

**ANREP Executive Committee Meeting**  
**Wednesday, October 19, 2022**  
**3:00 PM – 5:00 PM ET**  
**Meeting Agenda**

**Attending:** Beth Clawson (President), Holly Abeels (Secretary), William Warren (President-Elect), Erika Lyon (North Central Region), Danielle Rhea (Northeast Region), Alicia Betancourt (Past-President), Chad Cook (Treasurer), Dan Stark (Western Region), Renee Strnad (EEPro-NAAEE)

**Not Attending:** Dean Solomon (Executive Secretary), Amy Scaroni (Southern Region), Eric Norland (NIFA Liaison), James Henderson (DEI committee), Victor Blanco (Awards/Scholarship), Jenn Fetter (2024 Conference), Holly Campbell (Professional Development), David Ripplinger (NEEI), Jennifer Fawcett (NEWFI), Liz Younge (NNSLE)

**Guests:** none present

**AGENDA**

1. **Roll Call/Introductions.** A quorum is present.
2. **Assignment of Minute Proofreaders**
  - **Recorder:** Holly
  - **Proofreaders:** Alicia, Bill
3. **Agenda Approval:** Danielle motioned to approve the agenda and the September minutes. Alicia seconded. Motions passes.
4. **Guest(s)** - none present
5. **Update Reports from outside groups and initiatives** (*if reps are present to report*)
  - NIFA Update – Eric
    - Eric is out on medical leave. Is there someone else at NIFA who could give us an update? Beth will reach out to Eric again.
  - JCEP Update – Alicia
    - No updates. Planning PILD and ELC. Regional reps please push the dates out.
    - Beth attending Fall JCEP Board meeting in November.
  - EEPro-NAAEE – Renee
    - 4 ANREP members sent to conference. 3 people attended virtually. Going to reach out to them to ask them submit article for ANREP newsletter.
    - Did ANREP virtual exhibit as well. Prominently displayed on the platform.
    - Chad will send list of winners and a paragraph to Diana and Renee to ask them to send to winners. Renee will also submit an article to talk about what NAAEE is.

- Have approximately \$4255 left in the NAAEE 360+ grant funding (based on scholarships and funds going towards NAAEE travel).
- Rest of the grant funds need to be spent by Dec 2022 – to support 34 ANREP members at \$125 each for JEDI training (see item under #7).
  - Alicia made a motion to support ANREP members up to the amount of funds left in the grant for \$125 each to do the JEDI training. (training as described in the JEDI syllabus). Danielle seconded.
    - Beth - Regional reps use the syllabus information to be included in your regional newsletter. Registration to open soon (November).
    - James, Renee, and Dean will work on registration, etc together.
    - Chad – does ANREP want to cover additional members to attend at the \$125 level? Alicia – see what happens and check back in December.
    - Motion passes.
- Foundation Update – Alicia
  - Next meeting is Nov 9<sup>th</sup> at 1 PM. Will be putting together a marketing piece/flyer and will be doing a “Meet an ANREP Founder” conversation with Chuck who was the first ANREP president to serve on JCEP.
- National Extension Climate Initiative (NECI) – Jennison & Paul
  - No update.
- Initiatives Update (*if present to report*) – no updates
  - National Extension Wild Fire Initiative (NEWFI) – Jennifer
  - National Extension Energy Initiative (NEEI) – David
  - National Network for Sustainable Living Education (NNSLE) –

## 6. Consent Agenda:

- Approval Minutes – see Agenda approval.
- Presidents Report – Beth
  - See Beth’s report sent in October board packet.
- Treasurer’s Report details – Chad
  - See Chad’s report sent in October board packet.
  - End year on a more normal year.
  - Will be reaching out to finance committee soon to meet. Also reaching out to board members for 2023 estimated travel budgets.
  - Still need to create a 2023 budget.
    - Checking (7411) \$ 114,409.29
    - Conference Checking (5982) \$ 24,465.66
    - Escrow Savings (5995) \$ 25,836.78
    - CD (2150) \$ 20,085.19

- TOTAL ASSETS \$ 184,796.92
- Previous total \$ 168,334.53
- Balance Activity:
  - Balances from Bank of America statements
  - Withdrawals: Payment to Veith Consulting, payment to Google Workspace
- Executive Secretary's Report – Dean
  - See Dean's report sent in October board packet.
  - Election materials and voting going out very soon.
- Regional Rep Updates
  - Southern – Amy
    - No update.
  - Western – Dan
    - Not a lot to report for the region. Discussed Oregon news. Pushing region to send in newsletter articles. Regional workshops in Idaho in 2023.
  - North Central – Erika
    - Not too much from the region.
  - Northeast – Danielle
    - Had regional meeting on October 4<sup>th</sup> – 15 people attended. Nancy did a great presentation on social marketing. Couple members gave lightening talks. Speed networking via Zoom. Talked about doing quarterly meetup like southern region is doing.

## **7. Reports from Committees (as needed)**

- Awards/Scholarship – Victor & Tim
  - Victor sent a statement/document for award deadlines in 2023 – see document in October board packet.
- Communications/Newsletter – Diana Rashash
  - No report
- Conference –
  - 2022 – Beth – no report, MSU still needs to send a check
  - 2024 – Jenn – no report.
- DEI –
  - James core training proposal. Seeks approval to offer this training (see JEDI syllabus in October board packet) to ANREP members. The course pricing would be a total of \$150/person; ANREP would cover \$125 and each individual member would pay \$25. Using up all the remaining NAAEE 360+ grant funding through 2023.

- See discussion above under item #5. Chad will connect back with Renee and James.
- Finance/Audit - Chris, Kris, Jennifer
  - No report
- Membership, Nominations/elections – Alicia
  - See discussion above
- Professional Development – Holly C.
  - No report
- Policy & Procedures
  - No report
  - Alicia mentioned her and Lara going over the manual at the end of the year to fix items based on past year’s meeting minutes. Beth and Bill will do this in November.
- Strategic Planning/Emerging Issues – Update Complete until 2025
  - Dean sent results via email “[Here is a link](#) to a spreadsheet showing the results of the survey rating possible starter activities identified during September’s strategic planning meeting.”
  - Move discussion to unfinished business for November meeting.

## **8. Unfinished business**

- Nominations for board positions and election status
  - Have ballot ready with nominations for all vacant positions (positions to be voted on). Election materials and voting will go out very soon.
  - From Dean’s report: Developed the 2023 ANREP election ballot. This is the first time conducting elections with the new system. It is far easier than the old method, but I discovered a few limitations - members must log in before voting; even non-paid-up members receive a ballot but are prevented from voting after they click their customized link; harder to control who could vote for regional representatives. All minor issues. The election notification is ready to go, pending Alicia’s and candidate’s review. The P&P manual requires that voting remains open for 30 days. Even though there are no contested positions, I’m not sure if we have an option to forgo an election.
- Follow-up of Metrics from retreat
  - Checked off list (done)

## **9. New business:**

- Rubrics ranking form to process priorities from retreat
  - Move to unfinished business
- New board orientation we need a plan

- Alicia will ask Dean to send out the date of our December 21<sup>st</sup> meeting to candidates and we typically meet the hour before the board meeting for onboarding. Use same link as our board meeting.

#### **10. Adjournment**

- Meeting adjourned at 4:05 PM ET
- The next regular board meeting is November 16, 2022 @ 3:00 PM ET