

To: ANREP Membership
Re: ANREP Administrative Council meeting minutes May 21, 2003
From: Janean Creighton, ANREP Secretary, Washington State University

In attendance:

Joe Schafer, Florida, President
Mike Kroenke, Wisconsin, Past President
Deborah Hill, Kentucky, Treasurer
Janean Creighton, Washington, Secretary
Mindy Habecker, Wisconsin, North Central Regional Chair
Ben Jackson, Georgia, Southern Regional Chair
Jonathan Kays, Maryland, Northeastern Regional Chair

President Joe Schafer called the meeting to order at approximately 4:05 PM (EST) on May 21, 2003.

Agenda item 1. Executive Board Approvals

- Item 1: Approval of the ANREP Executive Board April 30, 2003 meeting minutes. Motion was made by Ben Jackson and seconded by Mindy Habecker, and unanimously accepted for release to ANREP membership and posting on the ANREP web site.
- Item 2: Approval to accept the following recommendation of the ANREP Finance Committee: *Scholarship/Travel Reimbursements will not exceed 20% of the Annual Projected ANREP Budget in any given year.* Motion was made by Ben Jackson, seconded by Jonathon Kays, and unanimously accepted by the Board.

Agenda item 2. Remaining Travel Scholarships

The treasurer reports that so far the year 2003 there have been 5 travel scholarships awarded to ANREP members, each for \$300.00. Whether there are any more scholarships available will depend on the available funds in ANREP's account. These numbers were not readily available, but the treasurer will retrieve the information from ANREP's account and will advise the Executive Board on the number of remaining travel scholarships available for 2003. Anticipated upcoming travel for ANREP members during 2003 includes, Galaxy II in September and ANREP 2004 Conference Planning meetings in June, and the ANREP 2004 Conference Program meeting in November.

Agenda item 3. New ANREP Handbook

The Executive Board agreed that ANREP needs to develop a handbook for the membership detailing all aspects of the ANREP organization and its membership. Janean Creighton volunteered to assume this project, under her duties as the association Secretary. When completed, this handbook will be available for viewing and/or downloading off the ANREP web site. The Executive Board did not establish a completion date, but it should be finished by the end of June 2003.

Agenda item 4. Upcoming Officer Nominations

Mike Kroenke, Past President and chair of the nominations committee will send out the official call for nominations to the membership on July 1. Positions up for re-election are the Western and Southern regional reps, President-elect, and the Treasurer. The votes will be tallied and result announced during the ANREP Business Meeting at Galaxy II this September.

Agenda item 5. ANREP Committee Development Update

Thanks to the hard work of North central regional rep., Mindy Habecker, ANREP now has protocols and guidelines for all ANREP committees. The guidelines were approved and accepted unanimously by the Board. The final draft of these guidelines follows:

**ANREP Strategic Direction Implementation Committees
Communication and Protocol Guidelines**

Scope of Duties:

- Draft and refine a charter for your committee.
- Determine what the desired state or vision is of the strategic directions your committee interfaces with.
- Develop a strategy* (path/action plan that you choose to take) to move towards this desired state. These refinements will be reviewed and approved by the Executive Committee before the committees proceed in implementation.
- For each strategy, give the desired results of each (determine the target and measure of success) along with a timeline with milestones for accomplishment and proposed budget if needed for implementation.
- Implement the strategies as an independent group with encouragement to partner with other ANREP committees as appropriate.
- Monitor and evaluate progress/timeline and report regularly to the ANREP Executive Committee as determined by the Executive Committee.

Communication Guidelines:

- Updates from the committee should be forwarded to the ANREP Executive Committee so they can be discussed at regular Executive Committee meetings.
- Strategic Issues Update will become a regular agenda item on the ANREP Executive Committee meetings. Periodically, committee members may need to brief the Executive Committee on milestone progress of the strategic direction implementation.

Protocol Guidelines:

- At least one ANREP Executive Committee member will be member of an ANREP committee.
- Committee will have a convener and a facilitator who can rotate within the committee over time.
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- Major implementation actions or changes in direction have to be approved by the ANREP board prior to proceeding.
- Actions needing more than \$50 have to be approved by the ANREP Executive Committee prior to proceeding.
- All other strategic issue business can proceed within the committee without prior Executive Committee approval.
- Strategy is a pattern of purposes, policies, programs, projects, actions, decisions, and resource allocations to define what an organization is, what it does, and why it does it. In this case to better fulfill its mission, meet its mandates and achieve its issue-specific goals.

The first requirement of these guidelines is for each standing committee to draft a charter. All existing committees will be contacted by Joe Schafer and asked to write their own charter, identifying which of ANREP’s Strategic Directions is appropriate for their committee activities to address. Any necessary materials, including the strategic plan and all related documents, will be supplied to each committee chair.

Appointments for new committees will begin this spring. Interested persons will be identified from the information collected from the membership at the National Meeting in Naples, June 2002 and from each Regional representative. For those individuals interested in serving on a committee can contact their regional representative for more information. The Regional reps will then forward this information to the ANREP President, who will begin contacting interested individuals.

Please find below the current list of standing and ad hoc committees:

Standing Committee	Chair	Members (Including chair)	Board liaison
Membership:	Chris Schnepf	4	Janean Creighton
Awards:	Mel Baughman	1	To be determined
Communication/Newsletter:	Jeff Kirwan	1	To be determined
Nomination:	Past president	1	Past President
Finance and Audit:	vacant	0	Treasurer
Policy and Bylaws:	Jonathon Kays	1	Jonathon Kays
Emerging Issues:	vacant	0	President
Prof. Leadership Development:	vacant	0	President-elect
 Ad-hoc committees			
State Chapter Guidelines:	Ken Gioeli	2	Janean Creighton
Strategic Planning:	V. Simon-Brown	3	Ben Jackson

The next meeting of the ANREP Executive Board is set for June 25, 2003, at 4:00 EST. Meeting was adjourned at ~ 5:30PM EST.

Minutes submitted to ANREP Executive Board for comment on May 22, 2003.