

ANREP Executive Board Conference Call, February 26, 2008

Attending: Joan Bradshaw, Brenda Allen, Sue Donaldson, Viviane Simon-Brown, Ben Jackson, Mike Reichenbach, Bill Hubbard, Will Sheftall, Eleanor Burkett

Absent: Andy Londo, Dave McGill

2008 ANREP Conference:

1. Conference planning is in good shape. **Eleanor and Ben** are working on sponsors for concurrent sessions, with a goal of raising \$6000 from private entities (at \$300 each). They will work with the regional reps and state champions to raise the money. Mike has drafted a letter for this purpose.
2. We currently have commitments for \$7000 to defray conference costs (CSREES, WSARE, who else?)
3. We need a chair for a Scholarship Committee that will receive applications and make decisions about recipients. **Viviane and Brenda** will serve as committee members. It was suggested that **Dave McGill or Kathy Elliott** (Maine) might be willing to chair the committee.
4. We agreed to offer a minimum of three scholarships to cover the cost of the basic early member registration fee (\$285 each). One will be called the Bruce Wilkins Memorial Scholarship, for this year only. We will recognize members who have passed away in this manner. **Sue** will announce the availability of scholarships via email and ANREP website once we have a chair and an address to which to send applications. The board voted unanimously to accept Will's draft application form as presented.
5. **Will** agreed to work on a protocol for making decisions about monetary contributions for various purposes.
6. **Ben** will work on exhibitor space, costs, etc. in March
7. **Sue** and Viviane will work on promotional items for the conference, including a water bottle and a luggage tag that holds a business card. Bottle must be of a safe plastic, preferably recycled, easy to fill, and durable. **Ben** will try to find a sponsor for the bottles. We could then consider having the sponsor's logo on the bottle in addition to the ANREP logo, if appropriate.
8. **Eleanor** has formatted the membership survey in Survey Monkey. **Sue** will send it out to the membership by email on March 3. It will also be posted on the website. Deadline for completion is March 31.
9. We may need volunteers for the registration table. **Viviane** will work on this in late April by contacting new members personally.
10. Mike called Chris Schnepf about the 2010 ANREP conference. Chris is working with Idaho and Washington conference planners to put together a bid. The bid should be submitted to the board in time to make a decision prior to the 2008 conference. This will allow us to promote the 2010 location.

Galaxy III

1. Planning is going well. Our abstracts have been submitted.
2. **Sue** needs to know which board members will be attending by Thursday Feb. 28 so room reservations can be made.

3. We need a representative on the Galaxy Awards Committee. **Joan** is willing to serve in this capacity. **Sue** will find out what the duties are and the approximate time commitment.

JCEP Regional Meetings

1. ANREP is charged with arranging logistics for the 2009 Regional Meetings. ESP determines the content, and the current topic centers on ethics. The locations will be the same as in 2008: Orlando and Del Mar (San Diego area). **Mike** will chair the logistics committee. He feels that a single person should be present at both locations to take advantage of experience. **Sue** has offered to help. Other ideas include involving local ANREP members, regional representatives, and other association members.

Budget

1. **Sue** has done some very preliminary budget projections and will work with **Mike and Will** to refine the projections. Depending upon conference and Galaxy income, we could be running low by 2010. Suggestions included raising the membership fee, however, if we do that, we should show concrete benefit to the members. For example, a percentage of the increase could be added to the scholarship fund. For states where fees are combined (state and national), for example Florida (\$50) it may be more difficult to absorb an increase.
2. Line items to include in the budget: scholarships, external funding, President's discretionary fund.

Travel Reimbursement

1. Will asked for clarification on travel reimbursement and existing policy. A policy adopting GSA guidelines was adopted in 2005 (see end of minutes). Will suggested developing additional policy to require lowest cost options. Viviane suggested that we develop a culture within ANREP where we use our money carefully and for maximum benefit. Mike suggested using the policy that JCEP uses. **Mike** will draft two sentences, share them with **Will**, and bring it to the Board for a vote in March.

Policy Handbook

1. Is it time to create a policy handbook so that we have institutional memory of our policies? Bill suggested that there may be a member willing to create a handbook for a small fee. Or, we could use the topics in the JCEP handbook as a starting point. **Sue** will go through the board minutes to begin the process of detailing policies. **Mike** will help.

4-H Forestry Invitational Funding Request

1. Will developed a policy related to funding requests last year. The policy does not require advertising the availability of funds to members. However, we're supposed to have an annually budgeted amount and a standing "External Support Committee" that reviews applications and makes recommendations. **Sue** will ask the regional representatives to find committee members. One suggestion was to postpone any decision until after the conference so we have a better idea of our financial condition (which might not be until August). Another suggestion was to encourage CSREES to support the event. Will moved to table the decision until the budget planning is completed and an amount of

money is budgeted for external support. Ben seconded and the motion passed unanimously.

Recognition for Valuable Service to ANREP

1. We normally recognize those who helped with the conference or served on the board with some sort of award or gift. Viviane suggested that those who wish could defer their recognition and instead donate it to the scholarship fund. We did not make a decision on this item.

Committee Liaisons

No one seems to have lists of committee members! **To do at conference:** have flip charts or signup sheets to recruit members.

- a. Awards and Recognition Committee, Joan Bradshaw (**Will**)
- b. Communications/Newsletter Committee, Almeshia Brown (**Sue**)
- c. Emerging Issues Committee, Mark Hostetler (**NEED SOMEONE**)
- d. Finance and Audit Committee, Charles Rice (**Ben**)
- e. Membership Committee, JoAnne Skelly (**Sue**)
- f. Nomination Committee, Viviane Simon-Brown (**Viviane**)
- g. Policy and Bylaws Committee, Jonathan Kays (**Mike**)
- h. Professional Leadership Development Committee, Mary Lou Addor (**Brenda**)
- i. Strategic Planning Committee, Viviane Simon-Brown (**Viviane**)
- j. Advocacy Committee, Janean Creighton (**Sue**)

Travel policies for ANREP Executive Committee (approved in 2005)

Travel must be approved by the Executive Committee prior to the event. This can be done via email or through conference calls.

Original receipts are required to receive reimbursement. Copies will not be accepted.

If necessary, reimbursements for airline tickets may be requested before the date of travel.

Allowable reimbursements:

1. Transportation costs including airfare, train tickets, taxis, and mileage to and from airports (for personal vehicles only).
2. Parking costs at the airport (for personal vehicles only).
3. Mileage reimbursed for personal vehicle use will be at the current (2005) U.S. General Services Administration rate of:
 - 40.5 cents per mile (if using personal vehicle)
 - 28.5 cents per mile (if using Government/University Owned Vehicle)
4. Meals at daily Per Diem rate as detailed by the current (2005) U.S. General Services Administration rates for the specific location.
5. Registration fees including any conference-related tours.
6. Lodging costs. (see restrictions below)

Unallowable reimbursements:

1. In-hotel room amenities such as movie and video game rentals, minibar, or personal telephone/internet use.
2. Entertainment (not included in registration).
3. Alcohol.