

ANREP Executive Committee Meeting
April 29, 2004

In attendance: Jonathan Kays, Mindy Habecker, Scott Reed, Bill Hubbard, Marella Crane, Janean Creighton

Call commenced at 1:05

Scott welcomed everyone and asked if we could keep the call to one hour. No one objected!

Need to cover April 5th minutes

Budget

Membership update

ANREP at PILD

ECOP Program Leadership Council

Biennial Conference (registration status, travel scholarships, etc..Idaho bid, etc)

Minutes - Is there anyone who would like to accept the April 5 minutes...Mindy moved, Marella seconded. Any discussion? No. All in favor of accepting minutes? (All yeas, no nos). Minutes accepted and will be distributed to the membership and placed on the website.

Budget – From Deborah Hill to Scott in an email - Scott we are definitely still solvent. I have received a receipt a receipt from one of the travel scholarship people but will not pay those until after the meeting. Mike Kuhns has about \$185 in expenses for awards and will send me receipts. In March we paid 17.45 for ??/ 900 in travel expenses for JK, MH and JC ...\$300 each for Exec. Com. Travel. Our balance is 10895 in savings and 4331 in checking account. I am fairly certain we have substantial deposits for membership recently but have not received Galaxy II money...

Scott commented that we are expected to receive from Galaxy folks \$34,168.69....consists of repayment of \$9,000 loans we gave them...our share of excess of \$24,200 and some change and an exhibit share of 945...so the sum of this is the \$34,000. consistent with our last forecast. We should have an exact accounting by Wheeling. This is the most substantial asset we have ever had.

Bill mentioned his concern about the nonprofit status of our organization. We don't want to appear to be a money making business.

Scott: We do have a budget that we approved that had a relatively aggressive spending philosophy behind it but not one that exhausts our assets. We clearly have the ability to make investments on behalf of the Association...this will continue after my term as Presidency.

Membership Update

Bill – we had a good response from the 2nd round of dues notices...I haven't had a chance to enter them all in but I'd say we received another 50 or so in the last month. So we are pushing 280 to 300 out of 400. So we are at a 75% rate of return. We never will get 100%. We need to think about attracting new members. This is evident from states that get excited and circulates their membership brochures...perhaps we should do a quick membership survey of the chairs to see how they are using their membership brochures. Perhaps Chris Schnepf can do something with this idea.

We have several Extension Directors who are members.

Scott: Our projections were around 320 members. We seem to be in the ball park

Bill: 3rd notice will go out in July.

Bill: I still need to learn about the parent/child relationship with the nonprofit status so that states can use our nonprofit benefits...will report back soon.

Scott: What about our banners?

Janean: Don Hanley and Janean are trying to find the original files to order new banners. We can't find the original banner...last place was SLC.

Bill: Perhaps we should order 5 banners...each regional chair has one and one for the Exec. Sec.

Janean: Problem is we can't find the file for the banner. Janean will call Don and try and find the banner information.

Scott: Does anyone know of the cost? I think we committed to 2..how much would 5 cost us?

Mindy: let's put our address on the back side of the banner. Add this after we have the banner produced.

Scott: For the purpose of today's notes...let's have someone move that we allocate up to x dollars for production of banners.

Could we agree to allocate up to \$500 of our \$1500 marketing budget? Yes. OK. In the meantime, Janean will try and resolve the case of the missing file and banner.

ANREP @ PILD

Janean - We have 8 ANREP people this year! 2 more than last year. Great program lined up. There's almost 250 registered...almost 100 more than we anticipated...part of

this is because Extension Administrators and Directors are having their meeting too...so they will attend PILD as well as their own.

We wanted to focus on things that we can take back to the counties and states...communication lines between county levels and government....not really any discipline areas this year....not a session for each group....Terry Miesenbach (sp) can't attend...he was going to do impact statement information...his father died so can't make it. Janean will chair PILD next year and then she rotates off the committee. Most of the ANREP members on the PILD committee will be rotating off at the same time...both Janean and Jim Dobrowski....Janean stepped up her role one year due to the current Chair-elect's inability to do it....so...we need to make sure we have someone to take over...a two year commitment...Janean thought it was a wonderful experience...opportunity to go to the Hill and get involved is great. We will have to appoint by next May.

Scott: Can we go fishing for some interested members to be on the PILD planning committee at the annual business meeting in Wheeling? I will include this in my report and see who might be interested....lets look at some of our more active committee chairs (Mark Hostetler in Florida for example).

Scott: One more point on PILD – Blue Ribbon Team...alert out to people to help with Congressional Contacts about CSREES budgets...somehow we have to tap the ANREP folks to get them to carry the messages to the Hill when they go. Is this correct Janean?

Janean: It depends on who is going...for example we have been asked not to talk about specific items...so I am limited but others might be able to do this.

Scott/Janean – we need to investigate this kind of thing for the future as well.

Scott: is there an ANREP association meeting on Sunday afternoon?

Janean – we do have a room and can share with them this budget issue and information. We did this last year and it should work.

ECOP Program Leadership Council which will meet in late May. Joe Schaefer is going to attend. Regional JCEP meeting discussion will be one of the agenda items.

Biennial Conference – Dave Waterman said on April 16 was 167. This is close to our breakeven number of 175. “We are bursting at the seams.”

Travel scholarships – Scott and Janean went through 30 plus requests..prioritized based on presenter, moderator or local leader...we made 17 awards...14 could not be supported this year. Spoke with Deborah Hill to ensure we have this money encumbered. We will reimburse folks after the conference.

Awards – Marella updated the group. Three special awards will be given to Larry Biles, Ben Jackson and Viviane Simon Brown. Joe will present these awards because these are individuals.

Scott signed certificates and returned to Mike K.

Wed will be the 6 special awards during the business meeting. It will probably be a short 20 minute or so ceremony.

Janean – do we have award winners on the site yet?

No

Scott: - any reason to post beforehand.

Janean – so that winners have an opportunity to go?

Bill – winners have not been notified?

Marella – no

Let's just communicate this information to the Awards winners so that they can make sure they are in attendance or can have someone receive the award.

Marella will get with Mike and craft an email to awards recipients.

Scott: Larry Biles had not planned to be there...if we can assist with some travel, Larry can participate.

All in attendance said this would be a great idea. Bill will call Oglebay and check with the planning committee to see if we have some "freebies".

Jonathan had to bug out but the band stuff for Oglebay has been taken care of.

Breakfast of Champions – Joe is liaison for this...Chris Schnepf asked if ANREP can pay for a membership committee dinner. Scott feels that his committee has already asked for a budget. If this budget can be used then great...otherwise recommendation would be for individual to buy their own dinner. Most, if not all have their own institutional support.

Scott – concerned about setting precedence.

Mindy – NACAA does this and gets sponsors. Let's look for outside funding.

Janean – supports Mindy's idea...at this point it is late in the game.

Scott – Chris has a budget of \$500. He can use that if he feels this is a priority.

Scott – Note from Bob....from the JCEP traveling teams.

Janean – JCEP traveling team gets their registration fee waived. We may want to check with Bonnie.

Mindy – I think this is true...we also need to recognize him.

Scott – we'll need a registration form for him.

Janean – Other members of the JCEP traveling team are registered.

Scott – will tell him to register, no payment is necessary.

2006 Conference Site Proposal

Scott – we had Utah State was the only bid in by the deadline. Big binder, some of which was copied and sent to everyone for review.

We have two issues. Do we open up the bid process so that Idaho can submit?

Discussion about Utah State first.

Mindy – Nothing to compare this to. One thing was an overhead fee of \$47 per person based on a minimum of 200 participants (page 7 at the bottom). Is this standard? Can we live with these figures.

Janean – I am looking at another page that the budget is calculated on 150 people. Which numbers are they looking at... I wonder if the charge per person is higher if we don't get the 200.

Scott – what are we paying for this in West Virginia.

Bill – this was an issue. I can't recall. I don't think it was that high though.

Parking costs seem to be an issue.

Scott – USU has great experience. Galaxy and Olympics

Janean – Question on the rooms...there are two facilities....

Scott – they will block 150 and more if we want them at the Grand Summit.

Marella – lodge is walking distance

Janean – educational activities didn't seem to focus on natural resource issues.

Mindy – this seemed like a standard bid process...no one put time into personalizing this for us.

Scott – can we meet with the Utah folks in West Virginia?

Mindy – how can field tours be tailored to us.

Janean – how flexible is the hotel. Are some of these things open for negotiations?

Mindy – Hotel has granted USU the ability to bring their own AV equipment. What is USU's policy on equipment rental. This can be pricy! We need to check with USU to see if we have to use them for our rental and how much it might be.

Janean – there are alternatives

Bill – easy to do on smaller conferences...difficult for larger ones...more involved...

Scott – we would like to see if we can use our own equipment

Bill – ID has not come up with figures right?

Janean – ID just had their state meeting and want to partner with their CRD association to partner...will need another month to get a bid in. Question: is it fair to open this up?

Scott: I think we should consider USU. If they meet our needs then we go with them. If we have concerns then we can open it up to everybody.

Janean – lets put together a list of questions.

Scott – could be that we need a meeting with the Utah folks at WV

Mindy – don't think we can get something reconciled by the end of WV?

Scott – Probably not. Perhaps we can get these questions to Utah before the WV meeting and try to get some of these questions answered? Then we can have further discussion during our board meetings in WV for Wednesday afternoon after the conference.

Mindy – do you think that because we had a Galaxy in Utah this would be a deterrent?

All – probably not....

Questions for Utah State University:

1. What happens if we do not make the minimum 200 you require?
2. What exactly does the \$47 per person entail? Is this fee negotiable?
3. Confusion with another part of the bid that states budget is based on 150 participants.
4. Please clarify the room block situation...will we be in two facilities? Are they both within walking distance of the meeting areas? Are the room blocks based on a certain amount of single and double occupancies?
5. Clarify parking costs?
6. Clarify educational tours opportunities? Can these be tailored to natural resource professionals?
7. Clarify the AV equipment expenses? What are these costs? Do we have to use USU? If so, what are your costs? Can we have ANREP members bring their own AV equipment?
8. How flexible is the hotel in general?