

1 ANREP Board Meeting
2 June 26, 2010
3 Fairbanks, AK
4

5 Called to order at 9:10 am
6

7 Attending: Jeff Schalau, Mike Reichenbach, Will Sheftall, Eleanor Burkett, Amy Grotta,
8 Dean Solomon, Brenda Allen Mike Kuhns, Sue Donaldson
9

- 10 1. Membership meeting: we have 2 hours for the session followed by a 30-minute
11 break before concurrent sessions start.
12

13 Agenda has been revised

- 14 1. Slides: 5 minutes or less per item
15 2. "Breakout": Great Hall is not conducive to small group discussions; we'll have
16 notetakers (Eleanor and Mike R.) and get feedback from the audience on climate
17 science programs. Members will be given 5 x 7" cards to provide feedback on
18 enhancing the value of ANREP membership and the input will provide board
19 direction for the next 2 years. Initiative ideas will get captured by notetakers.
20 Need a traveling microphone (Amy and Mike K.). Will have to turn off lavalier
21 mike while using the 2 traveling microphones.
22 3. North Carolina 2012 Conference (Susan Moore)
23 4. Awards: need to find someone who served on the committee to say a few words
24 about the process; Will will oversee the awards ceremony on Wednesday for
25 Joan.
26 5. See items below
27 6. Closing comments (Jeff)
28

- 29 2. Galaxy 2013: need 2 members for the planning committee; need to determine
30 facilities needs; need to estimate number of ANREP members that might attend
31

32 Awards feedback: It appears that there was a submission which was not conveyed
33 properly through the Web site. We need to ask how it worked for the members.
34

35 **Action Item:** *Confirm with Matt Howell that submitters get a message confirming their*
36 *submission; add text explaining process to submitter so they will know if there was a*
37 *problem.*
38

39 Positions Open: Sue will be in charge of posting openings on flip charts; Jeff and Sue will
40 develop a description of duties to put on flip charts. Recognize those who have served in
41 those positions.
42

- 43 • Galaxy IV

- 1 • Newsletter
- 2 • PILD
- 3 • JOE
- 4 • State Champions

5
6 3. Reimbursements: Submit to Will. Keep conference expenditures separate from other
7 expenditures. Registrations for the Memorial Run – we'll write a check to the local
8 running club; Will and Mike R. will work out logistics with Susan Kramer to handle \$.
9 Profit from Run/Walk gets donated to Polycyctic Foundation as a donation from ANREP.
10 Reg fee for run was \$15; need to subtract expenditures before doing final accounting.

11 4. To Dos:

- 12 • Will and Mike R – finances
- 13 • Print documents/signs – let Mike R know
- 14 • Mike needs help with writing up information about facilitating discussions and
15 building connections, informal meetings, posting to Web site, hopefully leading
16 to some strategic planning. There may be space in the poster hall.
- 17 • Bulletin board: add changes to program book,
 - 18 ○ Announcements etc.
 - 19 ○ Volunteer info
 - 20 ○ Open space
- 21 • Presenters and special AV needs – talk with Dean and IT people, check with
22 Stephen Davis about special needs (Mike has list)
- 23 • Signs (no food, computer kiosk etc.) – Susan K is making them
- 24 • Amy will do handwriting tasks
- 25 • Need signs for doors for each Concurrent Session – Amy will format and Mike R
26 will print; Dean will get a volunteer to post them
- 27 • Hold twice a day short meetings to handle issues (first of the day 6:45 am in Tilly
28 Commons M,T,W; end of day at Jeff's room (Cutler 214) at 5 pm Sat and Tues;
29 7:30 pm Monday

30 5. Volunteers – need someone on each bus for each tour; person will take notes and
31 report back to Mike R. Post on volunteer board. Needed for Cold Climate, Botanic
32 Gardens and SuperComputing. Dean has list of volunteers and needs. Need one
33 concurrent session moderator and 10 room helpers. Ask moderators to find a helper if
34 they feel they need one. Have 18 poster judges. Tuesday workshops: Peter was going to
35 get 4-H kids for the rooms; they need to have a role to give them some experience;
36 moderator needs to give recognition to 4-H volunteer. Peter has UAF person to go on
37 each tour except the supercomputing tours. Don't have anyone going to Chena on
38 Sunday. ANREP volunteer for each tour needs to have list of people signed up on the
39 bus.

40 6. Cancellations – for emergencies, per policy Eleanor and Mike R. will make decisions;
41 refund full amount minus 5% for bank fees etc. or a flat fee of \$20. Group supported a
42 \$20 fee. Eleanor can refund through CVENT.

43 7. Awards Presentations: Weds, 3:30 to 4:30; awards are designed to be lightweight;
44 Will is in charge of showing the PowerPoint; need to organize the awards; Sue will

- 1 work with Will to get the presentation checked and organized. Last time we
- 2 recognized silver and bronze separately from the gold awards. Could just read
- 3 names of silver and bronze winners and have them pick up their certificates
- 4 separately; only have gold winners and leadership awards come forward for
- 5 handshake etc. Ben Jackson will take photos. Sue will help set up the certificates in
- 6 2 groupings by year. Mike R. and Jeff will collect any certificates that were not
- 7 picked up and mail them to the recipients
- 8 8. Silent auction and computers will be in Art Gallery (secure room); need a code for
- 9 the door
- 10 9. Loading presentations: Thirty presentations were uploaded to the conference web
- 11 site and can be captured. We need copies of all the presentations for the Web site.
- 12 We could buy jump drives, one per room, with all the presentations for that room.
- 13 We have enough moderators but not enough computer helpers. All presenters
- 14 should be at their assigned room 30 minutes before their concurrent session begins
- 15 to load their presentations. This will be announced repeatedly in the plenary
- 16 sessions. We could make a handout for presenters with instructions to hand out at
- 17 registration (Dean). Need to load Concurrent Sessions A during Monday afternoon
- 18 break. Tuesday Workshops, load at 9:30 am. Wednesday load B at 7:30 am etc.
- 19 Dean is in charge of overseeing and collecting jump drives from moderators.
- 20 Eleanor will purchase them.
- 21 10. Biographies: only read for plenary sessions.
- 22 11. Breakfast meetings: Tilly Commons, 6:45 am, M, T, W
- 23 12. Share cell phone numbers
- 24 13. Campus shuttle: 907-474-6857
- 25
- 26 Past Presidents attending the conference:
- 27 Mel Baughman
- 28 Don Hanley
- 29 Mike Kroenke
- 30 Viviane Simon-Brown
- 31 Janean Creighton
- 32 Jeff Schalaus
- 33 Mike Kuhns
- 34 Mike Reichenbach
- 35 Ben Jackson
- 36 Sue Donaldson
- 37