

1 **AGENDA**
2 **ANREP Executive Committee Meeting**
3 **August 25, 2010**
4

5 *Approved Minutes*

6 *Submitted electronically to Bill Hubbard/Matt Howell, September 20, 2010 by Ursula Smedly*
7

8 In attendance:
9

10 Jeff Schalau, President

11 Mike Kuhns, President-elect

12 Will Sheftall, Treasurer

13 Ursula Smedly, Secretary

14 Bill Hubbard, Executive Secretary
15

16 Sandy Smith, North East Regional Representative

17 Eleanor Burkett, North Central Regional Representative

18 Amy Grotta, Western Regional Representative
19
20

21 Unable to attend:

22 Mike Reichenbach, Past-President

23 Brenda Allen, Southern Regional Representative

24 Sue Donaldson
25
26
27

28 Start: 1:32pm
29
30

31 Are there any additions to the Agenda?
32

33 Approval of Minutes from July 2010

34 Minutes from May and June were approved via electronic vote. Jeff added a paragraph indicating the
35 electronic vote passing those minutes. Also changed J. Creighton's name spelling.
36

37 **Motion: Approve July 2010 Minutes (Sandy). Seconded (Mike K.) All approved. Motion passes.**
38

39 ITEM 1 -- Membership news -- Bill Hubbard
40

41 **Action Item** (Bill) One check left to deposit. It was a registration check made out to the convention
42 center or UAF in Fairbanks. He will straighten this out.
43

44 Otherwise, it's a quiet time of year for membership.
45

46 **Action Item** (Bill and Eleanor) will straighten out membership dues that were paid along with
47 registration for the conference and have numbers at the next meeting.

1 Eleanor asked if she needs to run another report. Bill indicated that that would be helpful with the most
2 current data. Will asked Bill if that check was from Kris Irwin. Yes, it was. We know that she has paid
3 and that \$433. She also bought a membership in the registration check?
4

5 **Action Item** (Bill) will check to see what was indicated on the CVENT system.
6
7

8 ITEM 2 -- Treasurer report -- Will Sheftall
9

10 Three accounts

11 Conference checking: \$36,451.70

12 General account: \$25, 316.40

13 Savings account (escrow Galaxy monies) \$20, 129.75
14

15 No pending transactions for the general account and all Conference transactions are current as of today.
16

17 In addition, the remainder after all the bills/deposits will be taken care of. \$28,000 will be our residual
18 regarding the conference account. We had more registrations than we expected and our budget was
19 based on that conservative number of attendees, so we will be coming out well, which will help us fund
20 our 2011 and 2012 budgets.
21

22 In future meetings, we should discuss what all we might do with these funds, scholarships, investments,
23 endowments, revolving accounts, cash to carry us through when prepping for Conferences, and the like.
24

25 Eleanor asked what residual has been in the past. Will said that WI was about \$10,000, half from
26 registrations, half from grants. Total profit from the Wisconsin Conference was about \$18,000. Half of
27 that was given to U of WI.
28

29 For this year, food came under budget; facility rental costs were less than expected. Will said that he
30 recalled Mike R. saying that there were a few items over budget, but most items were under. Also the
31 pre-conference study tours made a couple thousand dollars.
32

33 Eleanor said that she'd rather see the monies go toward scholarships as opposed to providing any
34 refunds. Mike K. agreed, but also asked if the conference monies generated also be used to keep ANREP
35 going. Will confirmed this. Initially Mike R. was looking at \$6,000 as total residual, but when they put
36 the "actual" down projected for the budget, they projected \$1500. Certainly the \$28,000 would push us
37 out to 2015 before we'd have to look at raising dues again. Also, Mike K. commented that Galaxy
38 projections would impact that as well. Will said that 2015 would be the year we could draw on those
39 funds, two years after the next Galaxy conference.
40

41 Jeff also commented that what helped us make that money, many on the Executive Committee did the
42 lion's share of the work, instead of hiring a conference planner, for example.
43

44 Eleanor calculated that we probably only saved \$1000 in doing the registration ourselves. Next time,
45 expenses for the conference will be greater and will also include sharing the revenue.
46

1 Eleanor asked Will for his recommendations so they can be acted upon or not. Will just clarified that he
2 thought we should do something other than place it in our savings account. We should do something
3 else with it. The items he mentioned just a few of some of the options.

4
5 **Action Item** (Will) said that he could write up those options for the Executive Committee to consider.
6
7
8

9 ITEM 3 -- Discuss 2010 Officer Elections -- Jeff Schalau

10 Offices to be filled in 2010:

11 - President-Elect

12 - Secretary

13 - Northeast Regional Rep

14 - North Central Regional Rep
15

16 Since Mike R. couldn't be with us, Jeff went over this item.
17

18 Jeff questioned whether we should also be looking at the Treasurer position. Will confirmed that if the
19 bylaws pass before elections happen, then the Treasurer would be elected during the Conference year,
20 which would avoid the need to appoint a Treasurer for the extra year. At this point, regardless, Will has
21 volunteered to stay another year to ease transition for the incoming Treasurer. As for the Secretary
22 position, the year would also change if bylaws were to pass.
23

24 In addition, we're now waiting on the 45 day period needed to wait for voting on the bylaws, which will
25 push elections later than usual. We might like to revisit this next month when Mike R. will be back.
26

27 Jeff went over the three options as Will emailed to him. It was written by Will to Jeff as follows:

28 1) ask present Secretary to serve an additional year, and appoint Ursula to that 1-yr term; 2) appoint
29 someone else to a 1-yr term; 3) hold the election for Secty as scheduled under Old Bylaws with the
30 understanding that the newly elected Secty would serve either a 3-yr term or a 1-yr term, to effect
31 transition to the new schedule if approved.
32

33 ITEM 4 -- Proposed Bylaws Changes -- Sue Donaldson

34 When Jeff sent out the notice for the meeting today, Sue said that 66 have voted as of today. Mike K.
35 sent out a reminder yesterday to everyone on the list about voting on the bylaws.
36

37 ITEM 5 -- Conference Wrap-Up Conf. Call -- Eleanor Burkett
38

39 Most of the core group attended this call last Friday. Will gave a good run down of the comments that
40 were on the evaluations.
41

42 **Action Item** (Eleanor, Will Sheftall and Mike R with cc Jeff and Mike K) will be creating a report on the
43 conference to submit to the Executive Committee at the next meeting.
44

45 **Action Item** (Mike K.) was asked if could provide any additional comments generated from Survey
46 Monkey and provide a summary to include in the report conference.
47

1 Jeff also suggested that we include the actual Survey Monkey as an addendum to the report. Eleanor
2 suggested that Susan Moore also have access to that, as she is the 2012 Conference Chair. Eleanor
3 explained that would allow her to see each individual result for each item, as the nature of Survey
4 Monkey does not allow one to copy/paste the entire survey plus comments into a word document. A
5 summary would have to be generated and then cut and paste each individual items comments.

6
7 Will also commented that the subscription for Survey Monkey (SM) might be up in September when the
8 subscription ends. Eleanor suggested that the report generated by Mike K. should be saved as a pdf
9 document. To renew the subscription, it would be about \$300, according to Will. Amy said that the
10 professional version will be up November 2010 and automatically renewed at that time. Jeff suggested
11 that we capture as much off the SM as we can, then eliminate it until we have the need for it again for
12 the next conference. Bill also suggested that we might export the data from that SM to another SM.
13 Mike K. thought that once we get it off and into a pdf, we shouldn't need to hold it in a SM. Eleanor
14 mentioned that for 2012, we should be able to duplicate the survey and make it fit for the next
15 conference. Mike K. said that's what he did with the last survey done by Sue D. Bill suggested that
16 maybe we keep it, as we just used it for our bylaws activities, and maybe for elections as well... maybe
17 three times a year, so maybe it might pay for itself. Mike K. also said that if we can purchase the
18 minimum for what we need, not all of the security etc., maybe it might make sense.

19
20 **Motion: We renew our Survey Monkey subscription for one more year, pending a review of the cost**
21 **options (Bill Hubbard). Seconded (Eleanor).**

22
23 Discussion: Do we need to worry about which form we get, or should it be at the discretion of Bill
24 and/or Mike K?

25
26 **Amy moved to amend the motion to include that the form of SM we do get be at the discretion of Bill**
27 **(Exec Sec).**

28 **Sandy seconded the amendment to the motion.**

29
30 Will - Amy will need to handle this for us. If she's willing to transfer the email address to Bill, but if she's
31 on top of the current renewal issue then she could handle that.

32
33 **Action Item** (Amy) said that that was fine that she'd take care of that.

34
35 All were in favor. Motion passes.

36
37
38 ITEM 6 -- Vacant Positions Filled - Mike Kuhns

- 39 1. JOE Board - Robert Bardon
- 40 2. PILD Representative - Mike Kroenke
- 41 3. Newsletter Editor - Diana Rashash
- 42 4. Two Galaxy Representatives - Erik Glenn and Martin Havlovic

43
44 Susan and Mike reviewed the materials that each candidate sent. They had more individuals interested
45 than were needed for each open position. After Alaska, even though there were many interested, Mike
46 K. sent out an email requesting any additional interest, come forward. He also checked on membership
47 status. About 2/3 were members. A few added memberships after Mike K. let them know that was a
48 requirement. A couple didn't send any information about themselves, which made them ineligible.

1 They also asked individuals if their supervisors would allow them to serve and all the finalists provided
2 that documentation. Final notices have been sent to the individuals as well as some direction as to how
3 they would begin serving.

4
5 Jeff recapped the process and acknowledged Mike K.s commitment to this process.

6
7 Jeff thought we might keep the list of folks who were interested in serving and perhaps save that list for
8 the future and maybe tap into those folks down the line.

9
10 Jeff said as an additional note, we will now also be able to generate a newsletter with Diana coming on
11 board.

12
13 Eleanor commented that we need to make sure that when we are developing our future agendas that
14 we need to reference these new folks but also include a time for them to attend, as they don't need to
15 be there for the entire meeting.

16
17 ITEM 7 -- North Carolina 2012 - Jeff Schalau

18
19 Jeff, with regard to the JOE board and most everyone else, has been keeping us informed in writing.
20 Certainly we will continue with that, as well as request the occasional report during our calls. As time
21 goes on, some may need to be part of our meetings more frequently. For NC, we need them to join our
22 meetings as we move ahead, especially when we discuss the summary report for the last conference.

23
24 Eleanor also wanted to make note that we need to be cognizant of these folks time.

25
26 Sandy asked if we need to continue to meet at 3:30pm Eastern time. Bill said that he would look into
27 using the 3-5pm for the system. The switch was due to a one-time bottleneck.

28
29 Future meetings: September 15, Oct. 20, Nov. 17, Dec 15. All third Wednesdays.

30 Motion: To adjourn (Sandy). Seconded (Mike K).

31 All were in favor.

32

33 Meeting adjourned: 2:49 pm MT.