

Minutes for Nov. 18 ANREP Executive Committee Meeting
3 to 5 p.m. Eastern Time (noon to 2 pm Pacific Time)

Meeting called to order 3:07pm (Eastern).

Attending

Sue Donaldson, President
Bill Hubbard, Executive Secretary
Will Sheftall, Treasurer
Ursula Rosauer, Secretary
Mike Reichenbach, President Elect
Viviane Simon-Brown, Past President 2008
Eleanor Burkett, NC Rep
Brenda Allen SE Rep
Jeff Schalau, Western Rep

Absent

David McGill, NE Rep
Almeshia Brown, Communications Committee Chair
Ben Jackson, Historian, Past President 2007

Communications Committee liaison position vote update

Passed unanimously via email vote: The Chair of the Communications Committee shall be a liaison to the Executive Board.

Travel Policy

Sue sent via email, the original travel policy as well as an amended version of the ANREP Travel Policy to the Board for review prior to this meeting (see attached at end of minutes). The Board discussed past use of the policy. In the past, use of personal vehicles for personal convenience has superseded the need to respect ANREP's limited financial resources.

Motion: Accept the original travel policy as it was presented to the Board in April 2008. (Mike)

No 2nd

Motion failed

Motion: Accept the new travel reimbursement (that highlighted in blue) as amended from the original policy. (Jeff)

The Motion was 2nd (Will)

Discussion:

- Issue with the amendment is for those people who must travel over 100 miles to reach an airport. (Mike)
- In addition, the cheapest mode of travel may not be the most efficient use of time. (Sue)
- It's not the first highlighted statement that is the issue ("When a trip distance is more than 600 mi each way, or a safe day's drive, then the cost of lodging and additional meals should be taken into account when comparing the cost of airfare to that of a rental car and gas."), but the 2nd statement is the issue ("If a private vehicle is used for trips greater than 100 miles from a home office, reimbursement will be made at half the GSA rate.") (Eleanor)

- Should we more specific in the original document? (Will)
- Perhaps we need to be more specific about obtaining pre-approval for unanticipated official ANREP travel. However, there needs to be some flexibility. (Sue)
- If it's your own money, you tend to be more careful in making travel arrangements. If it's last minute travel, it can be very expensive, thus you could then justify personal vehicle use. (Will)
- It makes sense to have pre-approval (Eleanor)
- We do not have a policy manual at this time, but back in 2005, travel was to be pre-approved. (Sue)
- Can we incorporate some of that language into this? (Eleanor)
- Another issue is that there needs to be a designated person (perhaps President) or a couple of people who may be those who approve travel by phone or email. (Sue)
- Board members or appointed positions. (Eleanor)
- It was been procedure that once travel is approved in the budget; it is covered under the policy. Bill's travel request recently was in addition to the travel identified in the budget. This is an attempt to provide additional guidance to help people make good decisions. (Will)

Call for vote
Unanimously opposed

Motion: To accept the original travel policy (without blue highlights) (Mike)

2nd (Eleanor)

Motion passes unanimously

Sue will add the policy in the new member handbook. New members will be meeting December 16, 1 hour prior to Board Meeting. Sue will send a copy of the new member handbook to the Board. The ANREP policy handbook is still being worked on. Sue suggested that each of the Board take 1 year of minutes and identify policies to add. Those who will work on this include: Sue, Mike, Eleanor, Jeff, and Ursula. Sue will email the year each will be assigned via Google documents. Also, need to look for motions that are substantive.

Proposal for Arizona Chapter – report from subcommittee (Jeff)

- No progress to report, need clarification on what needs to be done by the Chapter.
- Need a proposal and the Board needs to approve bylaws (Sue)
- Issue tabled until next meeting. Jeff will send proposal and bylaws to the subcommittee (Jeff, Ursula, Ben, Darcy) for review. Subcommittee will read through and be ready to discuss at Dec. 16th Board meeting.

Western Regional Representative Election results

Darcy Batura is our new Western Regional Representative

Progress on credit card payment for dues – update from Bill

Working with PayPal, providing proof of non-profit status, etc. It should be ready for next month's 2009 dues notice. If we can get a few more members, then it will be worth the expense (Bill)

Establish policy for setting the life membership fee

Annual membership dues \$45. Life membership dues are not set. It used to be four times the annual membership fee. At that time, that was \$100 (\$25/year). (Sue)

Motion: ANREP lifetime membership cost will be five times the annual membership fee (Mike)

2nd (Jeff)

Call for Discussion:

- Who is lifetime membership open to? (Brenda)
- Retirees (Sue)
Mike expressed that he proposed five times the annual dues versus four times, as it's more conservative.
- Perhaps this can be amended to say that if a member in their retirement year, as incentive to buy a lifetime membership, that that individual would pay their annual dues and with a lifetime membership, can pay that balance and have that balance be a donation, thus be a tax deductible incentive. If one were to pass on this option, then the following year, they would have to pay the full lifetime membership. (Will)
- Issue would be needing a papertrail, ie. Verification of retirement, etc (Sue)
- If we could figure out a simple way to do it, then it could work. Perhaps Will could write something up outlining the details. (Bill)

Call to question on motion (ANREP lifetime membership cost will be five times the annual membership fee (Mike))

Passed unanimously.

Motion: During a member's retirement year, as incentive to purchasing a lifetime membership, the member can pay the full amount of a lifetime membership. The difference between the cost of annual dues and the balance owing for lifetime membership will be considered a donation, providing a tax-deductible incentive. This offer would only be valid during the year of their retirement. (Will)

2nd (Mike)

Passed unanimously.

February Regional meetings – Mike, Jeff and Brenda

Had call with Kay at JCEP, budgets are getting set. ANREP is responsible for logistics, arrangements at the hotels, etc. One afternoon session is shared with NACDEP. The NE/SE region meeting is February 10-12 in Orlando, FL. The NC/West region meeting is February 18-20 in Del Mar, CA. (Mike)

Been visiting with Laurie Higgins, the NACDEP Western Region Director. She will be going off the Board and won't be attending the meeting. They are looking at maybe 5 people attending from ANREP and probably not that many from NACDEP. They will be sending emails to respective memberships to see who's planning on attending and what people would like to have on the meeting's agenda. Also, they will be asking membership if they are not planning on attending, would they be interested in doing a webinar instead. (Jeff to do)

No contact with NACDEP, however have put out feelers to ANREP people (Brenda)

Perhaps we could use Adobe connect. We already have ANREP approval for technology dollars, but we need help from NACDEP too (Mike)

Discussed this at Galaxy as well. The speaker planned for Orlando is excellent. She's from Auburn and will be speaking on Environmental Ethics. Perhaps she could speak at the Del Mar meeting as well (Brenda)

The theme for this year is: "Ethics in today's Extension world" (Mike)

Perhaps we could ask the speaker for Florida if she could recommend someone in the West to speak at the Del Mar meeting. Also, there was discussion about putting out a call for posters. Time is getting really short for peer review. (Jeff)

The agenda is being worked on and will be posted on the JCEP website (Mike)

Eric Norland has committed to helping on this (Jeff)

ESP has selected the speaker on Ethics. He is Dr. Albert Pierce from the National Defense University. JCEP link has a summary of his bio. JCEP wants to make this keynote available to those who cannot attend. However it is estimated to cost \$4000 for video streaming and JCEP will probably not approve this. There is an option to use Adobe Connect via a one-way feed. That would reduce the cost (Mike)

Mike and Brenda will train on the system prior to the FL meeting.

Suggestion: that at least two people staff chat boxes on Connect to give the questions to the speaker (Eleanor)

Three ANREP members attended last year's meetings. (Sue)

We'll know more after membership response via email. Need to split feedback between two Chairs of meetings. (Jeff)

2010 Conference updates- Conference date: June 27-30, 2010

Matt starting on shell of conference website. Make suggestions on what to include. Will add more as information becomes available (Sue)

a. Conference theme(s)- Eleanor

- 15 responses from email request for ideas. Highlighted items included: change, energy, global, climate, tradition, Extension, engaging, community
- Is "sustainable" in theme? (Bill)

- Sustaining one's communities in times of change? (Sue)
- What is our marketing direction? Especially for field trips. Looking at climate change and energy issues. (Will)
- Also marketing to other Extension groups- looking for common ground (Brenda)
- On the ground, the committee is focused on climate change, energy, and community engagement (Mike)
- Alaska is seen as the Last Frontier, but the first place we're seeing impacts of climate change (Will)
- How many of us have Climate Extension programs? AZ has a specialist. Climate change can convey a negative image. Need a good 4-5 word title of a theme, then a subtitle with more explanation.
- America's changing landscape: Learning from the Last Frontier (Sue)
- Lessons from the frontlines, Innovation along the frontlines of Climate Change: Learning from the Last Frontier. Innovation in the Face of Change (Will)
- Will run these by the local committee and they can add ideas. Then will send out a whittled down list to the Board (Eleanor)
- Suggestion: not too long of a title (Sue)

b. Sponsors/donors- Mike

- No progress at this point. Will call Cherie to see where we're at.
- We do have visitor information, two pages of stuff. (Mike)
- Jeff volunteered to look at, make changes and post on the website

c. Electronic advertising & Web site

- Will be collecting abstracts electronically (both submittal and review done electronically) at a price of \$800-1200. This will help reduce the risk of loss as has happened in the past. (Mike) Sue approved \$1200 to cover these costs. Make and Eleanor will visit about this in the future.
- Website is up. PowerPoint is narrated by Mike.
- Will use email list to get word out. Hard copy mailings are way too expensive. Chuck Otte will put up on JCEP site. Do we have a strategy for advertising? Deans and Directors lists, Association memberships, etc. (Sue)
- Suggestion: get outside the box. Go beyond the Forestry schools, etc (Bill)
- Go beyond natural resources. Send to Extension Directors offices to send to all Extension lists. (Brenda)
- Not necessarily Extension people. Non-point source lists, other professionals, etc. (Sue)
- What about NANEE- Martha Monroe is a past president (Viviane)
- Suggestion: We need to build a list so we have a place to start for next time. Email Sue with different venues, different groups. List will be compiled and sent to Board so as to spark more ideas.

- Also, broaden out to programs not based in Land Grants (Jeff)
- Need to reach out to the Tribal schools (1994's) Perhaps there would be interest in working between the native communities (Ursula)

Future meetings- Sue

- New member orientation will be 11 am Pacific time on Dec. 16 (prior to our next conference call, which will begin at the usual time; this is a change from the before-announced time) (Ursula, Sandy, Darcy, Jeff)
- JCEP new member orientation 11 am Pacific time Dec. 18
- 2009 Meeting dates: Jan. 20, Feb. 17, Mar 17., Apr. 21, May 19, June 16, July 21, Aug. 18, Sept. 15, Oct. 20, Nov. 17, Dec. 15

Marketing ANREP to the other professional organizations

NACAA, 4-H. Attracting those folks. ANREP needs to be marketed better, especially for those who feel more akin to our Association. We've gained membership from other Associations, once people realized that they had a better "fit" in our organization. (Sue)

(Back on Agenda)

Question: airline reservations (re: 2010 Conference) 9-12 months in advance. What is the rationale behind this? (Brenda)

We'll be there at the busiest time of the year. Also will help us hold blocks on rooms. All you need to do is reserve the room, you don't need to pay for it at that time. Airfare issue, limited number of seats (Eleanor)

Need to know of any pre- and post- trips and/or meetings, if going to make reservations. (Viviane)

Eleanor is working on this.

Committees – which are essential? Sue

Will go through and make a proposal on what key committees are necessary. Success in the committees is more likely if there is good leadership and directed activity. Sue will suggest changes for next meeting.

(Back to Marketing)

Perhaps brainstorm on how to get the word out about ANREP. Specifically, material development and more than pamphlets. Topic for discussion on next month's Agenda (Sue)

Also, tie in brainstorming from Galaxy and non-member ideas ie. Reciprocity agreements, etc (Will)

Reminder: Board members invited to attend new member training December 16.

Meeting adjourned, conference call ended 5:00pm (Eastern)

(original)
ANREP Travel Reimbursement Policy

ANREP travelers will be fiscally responsible when travel is supported by member fees. Whenever possible, the traveler should attempt to pay from office budgets some or all of the costs of attending an event.

Reimbursable expenses include the event registration fee, transportation expenses for the least expensive manner of travel that can be accommodated (air vs train vs rental car vs personal vehicle), hotel room with computer connectivity, the actual cost of meals (not to exceed GSA rates), tips, parking and mileage.

The ANREP Board will set mileage rates at their first meeting of each year. If no mileage rates are set, GSA rates currently in effect will be used. Private vehicles should not be used when the cost of a rental vehicle with unlimited mileage, plus fuel, is less than the reimbursable cost of using one's private vehicle.

Expenses should be submitted to the ANREP treasurer. Include all receipts and a note providing the name and address of the traveler and the purpose of the trip. For meals, either a receipt or a rounded amount should be submitted for each meal claimed. Reimbursement will not be made for meals provided by the event. Single room expenses will be paid when a roommate was not available, or when medical or other conditions make sharing a room inappropriate.

Proposed policy for ANREP Executive Board action on 5/6/08, in the above form as revised by the Board at its monthly conference call meeting on 4/15/08. Approved by Board, 11/18/08.

(amended) ANREP Travel Reimbursement Policy

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Proposed policy for ANREP Executive Board action on 5/6/08, in the above form as revised by the Board at its monthly conference call meeting on 4/15/08. Revised 11/14/08 by SD. NOT APPROVED.