

1 ANREP Executive Committee meeting  
2 2010 March 17  
3  
4 **Minutes taken by Ursula Smedly, Secretary**  
5 **Approved minutes submitted electronically for website posting, September 14, 2010**  
6  
7 Present:  
8 Jeff Schalau, President  
9 Mike Kuhns, President-Elect  
10 Mike Reichenbach, Past-President  
11 Bill Hubbard, Executive Secretary  
12 Ursula Smedly, Secretary  
13 Will Sheftall, Treasurer  
14 Dean Solomon, Assistant to the Treasurer  
15 Sandy Smith, NE Regional Representative  
16 Eleanor Burkett, North-Central Regional Representative  
17 Amy Grotta, Western Regional Representative  
18 JoAnne Skelly, Membership Committee Chair  
19 Sue Donaldson, Policy & Bylaws Committee Chair  
20  
21 Eric Norland, NIFA  
22  
23 Absent:  
24 Brenda Allen, Southern Regional Representative (tried to call in but had phone problems, as per her  
25 note on Adobe Connect site)  
26  
27 Meeting called to order: 1:35 pm MT  
28  
29 AGENDA  
30  
31 Are there any additions to the Agenda? None  
32  
33 Approval of Minutes from February  
34 021710 unapprvd min.doc  
35  
36 Ursula received minute changes via email from Eleanor, mostly grammatical changes.  
37 **Motion: Sandy moved to approve minutes with changes. Mike Kuhns seconded. No discussion, all**  
38 **were in favor. Motion passed.**  
39  
40 ITEM 1 -- Membership news -- Bill Hubbard  
41 20 members from Eleanor's meeting, another 20 came into Bill, most as membership renewals. Annual  
42 registration for GA will be April 1st, so that will bring in more. Total membership is currently estimated  
43 at 330. Up-to date, paid would be 40 added to last meetings figures- 162 paid, so there are 202 paid  
44 members. There will be additional members coming from Conference. Bill felt that even with the  
45 increase in dues and economic/budget issues, it's nice to see that our members still feel that they're  
46 membership is of value.  
47

1 JoAnne asked Bill, "When can we have an updated membership list?" Bill responded the he will send an  
2 updated list from the database or he can give JoAnne access to the website. They decided to email each  
3 other and work out the details.

4  
5 Bill did receive the check from the Visitor's Bureau. Will commented that we should remember that we  
6 built this year's budget based on 300 paid members.

7  
8 ITEM 2 -- Treasurer report -- Will Sheftall

9 Posted on the wiki space <http://anrepagenda.wikispaces.com/March+17+2007>  
10 (See document 3/17/07- Jeff is going to change this to read 3/17/10). We earned some interest on  
11 savings and some travel expenses were covered. Bill has received a check from Fairbanks, \$16,534.85 to  
12 deposit this week. The conference checking total would be \$42,107.75.

13  
14 (We reviewed the tab entitled "Conf." This tab reflects income and expenditures)  
15 These represent all transactions through February 28, 2010 including registrations for the Conference.  
16 Will is getting activity reports via email, so he's putting the details into the spreadsheet, so as to keep a  
17 record of the activity.

18  
19 ITEM 3 -- NIFA Update -- Eric Norland

20 Jeff sent letters to Dr. Beachy and Dr. Kugler. Dr. Beachy will be unable to attend the Conference this  
21 year, but Dr. Frank Boteler will be attending. Eric let us know that Dr. Beachy is extremely busy and is  
22 really difficult to gain an audience with. With regard to restructuring, there's been a lot of discussion  
23 behind closed doors in developing the organization and the details, which will be sent to Congress soon.  
24 Their expectation is that Dr. Beachy will be calling a meeting with folks prior to any announcements, in  
25 order to address the rumors going around with regard to the status of the process. Eric is encouraged  
26 by this, in that Dr. Beachy is very cognizant of his people and their needs to be addressed and making  
27 this a transparent process. With regard to AFRI and the RFA, it is getting "really, really, really close" to  
28 being released. Eric's been told that it's, "almost done." At this point, they're experiencing a lot of  
29 activity and then quiet, a "sprint and drift" pattern, so they'll continue until there's an announcement.

30  
31 With regard to the Women and Working Lands group, it's a group that's been self initiated in their  
32 department, recognizing women in agriculture, started about 18 months ago at USDA. This group is  
33 sponsoring a Women and Working Lands forum next Thursday to discuss challenges and opportunities  
34 for women who work the land, in agriculture and forestry. The keynote speaker will be Christy Vilsack,  
35 Secretary Vilsack's wife. This is important within the department in that women are really being  
36 recognized with regard to their contribution to agriculture. This was a group that was "self-identified"  
37 across 17 agencies and has since grown and will now get some more visibility. The event will be  
38 recorded for a future webcast. Eric and folks will get the word out when this will be available.

39  
40  
41 ITEM 5 -- Conference Update -- Eleanor Burkett

42 The Conference planning committee will be meeting next week, Wednesday, March 24, 2010. Eleanor  
43 will continue to email the Executive Committee as Conference issues are resolved. So far, there are 131  
44 total registered. Of those 131, 102 are full registrants, 29 are guests. Eleanor encouraged anyone to  
45 email her if there are any issues and they'll be discussed at the meeting next meeting.

46  
47 Mike Reichenbach wished to acknowledge Dean Solomon for finding insurance for the Conference. In  
48 addition, this insurance will cost less than we had originally budgeted for, which is great. So, we'll be

Ursula Smedly 3/18/10 11:37 AM

Comment: Need proper spelling

1 moving forward with signing a contract. Dean commented that he'll work within the (Conference  
2 Planning) Committee to make sure that it's what is needed.

3  
4 Will added that about 10 people have gone into Survey Monkey registration with regard to additional  
5 activities that will be going on during the Conference. He asked if we can send an email to all the people  
6 who have registered to remind folks to register for those activities by April 1<sup>st</sup>. They don't need to pay,  
7 but they need to let their wishes be known. Will will send email to Bill and Eleanor and they'll send out  
8 word to registrants with regard to this matter.

9  
10 Mike Reichenbach commented that we are about 20 or so registrants away from our "breaking even"  
11 figure, which is great. Eleanor clarified that we are at 131 registrants, so we need 38 more to break  
12 even. Sue commented that for our previous conferences, the number of registrants increased  
13 dramatically the day before the deadline. Jeff said that as we get closer to the deadline, we can work on  
14 our contingency plan (in case we don't reach the "break even" figure.) We can save this for the Planning  
15 Committee meeting next week.

16  
17  
18 (We skipped down in Agenda to Item 8, as JoAnne needed to leave, then to Item 7)

19  
20 ITEM 6 -- 2010 Awards Announcement -- Jeff Schalaus  
21 2010 ANREP Awards.doc

22  
23 Jeff wanted to acknowledge a great job done by Joan Bradshaw and Matt Howell for getting the Awards  
24 taken care of. Hopefully we'll get some good nominations so we can acknowledge the great work being  
25 done in Extension.

26  
27 ITEM 7 -- Review Proposed Bylaws Changes -- Sue Donaldson  
28 Proposed Substantive Bylaws Changes 1-6-10.doc  
29 Revised ANREP Bylaws 1-4-10.doc  
30 sss edited Revised ANREP Bylaws 1-4-10.docx

31  
32 Sue reminded the group that the bylaw changes need to be sent out to the membership by the end of  
33 May. Sue sent the Executive Committee a 3<sup>rd</sup> document (sss edited Revised ANREP Bylaws 1-4-10.docx)  
34 that had the edits and what had been accepted previously. She identified 33 items on this document.  
35 The Executive Committee under Sue's leadership went through each item. Comments on each item  
36 follow (comments by Sue, unless otherwise noted):

37  
38 D1: Extension USDA-NIFA? Geographic description? Change to read: [redacted] Executive Committee  
39 (EC) agreed.

40  
41 D2: Changed to 5- already voted on. EC agreed.

42  
43 D3: Inconsistent in bylaws.

- 44 • Can vote but not hold office?
- 45 • Affiliates can be members but not vote or hold office.
- 46 • Sue will ask Bill if he recalls that this was so, that this was the intent. EC agreed.

47  
48 D4: Board approval of application of membership.

Ursula Smedly 3/18/10 12:49 PM

Comment: Sue, need language here

- 1 • Mike R. commented that with regard to D3, break it into 2 separate sentences.
- 2 • (back to D4) Eliminate. Submit application with annual dues.
- 3 • Will suggested that it was probably stated that way so applications could be reviewed.
- 4 • Sue said that she felt it was more procedural and shouldn't be in the bylaws.
- 5 • Will suggested language change:

Ursula Smedly 3/18/10 1:01 PM  
**Comment:** Sue, what was the change on this?

D5: Student members. Can they hold office?

- 8 • Mike R. stated that we are an association that works to encourage student involvement. He felt that they should be able to hold office.
- 9
- 10 • Mike K. stated that for them to be committee chairs is one thing, but if they are to be committed to a term of office, this may be problematic.
- 11
- 12 • Mike R. stated that the representative previous to Amy was a student. They should be given an opportunity. Also, he said, to remember that these positions are elected, so there is a "check and balance" inherent within the system.
- 13
- 14 • Jeff stated that his initial reaction to this is to say no. But that Mike R made good points for why they should.
- 15
- 16 • Mike R. stated that SAF allows students to hold office, within their State Chapters.
- 17
- 18 • Will thought this is addressed in Section 1. Membership, number 3. Define a student member. He questioned, what if they're a full time student but also an Extension professional? A student member needs to read "and does not have a paid Extension position" or "is not qualified to be a full member."
- 19
- 20 • Dean brought up the question, "what if there's a student who is an officer but then ceases to be a student before their term expires, what happens then?"
- 21
- 22 • Jeff questioned whether or not a student would have the time or the motivation to serve on the Executive Committee fully.
- 23
- 24 • Will suggested that we just redefine "Student Member."
- 25
- 26 • Dean thought that they should be allowed to hold appointed positions, not elected ones.
- 27
- 28 • Sue commented that we should remember that the membership will be voting on these. In addition that the Executive Committee think about how we have the membership vote, either vote on the entire document or change by change.
- 29
- 30
- 31

D6: 5 times- redundant. It's already covered in life membership section.

- 32
- 33 • Sue asked if the Board can review dues on an annual basis.
- 34 • Will questioned where it states that the Executive Committee sets the dues.
- 35 • Sue said she would make a note to check that this is stated in the bylaws; otherwise this would need to be voted on by the entire membership.
- 36
- 37 • The decision was made to delete reference to 5 times.
- 38

D7: Officers elected for one term. Delete. Can't have two different terms. EC agreed.

D8/9: Secretary duties. Some have been transferred to Executive Secretary duties.

- 42 • Will wanted to interject and add comments about items above the Secretary duties. They were in reference to the duties of the President, in that the President serves a 3 year "term." This not the correct word. It should be changed to read "elected to a 3 year commitment."
- 43
- 44 • Also, there are inconsistencies between Treasurer and Executive Secretary regarding the collection of dues. There needs to be some clarification. Perhaps it can read, "...the Treasurer shall receive dues and other funds..."
- 45
- 46
- 47 • Sue will work on these.
- 48

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

D10/11: NIFA-USDA needs to be in reverse order.

- Omit- we already dealt with this previously in discussion and in the document.
- The territories need assignment to regions.
- Ursula questioned placement of international members. Bill stated that there once was a member from Canada. Sue clarified that international members are considered affiliate members.

D12: Conference planning committee.

- Procedures that change from conference to conference.
- They don't need to be in the bylaws. EC agreed.

D13: Dues announcements

- Is July too late? Perhaps we should get people used to paying at the beginning of the year. Other organizations send out their dues notices as early as November.
- Or, we can make this a procedural item that would be an action item.
- Will suggested that maybe just state that the Executive Secretary sends out a minimum of (3) dues notices before people are purged from the membership list.
- Bill agreed that this would give flexibility
- Sue stated that this would be good to show the membership that the Association is giving them every opportunity to pay.

D14: Managing the database and collecting information about members.

- This is already covered in managing the database.
- Will suggested that those two statements be switched.
- Jeff supported the managing the database statement remain. He questioned if the members have option to amend online.
- Bill stated that this is not the case at this time and questioned that this might be getting into procedures.
- Jeff reconfirmed that he felt that managing the database covers it. EC agreed.

D15: Executive committee.

- Also spelled out before. It needs to state what their authority is and it doesn't need to list the officers again. EC agreed.

D16: Membership meetings

- With regard to invitation to the meeting. It should include all media options. EC agreed.

D17: Business meetings.

- Affiliate members, clarification. Although they pay dues, they do not have voting privileges. EC agreed.

D18: Quorum

D19:

D20: Or other electronic means- eliminate FAX. EC agreed.

Ursula Smedly 3/18/10 3:25 PM

**Comment:** Missed the discussion on this item

Ursula Smedly 3/18/10 3:25 PM

**Comment:** Missed the discussion on this item

1 D21: Such questions shall be voted upon within 30 days. EC agreed.  
2  
3 D22: Definition of policy statements. Sue suggested "other topics." EC agreed.  
4  
5 D23: Elections and procedure. Electronic vote vs. Survey Monkey. EC agreed.  
6  
7 D24: Don't need to be so specific. EC agreed.  
8  
9 D25: Again, don't need to be so specific (Survey Monkey.) Electronic means. EC agreed.  
10  
11 D26: In reality, the tallies are done electronically and go from the Executive Secretary to the President.  
12 • Mike R. suggested to leave it general, leave it at the discretion of the Past-President.  
13 • Sue stated that the process shouldn't be in the bylaws, so it can change as needed. She felt that  
14 the entire section is full of specifics that can be dropped. It's all described already under their  
15 job duties.\*  
16 • Will suggested that the nominating committee prepares the ballot. There really needs to be  
17 accountability.  
18 • Mike R. suggested that this information needs to be in the Policy document, not the bylaws.  
19  
20 D27: \*not discussed, see above comment by Sue  
21 D28: \*not discussed, see above comment by Sue  
22  
23 D29: Regional Representative elections- leave in. EC agreed.  
24  
25 D30: Committees, consolidation. Need to reflect what the EC voted on in March 2009. EC agreed.  
26  
27 D31: People are self-appointing themselves.  
28 • Sue suggested that members may volunteer on committees on which they have an interest. EC  
29 agreed.  
30  
31 D32: Committee Charter  
32 • Eleanor stated that it's good to have direction for a committee.  
33 • Sue felt that maybe the word "Charter" is throwing people. Proposed to change language to  
34 eliminate the word "Charter." EC agreed.  
35  
36 D33: Chapter visitation  
37 • Sue suggested to take this part out of the committees and move to Chapters.  
38 • Jeff thought, what if we (EC) get requests but don't have the funding to visit?  
39 • Eleanor suggested that this might be done via webinars.  
40 • Sue suggested to state it "in other ways"  
41 • Eleanor felt that it could be done by whatever means.  
42 Sue added that there is a lot of communication done electronically.  
43 • Eleanor stated that we don't limit this by the means of communication, add "contact" instead of  
44 an actual visit. EC agreed.  
45  
46 (End of specific comments on bylaws.)  
47

1 Eleanor requested that Sue send out the changes that were made in this meeting and that she add any  
2 "quick fix" suggestions for us to review. This might make this part of the process go more smoothly.  
3  
4 Jeff added that he will put this on next month's agenda to finish and vote on.  
5  
6 Will suggested that we should possibly consider color-coding each change, so membership can "see" the  
7 difference in substantive issues.  
8  
9 Jeff suggested that Sue consider how the proposed changes might look (visually read).  
10 Sue reminded the Executive Committee that we need to decide on how the voting will be presented to  
11 the membership, either to vote on the whole document or by each change.  
12 Will clarified that changes might be bundled  
13 Sue felt that they could be divided between substantive vs. typos/grammar, which could definitely be  
14 bundled separately.  
15  
16 ITEM 8 -- Discussion Regarding State Champions -- JoAnne Skelly  
17 JoAnne met on March 1<sup>st</sup> with the Regional Representatives. With regard to State Champions within  
18 their regions, this is the tally:  
19  
20 4/12 in the North-Central region (Eleanor)  
21 5/13 in the Western region (Amy)  
22 7/14 in the North-East region (Sandy)  
23 9/15 in the Southern region (Brenda)  
24  
25 JoAnne also reminded the group that Sandy and Eleanor's terms will be ending in December. Both Amy  
26 and Brenda will continue to serve until 2012. In the meeting they discussed ideas for recruiting State  
27 Champions. With regard to State Champions, there may need to be some updating, as leaders have  
28 changed. This will be important especially if we all want them to help in promoting the Conference. The  
29 regional representatives would like time at the Conference so they can introduced themselves to folks,  
30 so as to help our membership to identify them and visit with them at the Conference. Perhaps this can  
31 be done at the Breakfast? Also, can the nametags given to registrants identify their representatives by  
32 name on the tag?  
33  
34 Eleanor responded that both Regional Representative's names and State Champion's names can be  
35 printed on the nametags. JoAnne will be printing up State Champion responsibilities for the Regional  
36 Reps to hand out. Their goal from the Committee is to increase the number of State Champions and  
37 want them to help increase membership. Jeff suggested that maybe the Committee do a PowerPoint  
38 presentation during the business meeting at the Conference. Eleanor suggested that they make signs  
39 as they do at political conventions to help identify the regions. JoAnne agreed that it would be great to  
40 have a visual recognition of the Regional Representatives. Sandy suggested that it would be helpful to  
41 have a "meet 'n greet" opportunity. Eleanor thought that we should get people to sit in their regions for  
42 the meeting. Jeff suggested that a plan needs to be devised regarding logistics, such as seating for the  
43 business meeting. JoAnne said that she'll work on the logistics.  
44  
45 ITEM 9 -- RFP for the 2012 Conference Site -- Mike Reichenbach reported that Mel Baughman is chairing  
46 a committee (Sandy Smith, and Brenda Allen) that is evaluating the RFPs received.  
47  
48 **Motion: Eleanor moved to adjourn. Will seconded. All were in favor.**

- 1
- 2 Meeting adjourned: 3:56 pm MT