

ANREP Executive Committee Meeting

February 16, 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.), Eric Norland (NIFA Liaison)

Not Attending:

Guests: Jennifer Fetter (Penn State for 2024 Conference)

AGENDA

1. Roll Call/Introductions.

Meeting began at 3:00 PM EST. There is a quorum.

2. Assignment of Minute Proofreaders

- **Recorder:** Abbey Tyrna, Secretary
- **Proofreaders:** Dan Stark and Alicia Betancourt

3. Agenda Approval

Amy Scaroni requests change to the name of the South Region Rep. in the agenda. Change was made.

Approval with change was accepted and agenda was approved unanimously.

4. Consent agenda:

- **Approval of Meeting Minutes**

Minutes were approved unanimously

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

- Treasurer's Report details – Chad Cook
(Full report in packet.)

(1) Overall balances as of 2/13/22

- a. Checking (7411) \$ 107,097.03
Conference Checking (5982) \$ 33,465.66
Escrow Savings (5995) \$ 26,795.01
CD (2150) \$ 20,081.18
TOTAL ASSETS \$ 187,438.88
Previous total \$ 180,940.39

b. Balance Activity:

Withdrawals: Payment to Veith Consulting , Constant Contact, Exec. Sec Q4 2021

Deposits: Membership dues (checks), transfer of membership dues from PayPal

o Update

- January was a good month for income; money moved from Paypal to bank was approximately \$9,000 (income) resulting from memberships
- Exceeded income projections and expenses were down, which means ANREP had a net overall profit for 2021.
- P & P manual was referenced -- up to the board to request travel for the Exec. Secretary, therefore, the budgeted line item for Exec. Secretary travel was increased and will support travel to the upcoming conference
- PILD conference line item was increased to include ELC (\$500 for each for the two conferences)
- ANREP Regions were given \$250 per year for regional meeting expenses (based on board recommendation). This line item = \$1000
- Projecting a ~\$5000 profit
- Last couple of pages of the budget includes the board memo. Highlights from this memo include:

- line-item recommendations and a summary of all recommendations
- a narrative regarding the fees to states for adding finances
 - i. It was determined that collecting dues for regions was not too much work and does not need to have an associated fee at this time. This should be revisited in the event of membership spikes.
- Finance Committee recommended Scholarship pool for the 2022 conference equal \$10,000 so that it includes unspent funds from 2020 and 2021.
 - i. Finance Committee assumes income from 2022 conference will replenish this line item, therefore, Finance Committee recommends keeping it to \$10,000
- Moves that the recommendations in the memo as presented are included in the motion to approve the budget.

o Discussion

- ANREP is moving in a good direction to offer real benefits to members

- Should Scholarship pay registration fees for recipients instead of a set amount (e.g., \$300)?
 - Need to discuss with the Scholarship Committee whether a student will be able to gain full benefits given their conference fees are already reduced.
- ➔ TASK REGIONAL REPRESENTATIVES: ANREP has an opening to the Scholarship Chair. Include a call for volunteers in your update.
- ➔ TASK CHAD: Discuss with committee how to provide a scholarship that would cover registration fees that is equitable to all members and conference participants including students.

MOTIONS

A Motion to accept the January financial report in the record. There was no discussion and the Motion passed unanimously.

A Motion to accept the budget and Budget Memo Recommendations as presented. There was no discussion and the Motion passed unanimously.

- Executive Secretary's Report – Dean
(Full report in packet)
 - Dean is seeing 3 trends that are concerning:
 1. Renewals are slower than normal
 2. Number of conference proposals was lower
 3. Worry that it is the way of communicating
 - Discussion
 - Time of year is busy.
 - From the date of the announcement to deadline for awards was short.
 - Board members are hearing some skepticism from members regarding in-person conferences and whether they will come to fruition. Thus, creating hesitancy to submit abstracts and award.
 - PILD also had very low number of submissions.
 - ELC had very few registrants until just before the deadline. The ELC conference planners decided to implement one registration fee and did not do an early bird or late registration fee.
 - Most agreed that these trends are not in response to the business office/communications

- RECOMMENDATION: Reach out to Lynn to be at the meeting so we can revisit communication strategies
 - Dean met with Lynn - has comments in the full report.
- The removal of Job Announcements might have contributed to some level of disengagement.
- Was the Call for Abstracts pushed back? Sarasota County office missed this notice.
 - Message went out on Jan. 24

6. Guest(s)- Reports

- Jennifer Fetter (Penn State for 2024 Conference)
 - Has contracted with Hershey Lodge.
 - Official Date Sunday, May 5, 2024 (arrival date) May 6 – 8, 2024

➔ TASK BETH: Schedule the grand reveal with Jennifer Fetter. Appropriate reveal times based on experience include the very last thing at the Business Meeting or Capstone.

7. Reports from Officers, Initiatives, and Current Conference Committee

- NIFA Update – Eric
 - Secretary announced a \$1 billion for partnerships for climate smart commodities. Commodities are not limited to the USDA Commodity programs; it is defined in the factsheet to include forests and forest products. The whole idea is to create climate smart products and expand opportunities to producers as well as track GHG emissions
 - Two grant opportunities due in March and April
 - Climate Change Summit:
 - Highlight the work and capacity of Land Grant partners to educate, do research, and bring about change.
 - Still working out the details internally. Not to be announced yet.
 - Summit means dialogue and getting work done/making plans.
 - Fully inclusive of NIFA and Extension and current Administration priorities
 - Meeting with USGS Climate Adaptation Service Center (Alicia, Beth and Eric) on 2/17/22 at 10 AM. Update will be provided during the next meeting.
 - Discussion
 - Survey of national extension yielded 250 responses about the work Extension is doing in the area of climate change. Eric requested a summary report for NIFA.

➔ TASK ALL: Review factsheet to see if there is possible interest in the USDA Commodity Programs -- <https://www.usda.gov/climate-solutions/climate-smart-commodities>

- EEPPro-NAAEE – Lara – absent (nothing new to report)
 - \$9,000 Grant from NAAEE
 - Some of the money must be spent on attending NAAEE conferences

➔ TASK ALL: Visit NAAEE.org to find out where there are conferences and mention at your regional meetings that ANREP has funding for members to attend these conferences.

- JCEP Update – Alicia
 - Virtual Discussion with House and Senate Staffers on what type of messaging is important to them
 - Storytelling within Extension (open to all registrants)
 - No late registration
 - All museums are open
 - Same time as the Cherry Blossom Festival
- Foundation Update – Alicia, Dean
 - Push for people to donate \$20.22 for 2022
 - NREEF.org
 - Working to have a table at the conference and explain to members what the Foundation is about
 - Engaged Haley Burns out of Auburn about fundraising and Marketing strategy as a consultant
- Regional Rep Updates
 - Southern – Amy
 - Virtual meeting in March
 - On the agenda is to discuss in an in-person meeting for 2023
 - Western – Dan
 - Shared jobs posting
 - Dan and Amy will discuss how to make these virtual meetings more attractive for members
 - North Central – Erika
 - No update
 - Northeast – Danielle
 - Working to plan a virtual regional meeting

RECOMMENDATION – resend national announcements to the region -> might get additional attention

8. Reports from Committees *(as needed)*

- Awards/Scholarship – Victor Blanco & Tim
 - To date we have **received 51 nominations** (only 30% of the 167 received last year). However, 43% of those nominations are "Saved but not Submitted" (8 nominations), and "Incomplete" (14 nominations), which leads to only 29 completed nominations.
 - I know last year was a difficult time going through the pandemic, and 2022 has started at slow pace. I would suggest setting a critical point of 70 completed nominations as goal (which is still less than 50% of 2021 nominations). If we don't reach that goal this Friday, I recommend extending the Awards Nomination period at least one more week (to February 25). The Board may vote on this motion.
 - It was determined that a motion was not needed.
 - We only have 15 volunteers signed to judge the awards (including 4 Award Committee members). So, we still need more people. I think we need to share some of nominations and judges' numbers with ANREP members in a last AWARDS NOMINATION AND JUDGING REMINDER email that should be sent out tomorrow.

➔ TASK DEAN: Reach out to Victor regarding award deadlines and leeway to do what is needed by the committee.

➔ TASK Regional Representatives: Send out announcement requesting judges and extending deadline for awards deadline. Be sure to highlight new awards

- Communications/Newsletter – Lynn
 - Sent out an announcement; wants to convene a committee
- Conference – 2022 – Beth
 - Goal of Sponsorship is to raise \$10,000 to offset the cost of the conference
 - Reservations for room blocks will be communicated soon.

➔ TASK Regional Representatives: Tell members to send an email to Ashley Schwieterman (schwiet6@msu.edu) if you can review proposal submissions. Include in your announcement a call for Sponsors and link to the conference sponsorship page -- <https://www.canr.msu.edu/anrepkzoo2022/sponsorship>.

- Finance/Audit-
 - Need an audit of 2021 recordkeeping.
 - Quarterly meeting going forward
 - Chad will update the board on behalf of the committee

- Membership, Nominations/elections – Alicia
 - Nothing to report
- Professional Development –
 - In-active committee
- Policy & Procedures –
 - Completed their role with the update of the P & P Manual
- Strategic Planning/Emerging Issues – Update Complete committee dissolved until 2025

9. Unfinished business

- Past president recognition -ok to purchase custom ceramic tile?
 - Board reviewed
 - Total cost = ~\$50

➔ TASK ALICIA: Ask Lara if she wants a gift or donation to NREEF.

10. New business

- DEI Committee was formed last board meeting and we need to get it active
- Dan volunteers to assist with the formation of the DEI Committee.

➔ TASK REGIONAL REPRESENTATIVES: Put out a call for DEI committee members.

➔ TASK BETH: Reach out to Dan and schedule a DEI Committee meeting.

11. Adjournment

- Unanimously approved
- Adjourned at 4:17 PM
- The next regular board meeting is March 16, 2022 @ 3:00 PM ET