Board meeting. November meeting may not work for Sue.
- Sue- not on agenda, Jeff elected- He was in year 1 of his 2 year job as Western Region rep. Eleanor filled for 3 years in her position. We could appoint someone to fill Jeff's rep position. Mike suggested if willing, find someone to appoint for 1 year and then have an election. Viviane suggested looking at all Western Region members and invite someone for 1 year. Mike suggested that by the next meeting we have someone in mind. Viviane stated that the Past President's job is to take care of the election, so she will look for someone. Brenda asked if Eleanor might look at the ballots and see who ran against Jeff. Viviane stated that when she did it before, she wanted 2 candidates for each. People like to be asked

individually. Sue's concern was that a person in for 1 year is somewhat less productive, as the 1st year is learning the job. Viviane suggested offering as a 3 year position. Mike stated that we need to do as an election. Eleanor stated that is what happened with her, that she wasn't appointed. Mike clarified saying that the by-laws say that the appointment starts in January. Will makes the motion for Viviane to present choices for the October meeting and extend an offer for a 1 year appointment with an election to follow. Sue interjected that this doesn't have to follow by a motion, that we as a Board are following the bylaws and that she (Sue) directs Viviane to seek out a Western Representative.

- Committees- Sue expressed that very few committees are active. Eleanor requested a committee posting online. The Awards Committee is active, the Committee Chair has done for 2 years. There is concern about committees in the SE (i.e. most committees are led by SE members). Bill H. stated that the leadership on the committees needs to move around regionally. He suggested seeing if someone else wants to pick it up. Sue thought it could be formal in movement or the committee could have one person from each region, so it would be 4 people on a committee plus a Chair. Viviane expressed that someone needs to talk to Joan to make her aware of this discussion. Sue stressed that this needs to be very transparent in process. With regard to the awards, Viviane stated that there were a lot of applicants from Florida this past year. Will stated that this committee (Awards) needs a good coordinator to make it work. Sue suggested that a letter of appreciation needs to be written to the Awards Chair. Also, that committee needs to be ready in March. Sue suggests that we discuss at the November meeting- also that each regional representative needs to find someone to serve on the committee. Brenda thought that this committee could be a good model for other committees to follow- she suggested a rotation in regional representation to allow for each region to participate.
 - Eleanor stated that we need a list of the committees on the website. Sue stated that the original committee work was done 10 years ago. Almeshia stated that she has had no response from the communication committee, but only one response to her request for items thanking her for sending the request out. Sue stated that there are really two kinds of committees, one kind that does ongoing work, and another that is event based. Each committee needs to have substantive and time-based activities.
 - Eleanor expressed that for the Membership Committee, JoAnne has taken the lead, and yes that committee has been active. Eleanor questioned the Board to see if the database has been cleaned up (referring to JoAnne's effort to solicit dues from members who have not paid since '05-06.) Eleanor stated that she herself has seen people listed as members who are no longer working with Extension. Mike clarified that we pay dues on the calendar year. Bill stated, regarding the dues issue, that the Board can decide. There has been some leniency over the years. They are still on 2005-06 people and they are purging these folks from the database. Some are re-upping after a year or two. But, it's the Board's decision regarding how often to clean up the database. Bill has also been contacting Universities, etc. to follow up but would like people to email him the names of folks if they're gone, etc. The master list of members and the list-serve membership list should be one in the same. Sue suggests that it should be stated to members that "as of such and such date, your membership will expire." She asked if we can cross- check these two lists. Bill stated

that the Awards Chair double checks to make sure winners have paid their dues. Bill went on to say that he is still sending out notices to those who haven't paid since 2006. Will expressed that whatever was written in the letter (regarding cancellation of membership) we need to follow through with and do.

- Will suggested that we tease apart what region has representation, if there is no Chair on a committee, then the Board needs a liaison. One person from every region on every committee and one can serve as a Chair. Sue stated that this has been done in the past, but will send out again. Will stated that we need to determine how new Board members will serve, not as Chairs, but as liaisons. Eleanor expressed that she is already serving as liaison for the Membership Committee and that Ursula is on that committee as well as the Communications Committee. Bill stated that on the website all committee names, liaisons, members of committees should be searchable. We need those as well as State Champions. Sue said that Diana Rashash is working on this. Will stated that he is the liaison for the Finance Committee but need a Board liaison for Awards and also Scholarship.

Conference call ended mid-discussion, 5pm Eastern.

Minutes submitted 9/25/08