

To: ANREP Membership
Re: ANREP Administrative Council meeting minutes November 4, 2003
From: Janean Creighton, ANREP Secretary, Washington State University

In attendance:

Joe Schaefer, President
Scott Reed, President Elect
Mike Kroenke, Past-President (via telephone)
Mindy Habecker, North Central Regional Representative
Jonathan Kays, Northeast Regional Representative
Vivian Simone-Brown, Western Regional Representative (via telephone)
Debra Hill, Treasurer
Janean Creighton, Secretary
Eric Norland, USDA- CSREES

President Joe Schaefer called the meeting to order at approximately 1:30 PM (EST) on November 4, 2003.

AGENDA ITEM 1-Executive Board Motions

Mike Kroenke presented the minutes from the ANREP membership and Board meetings from Galaxy. Janean made motion to accept the minutes, and Mindy seconded. The Board approved unanimously.

Debra made motion to accept the minutes from the October ANREP Executive Board meeting, with a second by Scott. The Board approved unanimously.

AGENDA ITEM 2 – By-Laws Update

Jonathon, chair of the by-laws and policy committee, said that there have been only minor changes from the membership regarding the final draft of the ANREP by-laws. The deadline is approaching and the amended by-laws should be up on the web site very soon.

AGENDA ITEM 3 – JCEP Regional Workshops

Joe stated he is still awaiting a decision from ECOP on the specific objectives for the general sessions during the JCEP meetings in 2004. Planning is continuing with ESP assisting ANREP. The registration materials will be available soon, with a deadline as December 19th for early registration. Early registration is \$200 and late \$250. Joe remarked that trained facilitators in all regions are needed for the general sessions. Anyone interested should contact Joe Schaefer.

AGENDA ITEM 4 – 2004 Awards

The North central region is in charge of the 2004 Awards, and Mindy Habecker (NC Rep.) is seeking volunteers in the region to work with the new Awards committee chair Mike Kuhns (Utah) on organizing for the 2004 awards.

Janean reminded everyone of the potential new award offered to ANREP through the National Woodland Owners Association (a discussion point that had been tabled from October's meeting). The initial award idea was presented to ANREP as one targeting small-forest landowner education, but the executive Board would like to expand the criteria to include natural resources education for all landowners, and that the ANREP is responsible for selecting the award recipient via the procedures established in the by-laws. Debra suggested that NWOA be asked to attach a monetary prize onto the award. The Board recommended that the original contact person for NWOA, Jonathon Kays, present NWOA with a proposal detailing these criteria. If NWOA accepts ANREP's proposed changes to the award then as additional awards category will be developed encompassing the NWOA's recognition of extension.

AGENDA ITEM 5 – Committee Update

Joe emailed corrections to the newsletter regarding new committee chairs and vacancies. This information was sent to all the membership via the ANREP list serve.

AGENDA ITEM 6 – ANREP Membership Handbook

Joe said that Chris Schnepf is hard at work on the ANREP member's handbook. This handbook will provide new and prospective members with information regarding ANREP and it's mission. It was recommended that a separate policy "handbook" be developed, consisting of materials and information for the ANREP administration, committee chairs, and others with leadership roles within the organization. The policy and by-laws committee chair will begin to gather this information together. It will be housed on the ANREP web site for easy access.

AGENDA ITEM 7 – Treasurer's report

Treasurer Debra Hill reported that, as of the Galaxy conference, ANREP has approximately \$12,000 in the bank, with an additional \$5,000 expected from JCEP by the end of 2003. There was some discussion regarding using some of these resources on enhancing the 2004 conference. Mike Kroenke suggested expanding travel scholarships for the general membership and the Board. There is currently no travel fund set aside for the exclusive use by the Executive Board. Mike commented that some of the Board positions require a large amount of travel, and this can put a strain on personal budgets. Scott recommended that ANREP take a pro-active approach to budgeting, and the Board agreed.

Mindy moved to table the discussion and that a separate Board meeting devoted solely to the ANREP budget be schedule. Debra seconded the motion and it was unanimously accepted.

Eric Norland (USDA-CSREES) reported that the ECOP Forestry Task Force has asked the National Association of State Universities and Land-Grant Colleges (NASULGC) Budget and Advocacy group to help them support an "intern" to help build the Natural resource programs budgets budget and appropriations, such as RREA, and Section 406 Integrated water Quality, etc.). Eric suggested that this would be something that ANREP could help support financially, and in doing so, would have input into both the selection of such an individual, and in defining specific outcomes that would directly benefit ANREP. The amount of \$3,000 to \$5,000 dollars was suggested as an amount that ANREP could "invest" into this individual, who would receive a travel

and per diem honorarium of ~ \$10,000 total, with the bulk of the amount coming from the Extension Committee on Organization and Policy (ECOP).

The matter was discussed at length, with the following concerns and questions voiced by members of the Board:

- It was suggested that our first priority should be travel scholarships for the membership. However, it was pointed out that if this action were agreed upon, ANREP would essentially be dipping into the \$5,000 owed to it by JCEP, in addition to any profit-sharing funds coming from the Galaxy conference. This would still allow for enhancing travel scholarships.
- There were questions on whether \$5,000 would buy ANREP any more than \$3,000.
- The entire group emphasized the need for ANREP to remain as involved in the development of this position as possible. The Board generally looked this upon as a wise investment.

Viviane made a motion that we accept Eric's recommendation and offer ECOP \$3,000 to \$5,000 dollars towards this new position. Mike seconded the motion. Joe called for discussion, which followed:

Concern was expressed over whether this action would guarantee ANREP tangible benefits, and some members emphasized the need to explain clearly what these benefits might be to all levels of extension. Eric commented that there were no guarantees of anything, but that this is a proactive action that no other Association has taken. He also emphasized that this individual would be working through NASULGC to grow funding for Natural Resource Programs. He suggested that one tangible benefit to extension is help for people to work more effectively with state administrators and legislators, and to raise extensions visibility back home.

The motion was made to offer the \$3,000 to \$5,000 to ECOP with some provisions that ANREP assist in the recruitment and selection of the individual. It was seconded and approved unanimously by the Board. Scott wrote a letter detailing ANREP's offer to be sent to the appropriate individual at ECOP and NASULGC.

AGENDA ITEM 8 – Interim ANREP Secretary

The ANREP Board, as stated in the by-laws, appointed an interim secretary to replace the new President-elect Janean Creighton. Stephanie Larson from University of California will be offered the interim position, which will last for one year, at which time she may run for a full 2-year term.

AGENDA ITEM 9 – Conference bidding request

The conference bidding request document is completed and will be made available to ANREP membership via the web site. All bids for future conference locations must be submitted to the ANREP Board by April 1, 2004.

AGENDA ITEM 10 – State/Regional Chapters

The guidelines for the development of a state and/or regional chapter will be available by January 1, 2004 on the ANREP web site. Also available will be a template for use in developing chapter by-laws. The ad-hoc State Chapter Guidelines Committee, chaired by Ken Gioeli, developed the documents Florida. They will be available for use during the JCEP regional meetings. It was

suggested that the Board establish incentives for states or regions to start chapters. This suggestion was not pursued during this meeting.

AGENDA ITEM 11 – Membership Dues

There was some discussion regarding the ability for ANREP members to pay a multiple-year membership fee that would span from 2 to 3 years. Debra volunteered to draft a proposal suggesting some new categories including multiple-year and student rates. She will present the proposal to the Board when it is completed.

AGENDA ITEM 12 – State Champion Survey

Regional Representatives are asked to have completed their surveys of their state champions by January 1, 2004. Completed surveys can be sent to Mindy Habecker, north central Regional Rep.

AGENDA ITEM 13 – Honoring ANREP members

Past-President for 2003, Mike Kroenke (Wisconsin), Viviane Simon-Brown (Oregon), and Ben Jackson (Georgia) are rotating out of their executive Board positions at the first of the year. Viviane will continue as chair of the ANREP Strategic Planning Committee, and Ben will focus his energy and wisdom towards the new Georgia State Chapter of ANREP. They will all be recognized during the 2004 ANREP Conference.

In addition, Larry Biles, retired USDA-CSREES National Program Leader, long-time ANREP member, and just all-around good guy will receive special honors during the 2004 Conference for his years of service to ANREP.

Meeting was adjourned at approximately 3:30 EST. The next meeting of the ANREP Executive Board will be in January 2004.

Janean Creighton, ANREP Secretary, submitted meeting minutes electronically to the ANREP Board for review on November 6, 2003.