

Minutes
ANREP Conference Call
August 19, 2008
12:00 noon to 2 p.m. Pacific Time

1. Introductions and input

Attending:

Ben Jackson
Mike Reichenbach
Sue Donaldson
Will Sheftall
Brenda Allen
Viviane Simon-Brown

Candidates for election are:

- Secretary: James Jeuck, Ursula Rosauer
- President-elect: Robert Bardon, Jeff Schalau
- North Central: Eleanor Burkett, Hank Steltzer
- North East: Cara Muscio

Set up as a Survey Monkey election. Viviane will send information to Bill Hubbard and ask him set this up. She'll provide the list of names and bios. Set it up so people can only vote once. Sue suggested that whoever garners the most votes for Secretary, will begin the work immediately. Andy has indicated that he is unable to finish his term.

2. Report from Wisconsin: outcomes and budget update

We need to create an exhibitor coordinator position for 2010. One suggestion was to recruit Hank Stelzer.

Final accounting is not available. Leah is waiting for the bill from the Leopold Center, and she cannot close the books until she receives it. All conference expenses have been charged back to the conference budget, and Will has submitted an invoice to Leah. We will be reimbursed for the conference planning meeting travel, etc. Our net profit will be about \$9000. David Drake submitted an application through grants.gov for the \$5000 donation from CSREES. We will split all sponsor income with Wisconsin 50:50 since they helped obtain donations.

JCEP Galaxy proceeds: We have an obligation to Galaxy for \$10K in the event that the conference loses money. The \$10K was intended as seed money to get Galaxy started, but was not needed. As of Monday, there were 2105 full registrations, 157 part-time, and 9 that paid the fee for not using conference housing. The budget was constructed based on 2500 total registrations, so we're down by 229. Projected income to each association was to be about \$22,500. The proceeds will be shared equally

among associations this time, although that may change in the future. Will built the budget based on as much as \$35,000 income from Galaxy (spread across 5 years) so this will change our financial picture.

3. Membership database update

Kudos to JoAnne Skelly. She has contacted all delinquent members and is cleaning up the database. Work on membership has garnered \$900 in dues that we would not otherwise have received.

4. Budget update (see item 2)

Our current balance is \$8890.83, and we will receive \$15999.80 from the 2008 conference, for a total of \$24,890.63. Will has projected that if we do not increase dues, we will be bankrupt some time in 2010 due to our existing obligations to JCEP.

5. Approval of dues increase for 2009

Brenda Allen: Motion to raise dues from \$25 per year to \$45 starting January 1, 2009. Second by Viviane.

Discussion: We have a projected budget and this is necessary to provide stability to ANREP. If this did not occur we would not have funds to operate in 2010.

Motion failed due to the lack of a quorum

*****Two-thirds of the Executive Committee shall constitute a quorum at any Executive Committee meeting (bylaws)

Addendum to minutes made 8/26/08: Due to lack of a quorum during this conference call, a separate election was conducted via email during the period from August 21 – 26, 2008. The above motion was approved by a vote of 9 in favor to 1 opposed. Motion carries.

6. Feasibility of credit card payment (PayPal, etc. – go to the PayPal Web site to learn how it works)

Comments from Will: If we set up the credit card service, do we offer it to our state chapters which, like FL, collect state + national dues in a single payment, such that we would then have our ANREP Treasurer send state dues amts back to state Treasurers (for those members who choose to use the on-line payment method). To operationalize #3 wouldn't cost us any money as long as BoA Bill-Pay remains free (no postage charge). It would mean, as we have discussed preliminarily:

a) the on-line dues form have a mechanism for bringing up the correct combo dues amt, according to the state chapter affiliation entered (or according to the state in which the professional works, if the person is not already affiliated);

b) Exec Secretary is willing as part of his paid services to develop a monthly (or bi-monthly? or quarterly?) accounting of state dues collected to be rebated to state chapter

Treasurers, and will send that list electronically to the ANREP Treasurer and State Treasurers (one Excel workbook encompassing all states would work fine; ea state on one page);

c) Treasurer is willing as part of his volunteer services to make a periodic (Mo, Bi-mo, Qtr) on-line Bill-Pay payment to each state chapter for which dues have been received.

Will feels it makes sense for state chapters to collect the dues, but this could be done through a national Web site possibly?? Mike likes the idea of credit card payment where the dues come to the national office first, and then ANREP would issue dues to the chapters. Could we set it up so payments were split and a portion would automatically go to the state chapter? If we collect the dues, this could be an amenity for the state chapter (a service that we provide). But, there would be a fee associated with use of credit card - could charge the fee back to the state chapter. Will suggests absorbing the fee could be part of the service ANREP provides. Will says that with online payment, making monthly payments would be easy and he's willing to do the extra work. It would make more work for Bill as well.

Mike suggests we proceed with credit card payment for national dues. We will allow states to collect their own chapter dues if they prefer, or allow us to collect it for them. Will will work with Bill and Matt to move forward. Will will engage in discussions with GA and FL chapters next week to find out how they feel about this plan.

7. February regional meeting obligations

Orlando, Florida Tuesday Feb 10 to Thursday Feb 12 (Brenda Allen, tentatively)
Del Mar, California Wednesday Feb 18 - Friday Feb 20 (Jeff Schalaus, local logistics)

How do we make the Association meeting time useful to members so that we have better attendance (currently 1 or 2 people)? We could drop the association meeting time as one option, or use the time for ANREP professional development - workshops, speakers, invited papers, etc. on regional topics of interest. Could do a joint session with NACDEP? Keep it simple; attendance likely to be low. Quality education for an "intimate" group.

Mike will contact NACDEP to see if they're interested in a joint session.

Agenda development (done by ANREP): A mini program chair is needed for Orlando and Del Mar. Viviane will ask for ANREP volunteers to coordinate approximately 3.5 hours of educational programming at each of the Regional Meetings in place of our Association Meeting time on the second afternoon.

Program (done by ESP)

Budget development (done by ANREP and Kay Chelena)

Mike is working with JCEP to ensure that all conference costs are covered from conference income.

8. 2010 Conference location and survey results; make decision about hiring a meeting planner

Sue and Mike are working with Bob Wheeler to set aside space in Alaska, Fairbanks. The June 20 week is open. Need a time when families can accompany members. Campus housing can work with us.

Need a formal agreement with U of Alaska that explicitly details what is expected of each party. Mike to take a first cut at the process of developing a MOU.

Move forward with hiring a meeting planner. Sue and Mike have been in contact with planners and are getting responses.

Fairbanks Visitor and Convention Bureau will pay to bring 2 people (Mike and Eleanor) to Alaska to review the sites.

Since we will not have a group planning meeting in Fairbanks, Ben requests that Mike/Eleanor take pictures or video of their trip to Alaska.

We need to look into event and liability insurance. See JCEP PILD budget re: event insurance. Liability insurance question-ask Bill Hubbard.

We need to announce the meeting earlier so people can plan. Members are excited about going to Alaska and are trying to figure out their budgets.

Ben suggested contacting Susan Moore at NCSU about the 2012 conference; another possibility is to host at a new sustainable conference center under construction currently in Santa Fe. We might do our 2010 conference planning at the 2012 conference venue if we have identified the site.

There are 6 members in Alaska. We should invite them to help with conference planning.

9. Galaxy Membership meeting content

ANREP events:

- Membership Open Forum, Wednesday, 8:30 to 10:30 am. Sue and Viviane will plan this; will focus on updating the Strategic Plan. Please plan to attend.
- Board meeting, Monday, 1-5 pm, potluck.

10. Committees – need chairs!

11. Other business

Next calls:
October 21, 2008
November 18, 2008
December 16, 2008