

ANREP Executive Committee Meeting
Wednesday, April 17, 2024
3:00 PM – 4:30 PM EDT

Meeting Minutes

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

Guests: James Henderson (DEI Committee Chair) Dr. Rachel Pienta (ELC & JOE Representative)

Not Attending: Kevin Zobrist (President-Elect), Daniel Stark (Western Region)

1. Roll Call/Introductions/Guests

- Meeting called to order at 3:01 PM

2. Additions to Agenda

- None

3. Assignment of Minute Proofreaders

- Danielle Rhea & Bill Warren

4. Approve Minutes

- Danielle moved to approve minutes as is; Chad seconded; motion passed unopposed

5. Update Reports – Outside Groups & Initiatives

- **NREEF – Bill/Dean**

- i. Discussion about laws regarding foundations giving scholarships to individuals vs. organizations
- ii. Discussion about a workshop or retreat with the board to develop a plan on what members can do to help NREEF become a more impactful organization
- iii. NREEF will have a table at the 2024 ANREP Conference

- **NEWFI – Jennifer Fawcett**

- i. Victoria Solomon shared with Erika Lyon via email that they are planning a National Extension Climate & Energy Summit for December 2024 in Madison, WI
 1. Link to complete form if interested in participating:
https://uwmadison.co1.qualtrics.com/jfe/form/SV_0ih9RWDsI5wcFHo

- **JCEP – Erika & Rachel**

- i. Rachel Pienta shared that her time on the JCEP Extension Leadership Conference (ELC) committee is sunsetting. Erika will need to nominate somebody to represent ANREP on the JCEP ELC Committee. Erika asked that regional representatives put a notice in their newsletters to reach out if they are interested in serving in this role.
- ii. Erika shared that JCEP reported a net gain in funds from this year's ELC. She will be attending their meeting tomorrow via Zoom.

6. President's Report - Erika

- Continuing meeting with committee chairs this month
 - i. Met with Holly Campbell to discuss Professional and Leadership Development committee
- Scheduling meetings with state chapters
- Received signed contract from Penn State for 2024 ANREP Conference
- Erika will meet with state chapter leaders during breakfast each day during the conference, split up by region
- Received 2026 conference proposal from NC State
- Routine correspondence and approval of invoices

7. Treasurer's Report - Chad

- Account Balances as of 3/31/2024
 - i. Checking (7411): \$127,907.81
 - ii. Conference Checking (5982): \$30,267.05
 - iii. Escrow Savings (5995): \$25,840.43
 - iv. CD (2150): \$20,094.22
 - v. Total Assets: \$204,109.73
 - vi. Previous Total: \$203,599.73
- Balance Activity
 - i. Withdrawals: Google Workspace, Vieth Consulting, SC ANREP*
 - ii. Deposits: membership dues
- *Check for state portion of South Carolina membership dues (Q1 & Q2) was sent but never arrived. Check has been voided and will be re-issued.

8. Executive Secretary's Report – Dean

- Continuing to send out conference update emails to members and has made sure that all conference registrants who registered under the member rate are current on their dues
- Have exceeded 2023 membership numbers – doing really well with recruiting and retaining members (393 members as of 4/14)

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. Not present – no report

10. Committee Reports

- **EE360+ Grant – Rene Strnad**
 - i. Erika let James know that we've allocated the additional, unexpected \$1,000 from this grant to support the JEDI training. James requested an additional \$1,800 from the ANREP budget to help make the registration fee for this training \$25.

- ii. Georgia moved to allocate \$1,800 (\$1,000 from EE360+ grant and \$800 from ANREP budget) for the JEDI training. Motion passed unopposed.
- **Awards Committee – Dean**
 - i. Dean shared that awards are all ready for the conference – both plaques and certificated have been printed
- **Professional Development Committee – Holly Campbell**
 - i. Erika spoke with Holly about the ‘Seeding Success’ webinar series (June 3 – August 2) – this will be a free webinar series
 - 1. Dean shared there are currently 13 people registered
 - 2. Erika asked for regional representatives to share the sign-up link with their regions
- **DEI Committee – James Henderson**
 - i. No report
- **Communications Committee – Sarah Havens**
 - i. No report
- **Scholarship Committee – Chad**
 - i. Chad is working with Penn State to make sure all scholarship recipients have registered and will get a check(s) cut soon to cover those fees.
- **2024 Conference Planning Committee Update – Jennifer Fetter**
 - i. Conference has met their room block minimum
 - ii. Final push for sponsors
 - iii. Putting finishing touches on menus
 - iv. Dean mentioned that we could use more items for the silent auction and encouraged everyone to bring something and for regional representatives to put out a request, too.
 - v. Ramona Madhosingh-Hector and Dean Solomon will manage the poster contest; Justin is recruiting poster contest judges; winners will be announced during awards

11. Old Business

- **2026 Conference – Review RFP**
 - i. Received a proposal from North Carolina State University that contained two options:
 - 1. Wilmington, NC (Coastal Option)
 - 2. Hendersonville, NC (Mountain Option) – Kanuga Conference Center
 - ii. Erika mentioned that Hendersonville is further from airports, which may be a consideration.
 - iii. Carrie shared her opinion that we have held the meeting in Hendersonville before so a coastal location would be different.
 - iv. Chad shared that Kanuga would be a significant cost savings and it has been 14 years since the conference was held there.
 - v. Bill preferred coastal because it exposes many of our members to a different environment than they work in.
 - vi. Andrea shared her concerns about the less traditional lodging at Kanuga being a deterrent for participation.

- vii. Chad and Dean shared the food at Kanuga is 'fine' and there are no nearby options so you need to eat all meals at Kanuga.
- viii. Danielle shared her preference for the coastal option and proximity to an airport due to cost savings for no rental car.
- ix. Georgia shared it might be nice to have a more coastal location since this year is more of an uplands location.
- x. Carrie moved to accept North Carolina's proposal and Andrea seconded. Motion passed unopposed. Erika will check in with Robert to get more of a cost breakdown on each location option, send out an email for voting, and will give a one-week deadline to respond. This will give North Carolina a little time to put together something for announcing the 2026 location at the 2024 ANREP Conference.

12. New Business

- **Merging Newsletter**

- i. Via email earlier in the week, Dean suggested merging regional updates into a monthly newsletter; email feedback was positive and executive committee seemed on board with moving forward with this idea
- ii. Beginning with May 2024, Chad moved and Carrie seconded to convert to a monthly digest/newsletter using the prototype that Dean developed. Dean will compile information to be shared with all regions, and will provide a template to each regional representative to send out with a place for them to include region-specific information and updates.

13. Adjournment

- Adjourned at 4:11 PM