

4/7/2004

To: ANREP Membership  
Re: ANREP Administrative Committee Meeting minutes, February 24, 2004  
From: Stephanie Larson, Interim ANREP Secretary, University of California, Davis

Conference Call 2/24/04 - In attendance:

Joe Schaefer, Past-President  
Scott Reed, President  
Janean Creighton, President-elect  
Deborah Hill, Treasurer  
Bill Hubbard, Executive Secretary  
Mindy Habecker, North Central Regional Representative  
Jonathan Kays, Northeast Regional Representative  
Marella Crane, Southern Regional Representative  
Stephanie Larson, Secretary

Not present: James Reeb, Western Regional Representative and Eric Norland, USDA- CSREES.

President Scott Reed called the meeting to order at approximately 11 PM (EST) on February 24, 2003.

### **AGENDA ITEM 1-Executive Board Minutes**

Scott Reed presented the minutes from the ANREP membership and Board meetings from the February 4, 2004 meeting. Joe made motion to accept the minutes, and Janean seconded.  
**Approved.**

### **AGENDA ITEM 2 – Treasurer Report**

Deborah Hill, Treasurer reported that the treasury remains the same - there is approximately \$1,258 in checking and \$10, 847 in savings. These are no outstanding bills to report. Deborah discussed normal line item expenses are for: executive secretary, scholarships, and printing.

### **AGENDA ITEM 3 – Section 501 © Status**

Bill Hubbard reported that ANREP received a 5013 A – Designation of Non Profit status. The next step will be to review having state affiliates under the same non-profit status. Bill will get clarification from the IRS on state's usage of the non profit status and will report back at the next Executive Committee meeting.

### **AGENDA ITEM 4 – 2004 ANREP Budget**

a) **Executive Secretary.** ANREP president, Scott Reed, reviewed the ANREP 2004 budget. Executive secretary, Bill Hubbard, had presented duties to ANREP Executive Committee for their review. Deborah moved and Marella seconded that the budget reflect an increase of \$2,400 to cover these expenses. **Approved.**

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- b) **Membership.** Current paid membership was discussed. There are already 150 paid memberships for 2004 and 20 new members.
- c) **Galaxy II.** The money paid out for the Galaxy II Conference will be repaid in full. In addition, substantial profits will be given to ANREP for their participation in the Galaxy II conference. Exact totals will be discussed at the 2004 conference.
- d) **ECOP Intern.** Scott will talk with Linda to find out the intern details and report back to the Executive Committee.
- e) **ANREP Board Travel.** Janean moved and Deborah seconded to approve the budget line item for Board travel. **Approved.**

### **AGENDA ITEM 5 – Committee Updates**

Scott moved, Janean seconded, that the ANREP Executive Board would not approve committee plans at the 2/24 conference call, but would approve committee's 2004 budget requests today. **Motion passed.**

- a) **Strategic Planning Committee,** Mindy Habecker, reporting. The committee chair is Viviane Simon-Brown. The committee plans to monitor overall progress of strategic issues and update the plan every 2 to 3 years. No money requested in the budget.
- b) **Professional & Leadership Development:** Janean Creighton, reporting. The committee chair is Mary Lou Ador. The committee has overlapping issues with the Emerging issues and Membership committees. The committee has requested \$1,000 to conduct asset mapping of membership at the ANREP meeting. **Approved.**
- c) **Policy & By-laws:** Jonathan Kays reporting and chair. The committee plans to develop policy manual and will work with the Emerging issues and other committees on an as needed basis. The committee will seek members at the ANREP meeting.
- d) **Nomination committee:** Joe Schaefer reporting and chair. Nominations will go out July 1, close July 1. The secretary will hand the election and the results will be reported by September 30, 2004. There was a suggestion to change the by-laws the next time they are updated so that the 2005 election will be handled by the executive secretary. No budget requested.
- e) **Membership Committee:** Joe Schaefer reporting, Chris Schnepf, chair. The committee is planning to develop a handbook about the ANREP organization, its committees and associations with other organizations. The committee has requested \$500 for printing the handbook. **Approved.**
- f) **Emerging Issues Committee:** Scott Reed reporting, Mark Hostetler, chair. ANREP will respond to disciplinary issues in state and report back to the membership. The will develop a web page to address these emerging issues, sorted by region and state, resulting in issue papers, conferences and ad hoc committee. The committee requested \$500. **Approved.**

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**g) Communication:** No report.

**h) Award & Recognition:** Marella Crane reporting, Mike Kuhns, chair. Marella reported that the award nomination have been sent out, with a March 15<sup>th</sup> deadline. The budget requested \$700 for wards but the ANREP Executive Committee approved \$1,000 for standing and special awards. **Approved.**

Special awards will be given to Larry Biles, Ben Jackson and Viviane Simon-Brown. Marella will work with Mike to explore additional special awards or recognition to members of certain status. Awards committee will meet to review the nominations and make decisions on award winners. The Board will review the awards recipients. There will be a reminder at the January 2005 Executive Committee conference all about ANREP Award's program.

**i) Membership:** Chris Schnepf and Don Hanley, co-chairs. Joe Schaefer reported the committee's plan is to create a membership handbook the committee requested \$500 for its printing. **Approved.** Bill Hubbard will give the new member's packet to Chris Schnepf to include with the handbook.

**There will be an effort to get all committee chairs together with their ANREP liaisons at the 2004 meeting to discuss overlapping efforts of each committee.**

## **AGENDA ITEM 6 – State Chapters**

Janean reported that state chapter guideline have been developed and will be posted on the web site. Discussion resulted concerning the issue of membership in state chapters and those members being members of National chapter. These was also discussions about standardizing of dues, and payments.

Next Conference Call for the ANREP Board will be April 5, from 1- 3 PM Eastern Standard Time.

Stephanie Larson, interim ANREP Secretary, submitted meeting minutes electronically to the ANREP Board for review on February 25, 2004.

Minutes approved by Executive Committee, April 5, 2004

*(Submitted to membership by Janean Creighton for Stephanie Larson)*