

ANREP Executive Committee Meeting
Wednesday, December 21, 2022
2:00 PM – 3:00 PM EST SPECIAL
ONBOARDING
3:00 PM – 5:00 PM EST REGULAR MEETING

Meeting Minutes

Attending: Beth Clawson (President), William Warren (President-Elect), Holly Abeels (Secretary), Dean Solomon (Executive Secretary), Erika Lyon (North Central Region), Chad Cook (Treasurer), Alicia Betancourt (Past-President), Danielle Rhea (Northeast Region – regular board meeting), Dan Stark (Western Region – regular board meeting)

Guests: Georgia Peterson (incoming North Central Region rep – onboarding meeting)

Not Attending: Amy Scaroni (Southern Region), Eric Norland (NIFA Liaison), James Henderson (DEI committee), Victor Blanco & Terra Freeman (Awards/Scholarship), Renee Strnad (EEPro-NAAEE), Jenn Fetter (2024 Conference), Holly Campbell (Professional Development), David Ripplinger (NEEI), Jennifer Fawcett (NEWFI)

ONBOARDING AGENDA

1. Introductions – Everyone

- Beth started ANREP onboarding meeting PPT presentation. Everyone introduced themselves.

2. ANREP bylaws-Beth

- Located on the ANREP website

3. ANREP Policy and Procedures Handbook- Beth

- Located on the ANREP website

4. Budget and fiscal procedures - Chad

5. ANREP website and member/board portal- Dean

- New MemberLeap subscription service for website, membership management, and communication with members.

6. Executive Secretary roles and responsibilities- Dean

- Manage business office of ANREP. Darryl Outlaw is also available if Dean is not.
- Maintain and manage member database and website.
- Assist committees.
- Act as ANREP archivist.

7. JCEP responsibilities – Alicia/Beth

- Alicia described the responsibilities of ANREP President-Elect on the JCEP board and the function and make-up of JCEP.

8. NREEF ANREP Foundation – Dean

- The foundation got started in 2019 to have a mechanism to accept and build

additional funds of the association and members. 501c6, tax exempt but not charitable organization.

9. Meeting schedule- Bill

- Propose to meet same as current time, third Wednesday 3PM eastern time.
- Will get meeting invitation out after the first of the year (2023).

AGENDA REGULAR BOARD MEETING

1. Roll Call/Introductions.

2. Assignment of Minute Proofreaders

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

3. Agenda Approval: Alicia moved to approve. Added 2023 Budget report under Treasurer's report. Erika seconded. Motion passes.

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

- JCEP Update – Alicia
 - Registration opens soon for PILD April 16-19. Waiting to hear about pre-conference offerings – workshop session on Telling Your Extension Story, House & Senate Staffers – can just do pre-conference for \$75.
 - ELC registration is up look at JCEP website
- NREEF Foundation Update – Alicia, Dean
 - Look at onboarding minutes (above)
 - Hoping to get participation from ANREP regional reps to each attend 2 meetings a year. Would take a change in Policy and Procedures to add that to regional rep duties. Asking ANREP board to vote on this change.
 - Beth proposes adding to Policy and Procedures under regional reps as part of their duties that they will attend 2 NREEF board meetings annually. Alicia seconded. Motion passes.
 - Dean will send out to regional reps the time, date, and link for attending the NREEF meetings.
- Initiatives Update (*if present to report*)
 - National Network for Sustainable Living Education (NNSLE) - new person onboarded in January

5. Consent Agenda:

- Approval Minutes – Alicia moved to approve. Dan seconded. Motion passes.
- Presidents Report – Beth-
 - I want to thank you for your support and patience while I muddled my way through being your president and conference coordinator in the same year. It was my honor to serve you.

- Remind committees that you serve on that reports are due now.
- I invited the new board members to the December meeting after the onboarding meeting.
- I will begin work on reviewing the PP manual in January and send recommendations to the president for review.
- Treasurer's Report details – Chad –
 - Detailed report sent out in board packet
 - ANREP Balances as of 11/30/22
 - Checking (7411) \$ 109,580.16
 - Conference Checking (5982) \$ 24,465.66
 - Escrow Savings (5995) \$ 25,837.21
 - CD (2150) \$ 20,086.20
 - TOTAL ASSETS \$ 179,969.23
 - Previous total \$ 184,571.63
 - Balance Activity:
 - Withdrawals: Payment to Veith Consulting, payment to Google Workspace, re-send of 2021 FL dues, payment to NE Region for PD, quarterly payments to Solomon and Outlaw, NAAEE scholarships from grant.
 - Deposits: annual dues, JCEP award check, JEDI course registration
 - 2023 Budget – see detailed budget 2023 ANREP Budget in board packet
 - Chad met with finance committee to work on 2023 budget. Created an almost balanced budget.
 - Alicia – great to see scholarships still included but probably need to look at the amount of the scholarship (for everyone) for 2023 since registration fees for conferences will be high. Recommend board decide maximum award amount per person.
 - Beth – ask scholarship committee and finance committee to discuss and bring recommendation of maximum amount back to board.
 - Chad – to be ready for ELC conference prefer to understand what the board would like to see; ballpark would be no more than \$500.
 - Board discussion on scholarship amount.
 - Chad made a motion that scholarship for 2023 would cover registration cost up to \$500. Alicia seconded. Alicia – asked Chad to bring back to scholarship committee that where possible if there's an online/virtual option we could support more scholarships. Motion passes.
 - Beth – no budget item for ANREP conferences, even with 2023 not being a conference year. Chad - for conference year, funds are pulled

from conference checking account.

- Motion to approve treasurer report. Alicia moved to approve. Danielle seconded. Motion passes.
- Motion to approve 2023 budget. Erika moved. Alicia seconded. Motion passes.
- Alicia will be converting her thank you gift to a donation to NREEF and challenges others to match the donation.
- Executive Secretary's Report – Dean –
 - The 2023 election closed on November 23. Even though there were no contested positions, 85 members voted.
 - I worked with Terra Freeman and Victor Blanco to send an initial announcement about the 2023 awards program. Nominations are slated to open on January 3, 2023. The awards committee will host a webinar on January 24 to help members learn about the submission process and how to develop high quality nominations.
 - In accordance with our new policy, on December 15 I dropped 137 members who have not paid their 2022 dues to past member status. This list also includes members who we've kept on the list for a year or two after they last paid.
 - I spent a little time updating the P&P manual to incorporate policy changes approved by the Executive Committee (state dues collection, dues payment) and correcting errors. This version is filed in the Google Drive as the 2023 draft.
 - I corresponded with the South Carolina state chapter about their 2023 dues rate. They are now set up as the 3rd state that we collect state dues for.
 - As of December 16, 420 members have renewed or joined for 2022 (61 new members to date).
 - As of December 21, our total membership is 440, including life members. 96 members have already renewed for 2023, including new members who joined since Oct. 1.
- Regional Rep Updates
 - Northeast – Danielle – no report
 - Southern – Amy – not present
 - Western – Dan – no report. Encourage retiring ANREP members to become life members and to serve ANREP in retirement (on committees).
 - North Central – Erika – emailed Georgia for early next year to transition programs. Encourage retiring ANREP members to become life members and to serve ANREP in retirement (on committees).
 - Alicia – can ANREP President send a personal greeting card to retiring ANREP members to encourage them to become life members and serve ANREP in retirement. Dean – pass on their names to Diana to be included in newsletter, so they can write a short blurb about themselves. Alicia – bring forward during the year for President to use discretionary funds to mail a card for retiring members. Include for discussion for January 2023 meeting.

6. Reports from Committees (as needed)

- Awards/Scholarship – Victor & Terra – see Dean’s report for update
- Conference 2022 – Beth - I followed up with MSU Events they are still holding out for one unpaid sponsor. They will close as soon as that is cleared up. Those funds will go into the conference checking account.
- Conference 2024 – Jenn – start inviting Jenn to board meetings in new year.
- Policy & Procedures – president and past-president – Beth is going to review 2022 minutes and pull changes for P&P and get them presented at January 2023 meeting. Dean has been working on a draft 2023 manual in the google drive.

7. Unfinished business

- Formally request annual reports from committees by December and physically present to the board Jan/Feb presentations/delivery. Invite them to come to meeting in Jan or Feb to present.
- JOE rep stepping down, need new leadership for this. Also need a PILD rep. Put in regional monthly newsletter and quarterly newsletter. Put out after the first of the year. Dan is putting his name in the hat for PILD rep.
- Need a vote on NREEF scholarship or prof dev. Put on unfinished business for January. Alicia will provide a motion. Award discussed will revisit in December with a description of what that award will look like. Add to our award committee judging and offerings.

8. New business:

- Pass the gavel to Bill! Beth is still President until Dec 31st 😊

9. Adjournment at 4:15pm