

**ANREP Executive Committee Meeting**  
**Wednesday, September 18, 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), Bill Warren (Past-President), Georgia Peterson (Northcentral Region)

**Guests:** None

**Not Attending:** Chad Cook (Treasurer), Leslie Boby (PILD Representative), James Henderson (DEI Committee Chair), Sarah Havens (Communications Committee Chair), Rachel Pienta (JOE Representative), Andrew Londo (ELC Representative), Eric Norland (USDA-NIFA)

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

- Meeting called to order at 3:00 PM

**2. Additions to Agenda**

- None

**3. Assignment of Minute Proofreaders**

- Kevin Zobrist & Dan Stark

**4. Approve Minutes**

- Kevin moved to approve August minutes as written, seconded by Carrie; no discussion; motion passed unopposed

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

- **NIFA – Eric Norland**
  - i. Not present – no report
- **NREEF – Dean**
  - i. At last meeting, board continued discussions about helping other organizations within Extension
    - 1. This may be a possibility for the wildfire working group
- **NEWFI – Jennifer Fawcett**
  - i. Not present – no report
- **JCEP - Erika**
  - i. **JCEP – Erika**
    - 1. Please continue letting people know about JCEP and PILD for next year
  - ii. **PILD – Erika**
    - 1. Planning continues – next year’s conference will probably be scaled back to save costs
    - 2. Georgia mentioned she is on the committee and welcomed ideas from the group about possible federal offices who may welcome a group for presentations, tours, unique ways to do a poster session, etc.
  - iii. **ELC – Alyssa Vinson via Erika**

1. Meeting last week – abstract deadline in October

**iv. JOE – Rachel Pienta**

1. Not present – no report

**6. President's Report – Erika**

- Held Dean's annual evaluation earlier today – he is a huge asset to the organization, and we hope he continues on for another year
- Looked at NC State conference contract, budget, approved planning committee's recommendation for having the 2026 conference from Tuesday to Friday, May 12-15, 2026 to avoid conflicting with graduation and Mother's Day
- Responded to interest in DEI chair position
- Wrote column for this month's newsletter on board elections and Awards chair recruitment
- Sept-Nov – continue state association chair meetings
- Routine correspondence and approval of invoices

**7. Treasurer's Report – Chad**

- Not able to attend today but will have a report at the October meeting

**8. Executive Secretary's Report – Dean**

- Thanked everyone for the opportunity to continue working for ANREP – he enjoys the working and supporting the Association
- Distributed the September edition of the monthly digest on September 12.
- Based on the discussion during last month's board meeting, worked with Carrie Stevenson and Shannon Carnevale to put together a draft format on the portal for members to opt in and enter qualifications to review promotion/tenure packets from colleagues in other states, and to generate a list of those individuals. Although board approval is probably not required, he thinks it would be worth board consensus before advertising this feature to members. Here's how to use it:
  - To add your name to the reviewers list, logon to your member profile at [anrep.org](http://anrep.org). Click on the "Change contact/profile info" link (left column), then scroll to the bottom. Check the opt-in box, then complete the remaining questions and save.
  - To see the list, click on the "Volunteer tenure/packet reviewers" link in the lower right corner of the member page. It automatically updates when members opt-in, remove themselves from the list, or leave ANREP.
- Erika, Bill and Kevin conducted the annual Executive Secretary evaluation with Dean prior to the monthly board meeting on September 18th.
- Continued working with Bill Warren to solicit nominations for 2025 board positions. The ballot is now complete, and for the first time in many years, all but one position has more than one candidate. The ballots were sent to members on September 16, and only paid-up members will be able to vote. Election closing date, as per the 30-day requirement in our bylaws, is October 15. Results will be available the next morning.
- As of September 15, 429 members have renewed or joined for 2024 (81 new members to date). Our total membership is 507 (paid for 2023 or 2024, or life members). Sent the final past due reminder to delinquent members on September 16. On December 15, those who are still delinquent will be removed from the active member list.

## 9. Regional Representative Updates

- **Northeast – Danielle**
  - i. Danielle is working with Michelle B. from Rutgers to do a regional meetup on the new native plant initiative
- **Northcentral – Georgia**
  - i. Working on gathering interest on the budding native plant initiative
- **Southern – Carrie**
  - i. Just held elections for FL chapter of ANREP
- **Western – Dan**
  - i. Shared a bunch of fire resources in the newsletter
  - ii. Looking to host a regional professional development opportunity during the 'off' years of the ANREP conference

## 10. Committee Reports

- **EE360+ Grant – Rene Strnad via Erika**
  - i. Need to decide what to do with the remaining grant funding, preferably something new versus continuing funding JEDI training
  - ii. Dean suggested possibly covering the deficit in this year's JEDI training; Kevin agreed
    - 1. Andrea moved to use remaining EE360+ grant fund to cover this year's JEDI training deficit; Kevin seconded; no discussion; motion passed unopposed
- **Awards Committee – Terra Freeman**
  - i. Not present - no report
  - ii. Still looking for a new committee chair
- **Professional Development Committee – Holly Campbell**
  - i. Not present – no report
  - ii. Georgia is on the committee and shared that the plan is to have a series of webinars on communicating and marketing your programs. They are in the process of securing speakers right now.
- **DEI Committee – James Henderson**
  - i. Potential interest in chair position
  - ii. Funding a DEI committee member to attend MANNRS
    - 1. Danielle voiced support for this; the group decided to wait until Chad was present to discuss next year's budget to determine how we would allocate funding for this
  - iii. Asking the ANREP Board to consider, for non-biennial conference years, waiving the registration fee for new members. It was pointed out how resource limited many HBCU Extension professionals are.
  - iv. Suggestion that ANREP consider developing a virtual conference in the off years from the in person biennial conference. We believe this would reduce cost barriers to entry and help us to improve our membership diversity. A virtual conference could be offered at a substantial lower registration fee than an in-person event.
    - 1. Danielle suggested a compromise could be to expand on the annual meeting that is held virtually in off years to include items such as a

keynote or lightning talk sessions

2. No further discussion

- **Communications Committee – Sarah Havens**
  - i. Not present – no report
- **Scholarship Committee – Chad**
  - i. Not present – no report
- **Conference Committee Update – Erika**
  - i. Erika shared that the committee sent her a contract for review and signature as well as a draft budget
    - 1. There are some questions about cost and profit split; more discussion to be had and need to loop in our Treasurer into discussion
    - 2. Dean is going to review the contract and offer some suggestions. Dean, Erika, and Chad to meet separately to review contract

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

- **Elections – Bill**
  - i. We have competitive elections for every position except Treasurer
- **Faculty Promotion Packet Review**
  - i. See Executive Secretary's report for update
  - ii. Dean provided a tutorial on how to access the 'Tenure/Promotion Packet Review' section of your ANREP profile and asked for the committee's feedback. The group decided it was ready to announce via the newsletter to membership.

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

- At next month's meeting, we need to discuss website management. We need somebody who can update the website in the event of Dean's absence, but we may not need the expertise level of Daryl who has been contracted to assist over the past several years.

#### **13. Adjournment**

- Adjourned at 3:55 PM