

1 ANREP EXECUTIVE COMMITTEE MEETING

2 **MINUTES**

3 March 17, 2009

4 2PM Central Time

5 **Approved Minutes (changes in bold made 05/15/09)**

6 *Re- Submitted by: Ursula Rosauer, 05/15/09 via email*

7 Present:

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

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

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

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

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

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

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

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

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

17 Ben Jackson, Historian -- bjack@uga.edu

18
19 Absent:

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

21 Almeshia S. Brown, Newsletter -- abrown23@wvstateu.edu

22 Participants connected via phone as well as Adobe Connect Web Site,
23 <https://umconnect.umn.edu/anrep>

24

25

26

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

Meeting began: 2:03pm Central Daylight Savings Time

Approval of Minutes- Minutes 021709.doc

Motion (Jeff) : Approve minutes from last meeting, February 17, 2009. Sue seconded. No discussion. Minutes approved.

Sue has been forwarding approved minutes to Matt to post on website.

Additions to the Agenda-none

ITEM 1 CONFERENCE BROCHURE 5TH DRAFT

Draft4.pdf

<https://bft.usu.edu/files/10A21C7C-CADD-6B8E-5EFE396C82649B18/Draft6%2Epdf%2Ezip>

The 5th draft is at the above weblink. This is a 21 meg file.

Mike: We need to review the approach and the dollar amounts listed.

Exhibits and sponsors provide an alternative source of revenue for the conference. The executive committee is asked to review the document and in particular the costs of being an exhibitor.

What might we realistically expect from these sources of income? Will indicated that in 2008 the amount was about \$8000. Most of this was from CSREES and SARE. In a conversation with Ron and Bob, local committee, it was believed we could target \$9000 and possibly achieve \$12,000. This would reduce conference fees at a break-even of 150 by about \$60 per person.

Regarding the brochure:

Jeff suggested that maybe we increase font size on the dates of the conference.

There was discussion regarding opening brochure onto a blank page. Perhaps we can add something to this area? Mike will move the U of Alaska aerial graphic over to blank page.

Discussion over the price of booth space, in that it might be a little low at \$375. Jeff added that it needs to be very clear about what all is included in the booth space fee. We need to be clear that this **does not include** registration for ONE person. In addition, who gets the conference

1 materials? Additional people affiliated with the booth should register independently. Eleanor
2 had a recent conference where they charged \$400, but included two registrations.

3 Variable costs are looking to be \$175/person. Mike will put in an additional box adjacent to this
4 item for additional people to be added. Jeff suggested that perhaps we have one price for NGO's
5 and non-profits and another price for for-profits. Last year, if folks were a non-profit and wanted
6 to do a booth, they were put in the "posters." Last year, SARE and CSREES were sponsors and
7 were given booth spaces plus one registration for each, included in their sponsorship.

8 Darcy, Sue, Eleanor, and Mike will review registration fee issue this week. They will review and
9 set price in order to get information to Alaska folks by next week. Darcy found a link from
10 Kellogg School of Management (Northwestern University) regarding how to handle this issue for
11 conferences and will send out to Exec Committee via email.

12 Jeff asked about tables/chairs and any additional costs? Mike said no, that this is included in the
13 rental of the space. Jeff also emphasizes that on the brochure, we need to include a commit date-
14 very much before the May 1, 2010 listed. In addition, **Sandy** made the point that we need a
15 deadline date for checks.

16 There was discussion of scholarship funds and the Exec Committee needing to dedicate funds.
17 Andy, Darcy, Sandy, and Mike are looking at this issue and how to develop a long term vision of
18 how to develop a fund to address scholarships. Once we start getting exhibitors, we do have the
19 form letters to send out. Ben brought up the idea of forming a Foundation that might address
20 scholarship and other professional development opportunities for membership. Mike will send
21 out an email to committee members who are working on conference issues and will set up a time
22 to visit about registration fees, etc.

23

24 ITEM 2 2010 CONFERENCE BUDGET

25 Mike: The Executive Committee is the Conference Committee. The budget was prepared and
26 will be presented for discussion. The action needed is a motion to accept the budget or accept the
27 budget with modifications. The Executive Committee might also table the request until more
28 information is provided.

29 Conference fees as listed will be lower based on our estimate of revenue from sponsors and
30 exhibitors.

31 ANREPCONFERENCEBUDGET2010.pdf-

32 **ANREP CONFERENCE Budget 2010**

33 **Step 1: Estimated attendees - estimate LOW 150 <Attendees**

34 **Step 2: Calculate Per Person Costs for meals and materials Per person>> \$ 157.00**

35 1. Namebadge and holder \$ 1.00

36 2. Sunday reception food \$ 20.00

1 3. Monday Breakfast \$ 13.00
 2 4. Monday Break AM \$ 5.00
 3 5. Monday Lunch \$ 13.00
 4 6. Monday Break PM \$ 5.00
 5 7. Monday Dinner poster reception \$ 17.00
 6 8. Tuesday Breakfast \$ 13.00
 7 9. Tuesday Break AM \$ 5.00
 8 10. Tuesday Lunch \$ 13.00
 9 11. Tuesday Break PM tours and classroom \$ 5.00
 10 12. Tuesday dinner participants on their own \$ -
 11 13. Wednesday Breakfast \$ 13.00
 12 14. Wednesday Break AM \$ 5.00
 13 15. Wednesday buffet reception and conference wrap-up \$ 15.00
 14 16. Folders/Bags/Portfolios - note pad with holder \$ 5.00
 15 17. Handouts at conference \$ 5.00
 16 18. Session evaluations use survey monkey \$ -
 17 19. Bank Charges for Credit Cards averages out to \$4 per person \$ 4.00
 18 20. Other
 19 **Step 3: Calculate FIXED Costs (Costs incurred regardless of how many people attend – estimate high)**
 20 **Conference Committee Expenses Total Comitt.> \$ 1,300.00**
 21 Pre planning meeting in Alaska \$ 300.00
 22 Conference Committee Appreciation Dinner to be held Wednesday night \$ 500.00
 23 Small tokens of appreciation key note speakers \$ 100.00
 24 Shipping items to Alaska \$ 400.00
 25 Other _____ \$ -
 26 **Keynote Speaker \$ 1,600.00**
 27 Honoraria \$ 200.00
 28 Lodging/Airfare/mileage/meals \$ 1,400.00
 29 **Publicity Total Publicity> \$ 1,000.00**
 30 Promotional brochure for sponsors and exhibitors, contract Utah State \$ 1,000.00
 31 Other \$ -
 32 **Rentals: Total Rentals> \$ 2,000.00**
 33 Audio-visual Rental \$ -
 34 Facility/Meeting room Rental - \$500 per day 3 days \$ 1,500.00
 35 Poster board rental \$ 500.00
 36 **Entertainment: !"#%&'(#)*#+(, \$ -**
 37 Band/Tour \$ -
 38 Other _____ \$ -
 39 **Supplies: Total Supplies> \$ 500.00**
 40 Office Supplies, signage \$ 500.00
 41 Other _____ \$ -
 42 **Complimentary Registrations Comp Registr> \$ 960.00**
 43 President 1 Jeff Schalaus @ \$160 \$ 160.00
 44 local Conference Chair(s) 2 -- Ron Mahoney and Bob Wheeler \$ 320.00
 45 Keynote speaker \$ 160.00
 46 Conference co-chairs 2 -- Eleanor Burkett and Mike Reichenbach \$ 320.00
 47 *No other individuals qualify for complimentary registration.....*
 48 **Other Costs: Total Other > \$ 22,650.00**
 49 Contract with Utah State for Abstracts \$ 2,500.00
 50 Contract with conference planner \$ 5,000.00
 51 Profit \$ 5,000.00
 52 Contingency \$ 5,000.00
 53 Printing conference booklet \$1,400
 54 Insurance 2 years \$3,000
 55 \$0
 56 *Tent or museum rental for Sunday night \$ 750.00*
 57 **These are the TOTAL Fixed Costs \$ 30,010.00**
 58 Prepared by ANREP 3/1/09 Page 1
 59 **Step 4: This is the cost for early member rate (Per person + share of fixed costs)**
 60 If you had this number of people attend, your early member rate could be: 120 \$ 407.08
 61 If you had this number of people attend, your early member rate could be: 150 \$ 357.07
 62 If you had this number of people attend, your early member rate could be: 180 \$ 323.72
 63 The Late fees add \$50
 64 Recommend that non-member and member rate are equal. This is to encourage collaboration with
 65 researchers and others interested in extension.
 66 Student fees based on Per person costs plus \$25.
 67 non-members registering for the conference do not get a membership
 68 This budget includes only costs of refreshments for the conference tours on Tuesday PM. Additional
 69 fees for bus and other tour related expenses will be based on a break even.
 70 Pre and Post tours each have separate budgets.
 71 This budget does not include contributions from sponsors or payments received from exhibitors.
 72 Recommend that all proceeds from sponsors, exhibitors and the silent auction be used to pay for
 73 additional scholarships for this and future conferences.

74

1 Mike presented what he developed as his "best guess" as to what things may cost, modeling it
2 from another conference budget spreadsheet that was found online. Certain items will be
3 necessary to include, for example Museum costs, conference committee appreciation dinner,
4 shipping items to Alaska, etc. The Utah State cost is for the development of the publicity, NOT
5 the printing costs (the brochure). Not included, complimentary registrations, local conference
6 co-chairs, keynote speakers, Conference co-chairs (Mike and Eleanor). Museum may be lower
7 than \$750. Sue felt that food estimates were low. Need to include 18% gratuity, etc. Could be
8 25% low. Mike will get on their website to double check. Ben asked about additional items, like
9 water bottles. Mike included \$5 for something like that. Tote bag exchange worked well. Bring
10 your own tote discussed. Sue, People are used to getting something. Discussed possible items
11 that could be given, hat, blindfold, write-in-the-rain notebooks, but what about the costs? Jeff
12 suggested that we might advertise conference gear as available to purchase, to avoid raising the
13 price of the conference. Darcy and mike will work on this.

14 Sue- Key note speaker costs maybe a little low.

15 Jeff's registration/travel covered. Will be much more than budgeted for.

16 Policy issue- complimentary fees paid for whom? Typically, it's been JCEP travelling team,
17 President-Elect, Conference Chairs.

18 Due to budget issues with other Associations, they are NOT covering JCEP travelling team costs.
19 Last year, we comp'ed all 5 of the team to travel to conference. Perhaps, we can look at comp-
20 ing one JCEP representative and having them do the 20 minute presentation on behalf of JCEP.

21 Mike will continue to work on this for future approval. So far, everyone agrees that Mike has
22 done an excellent job in putting a preliminary budget together.

23

24 Traveling scholarships- this budget assumes that all additional money from sponsorship goes to
25 scholarships.

26 Jeff, if we can keep the registration at **\$300**, that would be best. Look at additional areas for
27 support of scholarships, like the silent auction. We could look at the number of requests for
28 assistance or have some sort of review, in order to determine how scholarships get distributed.

29 Sue, one area from auction, another could be from membership fees, another from the sponsors,
30 another from money that's directly donated to conference (CSREES, etc). We need to decide on
31 a target number of scholarships or a student price and also decide on how many we can fund.
32 Again, need to keep it affordable of our membership.

33 Mike re: student pricing

1 Assume we hold the conference and have 150 paid registrants. Student price should equal the
2 variable costs - i.e. food. Members cover the rest. Scott Reed concurred that 150 was a more
3 realistic number to count on attending.

4 Sandy- do we have that many students attend?

5 Not in the past, but have discussed. This would be the first year to implement a student rate.
6 Again, wanting to reach out to research, other Associations, have it be a multi-disciplinary
7 opportunity. To include a student rate would fall in line with this philosophy.

8 Sue, for the last conference, we gave scholarships (covered registration feeds) to 4 or 5 people.
9 Went through a committee review, and all were first timers to an ANREP conference.

10 Darcy, re: Accessibility for those who cannot travel. For Washington State, there's a freeze on
11 out-of-state travel until Jan.1, 2010. Need to consider alternative ways for people to participate.
12 Every room we will be working out of will have the technology to handle such applications.

13 Mike, in addition, this will cover speakers who may not be able to travel.

14 **Eleanor, Mike, Andy Perleberg, Darcy, and Jeff** will work on scholarship issue.

15

16 Jeff brought up member vs. non-member rates. With this budget, Mike didn't include this idea.
17 NACDEP has had low turn-out and for their conference, they're giving everyone the same rate,
18 including non-members. Jeff felt that if they (non-members) do come, that we really need to
19 push membership. Again, send comments via email so we can discuss again.

20

21 **ITEM 3 COMMITTEES**

22 ANREP Committees restructured 2009.doc

23 Sue: The bylaws allow the Executive Committee to restructure committees as needed. Currently,
24 we have 10 committees. Some are active and many are not. This is a large number of committees
25 given our total membership. I am proposing combining the duties of some of the committees (see
26 attachment) so that we will have only 7 committees with more members for each of the
27 restructured committees. I am also proposing that we give each of the newly combined
28 committees a specific task to work on prior to the June 2010 conference, with a report given at
29 the conference, and that an Exec. Board member volunteer to chair each of the combined
30 committees unless another member is willing to do so. For example, I am coordinating the
31 creation of a policies and procedures manual with Jeff and Ursula, and I would be willing to
32 chair that committee.

1

2

3 Sue- went back to bylaws and found that they specified the original number of committees, but
4 that the Executive Committee can change without it going out to membership. Sue has
5 combined a lot of the committees. Part of the issue has been that committees are not task-
6 oriented and do not have timelines.

7 Finance and audit can be combined, as well as membership and leadership (a lot of overlap),
8 policy and bylaws need to coordinate, and strategic planning and emergin issues could be
9 combined.

10 Sue proposes to condense 4 committees (plus 3 additional, Awards/Scholarships, etc) and
11 suggests that they're given tasks and then have them report back to at the conference. Those four
12 committees need direction from the Executive Committee to better the Association.

13 We really need to push for leadership on each committee, so we can get the ball rolling.

14 For example, Finance and audit will be important due to upcoming tax changes.

15 External support- the brochure is already there. For the conference, Mike and Darcy doing some
16 of that work on the scholarship activity with Andy Perleberg.

17 Sue suggests that perhaps we can have committees report to Executive Committee on a quarterly
18 basis. Darcy suggested that they submit activities/report a week before meetings as well.

19 Proposed Committees are as follows:

- 20 1. Awards
- 21 2. Communications- Almeshia?
- 22 3. Scholarship/External Support
- 23 4. Finance/Audit- not Will, but be on the committee- maybe Viviane, Ben, and maybe
24 Sandy to handle an audit
 - 25 o Finance- Will suggests that it's important Pres/Pres-Elect be on this committee
 - 26 o Two functional groups, but inter-related
- 27 5. Membership and Professional Development- JoAnne Skelly?
- 28 6. Policy and bylaws- Sue
- 29 7. Strategic planning/Emerging issues- Jeff

30 We can each take a committee and then encourage a committee member to take on as Chair.

31 **Motion (Jeff): That we restructure the committees to be: Awards, Communications,**
32 **Scholarship & External Support, Finance & Audit, Membership & Professional**

1 **Development, Policy & Bylaws, and Strategic Planning & Emerging Issues.** Sandy
2 seconded. No discussion. Motion passes unanimously.

3

4 ITEM 4 UPDATE ON POLICY AND PROCEDURES

5 Did not cover this agenda item for this meeting. Sue will discuss at next meeting, if time allows

6

7 ITEM 5 ARIZONA ANREP CHAPTER STATUS, Jeff, Ben, Ursula, Darcy

8 Ben:

9 AZ submitted proposal to form State Chapter.

10 Group met February 23, 2009

11 Committee reviewed bylaws, Ursula took minutes

12 Ben sent out agenda, minutes, Chapter draft bylaws to Mike.

13 Recommendations were made to the Executive Committee, amend bylaws to reflect the taking
14 out of Honorary memberships, plus additions regarding Conflict of Interest policy as well as 501
15 (c)(3) status and coverage under the parent association or are present in other state chapter
16 bylaws. We did decide that it would be good to add these provisions to AZ bylaws. There were
17 a couple of items discussed that the AZ Chapter would like a few items of acknowledgement,
18 etc. in certain outlets regarding their formation. Much of the committee actions were not just for
19 the benefit of the formation of the Chapter, but also to develop some policy guidelines or at
20 minimum, a process as to how Chapters are to be developed within ANREP. We will send
21 materials out to the rest of the Executive Committee and we can discuss at our next meeting.

22 Will asked if this was a single state or multi-state effort, as well as if there was some standard
23 procedure or minimum number needed to form. Jeff has not thought of minimum numbers, but
24 has enough to fill officer positions. Will suggested that perhaps they form a steering committee
25 for forming the bylaws and then a vote made on the bylaws from the membership. Jeff said that
26 they developed the bylaws, then placed on a shareware site, then made changes to form the draft
27 bylaws that the committee reviewed.

28 Darcy found two volunteers for the awards committee. She'll forward those onto Joan.

29 Sandy made a motion to adjourn. Darcy seconded. All were in favor.

30 Meeting adjourned, 4:02pm Central Daylight Savings time