

Agenda Items for Dec. 17 ANREP Board Meeting **3 to 5 p.m. Eastern Time (noon to 2 pm Pacific Time)**

1. Present:

Voting members: Will Sheftall, Sue Donaldson, Eleanor Burkett, Mike Reichenbach, Jeff Schalau, Bill Hubbard, Brenda Allen

Others attending: Sandy Smith, Ben Jackson, Bob Wheeler

2. Budget update – Will

- 2008 ANREP Conference and Galaxy settlement - Will has not received a check from WI yet for ANREP conference. Ben is looking into it.
- From Galaxy we expect about \$9,000 in net proceeds plus \$13,121 to cover reimbursements. That comes to about \$22,000, which is about a \$13,000 shortfall from what we had anticipated earlier/5 years = our annual shortfall (about \$2,600 revenue short of budget projections/year). We have a \$5,200 surplus from our 2008 (WI) conference. Will noted that if we can make \$7,000+ at our Alaska conference, we will be in good standing for the next few years (until the next Galaxy).

Treasurer's Report of Conference Revenues

- **Jan 2008 Budget -- Conference Revenue Projected for 2008 -2010:**
- Estimated net distribution to ANREP from Galaxy III proceeds: \$35,000
- Estimated annual draw on Galaxy proceeds from ANREP Savings Acct, for 5 years: \$7000
- Estimated net distribution to ANREP from 2008 ANREP Conference proceeds: \$3000
- Estimated annual draw on ANREP Conference proceeds from ANREP Savings Acct, for 2 years: \$1500
-
- **Dec 2008 Budget -- Conference Revenue Realized for 2008-2010:**
- Estimated net distribution to ANREP from Galaxy III proceeds: \$13,122 (travel reimbursement for our association's representatives on Galaxy Planning Cmte) + \$9000 (distribution of proceeds) = \$22,122
- Estimated annual draw on Galaxy proceeds from ANREP Savings Acct, for 5 yrs: \$4424
- Estimated net distribution to ANREP from 2008 ANREP Conference proceeds: \$9365
- Estimated annual draw on ANREP Conference proceeds from ANREP Savings Acct, for 2 yrs: \$4683
-
- **Reconciliation between Projected and Realized Conference Revenue for 2008-2010:**
- Co-mingled PROJECTED annual draw from Savings Acct for 2008 & 2009 Budget: \$7000 + \$1500 = \$8500
- Co-mingled ACTUAL annual draw from Savings Acct for 2008 & 2009 Budget: \$4424 + \$4683 = \$9107
- **Difference: \$607 in excess of Jan 2008 revenue projection for current 2008 Budget, and for 2009 Budget**
- Conflict of Interest Policy, Whistleblower Policy and Document Retention & Destruction Policy – Sample policies had been given to us by JCEP with the suggestion that all associations adopt similar policies as they may be needed for IRS filings. Mike suggests

that we figure out what our responsibilities are to the IRS and which of the policies may be needed before proceeding.

- IRS filings - substantial changes have been made on form 990 (nonprofits). There is an online training on this - Mike suggested we take it. Bill will look it over and decide how he wants to proceed. He will let us know at the January meeting what we need to do next.
 - BoA monthly account maintenance fees. We have incurred maintenance fees in our accounts once the balances dropped below a certain level. We can avoid the charges by using our bank card each month. Will will monitor use.
 - We have a lost check from the awards plaques for the conference. A "Stop Payment" was issued. Will opened a new account and transferred money to it. After Bill files the IRS paperwork for FY 2008, Will will close the account.
 - BoA check card for use by President for discretionary fund expenditures & for approved travel - Will is getting a check card that will be issued to the president and himself. The card can be used for small incidental items, and also for upfront fixed costs such as travel, registration. A new card will need to be issued for each new president or treasurer. Will is responsible to audit the use of the card on a regular basis.
3. **Proposal for Arizona Chapter** – report from subcommittee - Jeff has heard from Ursula, and is waiting to hear back from the committee. Ben volunteered to facilitate the first meeting of the subcommittee (Jeff, Ursula and Darcy are on this committee). Jeff will check on how things are going and determine how they want to proceed.
 4. **Request for ANREP to serve as an outreach partner for the Roundtable on Sustainable Forests (RSF)** – see end of agenda for information - Eleanor had a concern about the number of emails that members may potentially get. Mike talked to Eric about this. Eric does not anticipate that there will be a huge number. Mike suggests that someone review the emails and filter them prior to sending to membership to make sure they are written in such a way that they will be of interest to the membership. Mike has an ANREP member in mind for this job. In the future, if appropriate, we can build education workshops around these topics. Mike will contact the potential liaison. Sue will let Eric know what we are doing and that we are supportive of the request.
 5. **Progress on credit card payment for dues** – update from Bill - he tested it out and it works well! He is working on getting the interface worked out. We will have a credit card option and a check option since some Universities can only pay for memberships using checks. Through PayPal, we'll be able to see who has paid. PayPal keeps about \$1.69 per \$45 dues collected (3.75%).
 6. **February Regional meetings** – Mike, Jeff and Brenda - there will be a presentation made available online. ANREP has agreed to contribute \$400 towards this and NACDEP may match. Mike suggested that we go through Iowa State's web conferencing system.
 - Funding requests for travel support - JCEP will pay \$1,100 toward one person attending the regional meetings, and ANREP will pay other travel costs. There have been requests from other members to help pay for their travel costs for these meetings, but we do not currently have money in the budget for member scholarships. We do have \$2,500 budgeted for regional meeting travel (for board members involved in the planning of the meeting), so we are in good shape. Mike thinks that Jeff and Brenda get free registration and one comped room per location.
 - Jeff and Brenda will put together agendas for the two regional meetings (for a joint NACDEP and ANREP session). Both regional meetings will have some focus on ethics,

to coordinate with the keynote speaker. There are concerns about potential small turnouts for these meetings in person as travel budgets are tight.

- Jeff reported there was limited (especially from the west) input from members. There were a few suggestions and more about roundtables and discussions. Much interest in remote access.
- Need a video camera to be used at the Orlando meeting, Jeff has a tripod and microphone he will bring.

7. 2010 Conference updates

- Conference title vote

Votes are provided below. We need a title that draws attention, is short enough to remember, and accurately reflects the conference content. There was discussion about the title that arose from the survey (version #3 below) and whether it accurately represents what we're trying to do. Version #3 is probably attractive to the other professional organizations. Sue noted that the meeting will be broader than the issue of climate change, and will embrace ANREP/extension programming and interests. Will suggested more wordsmithing #3. Mike and Eleanor feel we need to make a decision. Bob feels #3 works, along with a descriptive paragraph that would follow the title.

Votes:

Changing Landscapes: Lessons from the Last Frontier (5 votes)

Lessons from the Last Frontier: Extension's Role in a Changing Environment (6 votes)

Comments:

1. This version is more provocative and less typical (refers to "Changing Landscapes: Lessons from the Last Frontier")
2. These two titles mean two different things. If this is a conference to focus on the effects of climate change on Alaska then the first title is the one to go with. If this is about how the changes in Extension are impacting Alaska then the second it what you want. I like the first title better.
3. Extension's Role in a Changing Environment: Learning from the "Last Frontier" (**Bob and Eleanor will work with this version and make a final selection; tweak with the word "role"; keep as short as possible; existing version acceptable.**)

Other suggested titles:

Extension's Focus in a Changing Environment: Learning from the "Last Frontier" (*not supported*)

Extension's Opportunities in a Changing Environment: Learning from the "Last Frontier"

- MOU for online registration through the Fairbanks CVB's Web site, www.explorefairbanks.com, and MOU with UAF - Mike has been in contact with Maggie at UAF about the MOU; Bob will meet with her today. Mike has started to work with Utah State University for the abstract submittal Web site; they will also do the conference book and brochure.
- Per Mike: Cherie is moving to Anchorage and we need a conference planner. He has 2 names to consider (Susan Kramer may still be available; Bob has contacted her); need some time to make the decision. Bob wants to see this resolved.

- Electronic advertising & Web site - Bob has received more expressions of interest about the conference than he'd expected, with more diversity of disciplines. We need to get the message out broadly beyond Extension (NRCS, SeaGrant, Soil & Water Conservation Districts, etc. - potential partners that we've not advertised to in the past and not traditionally included.) A SeaGrant Climate Specialist housed in South Carolina has listserve - Will is on that and can get the info out. We could also invite specific presentations from outside experts - updates on the science of what's been occurring in Alaska. There could be one or more general sessions on Alaska, as well as concurrent sessions filled using submitted abstracts to include typical Extension content. Several members have expressed their desire to avoid having the conference become a technical or research-based forum.
- 8. **Committees** – review Sue's proposed restructuring and start thinking about the committee you'd like to serve on.
- 9. **Marketing ANREP** to the other professional organizations - email lists to Sue of organizations you think we should "advertise" to.
- 10. **2009 meeting dates:** Jan. 20, Feb. 17, Mar 17., Apr. 21, May 19, June 16, July 21, Aug. 18, Sept. 15, Oct. 20, Nov. 17, Dec. 15
- 11. Other business