

1 ANREP EXECUTIVE COMMITTEE MEETING

2 **MINUTES**

3 January 20, 2009

4 2PM Central Time

5 **Approved Minutes**

6 Ursula Rosauer, Secretary

7 Present:

8 Mike Reichenbach, President --reich027@umn.edu

9 Jeff Schalau, President-elect -- jschalau@ag.arizona.edu

10 Sue Donaldson, Past President -- donaldsons@unce.unr.edu

11 Ursula Rosauer, Secretary -- urosauer@nmsu.edu

12 Bill Hubbard, Executive Secretary -- hubbard@warnell.uga.edu

13 Will Sheftall, Treasurer -- sheftall@ufl.edu

14 Eleanor Burkett, North Central -- burke044@umn.ed

15 Sanford "Sandy" Smith, Northeast -- sss5@psu.edu

16 Darcy Batura, Western -- Darcy.Batura@kingcounty.gov

17

18 Absent:

19 Brenda Allen, Southern -- allenbm@auburn.edu

20 Almeshia S. Brown -- abrown23@wvstateu.edu

21

22 **AGENDA ITEMS**

23 Approve minutes from December meeting.

24 Motion (Eleanor)

- 25 • Moved to accept minutes. Sue seconded. Discussion. Will: Budget update, \$6365 made,  
26 projection much less, \$6365 instead of \$5200. Sue found typo. Page 2, line 2 of  
27 December meeting minutes should read, "Mike suggests that we figure *out* what our

1 responsibilities are to the IRS and which of the policies may be needed before  
2 proceeding.”

3 **Motion (Eleanor)**

4 **Moved to accept changes as amended.** Will seconded. All were in favor. Motion passed.

5

6 ITEM 1: TREASURER REPORT (Will)- 2008-09 Annual Treasurer’s Report inserted below

7 Balance currently: \$23, 835.68

8 Balance end of 2008: \$7,578.48

9 Settlement check from UW: \$16,364.70

10 Old checking account: \$4.39

11 All reimbursements taken care of from 2008

12 Two checks are coming from JCEP, including planning committee trips from 3 years worth of  
13 travel. Sue suggests waiting until the final Galaxy meeting in February. We’ll get dollars after  
14 JCEP distributes, maybe in May/June 2009.

15 Will plans on setting up a savings account to handle these funds. Funds from JCEP  
16 reimbursement exceed \$13,000, plus the cost of February 2009 travel. The \$9,000 discussed at  
17 the last ANREP Exec Board meeting, may not materialize. Sue feels it may be less.

18 Sue suggests that we update budget after the February meeting. Will will reimburse funds as  
19 done in the past.

20 **ANREP Treasurer’s Report – January 20, 2009**

21 **(submitted by Will Sheftall)**

22 Milestones achieved in 2008:

- 23 1) Treasurer proposed and the Board accepted that the office of our Executive Secretary will  
24 be our “permanent” banking address for accounts, and repository of archived financial  
25 records.
- 26 2) Treasurer proposed and the Board accepted that we provide the option for our members  
27 to pay dues via credit card (personal or P-card), to streamline our Executive Secretary’s  
28 paperwork involved in handling money and recording membership data. Thanks to the  
29 efforts of our Executive Secretary and Web Designer -- researching various services,  
30 selecting PayPal, and working with them to set up the system, this goal has become a  
31 reality in time for out-sourced receipt of 2009 dues payments and automatic transfer of  
32 funds to our checking account, and outsourced recording 2009 member data. It is  
33 working without any hitches, and facilitating easier and earlier payment of dues.

- 1 3) Treasurer proposed and the Board accepted that we annualize the lump sum distribution  
2 of proceeds from both our ANREP conference (every 2 yrs) and the Galaxy conference  
3 (every 5 yrs), by escrowing these distributions in a Savings Account and making an  
4 annual draw for our budget equal to 1/2 the ANREP distribution and 1/5 the Galaxy  
5 distribution. The Savings Account will be opened after we receive our Galaxy  
6 reimbursement and distribution from JCEP, sometime in the spring of 2009.
- 7 4) Treasurer set up an Excel workbook of spreadsheets that integrate budget accounting by  
8 project (showing income and expenditures for Administration, ANREP Conference, and  
9 JCEP Obligations), with our bank ledger of financial transactions (which is a  
10 continuation of the previous Treasurer's ledger for 2006-2007).
- 11 5) Treasurer proposed and the Board accepted that we set up a President's Discretionary  
12 Account and a Past President's Discretionary Account, with a definition of the purposes  
13 for which these ANREP funds can be expended without specific Executive Board  
14 authorization -- for what types of goods and services and to what ceiling amount per-  
15 item, and within what maximum per year for the two Discretionary Accounts combined.
- 16 6) Treasurer proposed and the Board accepted that we provide the President with a check  
17 card on our principal checking account, for purchases that are funded from the  
18 President's Discretionary Account, and for big single-ticket travel items that are  
19 reimbursable (registration, airfare, vehicle rental, lodging).
- 20 7) Treasurer proposed and the Board accepted that we increase member dues for 2009, from  
21 \$25 to \$45, in anticipation of an operating shortfall mid-FY2010 were we to keep dues at  
22 1995 rates.
- 23 8) Treasurer instituted payment of bills and reimbursement of travel using on-line Bill Pay  
24 instead of checks, saving paperwork, time and stamps, and at no cost to ANREP.
- 25 9) Treasurer proposed and the Board accepted that we revise our Travel Policy, reimbursing  
26 for meals according to actual receipts up to the GSA rate per meal for those not included  
27 in meeting registration, reimbursing for mileage at 1/2 the GSA rate, and encouraging  
28 hotel room sharing.
- 29 10) President proposed and developed a standard cover sheet for travel reimbursement  
30 requests.
- 31 11) President proposed and developed a standard invoice for billing JCEP and other entities.

32

33 ITEM 2: NEWSLETTER REPORT (Almeshia)

34 Sandy has been in communication with her. Four articles have been submitted by two people.  
35 Deadline for submission has been extended. Bill will send a list of new members (within the last  
36 18 months) within the NE Region to Sandy. Mike knows of two more articles that will be going  
37 in.

38

39 ITEM 3: COMMITTEE REPORTS

40 Bill: Membership, online credit card payment initiative has been successful. Close to 50 people  
41 have used without complaints. Will and Matt were very integral to the setting up process. There

1 is a \$1.50 charge per transaction. Members who did not pay dues last year, have done so this  
2 year with the PayPal system. 537 members total. Close to 20% have paid dues so far, either  
3 online or sent checks. Bill will continue to send out notices on a quarterly basis. Website  
4 maintenance, contact Matt. They're trying to keep current on that. Need to work with Will on  
5 transferring dollars from PayPal. Otherwise, the transition to a checkless system has been  
6 smooth.

7 NASAULGC/ECOP meeting (Bill)

8 Well attended, 40 or so. Forest Service, NGOs and other partners were present. Range, wildlife,  
9 forestry, "Working Forests and Rangelands." Emphasis has been to establish working  
10 relationship and for others to know what Extension is all about. Trying to get REA dollars up.  
11 A lot of high level interaction has taken place around these meetings. Good collective work  
12 done, looking toward the future in working with forests and rangelands. Developed some action  
13 items, national conferences, high level of collaboration, etc. Eric Norland coordinated, but will  
14 be looking toward outside leadership for future meetings. Mike suggested that Bill might submit  
15 a short article or summary from the meeting. Mike emphasized the importance that our  
16 membership places on knowing that they are represented at that level.

17 ITEM 3a: EXECUTIVE SECRETARY REPORT (Bill, see above Item 3)

18

19 ITEM 4: PRESIDENTS REPORT (Mike)

20 Use of Wiki Spaces and other webtools for ANREP

21 Mike sent out request to add Agenda items- offered up as option this past week. Board discussed  
22 their experiences with wiki, etc. as tools for use in their work. About half of the Board have used  
23 some form of wiki/websharing. The other half have not, but would like to do a training or get  
24 more in tune with the use of them. Mike noted that when using a Wiki, backup/historical file is  
25 saved. Also, reports and files can be uploaded for use within a wiki. For the future, if you have  
26 trouble accessing, let Mike know by sending him an email. Jeff suggests you bookmark the page  
27 to get back to it more easily. In addition, Mike suggested that there might be conversations  
28 between individuals if there are questions regarding any changes made within the wiki. Eleanor  
29 thought that we might use our initials to mark changes, even though the system does keep track  
30 of the changes and who made them. Mike will give us a tutorial for the next conference call and  
31 in the meantime will send out more info on wiki via email.

32

33 ITEM 5: 2010 Conference update (Eleanor & Mike)

34 \* Brochure-Mike- working with Kendra at Utah State University. Brochure will be used for  
35 sponsors and exhibitors. Exhibitors will most likely go to website and sponsors will receive  
36 brochures (not many will be made). One person needs be chosen to be the point-person to go  
37 after sponsors- maybe Mike will ask sponsors to "buy" a piece of the conference, ie. a break or a  
38 bus for a tour, or 20 scholarships at \$300/piece. Ursula thought of developing a tri-fold info

1 brochure for bringing in new members as well as to the conference. Eleanor has developed out  
2 small business card info type cards in the past to hand out to people in the past to direct folks to  
3 our website. Sue said that we do have old brochures that we used in the past to attract new  
4 members, but that they have the old \$25 membership fee.

5

6 \* Lodging (contracts) Eleanor: Two contracts submitted so far. The Alpine Lodge and the  
7 River's Edge Resort. Waiting for confirmation on the dormitories. Email sent to all three  
8 lodging for extending days at the ANREP date, prior to going on pre-tour. Rates are very  
9 reasonable. We'll review lodging contracts and vote during our Feb. 17th conference call. Mike  
10 recommends that we as a board review the contracts (liability, our gain, etc). Sandy requested  
11 clarification on extending lodging. Eleanor: For Example: one tour is a trip to Valdez. Should  
12 you decide to do that tour, go to Fairbanks on the 23, stay overnight, do the tour, then return and  
13 need more hotel nights, we need to ensure that extra days will be available for people to stay.  
14 Eleanor feels that by our next Feb 17th meeting, we'll have a better handle on what the local  
15 committee has put together regarding the tours. She will be meeting with Bob prior to next  
16 meeting.

17 \* Call for Abstracts- Eleanor- getting closer. She will be meeting with Jeff. They have  
18 preliminary categories. Call for abstracts will be reviewed by Sue. There will be electronic  
19 submission for abstracts. Eleanor is working to make sure that the submission process runs  
20 smoothly. For abstract review, Eleanor requests assistance from the three regional  
21 representatives, Sandy, Brenda, and Darcy, Jeff, and Sue. Deadline for submission is June 12,  
22 2009. They will then meet in August to review. We will be inviting NACDEP, NACAA, etc. to  
23 submit as well and in return ask for support in reviewing. For an outside ANREP submission,  
24 would need an outside reviewer. Sue- part of abstract review committee would usually help to  
25 package them into sessions. Eleanor is thinking that individuals who submit will be given the  
26 option for self-selection into categories by checking key word categories. Sue cites that  
27 according to by-laws, all board members are able to serve in this capacity, in addition to  
28 members who might want to be involved in the planning of the conference. Kendra from Utah  
29 State is helping to put together the online submission menus. Eleanor, Jeff, and Sue will discuss  
30 this during their phone call meeting tomorrow.

31 \* Website - visitor information- Eleanor- Sue got the visitor info and edited it into a more user  
32 friendly format to post online at our Conference page. Mike would like to not wait on the photos  
33 to submit other items online. We need to put stuff on the website as it comes. Sue will email us  
34 when she submits to the website. Mike will follow up with folks from Alaska to get some high  
35 quality photos. Jeff will send out "travel info" to the group for review (originally sent to Matt  
36 Howell, November 19, 2008). It's all about making travel plans and things to do around the time  
37 of the conference.

38 \* Tours (see above, under Lodging)

39

40 ITEM 6: PILD REPRESENTATIVE (Mike)

1 Barb Luikkonen will not available to serve on the PILD planning committee to represent ANREP  
2 in 2010. She is retiring. JCEP puts on PILD conference. ANREP is a member. As part of our  
3 responsibility, we send two representatives, who serve multiple years. Barb won't be able to  
4 attend this year's and...

5 Mindy Habecker's term expires this year, 2009. Mike found out that she has already extended  
6 her term once.

7 We need one and maybe two new ANREP representatives. Barb recommends that both should be  
8 available to attend the PILD meeting in April, 26-29 in Washington DC BEFORE they begin to  
9 serve on the committee. This would add expenses to our budget unless those representatives  
10 could attend as part of their state delegation.

11 In addition, the PILD agenda includes Association time that is organized and run by each JCEP  
12 member organization. Mike Reichenbach will be able to attend with funding from the University  
13 of Minnesota. He needs help in organizing and running this meeting. The meeting will be held  
14 from 3 to 5 PM on Tuesday April 28. The Association's night out is that evening. For the full  
15 PILD agenda see <http://www.jcep.org/PILDRRegistration09.pdf>

16 Mike is also willing to be a representative in 2010 for a three year term. Jeff Schalau also  
17 indicated an interest (for next year). Are there others who might be interested? If so, send Mike  
18 an email expressing an interest or if you know of someone who might be interested. The  
19 individual needs to be on the planning committee and attend the meeting. A note will be sent to  
20 the list serve regarding PILD and the need for a representative.

21 Sue- a three year term allows one to find out what it's about in the first year, and start work in  
22 year two and finish in year three.

23 Mike- the rotation for the lead was supposed to be ANREP this year. ESP took it for 2009. At  
24 some point we'll be asked to lead, so it would help if we had representatives with some  
25 experience.

26 Mike- Do we need a job description for this position? Sue- We are working on descriptions for  
27 other positions. Mike will ask Mindy to write one for PILD rep.

28

#### 29 ITEM 7: POLICY COMMITTEE UPDATE (DID NOT ADDRESS DURING THIS MEETING)

30 As a result of two separate incidents regarding our membership list; 1. The distribution of the  
31 names of participants at the ANREP bi-ennial conference and 2. a request by the National  
32 Association of Counties NACO to send a survey to our members regarding wildfire education  
33 programs the need for a policy regarding the privacy of our member list and related issues has  
34 arisen. This is an update on how this issue will be handled in the short term. The work of  
35 developing a policy will be taken care of by the policy committee. Any executive committee or  
36 ANREP members who wish to work on this should contact Sue Donaldson, or Mike  
37 Reichenbach.

1 Sue will present an update on how we are handling the request to use the database to survey our  
2 members.

3

4 ITEM 8: TRAVEL POLICY (Mike)

5 Per our travel policy, at the first meeting of the year we are to set mileage rates for  
6 reimbursement for use of private vehicles. Discussion and action on this item is needed. If no  
7 action is taken we follow GSA mileage rates.

8 Mike- instead of GSA mileage rates (to conserve ANREP \$, using the least expensive mode of  
9 travel) looking at 0.27/mile (volunteer medical rate) or 0.28/mile (private vehicle use when GSA  
10 is available) which are IRS rates. Sue- in her area more than 25 miles from home office, only  
11 reimbursed at 1/2 the GSA rate- 0.275/mile.

12 **Motion (Jeff)**

13 **Change existing policy to read that the reimbursement of private vehicle use will be at 1/2**  
14 **the GSA approved rate.**

15 Will seconds the motion. Discussion. None. All in favor. Motion carries.

16 Some Associations are eliminating reimbursement of meals. This has the direct result of reducing  
17 expenses while shifting the burden of the travel cost to the associations members who are  
18 volunteering their time and expertise. ANREP has been proactive in budgeting for expenses  
19 related to travel but must continue to be diligent in keeping costs low.

20

21 ITEM 9: JCEP Regional Meetings (Mike)

22 Additional funding is needed for internet connections for the ANREP/NACDEP joint association  
23 sessions. Budget figures are not yet available but estimates include \$400 for internet connection,  
24 \$200 for Iowa State use of Adobe Connect, \$40 rental for a polycom, \$200 phone charge at each  
25 meeting. A total of \$1680. This amount will be split between NACDEP and ANREP (confirmed  
26 with NACDEP President). Based on these numbers an additional \$480 will be needed for  
27 connection at the Regional meetings.

28 An agenda for the meetings is being developed by Brenda Allen and Jeff Schalau. This will be  
29 complete by January 23. An announcement will then be sent to the ANREP and NACDEP  
30 membership.

31 In February with the leadership of Jeff Schalau and Brenda Allen, ANREP is host to the Joint  
32 Council on Extension Professionals (JCEP) Regional Meetings. These meetings have two  
33 objectives, to provide the member organizations with a leadership training opportunity and to  
34 provide time for the National and state leadership within the member organizations to work on  
35 their own association business. The Regional meetings will be held in two locations, FL - Feb 10  
36 - 12, 2009 Mar, CA - Feb 18 - 20, 2009 ANREP and NACDEP will work together to provide

1 content around grant opportunities within CSREES. The sessions in both Florida and California  
2 will be made available to all members via a web connection. In addition the keynote presentation  
3 will be made available via a webcast on February 10. Please consider saving the dates and time.  
4 See the JCEP website at for details.

5 Sue: Do we know that there are people who would like to participate. Jeff: Only a few  
6 indicated an interest, 3 or 4. That may be including NACDEP members. Eleanor looking for  
7 clarification that this would be free to our members. Mike, yes, this is a member benefit. Mike  
8 looking at \$480 estimate. We may split this cost with others.

9 **Motion (Eleanor)**

10 **The ANREP Executive Board gives Mike the authorization to spend \$480 needed for the**  
11 **connection at the Regional JCEP Meetings.** Will seconds motion. Call for question. No  
12 Discussion. All in favor, motion carries.

13 Will moves to adjourn. Sue Seconds. Meeting adjourns, 3:03pm.

14

15 \*