

## **Agenda Items for July 15 ANREP Conference Call**

**12:00 noon to 2 p.m. Pacific Time**

1. Introductions and input – Dave McGill, Jennifer Jolis, Sue Donaldson, Bill Hubbard, Almeshia Brown, Mike Reichenbach, Eleanor Burkett, Will Sheftall, Bob Wheeler
  2. 2010 Conference location
    - a. Idaho has withdrawn
    - b. Two possibilities in Fairbanks: at the Princess in May, or on campus in June
- Issues:
- Travel costs about \$300 more than other destinations
  - Credit card payments – Jennifer can take care of this through a secure site. (What would this cost? 3 to 5% of the total figure; covers amount charged by credit card companies and the cost of building the web site.)
  - June dates available: Week of June 14 or June 28
  - Dates: June (on campus) – could bring families for a vacation and weather would be better; need accommodations – Jennifer will provide rates for lodging; considerably more expensive in June than May; Wedgewood Resort has suites and many outdoor amenities; 1 bdrm suite for \$165 (4 people), 2 bdrm at \$215 (6 people); other possibilities. Jennifer is working on shuttles or school buses, etc. All are within 10–15 mins.
  - 35 Campus apartments, dorm rooms about \$35
  - Food service available on campus
  - June weather is usually excellent to early July
  - They have old-time July 4 celebrations that could be very enjoyable
  - Flowers better for later dates; may not matter much for wildlife; what about fishing?
  - Poll the membership: would you be interested in attending in Fairbanks, Alaska; would week of June 14 or June 28 work better? Will to do this.
  - We could pay to contract a conference planner if needed (Bill says it is possible)
  - Mike is vested in making the conference a success
  - Jennifer has a group of volunteers to help with registration, name tags, stuffing etc. However, she cannot negotiate with hotels for room blocks, etc. She's a private, nonprofit funded by bed taxes. She'll give us connections and a meeting planner if we decide to use one. She can also provide itineraries for family tours, etc. and help with transportation options.
  - Alaska Airlines will offer 10% off published fares per Jennifer
  - Mike will get costs from Utah conference for the planning services; Sue will check with Mike Kuhns

- Consensus is for June in Fairbanks on UAF campus, unless membership survey indicates otherwise
  - Could use Bill's theme of Community Engagement with subtopics of Climate Change, Energy etc. – Alaska offers a great opportunity to learn about the effects of climate change.
  - Need costs for using campus facilities. No charge for making reservations.
  - Permafrost conference had 600 people on campus; Bob learned about some of the problems that can occur
  - Cutler apartments on campus – cost about \$100/night/4 people
  - Dorms – cost \$62/night; 2 people per room; about 80 available
  - Permafrost Conf. went to the alternative hotels (smaller) and blocked rooms (plus campus housing)
  - Breakouts would be in classrooms; can't make reservations until Feb. for those rooms. For Permafrost Conf., used large Davis Concert hall (can be reserved well in advance), Salsbury Theatre, and Schiebel Auditorium, all within a short walk of each other. For breakouts, they used Grinning Hall – short distance from library – have to wait to reserve these rooms. UAF assures we would get breakout rooms, just not clear which rooms.
  - Bob does not have an idea of costs for tours.
  - Will asked if Bob has a short-list of things that may be more difficult to arrange. Bob got a lot of good info from the Permafrost Conf. people. Main concern for Bob is all the details of the organization relative to the conference. He realizes he'll need time and support from WCC to put together the tours. His interim director is very supportive of the concept. Rick Hamilton will help.
  - Bill feels it is the "trip of a lifetime" and supports this location.
  - Eleanor is willing to Chair the Program Committee (YAY!) with Sue, Mike and Ben.
3. 2008 Conference evaluation results – please review with an eye toward ideas for the 2010 conference. Mike found overall positive responses; suggests we send another Internet survey to registrants for more in-depth responses; Bill and Mike will work on it together next week. Sue will send email addresses.
  4. Move to send JoAnne's letter to delinquent members and purge unpaid members as of Sept. 15; Mike moved; Eleanor seconded.

Discussion: Membership committee worked with JoAnne on the letter. Sue will review and add more benefits (voice at national level, etc.) Bill asked about adding info on increased dues – we decided it would not help. Need online registration capabilities. Bill is working with Matt on this – issues of security, liability, etc. Would we need insurance for misuse of data? What about PayPal? We could add the cost to the registration fee. Will suggested some wording changes, and suggests we add a clause in the last paragraph: If you think you've received this letter in error, etc. Bill will adjust the database if they can show receipt or cancelled check, etc.

Passes unanimously.

5. Budget items:
  - a. Budget – should we provide the Oct. conference planning travel costs, water bottles, tags, lunch, etc. to Leah as conference expenses? Conference should be a self-supporting event with all costs included in conference budget. Will is going to send the costs to Leah. Include \$190.25 for post-conference lunch.
  - b. Sponsorship money received from 3 sponsors have been deposited (SARE, So. Regional Forestry). Still missing \$5700 - CSREES and Ben Meadows (Sue to check with Ben on progress)
  - c. Current balance in checking is \$9,000 (and we have a \$10,000 promise to Galaxy); Will is working to provide data to Leah so we can be reimbursed for conference expenses.
6. Other business:
  - Next conference call:
    - a. Regional meeting obligations - Mike
    - b. Report from Wisconsin outcomes and budget – Leah and Wisconsin team
    - c. Committees – need chairs! - Sue
    - d. 2010 Conference - Sue
    - e. Galaxy Membership meeting content - Sue

#### 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

#### 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