

**ANREP Executive Committee Meeting**  
**Wednesday, May 15, 2024**  
**3:00 PM – 4:30 PM EDT**

**Meeting Minutes**

**In Attendance:** Erika Lyon (President), Kevin Zobrist (President-Elect), Chad Cook (Treasurer), Andrea Lazzari (Secretary), Dean Solomon (Executive Secretary), Carrie Stevenson (Southern Region), Danielle Rhea (Northeast Region), Georgia Peterson (Northcentral Region), Daniel Stark (Western Region), Jennifer Fetter (ANREP Conference Planning Committee), James Henderson (DEI Committee Chair), Sarah Havens (Communications Committee Chair), Rachel Pienta (ELC & JOE Representative), Leslie Boby (PILD Representative), Eric Norland (USDA-NIFA)

**Guests:** Janice Sitzes (NC State University – 2026 ANREP Conference Planning Committee)

**Not Attending:** Bill Warren (Past-President)

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

- Meeting called to order at 3:01 PM

**2. Additions to Agenda**

- None

**3. Assignment of Minute Proofreaders**

- Annual Business Meeting: Erika Lyon, Danielle Rhea
- May Meeting Minutes: Danielle Rhea, Kevin Zobrist

**4. Approve Minutes**

- Dan moved to approve April meeting minutes; Danielle seconded; no discussion; motion passed unopposed

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

- **USDA/NIFA – Eric Norland**
  - i. Webinar yesterday by Climate Change priority team reviewing accomplishments over last 3 years; Eric will share link to recording when posted
  - ii. Eric is NIFA liaison to a climate change working group that put together the Climate Convening workshop in Tucson, AZ earlier this year – they are putting together a variety of plans for Extension climate change programming on a system-wide basis
  - iii. Erika sent Eric an email about AFRI (Agriculture & Food Research Initiative) – regarding whether ANREP would be eligible to apply for support for our 2026 ANREP conference – Eric’s short answer is yes and longer answer is there are a couple ways we can consider requesting support from NIFA for an ANREP Conference
    1. NIFA can provide sponsorship via request by staff to NIFA deputy director

2. AFRI Program – solicit conference proposals that can be funded up to \$50,000 (intended support is ‘science’ conferences so we would need to determine how we could fit this requirement)
- **JCEP – Erika & Rachel**
    - i. 2024-2026 Extension Leadership Conference Planning Committee
      1. ANREP needs two representatives on this committee
      2. Alyssa Vinson has one year left to serve, but Rachel Pienta is cycling out and we need to replace her on the committee
      3. Erika received a tentative ‘yes’ from one person who may be willing to take Rachel’s place; nobody else has heard of any interest – please share out! Dean will send out a call for nominations via email
  - **PILD Representative – Leslie**
    - i. Attended her first PILD conference this year – only about 5 members in attendance from ANREP (or at least attending ANREP-specific things at the conference); would be nice to get more participation from ANREP
    - ii. Haven’t heard about dates for 2025 conference yet; according to Kevin via last JCEP meeting this is because conference hotel costs have gone up and committee is looking at alternatives for the 2025 conference
  - **Journal of Extension (JOE) – Rachel**
    - i. Spring meeting in March and monthly board meeting tomorrow
    - ii. Last issue for 2023 was just recently published
      1. Backlog due to transition from Ohio press to Clemson; working on getting response time shortened from submission to review
    - iii. Rachel is head of social media and marketing committee – she encouraged us to follow JOE on Facebook, LinkedIn, etc. and to share journal issues with colleagues as they’re released
    - iv. Erika said we can share JOE issues in our monthly digest when they begin to get released again
6. **President’s Report – Erika**
    - Great conference hosted by Penn State – she has heard lots of good feedback
    - Was able to hold some in-person meetings with state association chairs (PA, MN, SC, KS) and regional representatives at the conference; got some helpful feedback and suggestions (see full President’s Report for details)
    - Actively recruiting for the soon-to-be vacant ELC Representative position
  7. **Treasurer’s Report – Chad**
    - Treasurer’s report was given during annual ANREP business meeting at the conference – see meeting minutes for details
  8. **Executive Secretary’s Report – Dean**
    - 2024 conference
      - i. Presented the Executive Secretary report during the business meeting
      - ii. Assisted with conducting the silent auction (raised \$1,121) o
      - iii. Assisted Terra Freeman with awards ceremony; mailed certificates to those winners who were not able to attend or have someone pick up their award

- iv. Communicated with Penn State team regarding conference wrap-up tasks (conference evaluation, debriefing meeting, proceedings, etc.)
- Worked on developing template for new ANREP newsletter/monthly digest; first edition should be ready for regional representatives to review and distribute within next few weeks
- Worked with Holly Campbell and Leslie Bobby to continue development of the Seeding Success online course that will be offered by the PD committee beginning in June; currently 26 registrants
- 500 total ANREP members as of May 11<sup>th</sup> (73 new members); renewals leveling off as expected

#### **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. Nothing to report

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

- **DEI Committee – James Henderson**
  - i. Fall 2024 JEDI Training
    1. Confirmed funding from ANREP (total of \$2,800)
    2. Committee met at ANREP conference
    3. He will work with Dean to get an email out to ANREP members advertising the training and registration
      - a. Cost will be \$60
- **Communications Committee – Sarah Havens**
  - i. First issue of newly designed monthly digest newsletter will be out this month
  - ii. Submission process for newsletter is easier – a form to submit things to
    1. <https://member.anrep.org/members/form.php?orgcode=ANRE&fid=6872207>
  - iii. First Friday of the month is submission deadline
  - iv. Dean will take submissions from the regional representatives, and he will send out four versions of the newsletter to each of the four respective regions
- **2024 Conference Planning Committee Update – Jennifer Fetter**
  - i. See under New Business

#### **11. Old Business**

#### **12. New Business**

- **2024 ANREP Conference Reflections – Jennifer Fetter**
  - i. Jennifer Fetter shared initial feedback has been good and they are still working on finalizing all the financials (income, expenses, etc.)
  - ii. Working on a post-evaluation to share with attendees ASAP while it's still fresh in everyone's minds

- iii. Some complaints about the boxed lunch – trying to get cost charged by hotel reduced
- iv. Erika offered to share the link to the post-evaluation in the monthly digest newsletter once available
- v. Jennifer said there will be a post-conference debrief meeting in the coming weeks – probably mid-June
- **2026 ANREP Conference – Janice Sitzes**
  - i. Janice shared they have been looking at some other venue options within Wilmington to reduce costs; Options include:
    1. Hosting conference at Wilmington Convention Center with lodging at nearby hotels
    2. Cape Fear Community College as a venue with nearby hotels
      - a. Would need to be a week later in May to avoid students being on campus
    3. Hotel Ballast (original proposal) – after attending ANREP conference in Hershey, the committee had ideas on how to reduce costs from the original quote based on actual needs of the conference
  - ii. Janice and team plan to visit Hotel Ballast for a walkthrough
  - iii. Leslie Boby will be at Hotel Ballast in June for another conference and will report back on her experience

### **13. Adjournment**

- Adjourned at 3:47 PM