

**WAAESD Fall Meeting**  
**Tuesday, September 26, 2017**  
**8:00 – 10:00 AM**  
**Hyatt at the Bellevue, Philadelphia, PA**

**Participants:**

Mike Harrington (WAAESD)  
 Milan Shipka (AK)  
 Sarah Lupis (WAAESD)  
 Charles Boyer (MT)  
 Steve Loring (NM)  
 Laura Lavine (WA)  
 Glenda Humiston (CA)

Mark McGuire (ID)  
 John Tanaka  
 Wendy Powers  
 Chris Pritsos  
 Bret Hess  
 Chris Davies  
 Gene Kelly

**Summary of Actions Taken:**

- The agenda for today and minutes from the summer meeting were unanimously approved.
- Bret Hess will contact the University of Arizona to propose a 3-year payment plan that would bring them back into “good standing” status. Once in good standing, they could begin to pay regular assessments again.
- Bret Hess, Mark McGuire, and Glenda Humiston will serve as WAAESD representatives to the Ag Exhibit; Wendy Powers and Bret Hess will approach WEDA about sharing the cost of a WGA sponsorship.
- Approved funds as a line item in the FY2019 budget at the Silver level or, if WEDA joins, at the Gold level. Anticipate that greater access will get us greater awareness and recognition by governors and having the governors voices more strongly support national levels and having governors more supportive of state-level LGU contributions.
- Directors would like to spend time during the spring meeting articulating some direction for the association; articulation of 3-4 goals (as developed by the EC this winter) based on existing materials. Glenda will send out a template. The Executive Committee will work on this.
- Approved the expenditure of up to an additional \$4K to cover proposed professional development.

<b>Agenda Item</b>	<b>Topic</b>	<b>Presenters</b>	<b>Discussion/Decisions</b>
1.0	Welcome and Introductions	Milan Shipka	
2.0	Approve agenda, Summer Meeting minutes	Milan Shipka	The agenda for today and minutes from the summer meeting were unanimously approved
3.0	Treasurer’s Report	Charles Boyer	University of Arizona remains in arrears. Bret still plans to contact them.
4.0	WDO Budget Update	Sarah Lupis	
5.0	NRSP Review Committee update	Bret Hess	There was extensive discussion about the background and history of the NRSP1 project, especially the impact writing effort. There was some discussion about strategies for the vote, depending on how discussion goes this afternoon.  Mark McGuire will be representing the Western Region for the next 4 years.

6.0	<p>Western Agenda Updates</p> <ul style="list-style-type: none"> <li>• WGA Report</li> <li>• WA Implementation Team Update</li> </ul>	<p>Mike Harrington Bret Hess</p>	<p>BreThe Implementation Team met last week to discuss how to move the WA forward. They will be investigating the possibility of participating in the Ag on the Hill Exhibit; they will be developing a proposal and budget estimate for message pieces and personnel to attend.</p> <p>The video (designed to give an overview of the report; replaces the need for a scripted ppt) will be revised to correct a couple of trouble spots and may be further refined for future use (i.e., Ag Exhibit).</p> <p>A how-to-use instruction sheet will be provided to video users so that the “ask” (i.e., increase awareness of western contributions; support the One Ask because that supports the west).</p> <p>WAAESD supports sending Bret Hess to the Ag Exhibit. Glenda and Mark are willing to serve as a backup.</p> <p>May need a piece on Workforce Development.</p> <p>UCANR is working to coordinate their gov’t affairs/relations and would like to see western states have greater coordination as well.</p> <p>Future WGA efforts might include invasive species (of particular interest to HI, next WGA Chair) or “no child hungry” initiatives.</p> <p>Water is wrapping up. ESA Policy Papers have been published. Forest and Rangeland initiative is ongoing, with further workshops scheduled. Workforce development workshops are ongoing and links have been distributed. Mike and Lyla have continued to meet with WGA staffers every other week. With greater investment (sponsoring the meeting) gives you greater access. Glenda is planning to attend the WGA summer meeting.</p> <p>\$10K sponsorship includes a registration for one person and a guest to both meetings and breakfast or lunch with governors.</p> <p>\$15K gets you 3 registrations at both meetings.</p> <p>Summer meetings seem to be more useful.</p> <p>NC-FAR lunch and learns were also discussed.</p> <p>University Economic Development Association meets soon in Long Beach, CA. Glenda encouraged everyone to get involved.</p>
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			<p>Wendy and Bret will carry the message to WEDA to consider a joint sponsorship of WGA in 2018.</p> <p>Approved funds as a line item in the FY2019 budget at the Silver level or, if WEDA joins, at the Gold level. Anticipate that greater access will get us greater awareness and recognition by governors and having the governors voices more strongly support national levels and having governors more supportive of state-level LGU contributions.</p>
7.0	<p>WAAESD Strategic Planning</p> <p>7.1 Gut check</p> <p>7.2 Draft vision/mission statements</p> <p>7.3 Next Steps – Plan for Spring Meeting strategic planning efforts</p>	<p>Mike and Sarah</p> <p>Jim Moyer and</p> <p>Milan Shipka</p> <p>Milan Shipka</p>	<p>Milan reminded the group:</p> <p>All directors will participate in staff evaluations.</p> <p>WAAESD will meet every other year in the Spring (no 2019 spring meeting).</p> <p>A mission statement has been drafted and distributed with the agenda briefs for this meeting.</p> <p>Directors would like to spend time during the spring meeting articulating some direction for the association; articulation of 3-4 goals (as developed by the EC this winter) based on existing materials. Glenda will send out a template. The Executive Committee will work on this.</p>
8.0	Review and approve PD Plan	Sarah Lupis	Approved the expenditure of up to an additional \$4K to cover proposed professional development.
9.0	<p>Future Meetings Review</p> <ul style="list-style-type: none"> <li>• APLU</li> <li>• Spring</li> <li>• Summer</li> </ul>	Sarah Lupis	
10.0	Passing of the Gavel	Milan Shipka & Glenda Humiston	Glenda read the Resolution of Appreciation for Milan. Milan passed the gavel on to Glenda.

S&T Update (Laura Lavine): Science and Technology Roadmap will be revised based on existing regional materials.

Consent Agenda Items:

- Executive Director 3<sup>rd</sup> Quarter Report
- Assistant Director 3<sup>rd</sup> Quarter Report

**Agenda Item 2.0:** Approve Agenda and Summer Meeting Minutes

**Presenter:** Milan Shipka

**Action Requested:** Approve agenda and summer meeting minutes

**Background:**

### WAAESD Fall Meeting Agenda

Agenda Item	Time	Topic	Presenters
1.0	8:00 – 8:05	Welcome and Introductions	Milan Shipka
2.0	8:05 – 8:15	Approve agenda, Summer Meeting minutes	Milan Shipka
3.0	8:15 – 8:20	Treasurer’s Report	Charles Boyer
4.0	8:20 – 8:30	WDO Budget Update	Sarah Lupis
5.0	8:20 – 8:50	NRSP Review Committee update	Bret Hess
6.0	8:50 – 9:15	Western Agenda Updates <ul style="list-style-type: none"><li>• WGA Report</li><li>• WA Implementation Team Update</li></ul>	Mike Harrington Bret Hess
7.0	9:15 – 9:35	WAAESD Strategic Planning <ul style="list-style-type: none"><li>7.1 Gut check</li><li>7.2 Draft vision/mission statements</li><li>7.3 Next Steps – Plan for Spring Meeting strategic planning efforts</li></ul>	Mike and Sarah Jim Moyer and Milan Shipka Milan Shipka
8.0	9:35 – 9:44	Review and approve PD Plan	Sarah Lupis
9.0	9:45 – 9:55	Future Meetings Review <ul style="list-style-type: none"><li>• APLU</li><li>• Spring</li><li>• Summer</li></ul>	Sarah Lupis
8.0	9:55 – 10:00	Passing of the Gavel	Milan Shipka & Glenda Humiston

Summer Meeting Minutes: [http://www.waaesd.org/wp-content/uploads/2017/08/WAAESD2017SummerMeeting\\_Minutes\\_DRAFT\\_20170724.pdf](http://www.waaesd.org/wp-content/uploads/2017/08/WAAESD2017SummerMeeting_Minutes_DRAFT_20170724.pdf)

**Agenda Item 3.0: Treasurer's Report**

**Presenter:** Charles Boyer

**Action Requested:** For information

**Background:**

**WESTERN DIRECTOR EXPERIMENT STATION  
FINANCIAL STATEMENT  
FY2018**

21-Sep-17

<b>ASSESSMENTS</b>	<b>FY 18 Assessments</b>	<b>Outstanding Assessments</b>	<b>Payment Received</b>	<b>Balance Due</b>
Alaska	\$ 7,379.77		\$ 7,379.77	\$ -
Am Samoa	\$ 1,000.00			\$ 1,000.00
Arizona		39,012.82		\$ 39,012.82
California	\$ 19,140.21			\$ 19,140.21
Colorado	\$ 14,297.75			\$ 14,297.75
CSU Rent	\$ (7,800.00)			\$ (7,800.00)
Guam	\$ 7,221.36			\$ 7,221.36
Hawaii	\$ 9,232.40			\$ 9,232.40
Idaho	\$ 10,871.56		10,871.55	\$ 0.01
Micronesia	\$ 1,000.00			\$ 1,000.00
Montana	\$ 11,422.52		11,422.52	\$ -
Nevada	\$ 9,094.67		9,094.67	\$ -
New Mexico	\$ 9,375.03			\$ 9,375.03
Northern Marianas	\$ 1,000.00		1,000.00	\$ -
Oregon	\$ 13,564.44			\$ 13,564.44
Utah	\$ 11,930.32		11,930.32	\$ -
Washington	\$ 17,657.41			\$ 17,657.41
Wyoming	\$ 10,382.55			\$ 10,382.55
<b>Assessment Total</b>	<b>\$ 146,769.99</b>	<b>\$ 39,012.82</b>	<b>\$ 51,698.83</b>	<b>\$ 134,083.98</b>

**INCOME / EXPENSE**

<b>Date</b>	<b>Transaction</b>	<b>Income</b>	<b>Expense</b>	<b>Balance</b>
7/1/17	Balance forward			\$ 79,550.86
	YTD Assessments Received	\$ 51,698.83		131,249.69
	<u>Interest Earned</u>			
	July	14.92		131,264.61
	August	40.11		131,304.72
	September			131,304.72
	October			131,304.72
	November			131,304.72
	December			131,304.72
	January			131,304.72
	February			131,304.72
	March			131,304.72
	April			131,304.72
	May			131,304.72
	June			131,304.72
7/1/17	MT Accounting Fee		\$ 3,500.00	127,804.72
				127,804.72
				127,804.72
				127,804.72
	<u>CSU Payments</u>			
7/31/17	FY17 Fourth Quarter		35,474.58	92,330.14
	First Quarter			92,330.14
	Second Quarter			92,330.14
	Third Quarter			92,330.14
	Fourth Quarter			92,330.14
<b>Total</b>		<b>\$ 51,753.86</b>	<b>\$ 38,974.58</b>	<b>\$ 92,330.14</b>



**WESTERN DIRECTOR ACADEMIC PROGRAMS  
FINANCIAL STATEMENT  
FY2018**

21-Sep-17

<b>ASSESSMENTS</b>	<b>FY 18 Assessments</b>	<b>Outstanding Assessments</b>	<b>Payment Received</b>	<b>Balance Due</b>
Alaska	\$ 1,130.28		1,130.28	\$ -
Am Samoa	\$ 200.00	600.00		800.00
Arizona	\$ -			-
California	\$ 1,130.28	1,311.46		2,441.74
Colorado	\$ 1,130.28		1,130.28	-
Guam	\$ 1,130.28			1,130.28
Hawaii	\$ 1,130.28			1,130.28
Idaho	\$ 1,130.28		1,130.28	-
Micronesia	\$ 200.00			200.00
Montana	\$ 1,130.28		1,130.28	-
Nevada	\$ 1,130.28		1,130.28	-
New Mexico	\$ 1,130.28			1,130.28
Northern Marianas	\$ 200.00		200.00	-
Oregon	\$ 1,130.28			1,130.28
Utah	\$ 1,130.28	1,311.46	1,130.28	1,311.46
Washington	\$ 1,130.28	1,311.46	1,130.28	1,311.46
Wyoming	\$ 1,130.28			1,130.28
<b>Assessment Total</b>	<b>\$15,293.60</b>	<b>\$ 4,534.38</b>	<b>\$ 8,111.96</b>	<b>\$11,716.06</b>

**INCOME / EXPENSE**

<b>Date</b>	<b>Transaction</b>	<b>Income</b>	<b>Expense</b>	<b>Balance</b>
7/1/17	Balance forward			\$11,196.73
	YTD Assessments Received	\$ 8,111.96		19,308.69
	<u>Interest earned</u>			
	July	1.97		19,310.66
	August	5.21		19,315.87
	September			19,315.87
	October			19,315.87
	November			19,315.87
	December			19,315.87
	January			19,315.87
	February			19,315.87
	March			19,315.87
	April			19,315.87
	May			19,315.87
	June			19,315.87
	<u>CSU Payments</u>			
7/31/17	FY16 Fourth Quarter		4,783.00	14,532.87
	First Quarter			14,532.87
	Second Quarter			14,532.87
	Third Quarter			14,532.87
	Fourth Quarter			14,532.87
<b>Total</b>		<b>\$ 8,119.14</b>	<b>\$ 4,783.00</b>	<b>\$14,532.87</b>

**WESTERN DIRECTOR JOINT SUMMER MEETING SPECIAL ASSESSMENT  
FINANCIAL STATEMENT  
FY2018**

21-Sep-17

ASSESSMENTS	FY 18 Assessments	Outstanding Assessments	Payment Received	Balance Due
Alaska				
Am Samoa				
Arizona				
California				
Colorado				
CSU Rent				
Guam				
Hawaii				
Idaho				
Micronesia				
Montana				
Nevada				
New Mexico				
Northern Marianas				
Oregon				
Utah				
Washington				
Wyoming				
<b>Assessment Total</b>	\$ -	\$ -	\$ -	\$ -

<b>INCOME / EXPENSE</b>
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Date	Transaction	Income	Expense	Balance
7/1/17	Balance forward			\$ 732.63
	YTD Assessments Received			732.63
	<u>Interest earned</u>			
	July			732.63
	August			732.63
	September			732.63
	October			732.63
	November			732.63
	December			732.63
	January			732.63
	February			732.63
	March			732.63
	April			732.63
	May			732.63
	June			732.63
				732.63
				732.63
<b>Total</b>		\$ -	\$ -	\$ 732.63



**Agenda Item 4.0: WAAESD Budget Update**

**Presenter:** Sarah Lupis

**Action Requested:** For information

**Action Taken:**

**Background:**

**WAAESD Budget, FY2016-FY2018**

	FY2016		FY2017		FY2018	FY2017Q1 Jan17- March17	Q2 Apr17- June17	Q3 July 1 – Sept 20
Description	Budget	Actual	Budget	Actual – to 2/28/2017	APPROVED	ACTUAL	ACTUAL	ACTUAL
<b>Personnel</b>								
ED Salary	\$192,619	\$196,471	\$192,619	\$130,981	\$196,471	\$49,118	\$49,118	\$32,745
ED Fringe	\$48,925	\$49,904	\$48,925	\$32,352	\$49,904	\$12,132	\$12,132	\$9,038
<i>ED Sub-Total</i>	<i>\$241,544</i>	<i>\$246,375</i>	<i>\$241,544</i>	<i>\$163,333</i>	<i>\$246,375</i>	<i>\$61,250</i>	<i>\$61,250</i>	<i>\$41,783</i>
AD Salary	\$69,172	\$69,172	\$70,555	\$47,037	\$72,319	\$17,639	\$17,639	\$12,053
AD Fringe	\$17,570	\$17,570	\$17,921	\$11,618	\$18,369	\$4,357	\$4,357	\$3,327
<i>AD Sub-Total</i>	<i>\$86,742</i>	<i>\$86,742</i>	<i>\$88,476</i>	<i>\$58,655</i>	<i>\$90,688</i>	<i>\$21,995</i>	<i>\$21,995</i>	<i>\$15,380</i>
Hourly/Contract	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CSU Fringe	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Hourly/Contract Sub-Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<b>Misc.</b>								
CSU Rent	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$0	\$0	\$0
MSU Accounting	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$0	\$0	\$0
NC-FAR Membership	\$500	\$500	\$500	\$500	\$500	\$0	\$0	\$0
<i>Misc. Sub-total</i>	<i>\$11,800</i>	<i>\$11,800</i>	<i>\$11,800</i>	<i>\$11,800</i>	<i>\$11,800</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<b>Operating Expenses</b>								
Office supplies	\$650	\$1,203	\$650	\$111	\$650			
Copy/Print	\$2,000	\$1,717	\$2,000	\$995	\$2,000	\$995	\$0	
Telephone	\$1,250	\$1,367	\$1,250	\$803	\$1,250	\$312	\$256	\$181
Mail	\$100	\$3	\$100	\$1	\$100			
Equipment	\$250	\$0	\$250	\$0	\$250	\$180	\$0	
Incidental	\$500	\$32	\$500	\$47	\$500			\$293
Computer hardware/software	\$1,500	\$1,001	\$1,500	\$503	\$4,500	\$95	\$0	\$2,373
CSU computer support	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000			
Empl. Recruit & Moving	\$0	\$0	\$0	\$0	\$0			
<i>Operating Sub-Total</i>	<i>\$8,250</i>	<i>\$7,323</i>	<i>\$8,250</i>	<i>\$4,460</i>	<i>\$11,250</i>			
<b>Travel</b>								
ED Travel	\$29,000	\$22,080	\$29,000	\$13,722	\$25,000			
AD Travel	\$7,500	\$17,840	\$7,500	\$10,648	\$15,000			
ESS Leadership Award	\$0	\$0	\$0	\$0	\$0			
<i>Travel Sub-Total</i>	<i>\$36,500</i>	<i>\$39,919</i>	<i>\$36,500</i>	<i>\$24,370</i>	<i>\$40,000</i>	<i>\$6,656</i>	<i>\$5,736**</i>	<i>\$8,091</i>
<b>TOTAL</b>	<b>\$384,836</b>	<b>\$392,160</b>	<b>\$386,570</b>	<b>\$250,818</b>	<b>\$400,113</b>	<b>\$91,483</b>	<b>\$89,237</b>	<b>\$68,101</b>

**\*\*Part of Q2 Travel is pending and will hit accounts in Q3.**

## Assessments and Income

	FY17	APPROVED FY18
<b>NRSP-1</b>	\$6,000	\$6,000
<b>W-106 (67.5% in FY18)</b>	\$231,942	\$270,076
<b>AES Assessment (held flat in FY18)</b>	\$141,196	\$141,196
<b>APS Assessment (held flat in FY18)</b>	\$7,431	\$7,431

## WAAESD Expenditures Summary, FY2010-FY2016

	FY 2012 2011-2012	FY 2013 2012-2013	FY 2014 2013-2014	FY 2015 2014-2015	FY2016 2015-2016
<b>Budget</b>	\$380,352	\$378,035	\$383,701	\$384,192	\$384,836
<b>Expenditures</b>	\$379,912	\$335,484	\$375,379	385,932	\$392,160
<b>Difference</b>	\$440	\$42,551	\$8,322	(\$1,740)	(\$7,324)
*ED Salary + Benefits	\$225,914	\$227,411	\$230,768	\$241,352	\$246,375
AD Salary + Benefits	**\$85,831	***\$68,455	\$78,737	\$83,340	\$86,742
Hourly/Contract + Benefits	\$4,746	\$1,537	\$831	\$1,892	\$0
CSU Rent	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
MSU Accounting	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
NC-FAR Membership	\$500	\$500	\$500	\$500	\$500
Operating Sub-Total	\$13,806	\$5,793	\$12,772	\$5,821	\$7,323
Travel Sub-Total	\$37,815	\$20,488	\$40,471	\$41,728	\$39,919

\*According to the Association MOU, salary increases (if any) are based on the average increase across the region. The Directors chose to increase the ED salary as indicated.

\*\* FY 2012 Assistant salary (+benefits) reflects short overlap between Sarah (\$60,000) and Harriet (\$67,104).

\*\*\*Reflects mid-year increase: Sarah was promoted Oct 1, 2013 to Assistant Director with a 5% increase (annual=\$64,890), commensurate with her qualifications and responsibilities.

### Budget Narrative/Background

The FY16 and FY17 budgets reflected the Directors' desire to keep assessments level rather than the actual cost of running the Association; overspending was expected. In FY16, the Association was able to use surplus funds at Montana State University to cover overspending in travel and salary categories that totaled \$7,324. In FY16, \$4,831 in salary and fringe for the Executive Director was provided by CSU, in the form of a 2% raise (effective July 1, 2015) that was not approved/authorized by the Association. The Western Director's Office has documented evidence that we discovered the error and sought to correct it at that time. However, apparently the reversal paperwork was never finalized by CSU and the issue subsequently went unnoticed.

The proposed FY18 budget reflects the actual cost of running the office. The proposed travel budget of \$40,000 reflects the existing 5-year trend in travel spending (2013 is an exceptional year where travel was reduced due to Mike's illness). In addition, a temporary, one-year increase in computer hardware/software spending (\$4,500) is proposed for FY18 in order to facilitate the replacement of laptops that are 5-6 years old and in decline. It is possible for the Association to increase the office budget without increasing assessments and continue to spend down surplus funds (\$70,877 as of 7/1/16).

Going forward, the Western Director's Office will provide the Executive Committee quarterly budget and actual spending figures to increase fiscal transparency.

**Agenda Item 5.0: NRSP Review Committee Update**

**Presenter:** Bret Hess

**Action Requested:** For information

**Background:**

**NRSP\_TEMP1 Proposal**

NRSP\_TEMP1, "Multistate Research Information Management and Impact Communications Program":

<https://www.nimss.org/projects/18457>

**BUDGET:**

**Table 1. Cumulative NRSP1 Five-Year Project Budget FY18-22.**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
NIMSS <sup>1</sup>	\$126,980	\$130,746	\$134,624	\$138,618	\$142,730
Impact Communications	\$93,072	\$93,819	\$96,131	\$98,513	\$100,967
<b>Yearly Totals</b>	<b>\$220,052</b>	<b>\$224,565</b>	<b>\$230,755</b>	<b>\$237,131</b>	<b>\$243,697</b>

**Table 2. NRSP1 Objective 1: NIMSS System Administration and Development Budget FY18-22<sup>1</sup>.**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
<b>Technology</b>					
Servers	\$2,500	\$2,543	\$2,586	\$2,630	\$2,674
Hosting, SSL, Email, and Back-ups	\$850	\$866	\$878	\$894	\$909
<b>System Administration and Development</b>					
Server Maintenance	\$7,800	\$8,034	\$8,275	\$8,523	\$8,779
System Development	\$93,600	\$96,408	\$99,300	\$102,279	\$105,348
U/I Development	\$7,722	\$7,954	\$8,192	\$8,438	\$8,691
Project Management	\$14,508	\$14,943	\$15,392	\$15,853	\$16,329
<b>Yearly Totals</b>	<b>\$126,980</b>	<b>\$130,746</b>	<b>\$134,624</b>	<b>\$138,618</b>	<b>\$142,730</b>

<sup>1</sup> In the event of a reduction in the NIFA Hatch funding line, the NRSP1 budget lines that fund the NIMSS contract with Clemson ITT are not subject to reduction and will not be included in any overall reduction calculation.

**Table 3. NRSP1 Objective 2: Impact Communications Budget FY18-22.**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Program Director (salary+fringe)	\$13,125	\$13,519	\$13,924	\$14,342	\$14,772
Impact Writer (salary+fringe)	\$61,747	\$63,600	\$65,507	\$67,471	\$69,495
Student (salary+fringe)	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Operating Expenses	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200
Computer hardware/software	\$2,500	\$500	\$500	\$500	\$500
Travel	\$8,500	\$6,500	\$6,500	\$6,500	\$6,500
<b>Yearly Totals</b>	<b>\$93,072</b>	<b>\$93,819</b>	<b>\$96,131</b>	<b>\$98,513</b>	<b>\$100,967</b>

## NRSP 2017-2018

### Requests for Off-the-Top Funding

Project	Request FY2015	Authorized FY2015	Request FY2016	Approved FY2016	Request FY2017	Authorized FY2017	†Request FY2018	NRSP Review Committee Recommendation
NRSP1	300,000	300,000	183,500	183,500	183,500			
NRSP3	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
NRSP4	481,182	481,182	481,182	481,182	481,182	481,182	481,182	
NRSP6	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
NRSP7 <sup>1</sup>	325,000	325,000	325,408	325,408	<i>Terminated</i>	-	-	
NRSP8	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
NRSP9	175,000	175,000	225,000	225,000	225,000	225,000	225,000	
NRSP10 <sup>2</sup>	-	-	398,631	398,631	370,165	370,165	381,834	
NRSP_TEMP1 <sup>3</sup>	-	-	-	-	-	-	220,052	
<b>TOTAL</b>					<b>1,959,847</b>	<b>1,776,347</b>	<b>1,788,016</b>	

†Assuming an acceptable midterm review, all NRSP budgets were approved during 2012 Fall ESS Meeting for the duration of their current, five-year cycles.

<sup>1</sup>NRSP7 terminated after FY2016 due to lack of matching support.

<sup>2</sup>The NRSP10 MRF budget varies. The 5-year budget is as follows (please reference NIMSS for complete budget details):

	FY2016	FY2017	FY2018	FY2019	FY2020
<b>NRSP10 MRF Funding</b>	398,631	370,165	381,834	433,969	406,591

<sup>3</sup>The NRSP\_TEMP1 proposed budget varies. The 5-year proposed budget is as follows (please reference the proposal in NIMSS for complete budget details)

	FY2018	FY2019	FY2020	FY2021	FY2022
<b>NIMSS</b>	126,980	130,746	134,624	138,618	142,730
<b>Impact Communication</b>	93,072	93,819	96,131	98,513	100,967
<b>TOTAL</b>	220,052	224,565	230,755	237,131	243,697

#### MRF Cap Comparison Table

	FY2018
<b>All MRF Funding</b>	1,788,016
<b>1% of Hatch*</b>	2,408,068
<b>Difference</b>	620,052

\*During the 2015 Fall ESS meeting, an NRSP cap of 1% of the total Hatch budget was approved.

### Summary of NRSPs

<b>Project Number</b>	<b>Project Name</b>	<b>Project Period</b>	<b>Midterm Review Year</b>
<b>NRSP-1</b>	National Information Management and Support System (NIMSS)	2014-2017	2016
<b>NRSP-3</b>	The National Atmospheric Deposition Program (NADP)	2014-2019	2017
<b>NRSP-4</b>	Enabling Pesticide Registrations for Specialty Crops and Minor Uses	2015-2020	2018
<b>NRSP-6</b>	The US Potato Genebank: Acquisition, Classification, Preservation, Evaluation and Distribution of Potato ( <i>Solanum</i> ) Germplasm	2015-2020	2018
<b>NRSP-8</b>	National Animal Genome Research Program	2013-2018	2016
<b>NRSP-9</b>	National Animal Nutrition Program	2015-2020	2018
<b>NRSP10</b>	Database Resources for Crop Genomics, Genetics and Breeding Research	2014-2019	2017
<b>NRSP_TEMP1</b>	Multistate Research Information Management and Impact Communications Program	2017-2022	2020



**Agenda Item 7.0:** WAAESD Strategic Planning

**Presenter:** Mike Harrington, Sarah Lupis, Jim Moyer, Milan Shipka

**Background:**

## The Future and Vision of WAAESD: A Facilitated Discussion

July 13-14, 2016 • Bozeman, Montana

Facilitated by Ben C. West, benwest@utk.edu

**As a prompting question, I asked participants to brainstorm about the question “*What impacts would occur if WAAESD was dissolved?*” All responses were recorded.**

- Less collaboration among states
- Less learning opportunities from peers
- Less help with multistate programs
- More difficulty speaking with one voice, as a group
- Less impact on national policy
- Greater budget savings (because of no assessments)
- Less collegiality and continuity
- Loss of institutional knowledge
- Less representation in regional and national committees and organizations
- Greater responsibility for multistate programs will fall to the states
- Less support for people in leadership positions (state and national; ESCOP is example)
- Directors would be less informed about issues of importance
- More responsibility for committee work among directors

**As a prompting question, I asked “*What benefits would occur if WAAESD was perfect?*” All responses were recorded.**

- Easy venue for exchange of ideas and information; collaborative communication
- Great connection to other regions
- Ample support to ensure involvement on key regional and national committee
- Tools would be readily available for faculty to make applying and managing research grants easier and less time consuming
- Would be a powerful voice in policy development
- Strong collaboration would result in greater synergy and impact
- Member institutions would be more successful in garnering BIG funding opportunities
- Good communication would lead to less reinventing the wheel at each institution
- New directors would receive helpful mentoring
- Productivity of multistate programs would be increased
- State programs would be well aligned to regional priorities and the Western Agenda
- Directors will have an easily-accessed network to learn how other states have dealt with issues

- We would have strong and effective impact statements, especially with regard to the Western Agenda
- We would have good teambuilding across state lines
- We would have strong collaboration with other organizations
- The time and expense of travel for WAAESD would be less minimized

I asked participants to brainstorm and prioritize the question “*What are the most important and significant things WAAESD should do in the future?*” Participants brainstormed ideas in small groups and submitted their top 3 items. Then, participants voted to identify the items believed to be most important and should be prioritized.

Activity	# votes	% of votes
Coordinate the pursuit of big, collaborative funding opportunities, including seed grant programs	11	28%
Manage multistate program portfolio	9	23%
Maintain strong relationships and communications with external groups	8	21%
Support national, regional, and local policy development	7	18%
Develop and market impacts, especially with regard to the Western Agenda & Perspective	2	5%
Maintain resources and systems to detect emerging issues	1	3%
Develop and maintain clear communication channels among members	1	3%
Develop and manage mentorship program		
Develop governmental affairs resources		
Coordinate faculty expertise database		
Conduct efficient and effective meetings		
Develop and maintain list of expectations from members and communicate them, especially with new directors		

Mike Harrington and Sarah Lupis provided an overview of their current annual activities and subsequent allocation of time.

Mike Harrington

Activity	Allocation of time
Mange multistate research programs	40%
National support <i>ESCOPE, Farm Bill, budget and legislative issues, support of white papers</i>	50%
Liaison with USDA	10%

Sarah Lupis

Activity	Allocation of time
Mange multistate research programs	50%
National activities	15%
Manage impact statement writing project	25%



Office management	10%
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**I asked small groups to brainstorm and discuss the Key Roles and Responsibilities of the WAAESD Executive Director's office and list the top 3. Responses were recorded and, where appropriate, combined. The list below is not prioritized, but can be correlated to the list of desired WAAESD activities above to generate priorities of the Executive Director's office.**

- Identify and help create big funding opportunities. Develop teams and strategies to pursue these opportunities.
- Manage multistate research programs.
- Manage an orientation and mentoring program for new directors.
- Be involved in national activities as appropriate.
- Advance the Western Agenda & Perspective.
- Lead efforts in marketing the impact of the western region experiment stations.
- Inventory and track regional and national committee needs and assignments.

### **Next Steps**

- Jim Moyer assigned a committee to discuss options to restructure WAAESD meetings to save time and money associated with travel. The goal is for the committee to develop some alternatives in time for discussion at the fall meeting.
- The executive committee and executive director's office will consider using this information to craft a mission statement for WAAESD.
- The executive committee will review the input and discussion above and develop revised job descriptions and performance measures for each position in the WAAESD Executive Director's office.

# Useful Definitions

**Mission Statement:** A written declaration of an organization's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state which markets will be served and how, and 3) communicate a sense of intended direction to the entire organization.

**Vision Statement:** A vision statement is a declaration of an organization's objectives, ideally based on economic foresight, intended to guide its internal decision-making.[1] A vision statement is not limited to business organizations and may also be used by non-profit or governmental entities.

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## Suggested Vision Statements

- The WAAESD will be a trusted source of information by stakeholders and a partner with the Western Governors Association, WASDA while maintaining effective working relationships with WEDA and WAPS

## Suggested Mission Statements

- The western U.S. is a source of diverse agricultural products that have great social and economic value. The mission of WAAESD is to support stakeholder groups in these sectors by providing solutions to issues that have regional and national relevance. Our collaborative platform enhances the impact of our research programs by coordinating the efforts of multiple SAES, promoting long-term planning across institutions, and providing a common voice to policy makers.
- The WAAESD contributes knowledge providing solutions to pressing needs in agriculture, food and related sciences in the Western Region and the Nation.

## Suggested Operational Statement

- We operate in a open, collaborative manner with each other, with Stakeholders and research partners, Cooperative Extension, Deans, and Academic Programs

**Agenda Item 8.0:** WAAESD Assistant Director Professional Development Plan (Proposal)

**Presenter:** Sarah Lupis

**Action Requested:** Approve plan and budget

**Background:**

## WAAESD Assistant Director Professional Development Plan

### Background

During the 2017 Spring Meeting, the Western Association of Experiment Station Directors authorized the use of \$2,500 in “special funds” to be expended on professional development for the Association’s Assistant Director, Sarah Lupis.

Since then, the Western Director’s Office has actively searched for appropriate, timely, relevant, and cost-effective professional development opportunities that would bring value to Ms. Lupis’ career, and also benefit the Association. Despite exhaustive searches, there are few, if any options, in the local area that would deliver the results and impact that would be worth of the Association’s investment and Ms. Lupis’ time.

### Proposal

Given the limitations of local options, the Western Director’s Office proposes that Ms. Lupis pursue a year-long Leadership Certificate from the David Eccles School of Business at the University of Utah through their Women’s Leadership Program.

This program emphasizes leadership and strategy development through a series of six two-day seminar-style experiential workshops. Upon completion of this program, participants will have:

- Learned methods for influencing and motivating teams to advance organizational mission and vision
- Developed frameworks for fine-tuning personal strategy and sharpening listening skills
- Discovered how to create, shape, and communicate strategic vision to create powerful emotional connections with various audiences
- Identified key strengths and areas for growth to increase professional leadership scope
- Explored the power of empathy in developing relationships and creating effective conflict resolution strategies

### Budget Estimate

Tuition	Six workshops (for the price of five; normally \$1,700 each)	\$8,500
Travel	Mileage (RT Ft. Collins-Salt Lake City) OR airfare	\$3,000
	Per Diem	\$1,500
<b>TOTAL</b>		<b>\$13,000</b>
Initial investment		\$2,500
FFS Investments		\$6,600
	<i>USU Facilitation, August 2017</i>	<i>\$3,000</i>
	<i>NAU Impact Reporting Workshop, September 2017</i>	<i>\$1,800</i>
	<i>Ohio State Impact Reporting Workshop, November 2017</i>	<i>\$1,800</i>
<b>Requested additional investment</b>		<b>~\$4,000</b>

We propose to off-set the cost to the association by:

1. Driving to as many workshops as possible,
2. Staying with local contacts to avoid lodging expenses, and

3. Depositing fees from facilitation and Impact Writing Workshops (one confirmed, others—NIFA, Extension organizations, etc.--pending) into the special account to defray overall costs.

DRAFT

**Agenda Item 9.0:** Future Meetings

**Presenter:** Sarah Lupis

**Action Requested:** For information

**Background:**

**Western Region Administrative Officers Meeting:** October 15-18, 2017, Walla Walla, WA

<http://extension.wsu.edu/wraom-2017/>

**APLU Annual Meeting:** November 12-14, 2017, Washington D.C. <http://www.cvent.com/events/2017-aplu-annual-meeting/event-summary-dfb93b804d994ad1aca799713876eed6.aspx> (ESCOP EC on Monday)

**AHS/CARET Meeting:** March 4-7, 2018, Washington D.C. (full ESCOP on Monday)

**WAAESD Spring Meeting:** March 26-28, 2018, California

**Western Region Joint Summer Meeting:** July 9-12, 2018, Hyatt Regency, Guam

**Joint COPS:** July 15-17, 2018 Guadalajara, Mexico

**ESS/SAES/ARD Annual Meeting/WAAESD Fall Meeting:** DATES TBD, Lincoln, NE

**Agenda Item 8.0:** Changing of the Guard

**Presenter:** Glenda Humiston

**Action Requested:** Approval of resolution

**Background:**

## **RESOLUTION OF APPRECIATION**

**WHEREAS**, Dr. Milan Shipka, Chairman of the Western Association of Agricultural Experiment Stations has provided selfless and committed leadership and keen oversight to enhance the association; and

**WHEREAS**, under Dr. Shipka's leadership and support, the priorities of the Association have been greatly enhanced and have achieved significant accomplishments; and

**WHEREAS**, Dr. Shipka has provided outstanding leadership in the area of planning and building relationships with other research, extension and academic units; and

**WHEREAS**, Dr. Shipka has been visionary and timely in conducting Association business,

**LET IT BE KNOWN**, that the Western Association of Agricultural Experiment Station Directors recognizes Dr. Shipka's invaluable contributions and service to the regional and national agricultural research system; and

**THEREFORE**, on this day of September 26, 2017, the Western Association of Agricultural Experiment Station Directors resolves to extend its sincere gratitude for his commitment, service, and leadership in making the association more effective in addressing current and future needs, challenges and opportunities in agricultural research, and

**BE IT FURTHER RESOLVED** that an original of this resolution be provided to Dr. Milan Shipka and that a copy be filed as part of the official minutes of this meeting.

**Consent Agenda Item :** Assistant Director Q3 Report, July-September 2017

**Presenter:** Sarah Lupis

**Action Requested:** For information

**Background:**

## **REGIONAL ACTIVITIES**

### **WAAESD**

- Served as the Recording Secretary of the WAAESD; produced minutes of meetings and conference calls.
- Maintained the WAAESD web site
- Maintain electronic mail lists for various groups (e.g., WAAESD, WAPS, WAHS, CARET, WCOOs, W-Admin Officers)
- Develop, maintain, and reconcile WAAESD budget and expenditures
- Created and processed financial and travel documents in support WAAESD transactions and activities
- Maintain WAAESD Twitter account, posting relevant stories about AES research, news, etc. and leveraging stories to national attention. Twitter account has 274 followers (up from 270 in Q2 2017)

### **Western Region Multistate Research Portfolio**

**Regular Support:** Regularly provide support to Administrative Advisors and SAES staff on navigating the NIMSS and interpretation of national and regional multistate guidelines. Added new users, helped to troubleshoot access issues, facilitated participation sign-up, corrected user station assignments. Details of NIMSS improvements I helped to facilitate are in the ESCOP Agenda Brief (NRSP1 Management Committee Update).

**2017 Renewing Projects:** Facilitated the renewal of 12 projects and the creation of one new one, including reviewing revised proposals for completeness, troubleshooting data entry and access issues for proposal editors and AAs, issuing participation invitations, and ensuring that NIFA approval occurs in a timely manner.

### **Western Region Administrative Officers**

Via the listserv, kept Western Region Admin Officers abreast of important developments and news related to AES operations and events, and facilitated collaboration and information sharing among members.

Provided logistical support, advice, and coordination to institutions preparing to host Western Region Administrative Officers Meetings in Washington (2017) and Alaska (2018), especially related to coordinating the effective participation of NIFA partners.

### **Western Agenda Initiative**

Worked with the Western Agenda Implementation Team to identify 2018 initiatives to advance the western agenda such as NC-FAR Lunch and Learn events and the APLU Ag Exhibit and consider revisions to the Western Agenda summary video.

### **Western Academic Programs Section**

Coordinated and participated in WAPS monthly conference calls.

## **NATIONAL ACTIVITIES**

**NRSP001-NIMSS and the National Impact Reporting Project:** Serve on the national Management Committee that oversees NIMSS implementation. Continued to serve as a liaison between NIMSS users (local system administrators, Directors, etc.) and Clemson team regarding existing bugs in the currently operating system and requests for improvements to the new NIMSS.

Have been responsible for implementing the National Impact Reporting Strategy, including developing, maintaining, and reconciling the NRSP-1 Impact Communication effort budget and expenditures and supervising the Impact Communication Specialist (Sara Delheimer) since the program's inception. In this quarter, I worked with Jeff Jacobsen, Christina Hamilton, and Sara Delheimer to finalize NRSP-1 proposal and 5-year budget based on feedback from regional spring meetings and the NRSP Review Committee. Worked with WAAESD Directors to communicate feedback on early proposal/budget drafts to NRSP-RC and SAES Directors.

Since January, we have released 13 new Impact Statements for Multistate Research Project. All can be found at [www.multistateresearchimpacts.org](http://www.multistateresearchimpacts.org) And additional 11 impact statements are in various stages of development. If all are finalized on time, we will far exceed projections for number of impact statements released in a year.

In September, I conducted a "Big Impact: Why reporting matters and how to do it well" workshop for multistate project W3001 participants during their annual meeting in Fort Collins, CO. I also presented two sessions of this workshop to Northern Arizona University School of Forestry faculty and graduate students and staff of the U.S. Forest Service in September. Fees for this workshop (\$1,800) will be deposited in the WAAESD Special Account at MSU.

### **Association of Communications Excellence**

Was selected to serve as the Vice-Chair of the ACE Leadership & Management Learning Community. Participated in monthly conference calls with Past- and Current-Chair to develop initiatives for the coming year and beyond.

**National Extension and Research Administrative Officers Conference (NERAOC):** Helped the 2019 likely hosts and conference consultant select a venue for the NERAOC 2019 meeting in Denver, hosted by Colorado State University. Provided some coordination between 2018 and 2019 conference hosts and company that makes conference-support applications.

**National Impact Database Committee & Content Committee:** Working with NIDB members to propose revisions to the website that would improve the look and navigation, ensure present and future security, and enhance outreach via newsletter or other regular communication with AES and EXT Directors and communications specialists and registered "inputters."

**ESCOPE Budget and Legislative Affairs Committee:** Provided logistical support to Mike Harrington (ED) and Bill Brown (Chair) and Mike Harrington by coordinating conference calls and serving as the recording secretary, ensuring that committee business is accurately documented.



**ESCOP/ECOP Communications and Marketing Committee (CMC):** I represent the MRF Impact Writing Project and NIDB Committee on this committee. The CMC held one conference call during this quarter. See ESCOP agenda brief for complete list of CMC activities this quarter.

**ESCOP Diversity/Inclusion Task Force:** Founding member of this committee. Provided input on moving forward with training opportunities for ESCOP members in the future. Helped to facilitate the implementation of the IDI Assessment with Western Region Directors and the WDO.

**ESCOP Chair Support/CAC/Misc:** Provided support to Mike Harrington (ED) and Bret Hess (Chair) for ESCOP and ESCOP CAC activities. Organized and served as the recording secretary on monthly conference calls. Helped create the agenda for fall ESS Business Meeting and compiled several briefs. Supported the NRSP-Review Committee ED, Eric Young by creating and coordinating the NRSP proposal electronic vote and creating the NRSP brief.

#### **TRAVEL SUMMARY**

- July 9-12, Western Region Joint Summer Meeting, Portland, OR
- July 16-19, Joint COPS, Kananasis, Canada
- September 25-27, 2017, ESS/SAES/ARD Annual Meeting, Philadelphia, PA

**Consent Agenda Item:** Executive Director Quarterly Report: July-September, 2017

**Presenter:** H. Michael Harrington

## **I. REGIONAL ACTIVITIES**

### **IMPACTS**

- Continue to nurture relationship with the Western Governors' Association (WGA) through biweekly conference calls with Lyla Houglum and Bill Whitacre.

### **WAAESD**

**Executive Committee:** Participate in monthly conference calls to address immediate business of the association.

### **Western Governors Association**

- Continued to meet biweekly with Bill Whitaker and Lyla Houglum to discuss WGA initiatives
- Continue to provide information on the WGA Workforce Development.
  - Will attend the Denver workshop Sept 18-19.

### **Meeting Support and Logistics**

- **Joint Summer Meeting:** Worked with Milan Shipka, Sarah Lupis and the Executive Committee to finalize WAAESD agenda. Worked with Oregon State on overall planning and logistics. Coordinated attendance of Jim Ogsbury (WGA), NIFA, Cornerstone and Regional Center representatives.
- Worked with Sarah, Milan, and Executive Committee to finalize fall meeting agenda.

### **Committee Activities**

- **Western Rural Development Center Board:** Provide background information on the WGA Workforce Development project to the Dan Albrecht who was able attend the kickoff session in SD.
- **Western IPM Center:** I serve as the Western Directors' representative on the Center Steering Committee.

### **Multistate Program**

- With Jeff Jacobsen, Chris Hamilton and Sarah Lupis to address problems in the NIMSS as needed.
- Impact Writing Project
  - Developed spreadsheet that demonstrating the impact on each AES of increasing the project budget to reflect the actual time spent by Sarah Lupis a project director.
  - Provided essential information to the recent NRSP-RC conference call in the Impact Writing Project. The RC decided to request a revised proposal that reflects the West's budget input.

### **Southern Rockies LCC**

- Serve on the Science Committee and participated in several calls to rank priorities. Distribute relevant information on RFAs, webinars, etc. to Directors.

## **II. NATIONAL ACTIVITIES**

## ESCOP

### **IMPACTS**

- The Budget and Legislative Committee is working with NIFA to clarify Time and Effort Reporting expectations. At the request of Cynthia Montgomery, provided comments and revisions to several draft Factsheets on T&E reporting.
- Identified participants for joint ESCOP-ECOP-NIFA-NRCS discussion partnerships.
- With Eric Young continue to develop session on the Finding the Balance between Teaching and Research for the fall ESS meeting.

### **Assistance to Bret Hess ESCOP Chair**

- With Bret, EDs and Sarah, developed ESS Business Meeting agenda, invited ARS, Cornerstone
- Draft charge memo to rebrand NIMSS and develop consistent National Guidelines for the Multistate Program
- Drafted a number of congratulatory and appointment memos
- Developed summary of ESCOP expenditures for 2017

### **Committee Activities**

- **ESS Annual Meeting Planning Committee** Working with Bret, Gary Thompson (meeting host) and EDs to finalize agenda and identify topics of interest. With Eric Young, organized session on finding the Balance between Research and Teaching. Participated in frequent organization calls. With Bret, Gary, et al as well as with our session speakers; Mike Martin, Jimmy Cheek, Bob Shulstad and Joe Broder.
- **Chair's Advisory Committee:** Organize and participate in monthly conference calls
- **ESCOP Budget and Legislative Committee:** Support Chairman Bill Brown as the Executive vice Chair on this important committee.
  - With Bill, develop draft agendas
  - Organize monthly calls.
  - Working with NIFA to develop a clear communication of expectations for T&E reporting
  - Continue to track 2017, '18 budgets
  - Participate in ECOP B&L Calls
- **BAA-Budget and Advocacy Committee**
  - Support B&L Chair, Bill Brown and participate in monthly conference calls
- **Communications and Marketing Committee**
  - I serve as back up to Rick Rhodes and also participate on the Joint Committee.

### **Summary of Travel, July-September 2017**

- **Western Region Joint Summer meeting, Portland OR, July 10-12**
- **Joint COPs, Kananaskis, AL, July 16-19**
- **ESS Annual Meeting, Philadelphia PA, Sept 25-27**