

**ANREP Executive Committee Meeting**  
**Wednesday, March 20, 2024**  
**3:00 PM – 4:30 PM EDT**

**Meeting Minutes**

**In Attendance:** Erika Lyon (President), Kevin Zobrist (President-Elect), Bill Warren (Past-President), Chad Cook (Treasurer), Andrea Lazzari (Secretary), Dean Solomon (Executive Secretary), Carrie Stevenson (Southern Region), Danielle Rhea (Northeast Region), Daniel Stark (Western Region), Georgia Peterson (Northcentral Region), Jennifer Fetter (2024 Conference Committee Chair)

**Guests:** None

**Not Attending:** None

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

- Meeting called to order at 3:04 PM

**2. Additions to Agenda**

- Budget Item – ANREP Conference Travel (Chad)

**3. Assignment of Minute Proofreaders**

- Bill Warren & Kevin Zobrist

**4. Update Reports – Outside Groups & Initiatives**

- **NREEF – Bill**

- i. March 13<sup>th</sup> meeting –

- 1. John Kushla volunteered to serve as President for one year
    - 2. Potential \$1500 sponsorship for a speaker at this year's ANREP Conference
    - 3. Focus group session – what's the reason/purpose/goal of NREEF?

- ii. One of Bill's roles is to keep NREEF informed on how they can be of better assistance to ANREP - please share thoughts/ideas with Bill

- iii. There is some uncertainty in NREEF about how they can provide funding to ANREP due to their 501(c)(3) status and they are looking into this further

- **NEWFI – Erika**

- i. Erika met with them, and they would like to hold a workshop in 2025 on prescribed burning. They may ask for funding to support this

- ii. They are looking into hiring a student to help develop promotional materials/flyers

- **JCEP – Erika**

- i. Nothing to report

- **USDA-NIFA Update – Eric Norland**

- i. USDA-NIFA works to promote Extension whenever possible

- ii. US Global Change Research Program – they will be sharing some grant programs that would be open to Extension

**5. Approve Minutes**

- Kevin found typo in February minutes, page 3 – “2,8000” – should be “\$2,800”; Andrea corrected minutes
- Kevin moved to approve both January and February minutes (with above correction) - Dan seconded and motion passed unopposed

#### **6. President’s Report - Erika**

- It looks like the ANREP national newsletter did not get sent out. Erika following up on this.
- An RFP was sent out for the 2026 ANREP conference. North Carolina is interested in submitting a proposal. Deadline is April 15.
- Continuing meeting with committee chairs this month
  - Met with Leslie Boby (PILD Rep), Carrie Berger (NEWFI), Jennifer Fawcett (NEWFI)
  - Attending NEWFI meeting this Thursday
- Erika plans to start meeting with state chapters beginning next month and will work with regional representatives to start this process.
- Working on agenda for membership meeting at ANREP conference – would like to share speaking responsibilities with other board members
  - Bill suggested adding vote to approve updates to bylaws to make Dean’s position changes official
  - Dean mentioned that we usually announce next conference meeting location during membership meeting

#### **7. Treasurer’s Report - Chad**

- Account Balances as of 2/29/2024
  - Checking (7411): \$127,398.50
  - Conference Checking (5982): \$30,267.05
  - Escrow Savings (5995): \$25,840.43
  - CD (2150): \$20,093.75
  - Total Assets: \$203,599.73
  - Previous Total: \$203,656.01
- Balance Activity
  - Withdrawals: Google Workspace, website, conference scholarships
  - Deposits: membership dues
- Will need to get state portion of some membership fees out to those states in coming weeks
- Lines in budget to support the regions and initiatives (\$250 each per region and \$400 per initiative) – if you could use this at the upcoming conference or for something else, please reach out to Chad

#### **8. Executive Secretary’s Report – Dean**

- Assisted Terra Freeman to compile ANREP awards nominations and distribute scoring spreadsheets and instructions to judges. 92 nominations were received, 12 more than in 2023. Dean also reviewed submissions to assure that nominators had paid their 2024 dues. Judging ends on March 19, with winners informed soon after.

- Worked with Chad Cook and the scholarship committee to revise and distribute the 2024 conference scholarship application form to members. Dean also reviewed submissions to assure that nominators had paid their 2024 dues.
- Revised the conference silent auction donation form and announced to members via conference update emails.
- Sent several conference update emails to members to provide additional conference information and encourage registration. Dean also reviewed registrations to date to assure that registrants who paid the member rate were current with dues. Just a few needed to be reminded to do so.
- The NREEF trustees decided not to sponsor and coordinate the conference poster contest, so if the board wants to proceed with the event, Dean will solicit members to find a volunteer to lead the effort.
- As of March 16, 357 members have renewed or joined for 2024 (52 new members to date). Our total membership is 479 (paid for 2023 or 2024, or life members). Renewals continue to be sharply higher than in the previous two years (102 more renewals and new members than at this time in 2023, and 45 more than in 2022). Dean plans to send past-due notices to delinquent members on March 21.

#### **9. Regional Representative Updates**

- **Northeast – Danielle**
  - i. Nothing to report
- **Northcentral – Georgia**
  - i. Nothing to report
- **Southern – Carrie**
  - i. Nothing to report
- **Western – Dan**
  - i. Biennial Conference on University Education in Natural Resources (BCEUNR) coming up March 23-24 – 35 total speakers with diverse array of topics; encourages everyone to attend
  - ii. Erika asked Dan to share a flyer for the conference to regional reps to share with their members

#### **10. Committee Reports**

- **EE360+ Grant – Erika**
  - i. Erika met with Rene Strnad last month; Chad and Dean shared there is \$1000 in grant funds to work with this year
  - ii. Erika asked if everybody would be okay with applying the \$1000 EE360+ grant money towards JEDI training again this year – no discussion
  - iii. Georgia moved to use \$1000 EE360+ grant money towards JEDI training again this year – Carrie seconded; motion passed unopposed
- **Awards Committee – Dean**
  - i. Committee hopes to announce winners by the end of the week
- **Professional Development Committee – Georgia**
  - i. Georgia shared they got a recent email from Holly Campbell (committee chair), and the plan is to put together a series of free online, asynchronous workshops

("Seeding Success") for new Extension staff. Eight modules to be posted through June and July.

- ii. More information and topics to come soon
- **DEI Committee – James Henderson**
  - i. Not present – no report
- **Communications Committee – Sarah Havens**
  - i. Not present – no report
- **Scholarship Committee – Chad**
  - i. Chad shared they had 31 scholarship applications and \$10,000 in budget for scholarships. This year, they gave out a code to use to register and the scholarship covered the registration fee for the conference. 21 total scholarships were awarded. 4 recipients were students who were selected to present.
- **2024 Conference Planning Committee Update – Jennifer Fetter**
  - i. Committee met last week
  - ii. Need MOU between Penn State and ANREP for conference – Penn State was given Dean's contact information for any questions and concerns...no news is good news
  - iii. 157 registered as of today
  - iv. Early bird registration ended last week, and the room block rate ended today (3/20)
  - v. If anybody hears any issues with finding lodging, please contact Jennifer
  - vi. Carrie and Jennifer will hold a NEWFI initiative meeting; Erika will reach out to DEI committee to see if they would like have space for an initiative meeting
  - vii. Regional meetings are Wednesday morning, 9-10 AM; all regional reps will be there to lead their room/meeting. Carrie asked if there was a typical agenda for those meetings/what the expectations are. Dan said he would share an old agenda, and Erika and Danielle also offered to share information and/or meet with regional reps to come up with a plan. The consensus was that there will be a meeting of regional reps with Erika in April to come up with a plan to ensure the meetings are all covering the same information.
  - viii. Welcome reception may be a good time for board members to meet and greet with conference goers
  - ix. Business meeting Tuesday morning 9-10 AM
  - x. Awards Ceremony – Early transportation to awards ceremony location would be available to Terra and awards committee. Dean will let Terra know Jennifer's contact information if this is something she needs/wants.

## 11. Old Business

- **2026 Conference – RFPs**
  - i. See President's Report for information

## 12. New Business

- **Budget Items – Chad**
  - i. Chad underestimated what travel to ANREP would cost for Dean, Erika, and Chad (\$3,600 estimate)

1. Cost is closer to \$5,500. Chad and Erika can both save some money in their travel expenses but still estimating about \$5,000 total cost. Chad is looking for a budget amendment proposal.
  2. Bill made a motion to increase ANREP travel budget from \$3,600 to no more than \$5,500 – Kevin seconded motion. No discussion. Motion passed unopposed.
- ii. Chad would like to address James's question from February meeting about using additional funds (\$1,800) from our budget to support JEDI training in addition to the \$1,000 from the EE360+ grant
    1. Chad asked if we would like to discuss allocating \$1,800 to JEDI training from budget. There were some questions about if the previous trainings were totally full and if there was a need/demand for additional JEDI trainings. There were questions about registration fees and participation. Andrea mentioned that Erika requested that James submit a proposal for our review. In addition, James is looking for a new chair for the DEI committee. It was decided to table this discussion until we receive a proposal and there is a new chair of the DEI committee.
  - iii. Dean mentioned there are always questions each year about whether we have a bottom-line budget or a line-item budget. This has never been resolved in our P&P manual, and maybe it would be good to discuss this and come up with a concrete resolution. This will be added to next month's meeting agenda.

### **13. Adjournment**

- **Adjourned at 4:10 PM**