

**ANREP EXECUTIVE COMMITTEE  
AUGUST 18, 2009**

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**Approved Minutes**

**Submitted by: Ursula Rosauer, Secretary**

Present:

Mike Reichenbach

Eleanor Burkett

Bill Hubbard

Sue Donaldson

Ursula Rosauer

Darcy Batura

Will Sheftall

Jeff Schalau

Almeshia Brown

Absent:

Sandy Smith

Brenda Allen

Meeting start: 1:08 pm Mountain time

Additions to the Agenda

Approval of Minutes from July

minutes 072109.doc

Motion to approve: Eleanor

2nd: Sue

No changes. Motion passes- July 21, 2009 Minutes approved as submitted.

ITEM 1 -- Membership news -- Bill Hubbard

- This summer has been slow with regard to renewals and also new members. Bill will be sending out the third and final notice for the year. Will revisit those who did not re-up in November/December. No change in membership since last report, which was in June 2009. We've been giving a couple of years of leniency, but we had agreed that we'd give them a couple of years. Mike- perhaps those who are deficient, could drop those who haven't paid 2007 and prior dues, drop them from the email list/info dissemination. For those who haven't paid since 2008, should we also drop those from the list serve? Bill will write something up about this for the next newsletter. Mike and Sue can talk about and revisit down the road. Sue recalls that April of each year, those who haven't paid, were dropped from the stream of information. Sue suggests that perhaps we make the on line directory only available to paying members. Almeshia cited that the same goes for the newsletters. Bill will check with Matt to see if that's possible. Mike would like to pursue and implement this.
- Will asks if anything ever came about from discussions from Galaxy regarding reciprocity agreements with other organizations. Was there action to move this to the JCEP board or not?

1 Sue commented that it might not be the time to implement. One would need to identify one  
2 organization to be the primary organization and the other secondary. On the flip side, Will  
3 brings up the fact that it may be of benefit for the individuals who would like to have the option.  
4 There was a fair amount of interest by participants regarding the ability to access the  
5 information. This might be a way to attract involvement via the dues issue, along with our idea  
6 of encouraging multi disciplinary options at our conference. Mike will get with Fred Miller, Chair  
7 of Galaxy to see where this could go.  
8

- 9 • Since 2007 would lose 69 people of 558 total members on the list. If we dropped those who  
10 have not paid 2008 dues that would be an additional 156, dropping total membership to 333.  
11 The 2008 folks are not deficient yet. Not until we have the 3<sup>rd</sup> and final notice sent out.  
12
- 13 • Eleanor suggested to include that as of Sept 1 (or whatever date), let them know that they will  
14 be losing the added benefits of list serve info, etc.  
15

16 **Motion: Sue**

17 **Bill is to send final notification to members who have not paid their 2009 dues, and that**  
18 **notification will say that they will be dropped from the membership list and their benefits will be**  
19 **revoked as of September 15, 2009.**

20 Eleanor 2nd

21 All were in favor.

22 Motion passed.  
23  
24

25 ITEM 2 -- Treasurer report- Will

26 Current balance: \$26,267.14 (This is our primary account). There is less than \$25 in other account.

- 27 • A transfer came in 8/14/09 for \$180 from paypal- from Fish and Wildlife Service
- 28 • The first transfer for \$5498.10 came 7/29/09
- 29 • Nothing yet from Galaxy. Only from JCEP regional meetings. Sue said that Betty is working on  
30 that for this month. A signed approval form for \$500 came through. The check was received.
- 31 • Outstanding to date: Galaxy travel reimbursement for over \$13,000 and the dispersal of our  
32 share, around \$9,000
- 33 • Bill will be receiving the \$13,000 check  
34

35 ITEM 3 -- Conference update- Eleanor Burkett

- 36 • Just received word from Ron Mahoney and he met with folks, Jennifer from the Visitors Bureau  
37 and folks from the University. Have yet to find a local connection to replace Bob Wheeler. But  
38 Ron, Mike, and Jeff are working on it. Folks at the University are going to their Director to see if  
39 we can find someone to handle the local planning with the University. Mike said that after  
40 talking to some of the U Of Alaska Extension who are ANREP members, they are willing to help  
41 but are waiting on approval from their Director. Also working on key note speaker. Sue Cramer,  
42 a planner in Fairbanks is working on details for the 1/2 day tours and will be working only with  
43 Mike, in order to maintain clear chain of command. Request was made of Bill to move Bob  
44 Wheeler's stuff further down on the website. Eleanor has been giving changes to the website  
45 directly to Matt.
- 46 • Abstracts- 189 total. At this point, they're being reviewed and ranked. It's all online, through  
47 Utah State University. Doing a blind judging and ranking. This brings it up a notch as to how our  
48 abstracts are reviewed. A member a while back had asked about this, so it is now a lot more

1 professional. CSREES submitted an abstract. Perhaps more than one has submitted, but did not  
2 know the names of the folks and their affiliation. Will be reviewing further in early September.  
3 The committee will make sure they've made appropriate and good choices for the folks who will  
4 be presenting at our conference.

- 5 • Still working on registration website. It has been a bit frustrating and difficult. Confusing  
6 language... but should be able to get through. Need to get travel info up after talking to  
7 Jennifer. Still working on plane/train combo and how that will work. They need 11 months to  
8 be lined up.\* We'd like to provide folks a lot of options on how to get there.
- 9 • Mike has scheduled a monthly planning meeting from here on out, on the 4th Thursday of each  
10 month to discuss solely Conference items.
- 11 • Mike, asked Bill and Matt if can help with registration issues. Registration is being taken care of  
12 by the Fairbanks Visitor Bureau, with a basic instruction sheet. But, if Matt could translate some  
13 of the language, that would be helpful. Bill didn't think that would be a problem. Eleanor also  
14 clarified that it's a process issue, pulling all the forms together, how to make it all mesh. Just  
15 need some additional assistance. Jeff has also been helping with the effort. All agreed that this  
16 may be part of the consequence of getting something for free.
- 17 • Eleanor can arrange to have Matt listed as someone to access the program.
- 18 • Mike met with Darcy and Andy Perleberg to discuss scholarships and how to get exhibitors.
- 19 • Darcy- Andy and she are going to meet after today's call. Begin to discuss strategy. Andy has  
20 access to an application for our use.
- 21 • \*Will- clarification on train travel. 11 months is time prior to travel within which Amtrak will sell  
22 you a ticket. Goes with your return travel date. Folks need to know this when booking travel  
23 and understanding that travel can only be booked within that window.

24  
25 ITEM 4 -- Update from CSREES -- Eric Norland

26 Dan Cassidy 2:10pm

27 Update

- 28 • Transitioning into the Institute for Food and Ag- name change Oct 1
- 29 • Nothing on new director. The Assistant Chief of Staff is acting. Should have all funds 1 month  
30 prior to end of year. RREA reissued- Aug 27, 5pm. Four areas of focus: forest and climate  
31 change through eXtension, a conference, looking for someone to lead new effort with RREA and  
32 forest and rangeland ecosystems and fishery and wildlife programs. AFRI (Formerly NRI) is  
33 authorized for \$200 million. Working on RFAs now, all 200 pages. Dan is looking for natural  
34 resource and forestry areas. He will be putting together topical area info sheets and contacts.  
35 September 30, 1-5 pm. Hosting a special meeting at Forestry meeting. Will be looking to ANREP  
36 to help distribute info for the Roundtable for Sustainable Forestry- Oct 14-15 meeting.  
37 Sustainable Forestry action strategy will be from a broad spectrum, activities and strategy. For  
38 more information, contact Eric Norland or Eric Taylor (ANREP designated contact). \$28 million  
39 to \$40 million over next 3 years will be designated for research funds dealing with bioenergy-  
40 recognize that bioenergy has implications for everything. 7.20.7 section in Farm Bill authorized  
41 to CSREES- up to 50 million – but, Congress has not acted on this as of yet.
- 42
- 43 • Mike- More info on roundtable? Dan's been working a lot on these other initiatives. Knows that  
44 Eric Norland would be able to speak to where they are at this point.
- 45
- 46 • AFRI- summary has been helpful. Our organization (ANREP) is fairly broad with regard to natural  
47 resources. In that overview, does Dan include info for water resource people, and also  
48 community development? In the past, he has not, as he was looking at it from a Forestry

1 Specialist perspective. This year yes, he will be including those items in his summary.  
2 Presentation end: 2:17 pm.

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5 ITEM 5 -- Conflict of Interest and Document Retention Policy -- Sue Donaldson  
6 Draft Document Retention Policy r1.docx Draft Whistleblower Policy r1.docx Draft Conflict of Interest  
7 Policy r1.docx

- 8  
9 • Was discussed last month. The reason for having these policies amongst others is for IRS  
10 purposes. Issue related to our bylaws was discussed. We discussed adopting these policies and  
11 amending later if required. Document retention policy would be looked at every year; "periodic  
12 basis" would indicate a minimum of annually (Mike commented) or in the case of a legal reason  
13 (Sue commented). On that note, would need a more active committee to examine these  
14 policies. Sue suggests the Past-President for one. We need to mindful of following through on  
15 items regarding policy.
- 16  
17 • Will- point rose for discussion- Document for Retention. 2nd section. Permanent  
18 documents/electronic docs and records p. 3. Print and keep in file.... if you think it should be  
19 kept. Missing guidance on hard copy that is scanned. We should make sure those documents  
20 are retained. If all we have is an electronic file copy, might be difficult to retain as technology  
21 changes. This might need to be addressed. Mike has been following this with some current  
22 research/software compatibility. 1) it's getting better and 2) archive efforts are being  
23 undertaken by an organization which includes the retention of all old software so those  
24 documents can be opened. If backup and recovery methods change, then we'd have to convert.  
25 Will-it's implied that hard copies can be destroyed if they're scanned/backed up, etc.? Mike, as  
26 long as those efforts were tested on an annual basis, then we'd be okay. Bill- 80 to 90% of what  
27 we have of historical documents are electronic. Might have to get a copy of old Word Perfect to  
28 be able to access those. Also, Ben has a lot of those historical documents as well.
- 29 • Eleanor- the only things that need to be kept are the things listed on the draft Retention Policy  
30 document. Bill- it's not a storage issue, with regard to those documents listed in the draft  
31 policy. Has all the original IRS forms, etc. Will- old conference brochures, etc. would all fall  
32 under Ben's jurisdiction.
- 33 • Perhaps keep one copy after scanning? Sue-Purpose for scanning discussion- not necessarily  
34 implies that will be destroying the originals. Sue, offered a potential solution. 2nd section.  
35 Document retention- final sentence. Add will be held electronically by Executive Secretary in a  
36 location separate from the hard copies. Will- only issue would be the checkbook register.  
37 Difficult to scan, but is a permanently held document. Very little is really going on with the old  
38 fashioned checkbook, as we are now handling a lot electronically.

39  
40 **Motion: Will**

41  
42 **Should read: "All permanent records, (add: except check registers,) will be scanned and held**  
43 **electronically by the Executive Secretary in a location separate from the hard copies."** Jeff  
44 2nd.  
45 Motion carries.

46  
47 Other policies.

- 1 • Conflict of Interest policy.

2  
3 **Motion: Will**

4 **Adopt Conflict of Interest policy as written.**

5 Eleanor seconds. Discussion. Eleanor thinks it looks good. Jeff comments that these will be in our  
6 policy and procedure manual so it will be easier for us to deal with as a board in the future. All were  
7 in favor, passes.

- 8  
9 • Whistleblower policy.

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11 **Motion: Eleanor**

12 **Adopt Whistleblower policy as written.**

13 Will seconds. All were in favor, passes.

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15 Sue will include documents in Policy manual.

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20 **ITEM 6 -- 2012 Conference Call for Proposals**

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22 Attached is a document that was drafted by Sue Donaldson to address this. The plan is to finalize and  
23 send this out to all members. Board comments are needed on those items listed in red.

24  
25 **2012 ANREP Conf Host Site RFP.doc**

- 26  
27 • Eleanor- looks like changes would be that the host state would have a bigger role? Although  
28 that's not a bad thing. Has a lot changed on this document? No, Sue stated that she included  
29 more detail so that the host state can have an easier time. She reorganized it a bit, so the state  
30 could be more clear on what they're expected to do. Deadline date needs to be changed from  
31 2012 to 2009.
- 32  
33 • Do we need to specify a region to focus on?  
34 Discussed in the past of possibly having the conference hosted in the Southwest... perhaps that  
35 should be deleted. Timing of the conference might be an issue, for example, in Tucson during  
36 May, can be hot. We can delete the region information.
- 37  
38 • Is the host state assuming all risk? "The Host State will assume all financial risk for the  
39 conference. (NOTE: This comment is under legal review and there will be a more complete  
40 statement in the near future??? I don't know that anything has been done about this, need to  
41 check with Ben)" Not happening currently. We have Fairbanks covered. We will delete this  
42 section.
- 43  
44 • Sue used JCEP Galaxy bids as a guide to putting this together.  
45 • Jeff commented that the list seems to be really inclusive.  
46 • Eleanor commented that it's important and an excellent idea to make sure that there are two  
47 contacts assigned, given the circumstances of this year, with the death of Bob Wheeler. It's

1 something that we should adhere to. Jeff- also, with regard to speakers, importance of having  
2 someone locally to do.

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5 ITEM 7 – Updates

- 6 • Galaxy IV, Sept. 15-22, 2013, Pittsburg, PA
  - 7 • JCEP Regional Meeting February 2 - 4, 2010 Nashville (Sue- only one next year, not two regional  
8 meetings- ANREP not responsible for logistics, so we'll have minor role) but will need two  
9 people to serve on that committee around this time next year. Andy Londo and Gary Hawkins  
10 were the two for last year
  - 11 • PILD April 26 - 28, 2010 Washington DC- two positions- three year term
  - 12 • AWARDS -- Joan Bradshaw (Email)
- 13 Greetings all! Awards Program Update  
14 Just wanted to update you on the ANREP Awards programs. As you know, we launched our first  
15 online awards program. Not only did nominees submit their educational materials/projects  
16 online but we also launched online judging. Matt Howell of UGA revolutionized the whole  
17 process from beginning to end. All judges have password protected access to the site to review  
18 the nomination and score each project according to drop down menus. I am so pleased that this  
19 system allowed us to obtain a panel of judges from many regions of the co  
20 untry. Thanks to Matt, we now have system in place that expands the possibilities of both  
21 submitting and judging ANREP award nominations. The great news is that this system can easily  
22 be modified to meet future needs of the ANREP awards program! Great job Matt! Thanks Joan  
23

24 ITEM 8 -- Call for Nominations Sue Donaldson

- 25 • Sent out two notices through the list serve. Has extended call until 8/19/09. Three are  
26 interested in Western Region position. Darcy is unable to continue in the position, due to  
27 change in her job position. She is interested in maintaining as the Washington State Champion.
- 28 • For Southern Region, only one is interested. Another in discussion.
- 29 • For Treasurer, no one, but Will is willing to serve for one more term, resigning on an odd year  
30 opposite from a Conference year. Will- this conference in Alaska is more involved, so it would  
31 make sense for Will to remain through the Conference. By having the Treasurer term end on  
32 the Conference year, it may not skew the number of elected positions. Sue, issue is that right  
33 now, positions and their election dates are in the bylaws. It's more difficult for the Secretary to  
34 move into a Conference year, than Treasurer. Will, perhaps leave this as an open question to  
35 look at down the road.
- 36 • Other position, President elect. Sue has thought of Mike Kuhns. Brenda Allen?
- 37 • Is there any reason why some folks on the Board might be interested in other positions? Jeff-  
38 someone with Board experience would be ideal. Jeff sent Sue a list of ideas, including Sandy.  
39 Bill- who did Jeff run against last year? Will is working on visiting with a gal who has been  
40 president of FANREP, who has held lots of jobs, trying to get her to be southern rep. Bill  
41 suggests Almeshia Brown. During the meeting, Almeshia committed to "thinking about it." Bill  
42 also suggested Joan Bradshaw. Sue said she's done a good job with the awards. Sue confirms it  
43 was Bob Barden that ran against Jeff. Almeshia agreed to be listed as a candidate for President  
44 elect. Sue solicits ideas for Treasurer. Jim Miller is suggested by Bill. Sue asks if we can do  
45 survey monkey again? Bill, yes, almost the same time last year. Will asked who has a term  
46 ending next year. Secretary, two regional reps and pres elect. Eleanor would like to wait  
47 another year before entertaining another position.

- 1 • Will- What will happen if not enough people before Wednesday? Sue hopes to make some  
2 more phone calls and have more than one person on the ballot. Will commented that we're  
3 different than NACAA, where there's a leadership track, which moves people through the  
4 positions. Sue will discuss future aspirations of each Board member.  
5

6

7 (Mike had to leave, meeting turned over to Jeff 2:45pm MT)

8

- 9 • In bylaws, according to Sue, the nominations committee will confirm nominees, Sue has already  
10 done. Jeff suggests that we form an ad hoc committee. Jeff and Bill will serve with Sue. Sue will  
11 chair committee. She will also be collecting statements of interest for each candidate.  
12 • Sue will keep pursuing and work with the committee to get ballots out. They will shoot to get  
13 done by next Friday.  
14

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18 Motion- Eleanor to adjourn. Will seconds.

19 3:09pm MT. Meeting adjourns.