

**ANREP Executive Committee Meeting**  
**January 19, 2022**  
**3:00 PM – 5:00 PM ET**  
**Meeting Minutes**

**Attending:** Alicia Betancourt (Past-President), Beth Clawson (President), William Warren (President-Elect), Chad Cook (Treasurer), Dan Stark (Western Region Rep.), Danielle Rhea (Northeast Region Rep), Dean Solomon (Executive Secretary), Abbey Tyrna (Secretary), Erika Lyon (Northcentral Region Rep), Amy Scaroni (Southern Region Rep.)

**Not Attending:**, Eric Norland (NIFA Liaison)

**Guests:** Jennifer Fetter (Penn State for 2024 Conference)

## AGENDA

### 1. Roll Call/Introductions.

**Meeting began at 3:01.** There is a quorum.

### 2. Assignment of Minute Proofreaders

- **Recorder:** Abbey Tyrna, Secretary
- **Proofreaders:** Danielle Rhea and Erika Lyon

### 3. Agenda Approval

Beth adds conference naming for 2024

Approval with change was accepted and approved unanimously

### 4. Approval of Meeting Minutes

Minutes were approved unanimously

### 5. Reports from Officers, Initiatives, and Current Conference Committee

- Treasurer's Report – Chad Cook  
(Full report in the packet.)
  - (1) Monthly snapshot of money coming in and out:
    - a. Dues coming in during this past month
    - b. Website and Constant Contact were only expenses for the month
  - (2) Overall balances as of 12/31/21
    - a. Checking (7411) \$ 100,599.28  
Conference Checking (5982) \$ 33,465.66  
Escrow Savings (5995) \$ 26,794.78  
CD (2150) \$ 20,080.67  
TOTAL ASSETS \$ 180,940.39  
Previous total \$ 171,626.16
    - b. ANREP in good shape

- c. We will be discussing moving money around at during the New Business portion of the meeting.
  - (3) Budget snapshot with the latest information
    - a. Will have final, cleaned up version of budget in February with new coding that makes sense for the budget year.
    - b. January 2022 shows a positive year -more money coming in then going out.
- Executive Secretary's Report – Dean
  - (Full report in packet)
    - Memberships are coming in strong with the new system
    - Substantial reduction in the renewals compared to last year. Hard to make sense of that because last year was a weird year with worry about budgets going away due to COVID economic downturn.
    - South Carolina is going to collect state dues in 2023
      - New policy to work with them to advance this cause
    - New website is working well and looks great. However, Dean recommends that ANREP take advantage of all the functionality for the public facing side.

RECOMMENDATION -- Work with the Communications Committee to enhance functionality of website for the public.

DISCUSSION: Attendance of Committee leaders at board meetings

- Alicia recommends that committee leaders attend monthly board meetings to build the relationships and momentum to get things done such as enhancing the website.
- Beth recommends a quarterly invitation over a monthly invite.
  - Alicia recollects. that committee leaders were invited to board meetings in the past on a rotating basis, but many did not attend during the meeting they were scheduled for and this method was more cumbersome to track.
- Dean - each committee has a webpage on the website and a leader for each committee has been identified
- ANREP has 10 committees
- At awards time the awards committee leaders should show up
- Need to think strategically about inviting them
- Idea: mandatory that each committee pick a month each quarter to report to the meetings
- Communications needs to be added to most meetings

➔ Beth will work to resolve communications with the committee leaders and think

strategically about inviting them to the board meetings

➔ Beth will reach out to Dickinson from the Newsletter Committee and invite her to the Board Meeting

- NIFA Update – Eric
    - Absent
  - JCEP Update – Alicia (January)
    - ELC Conference will be held on Feb. 8 -9 with board meeting on the Feb. 7.
    - 200+ registered
    - PILD - Alicia is chair for PILD—registration is coming up and will send it to Dean for distribution.
      - Conference to take place in Arlington, D.C. from April 3 – 6, 2022
        - Preconference offerings:
          - Discussion with House and Senate staffers
          - Nancy K. Frans on the Extension Storyteller – Using Stories to enhance meaning and catalyze change
  - Foundation Update – Alicia, Lara, and Dean
    - Formed in 2019 for supporters of natural resources extension to make tax-deductible contributions.
    - Overall goal is to build the Trustee base
      - ➔ ALL: Please send along contacts of anyone who is good at fundraising or from the non-profit world – these are desired skill sets for new Trustees
    - Second objective is to develop strategies to boost available funds
    - Foundation will have a presence at the National ANREP Conference
  - Regional Rep Updates
- RECOMMENDATION – Create regional professional development opportunities for members on using the new website
- Southern – Amy
    - Met with Holly in Dec. to transition
    - Hosted the quarterly Southern Region virtual meeting. These will continue.

- In the pre-planning phase for hosting an in-person Southern Region Conference/Meet-up in off years from National Conference.
- GA might be interested in hosting an off-season southern region conference since their bid for the 2024 conference was not accepted.
- Western – Dan
  - Information has been transferred from former rep.
  - Planning professional development tour in the off season
- North Central – Erika
  - No update
- Northeast – Danielle
  - Planning a regional event
  - A call for volunteers has been completed
  - Survey of members showed that they prefer a virtual event

DISCUSSION: Sending messages to regional members via the new website

- Danielle sent an email to the NE region with a 48% open rate
- Question -- SPAM rating on draft email – what does it mean? Does lowering the rating improve chances of going into inboxes instead of junk boxes.
  - ➔ Dean will investigate lowering the instances of emails going to the Junk box with the website provider and will explain the SPAM rating.

## 6. Reports from Committees

RECOMMENDATION: Put committee reports at the beginning of the agenda so that invited guests can leave early.

- Communications – Chad
  - Need to invite committee chair (Dickinson)
- 2022 Conference – Beth
  - Memorandum of Agreement was signed by Beth
  - Signed agreement with the Radisson already
  - Conference website is live
  - Call for Abstracts is falling short and there are just a few days before the deadline
  - Possible that we will need to extend the deadline for abstracts

RECOMMENDATION -- Send out a reminder of Abstract deadline of Jan. 21<sup>st</sup>. On the 22<sup>nd</sup> send out a notice that the abstract deadline has been extended by 2 -3 weeks

- ➔ Regional Reps – put out a request for abstracts highlighting the opportunity

for Extension professors to showcase students. Also put a call for abstract reviewers -- contact Ashley Schwieterman and CC Beth Clawson if interested.

- Still need Sponsors for Conference
  - ➔ Beth will look at Sponsors from OSU to contact these folks (Dean is looking for the list compiled by OSU from 2020)
- Need Abstract Reviewers
- 2024 Conference – In Hershey PA – Jennifer Fetter
  - Jennifer has reviewed the policy and procedures manual and it states that there needs to be a conference committee formed
    - This committee would finalize the location according to the policy and procedures manual.
  - There is a timeline for when things occur
    - ➔ Dean will give Jennifer access to Conference Planning information including the timeline.

DISCUSSION: finalizing the PA location between the two event locations – Hershey Lodge or Harrisburg’s Visitor Bureau.

- Pros and Cons of the two facilities
  - Costs for room is slightly different (approximately \$40-50 different)
  - Both equidistant from airport
  - Both have great space for walking between presentation room
  - Neither are within a downtown and are walkable to nearby restaurants or attractions.
  - Both used to have shuttle services from airport...Jennifer will look to see if they still do.
  - Hershey Lodge is attractive to families
  - Board roll call to forward with Hershey Lodge being the destination for the 2024 Conference
- 2024 Conference Committee formation
  - Bill will need to be on since he will be Past-President

- Anyone you can pull from Penn State Extension
- We can put a call out to ANREP for committee members
  - Beth delayed asking for ANREP members until after the other conference was completed.

RECOMMENDATION: Jennifer should (1) create a core conference committee crew and (2) at or after this year's conference recruit other members to build out the conference committee. (3) Jennifer should come to the Board Meetings as she has things to report and plan for regular attendance at the end of 2022.

- There will be a grand announcement at the 2022 Conference (with possible kisses to give-a-way) regarding the location of the 2024 Conference → this is an opportunity to recruit committee members
- EEPro-NAAEE – Lara (absent)
  - ANREP has a \$9000 grant
  - Lara will put together a plan for how to spend. Only 1 reimbursement for registration has been paid for so far.
- Membership, Nominations/elections – Alicia
  - Know anyone who is interested? Invite them to a board meeting.

## 7. Unfinished business

- Payment options policy for collecting dues for state chapters
  - We now have the capability to collect state dues, but do not have a policy to match
  - Finance committee recommends a fee state chapters fee dependent on state chapter size to capture the cost of time
  - Move to approve delayed for further review by the finance committee regarding the state chapter fee
- Standing DEI committee

DISCUSSION: on DEI Committee establishment

- Could be a function of the membership committee to reach 1890s that ANREP is not seeing in membership
- Bill reviewed the Policies and Procedures manual today and it has a long list of Affirmative Action requirements, which may be a good place to start.

VOTE: A Motion to form a DEI committee whether it be comprised of one or more individuals was put forward. It was seconded. There was no discussion and the Motion passed unanimously.

→ Placeholder task for new DEI Committee - there was no formal task regarding this

initiative, but a new DEI Committee was formed

VOTE: Motion for dues increase as of Jan. 1, 2022 to \$75 was put forward. It was seconded. No discussion. Passed unanimously.

## 8. New business

- Past president recognition
  - Historically, the current president picks out a gift, gift certificate, or a donation in their name
  - ➔ Alicia will reach out to Lara to ask her preference among the 3.
- Discuss budget
  - Income is primarily from dues. Dues increase and higher membership in conference years is reflected in the 2022 Budget.
  - Pass through income line from state
  - Administration fees are self-explanatory
    - Consultant fee
    - Web management services was a line item from the past. With the switch to Member Leap ANREP recommends keeping Daryl
    - Website and Online Expenses is largely for Member Leap
  - Awards and Special Recognition is at the discretion of the President
    - Committee has been asking for plaques so this may need to be adjusted to meet those needs
  - Travel category needs discussion (biggest cost)
    - President and Treasurer to the ANREP conference

DISCUSSION: Who else should be placed in this line item for travel to ANREP Conferences?

- What is the Exec. Secretary role for the conference? If that person should be present and supporting the conference, then we need to add this travel.
- Also, a question of whether the budget should include the Secretary to take official board meeting notes.
- Recommended coverage up to a maximum amount
- For this year only, can we transfer the money for the Exec. Secretary
- P&P Manual says that it is up to the Conference Chair to request the presence of an Executive Secretary and other board members to attend

BOARD RECOMMENDATION: Proposed making the line item \$3000 to give each of the 3 attendees (President, Treasurer, and Executive Secretary) \$1000 each for travel to the ANREP Conference.

- JCEP Exec. Committee Meeting Travel
  - This is a large line item because there is an agreement of sending 3 people to the board meeting in Feb and to the board meeting in April
- PILD – registration for 2 representatives
- Alicia -- ELC will work just like PILD so need to include ELC travel for 2 representatives
- JCEP traveling team requirement has been removed which will save ANREP a lot of money
- Journal of Extension Travel
- Support for Travel
  - Initiatives that we support, but this is not well known
  - Support for Regional Meetings was included in this year’s budget
    - Offer up to \$250 per region
      - i. This could go toward renting a meeting space at the National Conference
      - ii. In off years this could help pay for a speaker.
    - Recommended that this rolls over so that the money builds when they do not use it – to do this, the budget would have to have a line item for each initiative
    - Second recommendation is to just have Initiatives request additional funds beyond the \$250 line item and that can be taken up by the board.
  - Recommendation from Committee -- Transfer unspent conference funds into scholarships for travel. Current = \$10,000
  - Recommendation to the committee is to split the 10K between the 2022 and 2024 conferences
    - ➔ Alicia to reach out to Lara to see if she can head up Scholarship Committee
- Current Budget minus Expenses = \$8,000

**9. Adjournment at 5:02 PM**

- The next regular board meeting is February 16, 2022 @ 3:00 PM ET