

**ANREP Executive Committee
Meeting
January 16, 2019
3:00 PM – 4:30 PM EDT
Final Approved Minutes**

Attending: Alicia Betancourt (Southern Region Rep), Beth Clawson (North Central Region Rep), Jennifer Dindinger (Northeast Region Rep), Lauren Grand (Western Region Rep.), James Henderson (Past President), Bill Hubbard (Executive Secretary), John Kushla (President), Lara Milligan (President-Elect), Kris Tiles (Treasurer), Kevin Zobrist (Secretary)

Not Attending: Eric Norland (NIFA Liaison Region Rep.)

Guests: Leslie Boby

Agenda

1. Roll Call/Introductions.

- There is a quorum.

2. Minutes Recording

- Recorder: Kevin Zobrist, Secretary
- Proofreaders: James, Alicia

3. Approval of Agenda

- A motion carried to approve the Agenda.

4. Approval of Meeting Minutes

- A motion carried to approve the October and December 2018 minutes.
- Approval of November 2018 minutes tabled until February.

5. Review Duties for Executive Secretary

- The list of Executive Secretary duties was updated to reflect what Bill currently does.
- A motion carried to accept the updated version and to replace the older version in the P&P Handbook with it.

6. Meet Leslie Boby, Candidate for Executive Secretary

- Leslie works for SREF and has worked on a variety of Extension projects. She has been stationed at UGA for ten years and has worked closely with Bill Hubbard.
- Leslie has reviewed and is comfortable with the list of duties. Bill is willing to help Leslie through the transition.
- A motion carried to offer Leslie the position of ANREP Executive Secretary.

7. NIFA Update – Eric Norland

- Eric not present due to the government shutdown.

8. 2020 Conference Update – Shannon Murray, Program Chair

- Shannon not present.

9. Treasurer's Monthly Report – Kris Tiles

- Account balances:
 - Business Advantage Checking – 7411 \$58,573.13
 - Business Economy Checking – 5982 \$20,828.88
 - Business Advantage Sav – 5995 \$24,049.16
 - Business Advantage Sav – 9281 (energy init.) \$2,943.32
 - CD 2150 \$20,021.66
 - Total Assets \$126,416.22
- 2018 budget report
 - Membership dues income was in line with budget expectations.
 - Expenses were mostly in line with the budget, except that PILD travel went over because some 2017 and 2019 expenses were charged in 2018. This raised three issues that will be discussed further at next month's meeting:
 - People waiting for long periods before submitting for travel reimbursement.
 - ANREP reimbursing flight reservations before travel occurs.
 - We need to identify our PILD representatives earlier so that we don't end up with people registering at last minute at higher registration and travel costs.
- A motion carried to approve the treasurer's report.

10. Executive secretary's report – Bill Hubbard

- Our foundation, NREEF, is now officially established!
- Dues notices for 2019 went out January 6th and 40% have already renewed.

11. JCEP update – James Henderson

- James, John, and Lara will attend winter JCEP board meeting.
- We are going to advocate for reduced JCEP travel commitments, especially for smaller organizations like ours. 65% of our total budget is for JCEP travel, and things like having our reps go to every sister organization's annual meeting to promote JCEP seems excessive.

12. Regional updates

- NC – Beth
 - Getting up to speed as new NC.
- NE – Jen
 - Sent out awards info to regional list.
- Southern – Alicia
 - Trying to develop more regional collaboration and have started having regional "Blue Team" meetings around water.
- Western – Lauren
 - Continuing to work on planning our non-conference year regional meeting in Arizona in November.

13. Assignments

- Awards – Lauren and Alicia
- Communications – James and Kevin
- Scholarship – Kris and James are ex-officio members
- Financial/Audit – Kris and Jen
- Membership – Lara, Beth, and Alicia

- Professional Development – Lauren, Beth
- Policy and Procedures – Kris, Lara, Jen, Kevin

14. Old business

- Awards program announcements went out a little prematurely before the website was ready. The site is ready now, so follow-up announcements will go out. We need more judges.

15. New business

- The Alabama state chapter asked to have a landing page for their chapter on the ANREP website with the ability to pay their state dues online through that.
 - It is not be a problem to create the landing page but setting up an online dues payment system is complicated so that will not be done at this time.
 - The board agreed to a moratorium on setting up new online dues collection services for state chapters for the next six months during the transition to the new executive secretary.

16. Adjournment

- The next meeting will be February 20, 2019 @ 3:00 PM ET.
- A motion carried to adjourn the meeting at 4:41 PM ET.