

**ANREP Executive Committee
Meeting
April 15, 2020
3:00 PM – 4:40 PM EDT
Final Approved Minutes**

Attending: Jen Dindinger (NE Region Rep), Holly Abeels (Southern Region Rep), Alicia Betancourt (Pres-elect), Lauren Grand (Western Region Rep), Kris Tiles (Treasurer), John Kushla (Past Pres), Leslie Boby-Sabatinelli (Exec Sec.), Beth Clawson (North Central Region Rep).

Not attending: Kevin Zobrist (Secretary), Eric Norland (NIFA rep)

Guests: David Ripplinger, National Ext. Energy Init.

Agenda

- 1) Roll Call / Quorum status:**
 - a. There is a quorum
- 2) Approval of February & March Minutes**
 - a. March minutes approved
 - b. February minutes tabled; no minutes available.
- 3) Assignment of Minute Proofreaders**
 - a. Recorder: Jen Dindinger
 - b. Proofreaders: Kris Tiles and Lauren Grand
- 4) Agenda Approval**
 - a. A motion carried to approve the agenda
- 5) Reports from Officers**
 - a. NIFA Update – Eric Norland not in attendance
 - b. Treasurer’s Report – Kris Tiles (February & March)
 - i. Abbreviated report provided because Quicken isn’t working. Kris will troubleshoot. Paid 2019 FL dues. Paid the request from 4-H forestry to support their conf. Made payments on winter JCEP travel.

ANREP balances as of 3/31/20

Checking 7411 \$73,349.52

Conference Checking 5982 \$21,918.83

Escrow Savings 5995 \$24,055.20

Savings9281 (Energy Init.) \$2,794.22

CD 2150 \$20,041.70

TOTAL ASSETS \$142,159.47

Previous total \$145,319.23

- c. Executive Secretary’s Report – Leslie Boby-Sabatinelli

- i. Needs to send out next round of membership dues requests. Updating exec sec list of duties, added a few things. Grouping things under 3 large tasks.
 - ii. Outstanding question: Liaison with NREEF?
 - iii. Outstanding question: Liaison between national ANREP and state chapters?
 - d. JCEP Update – John Kushla
 - i. PILD conference was held virtually. John attended, it was successful. Held over 1.5 days. Made a lot of money by not having it in person. Everything was recorded, shared with participants.
 - ii. Holly update: additional registrants were able to be accommodated. Holly or Jim will write a short article for the NL. Deadline is May 8.
 - iii. NACDEP will do virtual conf., June 1-2.
 - e. NREEF Update – John Kushla
 - i. Planned to do a rollout of NREEF during the ANREP conf but since that was postponed, NREEF trustees decided to also postpone the org rollout. Want to do focus groups to understand how extension is changing the way they deliver info in times of COVID. Suggestion was made to poll just the Extension directors for that info right now, since agents are all reporting up the chain to their directors on the same topic. Ask NREEF to expand on their needs and maybe present to ANREP about what they're looking for.
 - f. Regional Reps: Updates
 - i. Southern Region Representative – Holly Abeels
 - 1. Sent out update to the group last month
 - ii. Western Region Representative – Lauren Grand
 - 1. Focusing on conference rescheduling; donated \$500 to NREEF from the proceeds from western region mobile study tour and PD conf in Nov.
 - iii. North Central Region Representative – Beth Clawson
 - 1. No in person education in MI until 9/1.
 - iv. North East Region Representative – Jennifer Dindinger
 - 1. Working with NY to start/restart the chapter

6) Reports from Committees & Initiatives

- a. Initiatives
 - i. National Extension Energy – NEEI – David Ripplinger
 - 1. PSU selected as site for next biennial conf, tentative date is in April 2021 but not set yet. Might put out a call for proposals at the end of this month. Waiting on signing the contract because of COVID. Working with NNSLE.
- b. 2020 Conference Committee - Shannon not present, Lauren shared info.
 - i. Continuing to finalize dates for 2021 postponed conf, aiming for late May 2021.

- c. Awards – Lauren Grand
 - i. Award notification was distributed. More submissions this year which is good. All certificates are made and spell checked.
 - ii. Winners will be asked if they want their 2020 certificates mailed or held until the 2021 conf. 2019 award winners will be mailed their certificates.
 - d. Communications
 - i. Next newsletter submissions due May 8
 - e. Scholarship
 - i. Lara reached out to Chris Jones – he has winners and those would be the winners for the postponed conf in 2021. If they don't attend then the next person on the list would get it.
 - f. Finance/Audit – Kris Tiles, Jen Dindinger
 - i. Jen still needs to do 2018 audit
 - g. Membership - Lara, Beth, Alicia
 - i. Tabled.
 - h. Professional Development
 - i. Committee plans to send quarterly announcements of webinar opps to ANREP listserv. Lara has their template if anyone wants to look at it.
 - i. Policy & Procedures – Alicia Betancourt, Lara Milligan
 - i. All board members: review the tracked changes and comments from Lara/Alicia, have questions and suggestions ready for May meeting.
 - j. Strategic Planning & Emerging Issues – Vacant
 - k. 2022 Conference Committee – Beth
 - i. No update. Things on hold from COVID.
- 7) Unfinished Business**
- a. NREEF Liaison
 - i. Someone from ANREP will be the go-between. John is rotating off NREEF trustee board. NREEF will accept however ANREP defines this. Held discussion about what model might work best. Still not ready to make a decision. Currently the past president is the liaison. John will work with Sandy to determine what NREEF is looking for and then ANREP can figure out what works best for them too.
 - b. Executive Secretary Replacement
 - i. Will be advertised when the job description is finalized by the end of April.
 - c. Award plaques
 - i. Discuss this in Finance Comm mtg this fall for annual budget
 - ii. Lauren has a budget report for this expenditure
 - 1. 6 plaques \$150 (achievement awards & past pres)
 - 2. 2 plaques for \$60 (early career & distinguished career)
- 8) New Business**
- a. ANREP P&P Handbook (especially the Travel Reimbursement & Booking policy)
 - i. Discuss in May mtg
 - b. Welcoming new ANREP members (President)

- i. Need template in the P&P so future presidents have something to use
 - c. ANREP Board Responsibilities Timeline
 - i. Timeline established on a monthly basis, Lara sent a draft
 - ii. Review, email Lara your comments or bring notes to May mtg
 - iii. Add in committee timelines too
 - d. New ANREP logo
 - i. Yes we need this
 - ii. Make a subcomm, they create the ideas and send it to the service, graphic designers crowd source their work, only the final selection gets paid (<https://logotournament.com/>)
 - iii. Lara will follow up with Chris Jones to see if he's done anything about the logo, then move to Alicia's suggestion if needed
 - e. PILD Rep
 - i. Supposed to submit new name end of April
 - ii. Jim rotating off, his suggested person does not want to volunteer
 - iii. Lara will make a call for ANREP members who already planned to attend, we can provide some additional support to help them go
 - f. Annual Membership Meeting
 - i. We need to have this in some form
 - ii. May meeting topic
 - iii. Committee recruitment/revitalization
 - iv. Strategic Plan
- 9) **Announcements**
- 10) **Adjourn at 4:40 p.m. EDT**

Action Items:

- 1) Leslie will send out next round of membership dues requests.
- 2) Leslie will update Exec Sec list of duties by end of April
- 3) Holly or Jim (PILD reps) will write an article about the virtual PILD conf. for the next NL – due May 8
- 4) John will work with Sandy to determine what NREEF is looking for in an ANREP representative and then ANREP can figure out what works best for us too.
- 5) All board members are to review the tracked changes and comments in the Policies and Procedures Handbook (sent previously by Lara/Alicia) and have questions and suggestions ready for May 20th meeting.
- 6) All board members are to review the ANREP Board Responsibilities Timeline draft that Lara sent out and send comments to Lara or bring them to the May meeting. Everyone in charge of a committee should add committee deadlines to this Timeline.
- 7) Lara will follow up with Chris Jones to see if he's worked on the logo, then move to Alicia's suggestion of logotournament.com if needed
- 8) Lara will make a call to ANREP membership for a new PILD rep, someone who already planned to attend.