

To: ANREP Membership  
Re: ANREP Administrative Council meeting minutes March 6, 2003  
From: Janean Creighton, ANREP Secretary, Washington State University

In attendance:

Joe Schafer, Florida, President  
Mike Kroenke, Wisconsin, Past President  
Scott Reed, Oregon, President-elect  
Bill Hubbard, Georgia, Executive Secretary  
Deborah Hill, Kentucky, Treasurer  
Janean Creighton, Washington, Secretary  
Vivian Simone-Brown, Oregon, Western Regional Chair  
Mindy Habecker, Wisconsin, North Central Regional Chair  
Ben Jackson, Georgia, Southern Regional Chair  
Jonathan Kays, Maryland, Northeastern Regional Chair  
Larry Biles, USDA-CSREES, National Program leader  
Chris Schnepf, Idaho, Membership committee co-chair  
David Waterman, Virginia, ANREP 2004 conference organizer  
Mel Baughman, Minnesota, Awards committee chair

President Joe Schafer called meeting to order at 2:00 EST, on March 6, 2003.

ANREP meeting minutes for December 2002 were accepted by the Board and made available to the membership on the ANREP web site.

### **Treasure's Report**

Deborah Hill reports that ANREP currently has \$10,018.00 in its account. Earlier the executive Board had agreed to loan JCEP \$5,000 so that the Galaxy II planning committee can cover some expenses prior to receiving registration revenues. This amount is much less than the loans provided by the other JCEP associations, except NACAA, which is not participating in Galaxy II. This money will be paid back to ANREP by January of 2004.

### **Awards Committee Update**

An announcement regarding ANREP's 2003 Awards Program was e-mailed to ANREP members in early February. Only educational materials will be judged this year. There will be no individual or team achievement awards. The deadline for submission of materials for judging is April 14. An ANREP member must have been involved in producing an educational material for it to be eligible for an award. ANREP member participation, however, includes serving as an author, editor, artist, production coordinator, or some other formal role. Bruce Wilkins will coordinate judging from among ANREP members in New York and perhaps surrounding states. I (Mel) provided written instructions to Bruce recommending how to conduct the judging process.

-Submitted to Executive Board by Mel Baughman, Awards Committee Chair

### **Executive Secretary Report**

501c3 renewal - all the paperwork is filled out and awaiting our financial report and summary of previous three years accounts.

Dues notices went out in early January. To date we have received close to 150 renewals. I will send out a second notice in March. Although it a bit tedious doing everything via email it saves us hundreds of dollars a year in postage and paper. Online membership database has been updated. Various other additions to the website have been made.

-Submitted to ANREP Exec. Board by Bill Hubbard

### **Financial Committee Report**

The following draft on member travel and scholarship was sent to the ANREP Executive Board for comment.

DRAFT: Suggestions for Understanding and Investing ANREP Finances For Future Years Work Group Sub-Committee Members: Mike Kroenke-Chair, Chuck Gay, Bill Hubbard, Scott Reed; March 3, 2003.

1. The ANREP Treasurer will create and distribute to ANREP Board members and Committee Chairs an ANREP line-item income/expense sheet and a balance sheet for years 2002 and 2003(projected). Anticipated income from membership, national conference and Galaxy Conference should be offset by anticipated and projected expenses including up-front conference expenses, annual awards, travel scholarships, executive secretary expenses etc. and a rainy day fund for future needs.

2. Each committee chair will develop a 2-year budget request based upon their anticipated needs. Strategic planning committees chairs will also give their anticipated expense projections. The Board will consider the committee requests when setting the projected budget for the following year. This will take place at the first ANREP Board meeting of the new year.

3. Moneys for travel/scholarships will be given out based upon the guidelines established within the Guidelines Statement for Leadership/Scholarship Reimbursements. Scholarship/Travel Reimbursements will not exceed 10% of the Annual Projected ANREP Budget in any given year. Funds are limited to up to \$300 each and are on a first come first serve bases with preference going to those not receiving funds in the previous year and to those serving on the ANREP Board or as a Committee Chair or fulfilling a board responsibility because a board member was unable to attend. Ex. If the ANREP budget for any given year is \$9,000, then 3-\$300 scholarships would be available for that year.

4. Remaining funds would be put in a CD as a rainy day fund in anticipation of future national conference, Galaxy, awards, executive secretary etc. needs. The ANREP Board will decide the base amount placed into the rainy day fund. Once this base amount is reached, a larger amount of the annual income could be devoted to ANREP Board and Committee Chairs leadership travel/scholarships. ANREP membership scholarships might also be available at that time depending upon the amount in the fund and the demand for these funds by the ANREP Board and Committee Chairs.

Submitted by: Mike Kroenke

Discussion of the draft included how the allocation of individual travel funds by ANREP members should be made. One possible scenario would be for the initial request to be made to the President who then contacts the executive Board. It was also suggested that each individual committee in anticipation of future travel needs might set up travel budgets and allowances. The Executive Board was asked to plan ahead for its anticipated travel needs, so that this might be incorporated into the budget more efficiently. The finance committee agreed to prepare a second draft for comment by the Executive Board incorporating these suggestions.

### **Membership Committee Report**

Chris Schnepf, membership committee co-chair, reports not a lot of activity regarding new membership since December, however, Chris himself has been actively recruiting members in British Columbia. It was suggested that ANREP activities at Galaxy II be well advertised through the membership and that Galaxy might be an appropriate venue for recruitment.

Mindy Habecker reported on the State Champion Survey development. The Survey is intended to poll existing champions in the effectiveness of the current process for becoming state champions. She will continue to develop the instrument, which will then be sent to all the Regional Reps for disbursement to champions in each state.

Mike Kroenke reported that a state chapter is in the works for Wisconsin that will incorporate both ANREP and the Wisconsin Community Development Association.

### **ANREP 2004 Conference Update**

Plans for the 2004 conference location are reported as being close to finalization. A theme has yet to be defined, however. April 2<sup>nd</sup> is the deadline for identifying a conference theme. Eric Norland, Program Leader for USDA-CSREES and Joe Schafer, ANREP President, have agreed to co-chair the conference planning committee, which includes members of the Executive Board. The planning committee will determine conference topic areas by late April, and the tentative first call for abstracts will be May 1, 2003.

Just a reminder: The conference will be in Wheeling West Virginia, May 15-19, 2004.  
(Janean's note: Come for the bird watching and stay for the conference!)

### **Larry's Corner: A federal update from Larry Biles**

Apparently, some sort of RREA program will likely replace the now defunct NREM. However, the NREM flagship program will continue through winter of 2003, so there is still a chance for ANREP projects to be recognized through NREM. Winners will be announced at the ANREP conference.

Larry reports on a special RREA Strategic Planning Workshop to be held in March at Denver. 80 RREA representatives will attend the workshop from 50 institutions from around the US. The main objective of the workshop is to develop a strategic plan for RREA that will facilitate in

increased funding allocation for RREA in the future, more specifically in the 2005 federal budget. Eric Norland and Bill Hubbard are serving as the leads in the workshop.

### **Other Conference Updates**

2003 Fisheries and Wildlife Extension Specialists Workshop, April 4-6, 2003. Joe Schafer will be attending this workshop and will be leading a discussion about ANREP.

Galaxy II, September 21-25, 2003. Volunteers are needed for Galaxy; notices were sent out to all the regional reps as well as in the ANREP newsletter. Also, there is a need for agenda items, AV equipment, and speaker ideas for the ANREP membership breakfast on September 25<sup>th</sup>. There will be a first-timers reception for ANREP members at the meeting, and there is an opportunity for 10 ANREP members to attend the Galaxy leadership breakfast on September 22. Any who will be attending and is interested in going to the leadership breakfast or volunteering at the conference should contact Joe Schafer.

### **Newsletter Update:**

Deadline for article submission for the next newsletter is April 15, 2003. The issue will focus on the National Capitol.

### **2003 JCEP Regional Meeting Reports**

ANREP members who attended the JCEP regional meeting in 2003 submitted the following reports. Due to financial and time constraints no ANREP members were able to attend the Western JCEP meeting in Billings, MT.

#### **Northeast JCEP Meeting – February 23-25, 2003, Albany, NY**

The meeting ran from 12 noon on Sunday to 12 noon on Tuesday. The Sunday session started with a luncheon and reports by the traveling team. I was asked to give an update on ANREP. We met prior to the luncheon and the other representatives were happy to see someone from ANREP be involved; it was the first time. I used the PowerPoint presentation provided by Bill Hubbard and it went very well. I did comment publicly on the growing nature of ANREP and that it is still undecided how we can best function in the regional JCEP meeting structure since we do not have the developed regional and state structure of other associations.

Sunday afternoon I met with the other ANREP members for the afternoon in an association meeting. Those present besides myself were: David Allee, Cornell; Bill Schwerd, Cornell; Mike Simsik, Cornell; Bob Kent, Cornell, Marilyn Wyman, Cornell; and Bruce Wilkins, Cornell. None of these folks, except Bruce and I, had been to a national meeting of ANREP.

Joe Schaefer joined us by phone for about a half hour and updated everyone on ANREP. All those present appreciated the discussion. Discussions after that focused on the questionable value of the JCEP regional meeting for ANREP, however, many other fruitful discussions followed. Monday morning there were two speakers that focused on negotiation, farm bill funding, and the political process. The first speaker, Tom Quimby,

from Cornell's School of Industrial and Labor Relations, talked about interest-based negotiating, funding, and the political process. The second speaker, also from Cornell, was Lee Telega who served a one-year fellowship in Senator Clinton's office. He talked about how sausage was made from his experience. Both presentations were very good.

Monday afternoon, all ANREP members, took a van downtown to the state legislative office building, where David Allee had made arrangements for house and senate representatives to meet with the group so that state ANREP chapter awards could be presented. A great idea and very interesting but the legislature had to meet unexpectedly; therefore, only a few staffers, but influential ones, attended.

Tuesday morning there was another formal breakfast followed by another association meeting. A few remaining ANREP members (3) met and there was some discussion but we could have gone home early.

What was learned by attending? There was overall frustration regarding the value of the meeting to ANREP. Until we registered on Sunday, no one knew who the speakers were. It is hard to justify spending \$150 on registration (plus travel), or to encourage ANREP members to come to such a meeting, when so little is known.

It was very worthwhile to get to meet the leadership of the NY ANREP chapter. David Allee is very focused on growing ANREP and using it as an umbrella to develop programs. There was a good deal of program sharing that may result in more collaboration. The NY members indicated they would not have attended if they lived far away. JCEP expects ANREP to organize the regional meetings next year. ESP did indicate they might be willing to handle it if we are unable. There was a survey at the meeting to get peoples ideas on the value of the regional leaderships meetings. Our feeling was that the PILD meeting in May could serve the needed leadership function. Our next national meeting is in May 2004, and the regional JCEP meeting is in January 2004. There was great concern among ANREP members about encouraging our members to attend a JCEP regional meeting that is expensive and of questionable value, when the national meeting is around the corner and can give a much better first impression of ANREP. Overall, I felt that the program did little to bring together all the associations and discuss issues.

- Notes submitted by Jonathan Kays, NE ANREP Representative

### **North Central JCEP Meeting: February 2-4, 2003 Kansas City MO**

Kansas and Missouri's Directors of Coop Extension welcomed the groups and gave an update on the state of their systems that was interesting. Dr Vivian Jennings, a retired Iowa State University agricultural specialists and former Deputy Administrator of CSREES, USDA presented to the group on "Building Excellence for Tomorrow". This was followed up be small group discussions and reporting back on questions he posed. The comments I heard regarding this is that he focused solely on agriculture forgetting the other program areas and that his information regarding policy was "dated". It was not

a well-focused talk. I introduced the speaker and moderated the afternoon small group work.

The following morning the “Traveling team” gave presentations at the breakfast meeting. We had met the evening before to organize this. My role was to give a brief introduction and 2003 update of ANREP. I was given explicit information on don’t try to court members away from existing associations. I accepted this graciously and used the approach of here is another organization you may wish to join for additional opportunities for professional development, award opportunities, networking, if you work on issues connected with ANREP’s umbrella and this may be a good fit for colleagues who are currently working in these subject areas and are looking for a professional association. Subsequent meetings were all association meeting breakouts and ANREP had no other members there. I stayed for the first two days only.

**Information learned from attending:**

- Good thing I was there as I think they were looking for ANREP to carry its weight. In fact in looking at the schedule, I was given a heavier load with the opening session, but did none of the actual conference set-up. I was told, next year is our year to organize for the 2004 North Central JCEP meeting being Feb 22-24, 2004 in Chicago. No specific location was given.
- I heard that key note speaker should address all the Professional Association subject areas, not just the one that did the planning for the effort (in this case NACAA) and this person should be a “good” presenter and be current
- The first night out was what I heard “state’s night out”. Most states had traveled together and would be more beneficial to have a planned mixer to get to know others in the region
- The traveling team told me that ANREP is having regional awards banquets at Galaxy II. Was I planning this? This is the first that I heard of this and due to our state’s policy of no out of state travel this year, I won’t be attending Galaxy.
- I also personally found that the All Association time wasn’t used as well as it could be for there was no discussion time on any issues that may impact us all. The “Federal Report” had nothing of substance and the other reports were just recaps on PILD and Galaxy II. There was no JCEP business discussed, just these overviews.

- Notes submitted by Mindy Habecker, North Central ANREP Representative

Some Executive Board members voiced concerns that the regional JCEP meetings are an additional financial burden to ANREP members without providing any real advantages. Many who had attended previous JCEP regional meetings questioned their effectiveness. ANREP is scheduled to host the 2004 workshops. There were concerns because these meetings are occurring during the same fiscal year as our National Conference, and given our relatively low membership numbers compared to other extension Associations, planning 4 regional conferences may stretch our limited resources. Due to time constraints the discussion was tabled until a more suitable time.

Meeting was adjourned at 3:45 EST, March 6, 2003.

Next meeting is scheduled for mid-April, 2003; specific date and time TBA.

Meeting minutes respectively submitted to Executive Board for comment on March 31, 2003 by  
Janean Creighton, ANREP Secretary