

1 AGENDA  
2 ANREP Executive Committee Meeting  
3 October 20, 2010  
4

5 **Unapproved Minutes**

6 *Submitted electronically to Executive Committee November 15, 2010 by Ursula Smedly*  
7

8 **In attendance:**

9 **(Voting)**

10 Jeff Schalau, President  
11 Mike Kuhns, President-Elect  
12 Mike Reichenbach, Past-President  
13 Will Sheftall, Treasurer  
14 Ursula Smedly, Secretary  
15 Eleanor Burkett, NC Regional Representative  
16 Amy Grotta, Western Regional Representative  
17 Sandy Smith, NE Regional Representative  
18

19 **(Not Voting)**

20 Sue Donaldson  
21

22 **Unable to attend:**

23 Bill Hubbard, Executive Secretary  
24 Brenda Allen, Southern Regional Representative  
25 Dean Solomon, Treasurer in Training  
26

27 Start: 1:08pm MT  
28

29 Mike Kuhns as President-elect started meeting. Jeff had technical difficulties joining the meeting call.  
30

31 Are there any additions to the Agenda? None  
32

33 Mike K. questioned the addition of policy and procedure manual. Eleanor clarified that this is an agenda  
34 item.  
35

36 Approval of Minutes from August 25, 2010 (Jeff joined at 1:10pm, making a quorum of 6, having  
37 technical difficulties, broadcasting from a closet)  
38

39 **Motion: to approve, Mike Kuhns, Eleanor seconded. No discussion. All were in favor.**  
40

41 ITEM 1 -- Membership news -- Bill Hubbard

42 Jeff read the following report from Bill (Inserted below as submitted electronically by Bill prior to  
43 meeting):  
44

45 Membership Report - we currently have 432 members. We received several new members as the result  
46 of the conference. I will send out one last membership dues notice and then we will purge the  
47 membership list. I will send out dues notices at the end of the year (late December/early January). With  
48 regard to the discussion last week regarding how we handle the state dues, I am working with Anne

1 Marie Post in Florida to resolve this situation for their state. We both keep accurate records; we just  
2 don't get each other timely reports, or transfer funds in an organized fashion. For example, I just  
3 received Florida's 2010 dues list in September, along with a check that they sent for forty some  
4 memberships. I have about 30 memberships from 2009-2010 that paid their dues online, so I will need  
5 to send a check/transfer funds to their account. We will continue to work on this however a more  
6 timely report from states will allow members to be added to the national listserv and become involved  
7 quicker. I think dispensing dues to states once per year is appropriate however we can discuss further if  
8 you would all like. In addition, Florida folks like to "pay early", that is pay in September for the next  
9 calendar year. This adds some complexity to the system and recordkeeping becomes more involved.

10

11 Jeff commented that regarding dues, NCAA, the dues are either due Feb 15 or March 15, dues received  
12 after that date, members do not have the privileges that an on-time member would have, regard to  
13 voting. We don't have that kind of structure; however when people need to get information from  
14 ANREP, there needs to be current email addresses and current membership list. This might be better  
15 discussed with Bill on the phone. Otherwise, no action needed on the items he presented.

16

17 Elections - Mike collected names and bios for 2011 Elections. I have developed a Survey Monkey  
18 election ballot. Please test it out!

19

20 [http://www.surveymonkey.com/s/2011\\_ANREP\\_Elections](http://www.surveymonkey.com/s/2011_ANREP_Elections). You can vote, write in candidates,  
21 whatever...then I will clear it out before we send out the notice.

22

23 Other activities include tracking down several checks that came in after the conference with no  
24 references, etc. I think we have all that taken care of.

25

26

27 ITEM 2 -- Treasurer report -- Will Sheftall

28 Will won't be able to submit exact numbers. He'll send the balances to Ursula and she'll send those out  
29 to the Exec Committee with the minutes.

30

31 Very little change from last month, a couple of bills leftover from the conference. No real activity from  
32 that account or the general account.

33

34 Details sent to Ursula from Will Sheftall via email, 11/09/10

35 General Checking — \$25,961.40

36 Conference Checking — \$36,612.10

37 Savings (Escrow of Biennial Conf & Galaxy proceeds for annualized distributions) — \$20,134.82

38

39 These balances were current as of 29 OCT 2010.

40

41 ITEM 3 -- Election - Slate of Candidates - Mike Reichenbach

42 President-Elect

43 Eleanor Burkett, MN

44 Rick Stadiford, CA

45 Treasurer

46 Dean Solomon

47 NC Rep

48 Diomy Zamora, MN

1 Duane Friend, IL  
2 Angie Gupta, MN  
3 NE Rep  
4 Sanford Smith, PA  
5 Likely additional candidate from VA (there is a phone message regarding elections I have not listened to  
6 it to get a name)  
7

8 Jeff visited with Mike R. today regarding the election and slate of candidates. The one change is that the  
9 candidate from VA is not in the NE Region, it's the southern region. So, there's only one candidate for  
10 the NE Region position. Also, spelling correction on Rick Standiford's name.  
11

12 Mike R. indicated that if he were here he would make the **[M]otion to accept the slate of candidates,**  
13 **but since he was not present at this meeting and wanted someone else to make the motion (Amy)**  
14 **Seconded by Mike Kuhns.**  
15

16 Mike K. wanted to clarify that the additional candidate for NE Rep is not eligible.  
17

18 Will had a question regarding a policy that President-elect needed to provide a letter from candidate's  
19 supervisors in order to be eligible to run. Amy and Sue thought it was for JOE boards/PILD. Sue and  
20 Mike K. recalled that there was no official documentation required for President-elect. Will amended  
21 his question to ask if Rick has the support of his supervisor, as Eleanor indicated that she has verbal  
22 support from her supervisor. Mike K. stated that unless we change the policy that perhaps we shouldn't  
23 be discussing this at this point. Jeff suggested we discuss this later in the agenda when we discuss  
24 policy.  
25

26 **All were in favor of accepting slate of candidates. Motion passed.**  
27  
28

29 ITEM 4 -- Affiliate ANREP Chapter in Minnesota -- Eleanor Burkett  
30 Eleanor sent out a Doodle request for time/date that would work to do a conference call with the  
31 committee.  
32

33 Update from Eleanor:

34 MN has submitted intent to become an affiliate of ANREP

35 Two weeks ago, the group met, has voted on officers, picked a name, and is working on bylaws. People  
36 are already paying members of the MN group. Eleanor has been working with them (based on Jeff's  
37 help from his experience with working with AZ group), is organizing for a conference call, and she thinks  
38 that December will probably be their timeline to complete.  
39

40 Two questions have arisen:

41

42 1) If the state members are an affiliate, do they need to join the national group? Eleanor wasn't  
43 able to find clarification about this.  
44

45 2) The other question is the name of the organization. They have chosen MANREP. Minnesota  
46 ANREP. When she read the bylaws, it looked like ANREP assigns the name. She visited with Mike R.  
47 and he said that when Ben Jackson was President, folks could choose their own name and then add,  
48 "an affiliate of ANREP." She couldn't find any documentation with regard to this statement. She

1 has looked at the other affiliates and they are the name of the state and then ANREP and then the  
2 other two have their names chosen. Is this an Exec Committee decision or is there policy?  
3

4 Sue suggested that the small committee make a recommendation. As far as the name goes, the name  
5 wasn't designated by the national, but approved by the national to ensure no conflict with another state  
6 or perhaps an inappropriate name. Eleanor wanted to ask for insight into the history, as they might not  
7 be part of the smaller committee conversation.  
8

9 Eleanor stated that she would like to clarify the answers to these questions in the committee and make  
10 sure that they are clearly spelled out, especially as we're looking at our national policy.  
11

12 Will provided insight into the dues. Regarding dues, Eleanor is correct, that the national bylaws are  
13 silent with regard to an affiliate member requirement to join ANREP. It becomes up to the state chapter  
14 to create the rule to join one and not the other or a requirement to join both. Florida has experienced it  
15 both ways. Florida at one time gave a free membership to the state chapter in their first year and gave  
16 the option to join the ANREP. The state bylaws were silent regarding any rules about that.  
17

18 When Will was president of FANREP, he recalled that there was some discussion about requiring being  
19 members with both. On the other hand, if they're members living in a state with an affiliate, there was  
20 no obligation of the member to become member of the state affiliate if they were members of the  
21 national ANREP. At one time there was an item in the ANREP budget, that Georgia had their dues  
22 covered. Ben Jackson or Bill Hubbard could explain that. That seemed to be an unfair part of our history  
23 and hence has been dropped.  
24

25 Eleanor clarified that it is up to the state whether or not they need to be paying affiliate dues and  
26 whether or not they wish to join ANREP. Jeff mentioned that this might make it more appealing to non-  
27 Extension folks who would like to be part of the affiliate.  
28

29 Regarding the name of the affiliate, according to Jeff, gets sticky when we combine associations. For  
30 example, to be more affiliated with NACDEP vs. ANREP. Eleanor thought that in our small group  
31 discussion we make a recommendation to clarify who makes the decision, whether it's national or not.  
32 Will commented that if there was a strict standardization of how state affiliates were to be named, then  
33 there might be difficulties.  
34

35 Eleanor thought that maybe the name issue could be clarified in the policy document versus any change  
36 in bylaws. Sue suggested that there might be something in the policy manual state something to the  
37 effect that the state affiliate suggest or submit their preferred name. Jeff thought we could suggest a  
38 formula abbreviation statement and then go from there. Jeff also mentioned that they're working  
39 toward getting Arizona affiliate information on the website.  
40

41 ITEM 5 -- Policy and Procedure Manual -- Jeff Schalau and Sue Donaldson  
42

43 **Action Item (Executive Committee): Please review and we'll vote on it next month\***  
44

45 Jeff thanked Sue again for her commitment to ANREP on the manual. A "marked up" version in dark red  
46 was sent by Sue via Jeff.  
47

48 Jeff asked everyone to look at this prior to next meeting, November 17, 2010.

1  
2 Sue added that she tried to capture the changes that we talked about on calls and inserted them into  
3 the manual. One large item was the need for the Secretary to maintain this manual.  
4 Jeff also added that we might add anything that comes out of the MN meeting regarding chapter  
5 formation.  
6  
7 Jeff will try to remember to send a reminder regarding everyone needing to review this document. Sue  
8 clarified that we've really already gone through everything, but just look at the items in red to make sure  
9 we're in agreement with those items.  
10  
11 Eleanor informed the group that she'll be unable to attend the November 17 meeting.  
12 She wanted to make note that the annual conference will be an item on next month's agenda. Either  
13 Mike R. will report on this or they will report in December. Mike R. clarified that he will try and work on  
14 this to present for next meeting.  
15  
16 Jeff recapped for Mike R and Sandy what the group approved for the meeting today.  
17  
18 Will wanted to comment on policy and procedures. Whoever drafts that up, might want to include a  
19 section regarding what we want state chapters to decide themselves- just clarify what we allow state  
20 chapters to decide on their own. For example, if we're going to allow chapters to do x y or z, that we've  
21 considered the options and have purposefully delegated those decisions to the chapter. Jeff thought  
22 that he and Eleanor might work on that for the future.  
23  
24 Will also reminded everyone that we need to appoint an audit committee to take care of an audit prior  
25 to January 1, 2011. That might be discussed today.  
26 He suggested the committee to include:  
27     • Gary Hawkins, Georgia Specialist, past ANREP planner for Galaxy  
28     • Scott Jackson, Co. Ext, Sea grant Agent, immediate past Treasurer of FANREP  
29     • Brenda Allen  
30     • Bill Hubbard  
31     • Will Sheftall  
32  
33 Need to clarify that Scott is a paid member. Amy clarified that Scott is a paid member. Mike R. moved  
34 that we request that Will pull the audit committee together as described to conduct the audit before the  
35 end of the year. Sandy seconded. A couple states were represented, Jeff stated, and to invite Brenda to  
36 attend as well. All were in favor. Motion passed.  
37  
38 \*Amy uploaded the policy and procedures manual to the wiki space so that we could all comment on  
39 there and group edit, <http://anrepagenda.wikispaces.com/Policy+%26+Procedures+Manual>  
40 Eleanor added that any edits should include authors' initials.  
41  
42  
43 ITEM 6: Mike R. wanted to also bring up new board orientation and that should be held in December.  
44 He and Jeff will discuss and plan for that. Sue recalled that that new orientation was coupled with the  
45 Dec exec committee conference call, the hour before the regularly scheduled time.  
46  
47

1 ITEM 7: Jeff received a letter of resignation from Will Sheftall as Treasurer, as of December 31, 2010.  
2 Will sent it to Jeff and also to Mike R. so he could finalize the slate of candidates and open offices for the  
3 upcoming election.

4  
5 Jeff wanted to add that he has spoken with Diana Rashash and her deadline was October 15. Jeff  
6 submitted his President's report for the newsletter. Amy commented that she has received notification  
7 from Diana that the Western region is due for this latest newsletter.

8  
9 Eleanor questioned if anyone has submitted conference photos to Diana.

10  
11 Jeff said that he'd follow up on that and also with Ben Jackson to see if he has photos from the  
12 conference. Sue also offered that she has photos from one of the tours (cold climate tour). She  
13 mentioned that Ben has been ill recovering from bypass surgery and leg infection. Sue will send photos  
14 to Diana. Eleanor will send what photos she has to Diana as well. If we can't get photos in for this  
15 newsletter, for sure the next. Jeff will send a get well card to Ben to his home from the Exec Committee.

16  
17 ITEM 8: Mike R. regarding the test ballot. Mike K. commented that he had some difficulty getting past  
18 the president elect item on the ballot. Mike R. wants to get this out next week. Send small items of  
19 concern directly to Bill.

20  
21  
22 Sandy wanted to thank Mike R. for involving him in the eXtension conference. He watched some of the  
23 presentations and was impressed with the technology used. Jeff said he was on Monday, but thought it  
24 was interesting. Sandy was impressed with the speakers and their innovativeness.

25  
26 **Sandy moved to adjourn. Mike R. seconded. Meeting adjourned: 2:27pm MT.**