

**ANREP Executive Committee Meeting Wednesday, December 13, 2023**  
**3:00 PM – 5:00 PM EDT**

**Meeting Minutes**

**In Attendance:** Bill Warren (President), Erika Lyon (President-Elect), Chad Cook (Treasurer), Holly Abeels (Secretary), Dean Solomon (Executive Secretary), Danielle Rhea (Northeast Region), Georgia Peterson (North Central Region), Amy Scaroni (Southern Region)

**Guests:** Andrea Lazzari (Secretary-Elect), Carrie Stevenson (Southern Region Elect)

**Not Attending:** Beth Clawson (Past-President), Dan Stark (Western Region)

**1. Roll Call/Introductions/Guests**

**2. Additions to agenda?** - PILD (requested by Georgia), Gift for outgoing past president, Approval for 2024 Budget

**3. Assignment of Minute Proofreaders** – Danielle and Amy

**4. Update Reports from outside groups and initiatives**

- NREEF – Beth / Dean
  - Met earlier today, gaining some new trustees and others who are interested, comprised of people who haven't been involved in NREEF or ANREP before
  - New trustees coming on January
  - Committed \$1500 for ANREP 2024 for a keynote speaker
  - Newest board member will be Bill Warren for a year

**5. Approve Minutes** – Chad made a motion to approve, Erika seconded. No discussion. Motion passes.

**6. Presidents Report** – Bill

- Board meeting prep
- Routine correspondence/approval of invoices
- Worked on drafting new job description for Executive Secretary with Erika, Beth, and Dean and analyzed increased compensation for the Executive Secretary position with Beth, Erika, and Chad

**7. Treasurer's Report** – Chad

- ANREP Balances as of 11/30/23
  - Checking (7411) - \$121,258.00
  - Conference Checking (5982) - \$33,267.05
  - Escrow Savings (5995) - \$25,839.79
  - CD (2150) - \$20,092.22
  - TOTAL ASSETS - \$200,457.06
  - Previous total - \$187,262.12
- Balance Activity:

- Withdrawals: Payment Google Workspace, Vieth Consulting, payment for scholarships (Gupta, Hector-Madhosingh)
  - Deposits: dues, PayPal dues transfer, EE360 grant payment for yr 3
8. Executive Secretary's Report – Dean
- Worked with Erika and Bill to update the Executive Secretary job description to match current responsibilities.
  - Met with Erika to talk about her presidential role next year and Executive Secretary roles to support that position.
  - Finalized the draft 2024 awards program guidelines with Terra Freeman in preparation for presentation to the board.
  - As of December 10, 384 members have renewed or joined for 2023 (68 new members to date). In addition, 68 members have already renewed for 2024. Our total membership is 517, including life members. On December 15, those who have not paid for 2023 will be removed from the membership list. 2024 dues invoices will be emailed on December 16.
9. Regional Rep Updates:
- Northeast – Danielle
    - Nothing to report
  - Northcentral – Georgia
    - Nothing to report
  - Southern – Amy
    - Nothing to report
    - Final quarterly regional meeting zoom meet-up tomorrow. Alicia giving presentation on her Distinguished Career Extension Award. Amy will record her presentation to share.
10. Reports from Committees:
- ANREP Awards Committee – 2024 awards program guidelines – Dean/Terra
    - Terra made some updated changes to the awards program guidelines (sent in board meeting materials).
    - Will be doing an awards webinar again at the end of January (23<sup>rd</sup>)
    - Discussion from the Board. No other suggested changes.
    - Holly motioned to approve 2024 ANREP Awards program as presented. Chad seconded. Motion passes.
  - Professional Development Committee Update – Bill/Holly
    - Dec 6<sup>th</sup> virtual event, great speaker, Holly was disappointed by the low turnout (11 people attended, over 30 registered)
    - Next committee meeting is Jan 9<sup>th</sup> to discuss programs in 2024.
    - Holly said she was interested in chairing committee in 2024. She did a great job in 2023.
    - If you have any ideas for programs in 2024, please let Holly know.
  - DEI Committee Update – Bill/James
    - JEDI training more than half way completed and James said he was impressed by the course so far.
  - 2024 Conference Planning Committee Update – Bill/Jenn

- Danielle: 133 abstracts submitted. They have been distributed to judges. Hoping to have judging done by Jan 12 to notify presenters by the 22<sup>nd</sup>.
- Draft website will be ready for the committee to review soon (maybe end of Dec but it is being worked on)
- Field trips and family activities are being finalized
- Might do a second call for poster abstracts based on results from first round
- Committee next meets on Friday

#### 11. Old Business:

- 

#### 12. New business:

- Chad presented about proposed 2024 budget (same as presented at November meeting)
- Executive Secretary Job Description and Compensation – Bill, Erika, and Beth
  - Erika, Beth, and Bill worked on a review of Executive Secretary position in general based on discussion with Dean on his annual evaluation and created an amended job description as well as Darryl Outlaw’s role and responsibilities
  - Minutes from Nov 13<sup>th</sup> meeting with Bill and Erika were posted to the Board meeting documents for December
  - Discussed position taking on a more strategic goal and policy implementation role working with ANREP committees to implement the Strategic Plan. More activity on social media presence. Discussed changes to the executive secretary position and compensation should be increased based on workload, duties, and responsibilities changes.
  - Moving position down continuum from Executive Secretary to Executive Director type role. Using Dean’s history and experience to make position more robust and being able to provide greater input and guidance to the Board.
  - Bill showed the Board the draft Executive Secretary position wording revision for the Bylaws and the P&P Manual (included in the December Board meeting documents). Website/Member-Portal Backup Support addition to P&P Manual.
  - Discussion of these proposed revisions by the Board.
    - If this is approved today, it would need to be reflected in Dean’s 2024 contract with updated salary.
    - Are there items that could be offloaded from Dean to Darryl (with Executive Secretary emphasis more on strategic goal and policy implementation role). This could be the awards part of the website which is something Darryl did once but it is much easier now.
    - Amend Website/Member-Portal Backup Support wording to include “... or as assigned or determined by the board.” At the end of “during the temporary absence of the Executive Secretary.”
  - Danielle motioned to approve the amended job description for Executive Secretary in Bylaws Section 8 and in P&P Manual as well as the Website/Member-Portal Backup Support job description. Georgia seconded. Motion passes.
  - Discussion about Executive Secretary compensation. Chad, Erika, Beth, and Bill

felt Dean is not compensated enough for his current role and agreed to significantly increase his salary. Proposed to double compensation to \$6614 per year (double current salary) with 13% FTE at approximately \$24 per hour. Chad said the budget can handle this salary increase.

- Georgia agreed the increase is appropriate.
- Erika asked about revisiting an annual increase every year. Bill said yes looking at this for a potential increase annually.
- Danielle asked if the increase wasn't factored into current draft 2024 budget so would be taken out of profit increase previously shown. Chad said yes this would come out of that profit increase and still keep us in the black for the yearly budget.
- The \$6614 will be added to an amendment to the budget for 2024.
- Sponsorship of Joint FANREP/ANREP gathering at February ELC meeting in Florida
  - Chad said this started off as an email from ANREP ELC reps, Rachel & Alyssa, for JCEP who participated in planning, they do get their registration paid for the conference. There has not been an ANREP gathering at the conference in the past. Since ELC is in FL this year, they proposed doing a happy hour with hors d'oeuvres. FANREP offered up to \$500 for hosting an event at ELC. Asking ANREP if they can support the gathering if possible.
  - Handful of ANREP members typically attend.
  - Dean remembered ANREP/NACDEP doing an event together (tour) when he was chair of ELC conference.
  - Do we want to put a line item in our budget to support something like this?
  - Erika moved to add a line item to the budget for sponsoring an ANREP meetup at JCEP ELC and PILD conferences in the amount of \$500 total. Georgia seconded.
- Travel Scholarship Criteria, Amounts, Number for 2024 ANREP Conf. – Dean & Chad
  - Built in \$10,000 into budget for 2024 for travel scholarships.
  - 2 years ago for conference in Michigan gave out \$500 scholarships. In 2023 provided up to \$750 scholarships. \$500 should be minimum amount offered.
  - Usually scholarship committee gives final recommendation for the amount given and how many scholarships.
  - Should get form and links ready in early January for when registration for ANREP 2024 is ready.
  - Board good with \$10,000 amount for budget and let scholarship committee work out the details.
- Approval of 2024 Budget – Chad
  - Motion to approve ANREP 2024 budget as presented by Chad in this meeting with the following two amendments: increase of Executive Secretary salary to \$6614 per year and a line item in the amount of \$500 to support an ANREP meetup at JCEP ELC and PILD conferences. Erika made a motion to approve and Danielle seconded. Motion passes.
  - Chad will make the amendments and send out final budget to the Board.
- PILD – Georgia
  - Leslie Boby volunteered to be other PILD representative. Georgia made a motion

to approve Leslie Boby as second representation on PILD committee. Amy seconded. Motion passes.

- Gift for outgoing Past President – Bill
  - Typically \$50 gift card to Past President. Bill will use his discretionary fund to pay for gift card.

**13. Adjournment at 4:50 PM ET**