

1 ANREP Executive Committee Meeting

2 April 21, 2009

3 2PM Central Daylight Savings Time

4
5 **Approved Minutes**

6 *Ursula Rosauer, Secretary*

7
8 Start: 2:04pm Central

9 **Present:**

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

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

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

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

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

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

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

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

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

19
20 **Absent:**

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

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

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

24

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

3

4 **Minutes**

5

6 Approval of Minutes

7 minutes 03_17_09.docx

8 Mike: P. 2 line 27 "Jeff added that it needs to be very clear about what all is included in the
9 booth space fee. We need to be clear that this includes registration for ONE person." Should
10 read "does not include"

11 P. 3 line 14 Capitalize Sandy

12 p. 5 line 26 "Jeff, if we can keep the registration at 300, that would be best. " place \$

13 p. 6, line 14 include Darcy and Andy Perleberg "Eleanor, Mike, and Jeff will work on
14 scholarship issue"

15 Jeff: Reminder, save as compatible document (Word)

16 Sue: there is a free download available- folks should download

17

18 **Jeff motion to approve with corrections. Sandy Smith Second**

19 **Motion passes.**

20

21 Call for Additions to the Agenda

22

23 **Membership Report- Bill Hubbard**

24 271/547 paid members, including the 49 from FLA. Should be up to 300 in a week or so. Then
25 another 50 or so by the 3rd notice going out in the summer. Noted that this may be because of
26 dues increase. Only a couple folks have dropped their membership. Will will put 330 members
27 into the budget. Mike: Automated web-based membership tools, used to handle membership
28 monitoring or activities for another organization. Requested discussion and permission to

1 investigate these options for ANREP. The costs associated with the tool was dependant on the
2 amount of services requested. Bill stated that most members have email addresses and the
3 bounce back rate is not quite 5%. Mike indicated that the basic services for the tool is around
4 \$20/month. The program allows members to update their own contact info as a basic function,
5 all the way into planning capabilities.

6

7 **ITEM 1**

8 **Arizona Chapter**

9 Jeff: Has phoned Ben, have yet to connect. With regard to IRS Status, NACAA is a c6...
10 conflict of interest statement, i.e. whistle-blower policy Procedure for starting a new Chapter
11 needs to be written up, but looks like the Chapter application is ready to go. Will Sheftall
12 brought up the policy issues (from Sue at a JCEP meeting) back in either Nov or Dec '08. Mike
13 and Jeff discussed the documents and they need to be tailored to suit us. Jeff requested guidance
14 for how to find documents. Sue will scan the examples from JCEP and email to everyone.
15 Those examples came off the IRS website. For our next meeting, we will review these
16 documents and discuss via email, so we can vote and approve at our May meeting. Jeff: As we
17 get closer, we'll develop out a procedural process for inclusion in our Policy handbook. We
18 should be ready to vote on the AZ Chapter at our next meeting.

19

20 **ITEM 2**

21 **Why Sustainability, Why Now? JCEP May 13, Wednesday**

22 Need one person as a point person. That person would contact Fred Miller Chair JCEP

23 Mike: Perhaps Viviane? Sue: She's already on the planning committee. It's unclear as to what
24 responsibilities this point person may have. It may be logical for Viviane to be the ANREP point
25 person rep. Jeff will contact her. Sue: Wed. May 13, 4pm Eastern time. Goal is to get
26 participation from all 6 professional associations. Each point person will be the one to gather
27 additional information and then relay back to the JCEP webinar committee. Will nominated
28 Darcy with the thought she might be interested. Mike suggested that we might identify someone
29 who might be interested, who isn't involved with ANREP stuff, who wants to be involved. Sue
30 suggested Diana Rashash, as she's at NC State. Will will contact her.

31

32 **ITEM 3**

1 **501 c (3) status -- Bill Hubbard**

2 Bill Hubbard noted that we are not a 501 c (3) organization. What does this mean?

3 Bill: ANREP is NOT a 501 c (3) organization. The articles should have been amended after we
4 found out that we didn't have this status. It was about 8 years ago when the paperwork was done.
5 The IRS agent at that time kept asking for more and more information and details, and at that
6 time, they determined we were a c(6). At the time, we were non-profit as a c (6) and have been
7 able to take advantage of those benefits- taxes, donations, etc. As Bill investigated, he found the
8 following (copied from email 4/7/09)

9

10 1. JCEP is a 501 c (3)

11 2. NACAA is a 501 c (6) (they also have a Foundation which is a c (3))

12 3. ESP is a 501 c (3)

13 4. NAE4H - no information available online at their website or via irs.gov concerning their
14 status. I have a call into their Exec. Director to find out more.

15 5. NEAFCS is a 501 c (6); they actually have two EINs, one must be a foundation and this one
16 is a 501 c (3)

17 6. NACDEP is a 501 c (3); they applied for a c (6) and were told they were actually a c (3).

18 7. ANREP is a 501 c (6)...although we applied to be a c (3).

19

20 We can reapply and ask to get it changed, if we so desire. This means filling out the paperwork
21 again. Bill requested assistance for recommendations on someone who might be interested in
22 helping with the paperwork and the process.

23

24 Mike: The IRS is currently challenging the 4H professional association's c (3) status.

25 Sandy: Bill mentioned that there was a foundation mentioned under NEAFCS. Bill understands
26 that these are two separate organizations and there might be more to it than we can or would
27 want to handle. Jeff agreed that maybe we're not big enough for this. Mike suggested that we
28 might investigate these options and then he and Bill plus one more Exec Committee member
29 work on this and then report in July. Brenda volunteered to help with this. Robert Tufts,

1 Auburn, School of Forestry will be joining ANREP as a new member and has expertise in this
2 area, especially in tax issues.

3

4 (While there is some overlap between 501 c (3) and 501 c (6) definition we would benefit from
5 the ability of persons to make tax deductible contributions to our organization. You cannot do so
6 with a 501 c (6). A 501 c (6) is an association of members with a common business interest.
7 While most of us share a common type of employer our interest is educational. ANREP is a
8 national association for Cooperative Extension Service (CES) professionals working in
9 environmental education, fisheries, forestry, wood sciences, range, recreation, waste
10 management, water, wildlife, and related disciplines. Members are active and retired CES
11 employees at the county, area, state, or national level. ANREP's objectives include)

12

13 Bring Extension professionals together to discuss mutual natural resource issues, needs, and
14 opportunities

15 Advance natural resource Extension through continuing education for Extension professionals

16 Promote cooperation among states and regions, agencies, associations, and businesses on natural
17 resource education programs

18 Develop, sponsor, and promote education and training that advance natural resource
19 management

20 Strengthen communication with Extension administrators

21

22 1 and 5 fit with the 501 c (6) definition. 2, 3 and 4 fit with the 501 c (3) definition.

23

24 The articles of incorporation posted on our website show us as a 501 c (3). However Bill noted
25 that this was not accepted by the IRS.

26 Mike Reichenbach suggests that we need to redouble our efforts to get the 501 c (3) status. The
27 ability of our members and those who might support us to use their contributions as a deduction
28 will become increasingly important in the future.

29

30

1 **ITEM 4 Conference Brochure 7th draft**

2

3 Mike:

4 All comments, but Jeff's most recent comments re: dates have been sent to Utah. Mike is asking
5 that the Utah people send it to Eleanor for review prior to authorizing final printing. 1000
6 brochures will be printed, 750 to Mike, 250 to Bob Wheeler.

7 This brochure is geared for sponsors and exhibitors. We represent both ANREP and also with
8 the Universities. We need to be sensitive to conflict of interest with regard to soliciting
9 sponsorship. Sandy indicated that we could solicit from private foundations, but we are
10 discouraged from soliciting from sources that the University would also be eligible to receive.
11 This also brings up the idea of bequests and folks leaving ANREP funds in wills, etc.

12 As for our brochure, Mike suggested that as we solicit for sponsorship for buses, refreshments,
13 etc., we should approach our "development officers" to request permission to approach these
14 folks and coordinate these efforts. There was some implication that it might just be courtesy (at
15 Penn State, this is the case) however, may not be the same for each of us at our individual
16 universities. Eleanor commented that this was good, new information, and makes sense. Mike
17 indicated that this might be a good opportunity to develop out new relationships. This
18 conference is meant to support Extension folks and our jobs. Eleanor felt that this would be seen
19 as a positive interaction with our development officers.

20 Sandy asked that if this brochure is also meant for our membership to solicit sponsorship using
21 the brochures as well. Mike indicated that yes, this is the case, but has yet to send this out to our
22 membership via the list serve.

23 Jeff: He will work on crafting a notice for members. If folks are going to just solicit exhibitors,
24 perhaps this contact with development officers, but for sure with regard to sponsorship and
25 soliciting funds. Jeff will send to the Exec Committee for review.

26 Eleanor: this letter to membership can go out as soon as the brochure is complete. That way,
27 folks can download it and print if they intend to solicit. Between Mike and Eleanor, they'll
28 connect with their development office r at UMN

29

30 Changes still need to make to the brochure to reflect 501 c (6) status and edits as recommended
31 by Sue, Darcy, Eleanor Mike and others.

32

1 Use of the term travel scholarship to be changed to travel reimbursement. Suggestion all that get
2 a travel reimbursement must contribute volunteer time to the conference.

3

4 **ITEM 5 2010 Conference Budget and Agenda**

5 These are still being prepared. No action needed at this time.

6 We need to work on Agenda so we can work on budget...

7

8 **ITEM 6 Newsletter**

9 If we need articles Darcy said she could forward articles from the Western Region.

10 Eleanor has sent items to Almeshia, plus there might be one more from Purdue coming.
11 Between Eleanor and Almeshia they've harassed folks at least twice. Eleanor wrote a ton on the
12 2010 Conference, tours, encouraging folks to send in abstracts and referred to our website. Mike
13 submitted his column. Darcy has some that she could send in, but would otherwise like to save
14 for the Western Region spotlight. Mike said it sounded as though it might be shorter than usual,
15 but that that might be okay. All on the Exec committee agreed. Eleanor indicated that it's
16 difficult to go "fishing" for articles, unless you have direct contact with folks. Mike at PILD has
17 discussed this issue of connections with folks and is thinking that maybe if we make those
18 connections with the Directors, then maybe they'd be more responsive. Eleanor: Question: is it
19 a requirement for all submissions to our newsletter be done by members. Mike: Yes, it's
20 members newsletters (all concur), meant for member support, highlighting the efforts of our
21 members. Side note: Eleanor Q: do we have a student membership rate? Mike: No, not at this
22 time.

23

24 **ITEM 7 PILD**

25 Representative needed.

26 Mike: Working on position description. Has visited with Jeff on this. The PILD rep doesn't
27 need to be a board member. Eleanor will forward some people's names to Mike (as we all will)
28 as she knows of some folks who are interested in participating.

29 Jeff: There are people out there who might enjoy this kind of opportunity. Perhaps we can let
30 our membership know (if our first attempt doesn't yield results) about the opportunity. Will
31 suggested that in the past we discussed at three year commitment- the first year to see what it's

1 about, the second year to do it, the third year to mentor the new folks. Then, garner financial
2 support from their university to participate.

3

4 **ITEM 8 Travel Scholarships**

5 Mike Reichenbach learned that offering members travel scholarships, whether we are a c (3) or a
6 c (6) may jeopardize our tax free status. This is an area that we may need a legal opinion. Bill
7 has suggested that we might be able to rename this and its function to travel reimbursements. All
8 receiving a reimbursement would be asked to volunteer for some function at the conference.

9

10 Mike: c (3) vs. c (6) issue

11

12 c (6) is an association of people who have a common business interest. With regard to travel
13 scholarships, we must be careful to not jeopardize our non-profit status. By renaming this, it
14 may be permissible under IRS. Bill discussed with an IRS Agent, and they indicated that this
15 shouldn't be a problem. Mike will relay this information to Darcy and Andy as they are
16 responsible for Scholarship.

17

18 For details see the following publication posted on the IRS website

19 <http://www.irs.gov/pub/irs-tege/eotopick03.pdf>

20

21 **ITEM 9**

22 **Update on Policy and Procedures (Sue had to leave, next meeting will cover)**

23

24 **ITEM 9.5 Conference**

25 Eleanor: Abstracts, hopefully next time have some more info

26 Asked Sue and Darcy to help with the promotional efforts for the conference by way of emails to
27 membership. Goal is to funnel people into the website. Everything from abstracts to linking to
28 airline info

- 1 **ITEM 10 Budget overview -- Will Sheftall**
- 2 **Motion to adjourn by Eleanor. Seconded by Sandy. All in favor.**
- 3 Meeting ended: 4:04pm Central