

**ANREP Executive Committee Meeting**  
**Wednesday, November 16, 2022**  
**3:00 PM – 5:00 PM ET**  
**Meeting Agenda**

**Attending:** Beth Clawson (President), Holly Abeels (Secretary), Dean Solomon (Executive Secretary), Eric Norland (NIFA Liaison), Erika Lyon (North Central Region), Alicia Betancourt (Past-President), Chad Cook (Treasurer), Terra Freeman (Awards), Amy Scaroni (Southern Region), Victor Blanco (Awards/Scholarship)

**Not Attending:** Dan Stark (Western Region), William Warren (President-Elect), Danielle Rhea (Northeast Region), James Henderson (DEI committee), Renee Strnad (EEPro-NAAEE), Jenn Fetter (2024 Conference), Holly Campbell (Professional Development), David Ripplinger (NEEI), Jennifer Fawcett (NEWFI), Linda Seals (NNSLE)

**AGENDA**

**1. Roll Call/Introductions**

**2. Assignment of Minute Proofreaders**

- **Recorder:** Holly
- **Proofreaders:** Alicia, Erika

**3. Agenda Approval:** Chad wants to go over the draft budget for 2023. Alicia moved to approve. Erika seconded. Chad third. Agenda approved.

**4. Guest(s)-**

**5. Update Reports from outside groups and initiatives (*if reps are present to report*)**

- NIFA Update – Eric
  - Was out on leave and now slogging through emails.
  - This time of year big thing is wrapping up NIFA fiscal year (September 30<sup>th</sup>). Funding has to be awarded by the end of the fiscal year (one year money). “No year money” not constrained by fiscal year.
  - NIFA liaison to PILD? Eric will double check with Bill Hoffman.
- JCEP Update – Beth & Alicia
  - Beth attended in-person meeting.
  - Most of time spent on strategic planning activities – discussion around ELC and PILD evolving. Made recommendations on where to hold the conferences in 2024 & 2025. Two sites chosen, one on each side of the Mississippi. Waiting for discussion to be compiled and will bring report to everyone.
  - Make sure administrative calendars have information about PILD April 16-19, 2023 conference. Registration going out December 1<sup>st</sup>. Still looking for some speakers.

- Same for ELC to try to encourage directors and state delegates to attend. ELC is looking at locations for future conferences.
- EPro-NAAEE – Renee
  - Renee couldn't make it. Dean said JEDI training it's now full. There is a waitlist option.
  - She met with Chad about funding and budget spent this year and get additional funding next year.
  - First awarded funds were used up before the deadline for professional development opportunities.
- Foundation Update – Alicia, Dean
  - Wants to offer a cash reward to ANREP members within ANREP awards packet but wants to maintain control of selecting applicant. Link to foundation website for award application and to apply. Would like it to be in awards notification packet for ANREP – ANREP awards open Monday Jan 2<sup>nd</sup>. Alicia can work with foundation to get wording and information about the award – give this to Terra for awards nomination packet.
    - Focus of the award is up in the air – either scholarship or professional development. Next foundation meeting would determine qualifications to give back to ANREP board.
    - ANREP board will discuss and vote on this next month (new business in December).
  - Would like time on the ANREP board meeting agenda for onboarding in December to introduce foundation.
  - Foundation is requesting that regional reps attend 2 foundation meetings per year. So they have a better understanding of what the foundation offers and how it supports ANREP. To carry message of foundation to the regions.
    - Policy procedure change and vote on in Dec or Jan (new business in December).
  - Foundation would like to apply for grants to avoid university overhead fees if that would make it easier to apply and to provide an additional service to members. Amy mentioned it may conflict with members applying on their own due to universities many only count their own on performance reviews, but this may be helpful for collaborations and regional applications.
- Initiatives Update
  - National Network for Sustainable Living Education (NNSLE) – looking for someone to lead this initiative starting in January. Contact Alicia at [abb@ufl.edu](mailto:abb@ufl.edu) for anyone interested in leading or co-leading.

## 6. Consent Agenda:

- Approval Minutes: Alicia moved to approve. Chad seconded. Motion approved.
- Presidents Report – Beth
  - Ranking information gathered at our retreat is now available
  - I have not yet had a chance to reach out to NIFA (but Eric attended today so done)
  - Marketing went out for the DEI training event. Be sure to register if you are interested.
  - I spend several days at an in person JCEP meeting. The focus was on strategic planning drawing on all of the associations Strategic plan. They really liked our two pager and may imitate that format for their final product. Kudos to the Strategic planning committee.
  - Remind committees that you serve on that reports are due now. Will send reminder email this week.
  - New board members will be invited to the December meeting.
  - The Onboarding meeting is slated for 2:00 pm EST on December 21.
- Treasurer’s Report details – Chad
  - Detailed report sent out in board packet.
  - ANREP Balances as of 10/31/22
    - Checking (7411) \$ 114,183.29
    - Conference Checking (5982) \$ 24,465.66
    - Escrow Savings (5995) \$ 25,837.00
    - CD (2150) \$ 20,085.68
    - TOTAL ASSETS \$ 184,571.63
    - Previous total \$ 184,796.92
  - Balance Activity:
    - Withdrawals: Payment to Veith Consulting, payment to Google Workspace
    - Deposits: No deposits this month
- Executive Secretary’s Report – Dean
  - The election system is working well, even though this year’s election is not contested. 79 members have voted so far. The election will close on November 23.
  - I worked with Renee Strnad to set up the registration and promotional email for the upcoming JEDI training. The registration system is working well - collecting the \$25 program fee is a breeze. Now filled. Recommend using the system for other registrations even if not charging (like for regional meet-ups).
  - I completed the summary for September’s strategic planning retreat.
  - We now have an ANREP YouTube channel. The only video we have so far is the recording from October’s NE region virtual meeting. The videos are embedded

on a videos page on our website. It would be great to build this collection with recordings from other regional meetups and other content.

- As of November 13, 410 members have renewed or joined for 2022 (49 new members to date). We are likely going to end up 2022 with membership levels very close to 2021. Last year I reported a bit higher numbers, but those included life members and students who received complimentary memberships associated with the virtual conference. We saw little drop off in membership resulting from this year's membership fee increase.
- In accordance with our new membership policy, I am preparing to delete delinquent members from the active list on December 15, then send renewal invoices to remaining members who have not paid for 2023. In January, I'm planning to send a "we want you back" email to recently deleted members.
- 40% open rate for newsletter that just went out. Easy to make blog posts out of longer articles that people can click from the emailed newsletter onto the website.
- Regional Rep Updates
  - Southern – Amy
    - The southern region has next quarterly meetup in December. In process of lining up speakers for that date.
    - Been thinking about how to better showcase award winners on website. Maybe have a storymap where you can click on locations to highlight award winner programs and contact information. Some way to make database more user friendly for regional reps.
  - Western – Dan
    - Not present
  - North Central – Erika
    - Getting things set up for next regional rep for smooth transition.
    - Connected with Georgia for video production workshop.
    - Kris Tiles said she would take lead for a natural resources and indigenous people's study tour but need to double check with her. Chad will help follow up.
  - Northeast – Danielle
    - Not present

## **7. Reports from Committees**

- Awards/Scholarship – Terra & Victor
  - Nothing to share or report.
  - Dean reached out to Victor and Terra about an award judges webinar and awards nominations webinar.

- Conference – 2022 – Beth; 2024 – Jenn
  - Beth - Nothing to report. Still waiting for financials to close. I am following up with Michigan State University Events management for a close on this before January 2023.
  - MSU waiting on 4 more sponsors for payments and will circle back around. Beth asked if the event can be closed by the end of December.
  - Alicia – the foundation would like a discussion with the conference planning committee (Jenn) to see if a small amount can be added to the registration fee to go to the foundation OR a donate now button or way to send people someplace to donate.
- Membership, Nominations/elections – Alicia
  - Elections close November 23<sup>rd</sup>. Get final counts in December.
  - Dean will send a final notice on date of elections closing.
- Policy & Procedures –
  - Traditionally president and president-elect. Look at past meeting minutes and highlight anything that needed to check for possible update. Beth will reach out to Bill about getting this done.
- Strategic Planning/Emerging Issues –
  - Strategic actions from survey
    - Dean sent spreadsheet with ratings for each goal and starter activity. Just need direction on how to move forward.
    - Charge committees on moving forward some actions. But need to find people to join committees and work on tasks. Tell people there are tasks that need to be done, which helps to engage people and committee volunteers.

## 8. Unfinished business

- Follow-up of Metrics from retreat
  - Dean sent spreadsheet with ratings for each goal and starter activity. Just need direction on how to move forward. Where do we go from here?
  - Do any of these relate to or could be tied to committees? Maybe as a board and committee chairs in February look at how to make an effort on these – another retreat. Ask Bill his thoughts since he was very involved in the strategic planning process.
  - Would be good to have a champion for this – someone on the board – to keep this work on track and moving. **President-Elect would be best champion for monitoring progress – change to policy and procedures – role item.**
- Election results – no results yet

- Invite State Chapter leaders to a board meeting – Beth will invite them to December meeting

#### **9. New business:**

- Formally request annual reports from committees for Jan/Feb presentations/ delivery – to do for Beth
- 2023 draft budget report review
  - Chad sent a report for review to the Board. Been working with the Finance committee.
  - Some proposed changes:
    - Removed a couple of line items to simplify budget
    - Starting amount for scholarships (non-conference year)
    - If there are areas where you see we should invest more or less please reach out to Chad and he'll work with Finance committee on that.
    - Any discussion on shorter term investments?
    - Would like to move to new banking environment. Alicia will ask others at JCEP what banks they are using.

#### **10. Adjournment**

- Meeting adjourned at 4:34 PM ET
- Scheduled onboarding meeting is December 21, 2022 @ 2:00 PM ET
- The next regular board meeting is December 21, 2022 @ 3:00 PM ET