

ANREP Executive Committee Meeting
Wednesday, August 21, 2024
3:00 PM – 4:30 PM EDT

Meeting Minutes

In Attendance: Erika Lyon (President), Kevin Zobrist (President-Elect), Andrea Lazzari (Secretary), Dean Solomon (Executive Secretary), Carrie Stevenson (Southern Region), Danielle Rhea (Northeast Region), Daniel Stark (Western Region), James Henderson (DEI Committee Chair), Sarah Havens (Communications Committee Chair), Rachel Pienta (JOE Representative), Andrew Londo (ELC Representative), Eric Norland (USDA-NIFA), Bill Warren (Past-President)

Guests: None

Not Attending: Georgia Peterson (Northcentral Region), Chad Cook (Treasurer), Leslie Boby (PILD Representative)

1. Roll Call/Introductions/Guests

- Meeting called to order at 3:02 PM

2. Additions to Agenda

- None

3. Assignment of Minute Proofreaders

- Danielle Rhea & Erika Lyon

4. Approve Minutes

- May 2024 & July 2024 – Dan moved to approve both May & July meeting minutes as written; Kevin seconded the motion; no discussion; motion passed unopposed
- Note: No meeting minutes from June – no quorum achieved and short (<5 minutes) meeting

5. Update Reports – Outside Groups & Initiatives

- **NREEF – Dean**
 - i. NREEF has been actively looking for partnering organizations that would like to work with NREEF
- **NIFA – Eric Norland**
 - i. National Academies of Science began a series of climate change summits next year ('Climate Crossroads'). Extension was referenced in the opening session of last year's summit as a trusted source of information.
 - ii. Society of American Foresters conference – about 20-30 Extension agents attend each year
 - 1. Two of our forestry Extension Agents will be receiving national awards
 - iii. NIFA has organized a working group on traditional knowledge – agency is aiming to include incorporation of traditional knowledge as a consideration in funding requests
- **JCEP -**
 - i. **ELC & PILD – Erika**

1. They are holding their regular meetings and starting the planning process for next year's conferences.

ii. JOE – Rachel Pienta

1. Volume 62 Edition 2 has been posted and new submissions are being welcomed at this time
2. They are trying to recruit and train new reviewers to shorten the amount of time between submission and publishing

6. President's Report – Erika

- Met with Dean Solomon and Chad Cook to discuss conferences and budgets
- Looked into financial advisors
- Post conference debrief with Jennifer Fetter on Hershey, PA ANREP Conference
- Recruitment for ELC representative (Andy Londo accepted) and Awards Chair
- Attended 2026 Conference Planning committee meeting
- Met with Awards Committee and Quinn Merrick (possible chair)
 - i. Quinn decided to become an Awards committee member, still looking for chair to take over from Terra
- Scheduled Executive Secretary Annual Review – Sept 18 at 2pm
- Wrote two President's Corner articles for monthly newsletter
- Sept - Nov – continue state association chair meetings
- Routine correspondence and approval of invoices

7. Treasurer's Report – Chad

- No Report

8. Executive Secretary's Report – Dean

- Membership numbers holding steady; 421 members (80 new) have renewed or joined for 2024; total membership is 506 including paid in 2023 and life members.
- National Extension Native Plant Initiative (NENPI) – spoke with Cathryn Pugh about starting the process to become an official ANREP initiative
- Newsletter – we have been getting a steady flow of newsletter articles so we have been able to create an inventory of articles to choose from for monthly newsletters
 - i. Suggestion to publish a 'digest' edition of the newsletter a few times each year with all the submitted articles
 - ii. August edition of digest was published August 19th
- Wrapped up Seeding Success program with Holly Campbell and Leslie Boby. 19 participants received certificates of completion.
- Registration for JEDI training complete. 9 registered participants for this session; this will lead to a greater financial contribution from ANREP funds to cover fixed costs.
- Continuing to work with Bill Warren to solicit nominations for 2025 board positions. We currently have nominations for all positions except treasurer. Nominations are extended until August 31st.

9. Regional Representative Updates

- **Northeast – Danielle**
 - i. Nothing to report
- **Northcentral – Georgia**
 - i. Nothing to report

- **Southern – Carrie**
 - i. A Florida ANREP member shared a suggestion regarding letters of support for tenure and promotion. She suggested creating a database of ANREP members who would be willing to review packets and write letters of support to assist agents going through the promotion process. This could be added as a checkbox to annual membership renewal and an online database could be created for members to access.
 1. This may require a ‘cheat sheet’ showing equivalencies of position titles across states.
 2. Dean suggested including willingness to review and ranking in the membership database.
 3. Dean will put together a proposed edit/addition to the membership form for the board to review.
- **Western – Dan**
 - i. There is a job opening with Oregon State University for an Assistant/Associate Professor – Extension Specialist in Forest Health

10. Committee Reports

- **EE360+ Grant – Erika**
 - i. We are receiving some additional funding from NAAEE – Erika is signing the contract for the additional year of funding
- **Awards Committee – Erika**
 - i. We need a new Awards Committee Chair. Erika suggested putting this in the monthly digest.
- **Professional Development Committee – Holly Campbell**
 - i. No report
- **DEI Committee – James Henderson**
 - i. Meeting next week; will include discussion on topics discussed at DEI Initiative meeting at ANREP Conference
 - ii. 19 committee members currently
 - iii. Plugged upcoming JEDI training (course begins 8/27)
- **Communications Committee – Sarah Havens**
 - i. No report
- **Scholarship Committee – Chad**
 - i. No report
- **Conference Committee Update – Janice Sitzes, Bob Bardon, Renee Strnad**
 - i. Location: Cape Fear Community College, Wilmington, NC

11. Old Business

- **Draft Language for Clarification of Line Items & Spending Policies**
 - i. Dean shared that there has historically been confusion about whether the Treasurer needs approval from the Board or if they can use their discretion when approving expenditures over the ‘line item’ budget.
 - ii. The proposed change would make it clear that the Treasurer can make approvals for expenditures over the line-item budget as long as it will not cause us to exceed our total annual budget.

iii. Bill moved to update the policy as described above; Danielle seconded the motion. No discussion and motion passed unopposed.

- **Draft Changes to the P&P Manual Conference Guidelines Regarding Committee Membership and the ANREP/Host State Agreement**

- i. Proposed change would require:

- 1. that we receive a draft agenda and budget no later than one year before the start of the conference

- 2. The President and Executive Secretary are required to be members of the planning committee

- ii. Bill made a motion to adopt the above changes; Kevin seconded. No discussion and motion passed unopposed.

- **Elections – Bill**

- i. 2 candidates for Northeast Representative

- ii. 1 candidate for President Elect

- iii. 1 candidate for North Central Representative

- iv. 0 official candidates for Treasurer but one person is currently considering it

- v. Deadline for nominations has been extended to August 31st

12. New Business

- None

13. Adjournment

- Adjourned at 3:57 PM