

1 ANREP Executive Committee Meeting
2 July 21, 2009, 2PM Central Daylight Savings Time
3

4 **Approved Minutes**

5 *Submitted by: Ursula Rosauer*
6

7 ANREP Executive Committee

8 July 21 2009, 2pm – 4 pm Central Daylight Savings Time

9 Local participants Athens Georgia should dial 706-542-0014

10 Long distance calls originating within the U.S.* dial toll free 1-866-652-6689

11 Conference Bridge code number, 436 followed by #

12 Adobe Connect Web Site <https://umconnect.umn.edu/anrep>
13

14 Jeff Schalau will chair the meeting

15 Mike Reichenbach cannot attend (attending a two week long class on the History of Education)
16

17 Start: 1:11 pm MT
18

19 Present:

20 Jeff

21 Eleanor

22 Ursula

23 Darcy

24 Brenda

25 Sandy

26 Will

27 Sue
28

29 Approval of Minutes from June 2009 06 16 brd mtg anrep.docx

30 Motion to approve: Eleanor

31 Sandy 2nd

32 All in favor. Passes
33

34 Additions to the Agenda- Will, Treasurer's Report, in brief

- 35 • Reimbursed by JCEP for costs incurred from both regional meetings.
- 36 • Been approved for \$500 to support each association for travel to JCEP. Note: we must applied
37 for these funds each year.
- 38 • Two items outstanding: Have yet to be reimbursed for travel spent for planning team \$13,000.
- 39 • Also split from residual from Galaxy conference is outstanding.
- 40 • Right now, more than \$20,000, but most will go into escrow.
41
42

43 ITEM 1 -- Membership news -- Bill Hubbard (not present on call)
44

45 ITEM 2 -- Eleanor Burkett

46 Conference update
47

48 Clarification of fee structure

1 Sue: last time, talked about if people knew if their papers had been accepted prior to the early deadline,
2 of Sept 1? Change to Nov. 2?
3

4 **Sue: Motion to approve the change of deadline from September 1, 2009 to November 2, 2009.**
5 Sandy, 2nd.
6

7 Discussion

8 Jeff- we're all okay with the \$5 difference between registration/membership dues
9

10 Approval of suggested registration fees.
11

- 12 • \$330 before November 2, 2009 ANREP and all JCEP Members (includes ANREP and all other
13 JCEP Member organizations: ESP, NAE4HA, NACAA, NEAFCS, and NACDEP)
- 14 • \$375 before November 2, 2009 Non- Members (not ANREP or JCEP member organization
15 members) (Includes membership for the 2010 Calendar Year)
- 16 • \$400 November 2, 2009 After All registrants will receive membership in ANREP for Calendar
17 year 2010
18

19 July 1-3 Arctic circle tour, about \$600

20 Don't have exact cost on Valdez tour, around \$500. Ron Mahoney is doing a lot of the tour work now.
21 Almost all the costs are known now. Jenifer from the Tourist Bureau, working on the train option.
22

23 Other costs will be worked out with the conference planner in Fairbanks, like a trip to the springs and
24 costs of the tour bus.
25

26 Ron and Bob (prior to Bob's passing) found that there are some problems with the Valdez tour hotels.
27 Valdez 23-25, Arctic 1-3, the tours needed to be switched to address the hotel issue.
28

29 Abstracts- 185 submittals, 14 workshops, 12 roundtables, 21 posters, 138 oral presentations (some will
30 be posters or will not present) Estimate of approximately, 70 oral, 5 roundtables, 6 workshops, perhaps
31 may have limitations on posters due to space constraints. Now that have the conference planner on
32 site, this process will move more smoothly, as far as the number of classrooms, etc. Posters will be able
33 to stay up the entire time.
34

35 The abstract committee met yesterday. The 185 submissions need to be divided amongst the 6 people
36 on the committee to start reviewing. In the past, we discussed asking folks like Eric Norland to submit
37 abstracts as well. Those will secure permanent spots in the conference agenda. The committee will
38 be doing a blind review, then will rank. Meetings have been planned to discuss the rankings, etc.
39 Each will review a little over 60 abstracts each.
40

41 In addition, Eleanor is trying to make sure that the website remains up to date. Jeff and Eleanor are
42 working on the registration pages, so folks can start making plans.
43

44 Jeff: Yea Eleanor!
45

46 Will: Any of idea of the demographic of submittals, or affiliation? (ie. 4-H, etc)

47 Eleanor: No, but a good question. They (Utah) haven't been asked to pull out that information.
48

1 Will: Perhaps, if we can identify those folks, maybe we can develop out a track for them or work out
2 something for the future, may be important to element to encourage participation from other program
3 areas.

4
5 Jeff:
6 20-30 from Arizona are planning on attending, including colleague from ARS.

7
8
9 NACDEP sponsoring a track?
10 Mike has been working with NACDEP, so don't know how that's gone.

11
12 Darcy: Mike and Darcy are working on scholarships, will be meeting with Andy Perleberg on August
13 10th to discuss.

14
15 ITEM 3
16 Update from CSREES -- Eric Norland (1:15pm-1:37pm)

17
18 CSREES climate change/planning session today. Looking at how CSREES and partners fit into other
19 organizations, ie. NOAA. Climate change is focus of efforts lately. NOAA and others in USDA very
20 impressed with CSREES and CES system. They recognize the important role that CES plays in
21 disseminating their findings in research. Dr. Colien Hefferan fully supports the Extension mission and
22 the need to support the partnership with dollars. Looking forward to the future with partnerships for
23 the development of climate extension work. Eric and CSREES support our Conference and will be able to
24 participate and financially cooperate with us.

25
26 How many states have Climate Extension programs that are functional? Jeff

27
28 Eric has visited with Forest Service about this. He has visited with Extension Forestry folks to inquire
29 about integration of climate change into their forestry extension programs. Very few folks are working
30 this issue into their programming. Eric feels that this needs to change, "or somebody else will."

31
32 Darcy has a train the trainer course in Washington state, re: mitigate changes of climate change, but has
33 a pilot program, Carbon Masters.

34
35 Nothing in NM or AL

36
37 AZ- yes, has Climate specialist on board, Michael Crimmins, for the past 3 years. Looking a lot at drought
38 issues.

39
40 Eric- eXtension community for climate change, looking to develop.
41 Yes, there is skepticism... is it real?, etc. Also policy impacts, etc. This is a huge issue in the current
42 administration, thus will have a lot of funding funneled toward effort to educate.

43
44 Eleanor, climate change and water quality, lake levels, changes in aquatic veg. Carbon sequestration
45 programs also. In addition, the University has a committee to address the university's role in climate
46 change.

47

1 Will, in FLA, has had a focus group on climate variability and change, made up of Agents/Specialists. A
2 three day in-service was held last February. In August, will be having a 3 hour session prior to the Dean's
3 meeting, hoping to pick up ag/hort and 4-H folks and help them see their role in the subject. Also, the
4 University has developed out a collaborative research Institute to help link research and extension.
5 Working with USGS to get folks monitors... more water people are involved than forestry folks.

6
7 Sandy, in PA, climate change programming will be written into 2009-10 Plans of Work.
8 Eric would like to continue to update us at our meetings and also bring along colleagues to present
9 updates on their work.

10
11 **ITEM 4**

12 **Conflict of Interest and Document Retention Policy -- Sue Donaldson**

13
14 Sue sent out drafts of 3 policies (her notes in red) including a document retention policy. These are
15 modeled after JCEP policy documents. These policies are now an element of our tax return. Having
16 these in place will help facilitate our filing. We need to demonstrate to our members that we are on the
17 level. Regarding retention policy location, where are we going to keep what and for how long?
18 Important considering that we have officer/board member turnover. We need to include these in our
19 own policy document, which we'd like to complete this year.

20
21 Conflict of Interest

22 Bottom line, no board member would use their position with ANREP to their advantage

23
24 Will: Very few instances where this would come up. For example, in hiring of positions, we wouldn't
25 hire board members. Or contract services through a board member personal business.

26
27 Eleanor: Or we work a block for our conference through a family member.

28
29 Question: Exec Sec is a paid position, but he's a voting board member. The thought (Sue) is that the
30 position was a voting board member prior to the position being paid.
31 Is this a conflict of interest? Sue will investigate. If eliminated that position, 6/9 is still a 2/3 quorum.

32
33 So often, policies are developed as a result of an issue coming up.

34
35 **Hole in bylaws- re: Exec Sec- how was it formed? Does the position have term limits... none of the**
36 **positions under Article IV have term limits**

37
38 Will: Perhaps make the Exec Sec position "ex-officio"

39 Sue: Perhaps all go through the By-laws and look for these holes.

40 Eleanor: Also, need dates when these were approved (date in footer)

41 Will: If working on the elements of each position, how the position is driven, what relationship that
42 person has to the checking account, who's able to write checks etc. **Should be written up officially in**
43 **the by-laws and clearly defined.**

44
45 Sue: By-laws are difficult to change. Policies can be changed by a vote from the Board.

46
47 **We need to form by-laws committee. Table this until next meeting, so can discuss with Mike. One of**
48 **the three Presidents should be involved.**

1
2 These policies are not mandatory, but wondering how much a red flag would go up if these documents
3 were not included.
4 Will: Suggest maybe we work on the policies behind these and then address the inclusion later...
5 implementation at the policy level, then write in particulars later.
6
7 Exec Sec can't be made ex-officio without amending by-laws which would go out to the membership.
8
9 Suggestion: Scan documents to electronically archive. Perhaps have a policy written that rotates the
10 compliance officer between regions.
11 If we all go through and make notes, then we have a starting point to address policy changes.
12
13 Sue: Will go back through the documents and then present again at the next meeting, as policies. Email
14 her with any issues with regard to any of the documents.
15
16
17 ITEM 5
18 JOE report (Doug sent via email, 06/11/09)
19 Report to ANREP Officers
20 Journal of Extension Board of Directors Semi-Annual Meeting (June 2009)
21 Submitted by:
22 Doug Stienbarger, ANREP representative
23
24 JOE Board members, as part of standing and ad hoc committees, follow and report to the strategic plan
25 developed in 2008. The major goals of the strategic plan goals include:
26 Goal 1: Maintain rigor and quality for readers and authors of Journal of Extension (JOE)
27 Goal 2: Increase Journal of Extension marketing to internal and external audiences
28 Goal 3: Increase performance and effectiveness of the Extension Journal, Inc. Board
29 Goal 4: Ensure long-term financial stability for the Extension Journal, Inc.
30 Goal 5: Use the best and most effective technology to enhance the Extension Journal, Inc.
31 Selected Outcomes
32 JOE will contract with an accounting management company to handle finances under the direction of
33 the Treasurer. This will ease the time commitment of the Treasurer, make transitions easier, and ensure
34 some continuity.
35 Redesigned window shade displays for the JOE and the Job Bank will be finished and available this
36 summer.
37 New Board membership was approved along with the next slate of officers whose terms are finished.
38 Current Journal of Extension facts:
39 JOE is a rigorous, high-quality refereed journal...
40
41 One to three of 77 well-qualified peer reviewers double-blind review submissions.
42
43 The five-year rolling average acceptance rate is currently 32.4 percent.
44
45 Article submission grew from 144 submissions in 1999 to 279 submission in 2008. Through May 29,
46 2009, JOE received 20 more submissions than on the same date last year.
47

1 Written, reviewed, and edited by Extension professionals who want to share their successful educational
2 practices, research results, scholarly opinions, resources, and challenges.
3 Visit JOE's redesigned Web site at www.joe.org...

4
5 Over 2 million visitors worldwide visit the Web site each year to read JOE, find out more about JOE, and
6 learn how to write articles for refereed journals like JOE.
7

8 Many readers are loyal subscribers who bookmark JOE, while others discover the wealth of information
9 available through Google, Yahoo, and other search engines.
10

11 The reviews on the redesigned site have been very positive: "KUDOS on the new format! Great job.
12 Much more readable and navigable, and the articles print out much more cleanly."
13 Reviewers Are Critical to the Journal's Quality Standards.
14

15 Reviewers represent Extension professionals from different parts of the country with backgrounds in a
16 variety of subject matters.
17

18 Reviewers help validate and support Extension professionals' scholarly work through a critical and
19 exacting review.
20

21 Reviewers have experience as published authors with breadth as well as depth of expertise.
22

23 Reviewers meet the standards outlined in JOE FAQ #8 at <http://www.joe.org/about-faqs.php#Q8>.
24 JOE provides Extension professionals a...
25

26 A place to publish intellectual and creative work validated by peers and communicated.
27

28 Forum for emerging and contemporary issues affecting Extension education.
29

30 Knowledge bank of peers' best practices.
31

32 Clearinghouse of ideas for tackling new assignments.
33

34 Literature resource for project ideas and grant proposals.
35

36 Mechanism for sharing knowledge, experience, and "lessons learned".
37 Five Ways to Promote the Journal

38 1. Encourage employees to subscribe to JOE for email or RSS at <http://www.joe.org/subscribe.html>.
39 2.
40 Request the Journal of Extension display for meetings <http://www.joe.org/irep/displayrequest.html>.
41 3.
42 Feature authors from your state in your Extension profession newsletter.
43 4.
44 Promote the Journal of Extension with Extension employees, state specialists, and department chairs
45 <http://www.joe.org/irep/promo.html>.
46 5.
47 Promote the National Job Bank with your Extension and university personnel offices <http://jobs.joe.org/>.
48

1
2 **This report was included in the minutes in order to document that we have a member on the JOE**
3 **Board.**

4
5 Sue suggests that we include this position and our role with JOE in our newsletter. Will help our
6 membership to know what kind of opportunities there are.

7
8 Sue will be sending out election recruitment to membership in August.

9
10 Jeff will be working with Almeshia to include this in the next newsletter.

11
12
13 We would all like to acknowledge the work of Bob Wheeler on not only our Conference, but within
14 ANREP and Extension. He will be missed. He cannot be replaced, but those who remain will all try and
15 continue on. His service goes beyond the Conference, as he provided so much to the world. He was
16 positive until the end. We will have a portion of our meeting devoted to Bob's memory.

17
18 Eleanor moves to adjourn, Sue seconds.

19
20 Meeting adjourned: 2:44 pm MT.

21