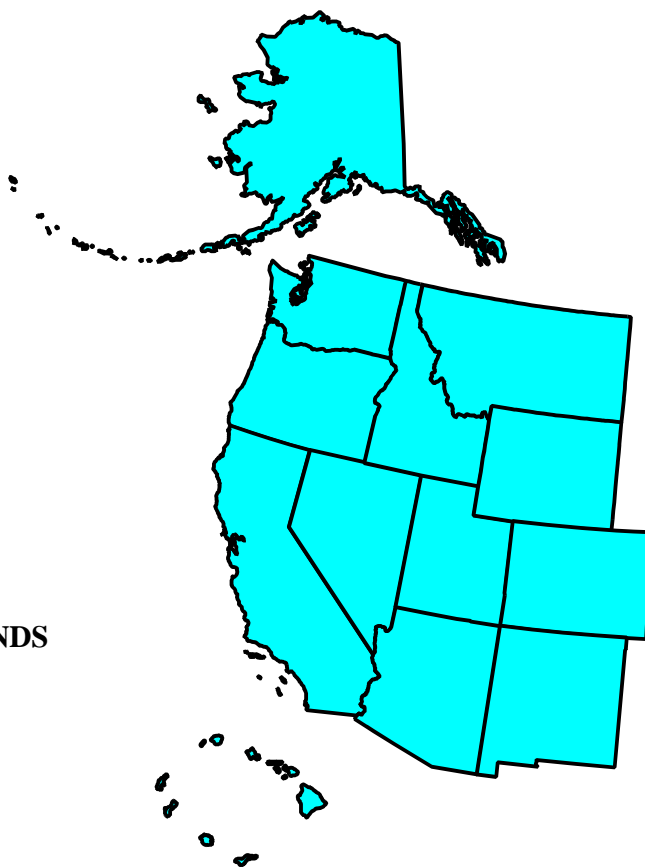


**MINUTES OF THE MEETING OF
THE WESTERN ASSOCIATION OF
AGRICULTURAL EXPERIMENT STATION DIRECTORS**

**ALASKA
AMERICAN SAMOA
ARIZONA
CALIFORNIA
COLORADO
GUAM
HAWAII
IDAHO
MICRONESIA
MONTANA
NEVADA
NEW MEXICO
NORTHERN MARIANA ISLANDS
OREGON
UTAH
WASHINGTON
WYOMING**



**MARRIOTT DOWNTOWN HOTEL
MEMPHIS, TENNESSEE
SEPTEMBER 30, 1999**

SUMMARY OF ACTIONS

1.	Adopted the agenda as circulated	1
2.	Approved the minutes of the July 11-14, 1999 meeting as modified	1
3.	Approved the Treasurer's Report with a correction for the amount due from Micronesia as \$0.00	1
4.	Approved the proposed changes to the WAAESD By-Laws as circulated and to also remove gender specific references	2
5.	Approved three resolutions	3
6.	Adjourned the meeting	4

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9.0	General Discussion to Respond To Outcomes of ES Meeting	2
10.0	Working Lunch - State Reports (POW's, State Issues, etc.)	3
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WESTERN ASSOCIATION OF
AGRICULTURAL EXPERIMENT STATION DIRECTORS
Memphis, Tennessee
September 30, 1999

MINUTES

ATTENDANCE:

ARIZONA	C. Colin Kaltenbach	NEW MEXICO	LeRoy Daugherty
COLORADO	Lee E. Sommers	OREGON	Mike Burke
HAWAII	H. Michael Harrington	UTAH	H. Grant Vest
IDAHO	Richard Heimsch	WASHINGTON	James R. Carlson
	Donald Robertson	WYOMING	James J. Jacobs
MONTANA	Sharron Quisenberry	EXECUTIVE DIRECTOR	Robert D. Heil
NEVADA	Ronald S. Pardini	OFFICE-EXEC. DIR.	Harriet Sykes

1.0 Call to Order

The meeting was called to order by Chair Heimsch.

2.0 Introductions & Announcements

The attendees introduced themselves.

3.0 Adoption of Agenda

The motion was made and seconded **to adopt the agenda as circulated. MOTION CARRIED.**
The agenda is attached as Appendix A, p. 5.

4.0 Approval of Minutes, July 99 Meeting

The motion was made and seconded **to approve the minutes of the July 11-14, 1999 meeting as modified. MOTION CARRIED.** The minutes are to record that D. Robertson (ID) is to be the western representative to the ESCOP Committee on Science Technology, not H. P. Rasmussen (UT).

5.0 Interim Actions of Chair

Heimsch reported that there had been no interim actions taken. He commented that he had received a message from R. Gomes (California) regarding their objection to paying for the RCIC assessment. Heimsch, on behalf of the Association, will respond to the message.

6.0 Treasurer's Report

Quisenberry distributed the Treasurer's Report, attached as Appendix B, pp. 6-8. The motion was made and seconded **to approve the Treasurer's Report with a correction for the amount due from Micronesia for the Western Director at Large Account as \$0.00. MOTION CARRIED.**

7.0 Executive Director Report

Heil presented the Executive Director Report, attached as Appendix C, pp. 9-12. Discussion took place on the formula that is used for computing each state's allocation of multistate research funds. Some states receive less than 25 percent of their Hatch funds as multistate research funds, while others receive more than 25 percent. Whether states are required to provide matching funds for contributions to NRSP projects and regional trusts has not been clarified by CSREES.

Heil will follow up with CSREES and CRIS to pursue assignment of accession numbers and identifiers for WCC's.

7.1 RCIC Update

The RCIC Update is included in the Executive Director Report (Appendix C, pp. 9-12).

7.2 AA Assignments

No discussion took place.

7.3 Procedures Manuals

The report based on discussion by the Executive Directors with Drs. Laughlin, Hefferan, and Cooper regarding the procedures document for multistate research is included in the Executive Director Report (Appendix C, pp. 9-12).

The problem of integrating Extension and reporting their participation in multistate activities still needs to be resolved.

8.0 WAAESD By-Laws Revision

Notification of proposed changes to the WAAESD By-Laws were mailed to all members more than 30 days prior to the meeting. A suggestion to remove gender specific references, such as Chairman, was made. The motion was made and seconded **to approve the proposed changes to the WAAESD By-Laws as circulated and to also remove gender specific references. MOTION CARRIED.** The approved amended by-laws are attached as Appendix D, pp. 13-16.

9.0 General Discussion to Respond To Outcomes of ES Meeting

At issue is whether the Experiment Station Section and ESCOP will continue to meet and participate in the NASULGC annual meeting. The new ESCOP budget process involves input to the NASULGC budget process.

The workshops that have been developed as part of the current process are very informative. A suggestion was made that the workshop be held the spring so that members could attend the NASULGC meeting without increasing the number of meetings that are to be attended.

Possible conflicts could occur for RIC and RCIC. There is a strong possibility that RCIC may meet only one time a year. Another possibility is that RCIC and RIC may be merged. This may be determined at the summer meeting.

10.0 Working Lunch - State Reports (POW's, State Issues, etc.)

The following states presented updates on activities at their institutions: Idaho, Colorado, Arizona, Utah, Wyoming, Nevada, Oregon, Washington, Montana, New Mexico.

11.0 Future Meetings

11.1 Spring 2000

The Spring 2000 meeting will be held 3/22-24/2000 in San Diego, CA. RIC will meet 3/22.

11.2 Summer 2000

The Summer 2000 meeting will be held 7/16-19, 2000 in Lake Tahoe, NV. Information regarding the meeting is attached as Appendix E, p. 17.

12.0 Resolutions

The motion was made, seconded and **UNANIMOUSLY CARRIED to approve the following resolutions:**

Resolution #1

WHEREAS, Dr. R. Garth Sasser, having served as Assistant Director of the Idaho Agricultural Experiment Station; and

WHEREAS, Dr. Sasser provided outstanding contributions to the Western Association of Agricultural Experiment Station Directors as a member since 1990; and

WHEREAS, Dr. Sasser served as administrative advisor to one national and two regional projects; and

WHEREAS, Dr. Sasser retired from the University of Idaho; therefore be it

RESOLVED, that the Western Association of Agricultural Experiment Station Directors at their meeting in Memphis, TN on September 30, 1999 expresses its sincere and heartfelt appreciation to Dr. R. Garth Sasser for the significant contributions he has made to our Association; and be it further

RESOLVED, that the original of this resolution be provided to Dr. Sasser and that a copy be filed as part of the official minutes of this meeting.

Resolution #2

WHEREAS, Dr. Elwood Miller, having served as Associate Director of the Nevada Cooperative Extension Service; and

WHEREAS, Dr. Miller provided outstanding contributions to the Western Association of Agricultural Experiment Station Directors; and

WHEREAS, Dr. Miller served for the past five years as the Western Extension Director Liaison to the Western Association of Agricultural Experiment Station Directors where he was a voting member on the Research Implementation Committee; and

WHEREAS, Dr. Miller has returned to the faculty of the University of Nevada; therefore be it

RESOLVED, that the Western Association of Agricultural Experiment Station Directors at their meeting in Memphis, TN on September 30, 1999 expresses its sincere and heartfelt appreciation to Dr. Elwood Miller for the significant contributions he has made to our Association; and be it further

RESOLVED, that the original of this resolution be provided to Dr. Miller and that a copy be filed as part of the official minutes of this meeting.

Resolution #3

WHEREAS, the Western Association of Agricultural Experiment Station Directors met in Memphis, TN September 27-30, 1999 as a part of the Experiment Station Section Meeting and the SAES/ARD Workshop; and

WHEREAS, those attending were educated through meetings and workshops; and

WHEREAS, accommodations for the meeting were both comfortable and conducive to effective interaction resulting in a successful meeting; therefore be it

RESOLVED, that the Western Association of Agricultural Experiment Station Directors expresses its appreciation to Dr. Tom Helms and Mrs. Anna Marie Raspberry for arranging the facilities and to Dr. Richard Lower and Ms. Madelyn Alt for organizing an educational program; and be it further

RESOLVED, that the original of this resolution be provided to Dr. Tom Helms and Dr. Richard Lower and that a copy be filed as part of the official minutes of this meeting.

13.0 Other Business

No other business was presented.

14.0 Changing of the Guard

In the absence of Dr. Henry J. Vaux, Jr., Incoming Chair, Heimsch symbolically passed the gavel denoting the changing of the guard.

15.0 Adjourn

The motion was made and seconded **to adjourn the meeting.** **MOTION CARRIED.**

Appendix A

AGENDA

WESTERN ASSOCIATION OF AGRICULTURAL EXPERIMENT STATION DIRECTORS

Thursday, September 30, 1999

10:00 a.m. - 2:00 p.m.

Memphis, Tennessee

Thursday, September 30

10:00 a.m.

- 1.0 Call to Order R. C. Heimsch
- 2.0 Introductions & Announcements R. C. Heimsch
- 3.0 Adoption of Agenda R. C. Heimsch
- 4.0 Approval of Minutes, July 99 Meeting R. C. Heimsch
- 5.0 Interim Actions of Chair R. C. Heimsch
- 6.0 Treasurer's Report S. Quisenberry

10:30 a.m.

- 7.0 Executive Director Report R. D. Heil
 - 7.1 RCIC Update
 - 7.2 AA Assignments
 - 7.3 Procedures Manuals

10:45 a.m.

- 8.0 WAAESD By-Laws Revision R. C. Heimsch

10:55 a.m.

- 9.0 General Discussion to Respond To Outcomes of ES Meeting R. C. Heimsch

12:00 noon

- 10.0 Working Lunch - State Reports (POW's, State Issues, etc.)
(Lunch will be served in meeting room)

1:30 p.m.

- 11.0 Future Meetings
 - 11.1 Spring 2000 H. Vaux
 - 11.2 Summer 2000 R. S. Pardini

1:40 p.m.

- 12.0 Resolutions L. Daugherty/L. J. Koong

1:45 p.m.

- 13.0 Other Business R. C. Heimsch

1:55 p.m.

- 14.0 Changing of the Guard R. C. Heimsch

2:00 p.m.

- 15.0 Adjourn

Appendix B
 WESTERN DIRECTOR AT LARGE
 FINANCIAL STATEMENT
 FY 2000

September 24, 1999

ASSESSMENTS

		Payment	Balance Due
Am Samoa	\$600.00	\$0.00	\$600.00
Micronesia	600.00	600.00	0.00
Northern Marianas	600.00	0.00	600.00
Alaska	10,129.73	10,129.73	0.00
Arizona	17,620.11	17,620.11	0.00
California	27,032.23	0.00	27,032.23
Colorado	20,248.80	12,448.80	7,800.00
Guam	9,878.58	0.00	9,878.58
Hawaii	13,066.91	13,066.91	0.00
Idaho	15,665.64	15,665.64	0.00
Montana	16,539.14	16,539.14	0.00
Nevada	12,848.55	12,848.55	0.00
New Mexico	13,296.24	0.00	13,296.24
Oregon	19,934.96	19,934.96	0.00
Utah	17,346.85	17,346.85	0.00
Washington	26,217.30	26,217.30	0.00
Wyoming	14,890.41	14,890.41	0.00
Colorado Rent	-7,800.00		-7,800.00
Assessment Total	\$228,715.43	\$177,308.40	\$52,007.03

INCOME/EXPENSE

Date	Transaction	Income	Expense	Balance
7/1/99	June 30, 1998 Balance forward			\$357.62
YTD	FY99 Assessments Received	\$177,308.40		177,666.02
7/30/99	* June Interest	24.15		177,690.17
9/20/99	Montana Accounting Expense		2,500.00	175,166.02
8/27/99	University of Wyoming Heil Apr-Jun		36,030.96	139,135.06
9/10/99	CSU Operating Expense Jul-Sep		13,880.00	125,255.06
Total		\$177,332.55	\$52,410.96	\$125,279.21

* June Interest not posted financial statement dated June 29, 1999

WESTERN DIRECTOR'S SPECIAL ACCOUNT
FINANCIAL STATEMENT
FY 2000

ASSESSMENTS

NO ASSESSMENT FOR FY2000

		Payment	Balance Due
Alaska	\$0.00	\$0.00	\$0.00
Arizona	0.00	0.00	0.00
California	0.00	0.00	0.00
Colorado	0.00	0.00	0.00
Guam	0.00	0.00	0.00
Hawaii	0.00	0.00	0.00
Idaho	0.00	0.00	0.00
Montana	0.00	0.00	0.00
Nevada	0.00	0.00	0.00
New Mexico	0.00	0.00	0.00
Oregon	0.00	0.00	0.00
Utah	0.00	0.00	0.00
Washington	0.00	0.00	0.00
Wyoming	0.00	0.00	0.00
Assessment Total	\$0.00	\$0.00	\$0.00

INCOME/EXPENSE

Date	Transaction	Income	Expense	Balance
7/1/99				\$15,837.22
YTD		\$0.00		15,837.22
7/30/99		64.44		15,901.66
Total		\$64.44	\$0.00	\$15,901.66

* June Interest not posted financial statement dated June 29, 1999

WESTERN DIRECTOR EXTENSION ACCOUNT
 FINANCIAL STATEMENT
 FY 2000

September 24, 1999

ASSESSMENTS

		Payment	Balance Due
Am Samoa	\$500.00		\$500.00
Micronesia	500.00		500.00
Northern Marianas	500.00		500.00
Alaska	1,000.00		1,000.00
Arizona	1,000.00		1,000.00
California	1,000.00		1,000.00
Colorado	1,000.00		1,000.00
Guam	500.00		500.00
Hawaii	1,000.00		1,000.00
Idaho	1,000.00		1,000.00
Montana	1,000.00		1,000.00
Nevada	1,000.00		1,000.00
New Mexico	1,000.00		1,000.00
Oregon	1,000.00		1,000.00
Utah	1,000.00		1,000.00
Washington	1,000.00		1,000.00
Wyoming	1,000.00		1,000.00
Assessment Total	<u>\$15,000.00</u>	<u>\$0.00</u>	<u>\$15,000.00</u>

INCOME/EXPENSE

Date	Transaction	Income	Expense	Balance
7/1/99	June 30, 1999 Balance forward			\$135.93
YTD	FY99 Assessments Received			135.93
Total		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$135.93</u>

Authorization to invoice received 9/21/99
 Invoicing will be completed possibly 2nd week of October

Appendix C
WDA AGENDA BRIEF

Meeting Date: September 30, 1999
Agenda Item: 7.0
Presenter: R. D. Heil
Agenda Item Title: Executive Director Office Report
Background Information: _____

This report covers activities and travel for the period July 19, 1999 through September, 1999.

1. ESCOP Activities
 - a. Farm Bill Implementation Task Force: was assigned following the ESCOP meeting in July, along with George Cooper, CSREES, the responsibility for drafting the “National Multistate Research Manual.” A report on the status of the manual will be given at the AES Directors Meeting in Memphis, TN. About three weeks of time has been devoted specifically to this activity since August. (A report on the overall activities of this Task Force will be presented at the AES Directors Meeting in Memphis, TN).
 - b. ESCOP Committee Assignment: Effective following the AES Directors Meeting in Memphis, I will be reassigned to the ESCOP Partnership Committee to replace Dave MacKenzie. Dave will replace me on the ESCOP Budget, Marketing and Advocacy Committee.
2. RCIC Activities;
 - a. The Western CES Directors have approved a second-year assessment in support of RCIC activities.
 - b. RCIC will meet twice this fiscal year, once in early February in conjunction with the CES Directors Spring Meeting, and in July.
 - c. Progress on the development of a “Final Draft” of the “Western Region Multistate Research and Integrated Activities Guidelines” has been on hold pending final approval of the “National Multistate Research Manual.”
 - d. General Comment; RCIC was originally approved for a two year period. A report on RCIC and a decision on continuation will be made at the Summer 2000 Meeting of the Deans and Directors. From my point of view, it is imperative that the “National Multistate Research Manual” be approved as soon as possible so that our regional guidelines can, in turn, be finalized. Hopefully, this can occur prior to the February meeting of RCIC. In addition, future activities proposed for RCIC, as outlined in my report for the July, 1999 meeting, will be carried out prior to the February meeting. Discussions at the February meeting should result in recommendations for consideration at the summer meeting of the CES and AES Directors relative to the future need for, and role of RCIC, and its relationship to RIC.
3. Other Activities
 - a. Paperless Management - Harriet is continuing to work on plans for a “paperless management” approach to management of our portfolio. However, until we have an approved “National Multistate Research Manual” in place, we cannot proceed with

putting these procedures in place. On the other hand, serious thought has been given to what might be done, and we feel we are in a position to move quickly toward developing electronic-based procedures once we know what needs to get reported, how, when and where.

- b. Commission on 21st Century Production Agriculture - At the request of Darrell Nelson, Chair of ESCOP, I attended the hearing of this Commission in Denver, CO on August 16. Based on my assessment of the testimony given, and on the assessment by Jim Carlson, who attended the hearing in Spokane, WA on August 14, I recommended to Darrell Nelson that perhaps the most appropriate way for ESCOP to participate in this activity would be to submit to the Commission a copy of the "Issues to Action" plan. This recommendation was favorably received by the ESCOP Chair. He, in turn, asked me to propose this recommendation to Rod Brown, Chair of the Board on Agriculture, for consideration by the Board to submit on behalf of the entire system. Rod Brown agreed with the recommendation and followed through.

Travel;

August 9-13 - SARE Administrative Council Meeting, Portland, OR

August 16 - Commission on 21st Century Production Agriculture.

In closing, Margaret and I want to express our appreciation for the kind messages and cards we received following the death of Margaret's father on August 15.

MULTI-STATE RESEARCH

NOTES FROM DISCUSSION

September 29, 1999

CSREES Administrators C. Laughlin, C. Hefferan, and G. Cooper and Executive Directors D. MacKenzie, R. Heil, R. Lower, and T. Helms met for dinner September 29, 1999 in Memphis, TN to discuss implementation issues relating to multi-state research, as mandated in the 1998 AREERA. The following is a summary of the points that were covered at that meeting.

- There will be no Federal manual for multi-state research. There will be discussion on the need to publish a Federal Register notice or formal rules, if necessary to meet legal or administrative procedure requirements.
- A national (not Federal) manual of guidelines would be preferred over having no manual.
- The current set of regional manuals for multi-state research management will need to be revised to conform to new national guidelines, if a regional association chooses to continue with an individual manual.
- Requirements for participation in multi-state research should be lowered to the maximum extent possible.
- Both collaboration and cooperation-type activities should be allowed as multi-state research activities.
- It would be desirable to have the required state match for Hatch funding be accounted for by individual state portfolios, and not project by project.
- A state-based Plan of Work would be the vehicle for Federal approval antecedent to the distribution of Hatch funds to a station.
- Opportunities to do something different with the new authorities needs to be explored.
- Easier processes for setting up a research committee of any type need to be established.
- Regional association offices will become the sites of record for integrated activities (e.g., coordination committees).
- Regionally kept records on integrated activities could be linked through REEIS.
- The concept of an "AD-422" is useful for project-wide reporting of accomplishments.
- All activities will need to relate to the 5 goals.

- To simplify the procedures we will need to:
 - do some things differently;
 - be responsive to priority needs; and,
 - get agreement with extension on some integrated activity issues.
- The AREERA gives us flexibility we can use to make the processes better.
- We need to think about just who set up the requirements in AREERA, and act accordingly.
- Regional requirements per se now have no meaning in law, as the apparent intention of Congress through AREERA is to have multi-state activities. But the future contributions that regional SAES associations can make to the organization and management of multi-state research are noted.
- Regional associations are a convenient and efficient vehicle to facilitate getting things done between states.
- Regional associations are important for facilitating the quasi-contractual arrangements called multi-state research projects.
- Multi-state research and integrated activities approvals will be done at the regional association level.
- Two or more states can create a multistate project.
- Multi-state projects should be able to start at any time in a year.
- It would be desirable to have multi-state research projects approved for any appropriate length of time, but this may need to be reconciled with the 5-year duration of plans of work.
- Regional associations can facilitate peer review of multi-state research projects.
- States can delegate their responsibilities for peer review of multi-state project proposals and integrated activity plans to their regional association.
- Peer review will need some guidelines to operate through the regional association.
- Rapid deployment processes are needed, and could be done through a Series 500-type authority.
- Regional associations will be transformed into a value-added role, but to do so they need to:
 - look for opportunities;
 - facilitate activities; and,
 - help with documentation.
- The current AREERA changes (going from Regional Research to Multi-state Research) can be viewed as a classic deregulation, like the phone companies.
- Our "deregulators" will be looking for improvements; and proof that it works.
- We, the managers of multistate research activities, are required to be effective in this deregulated environment.
- Stakeholder input processes will need to be organized.
- Integrated activities will also need to be organized.
- Value added by the association may include the conveniences afforded by electronic communications ("electronic facilitation").
- The role of the regional research committee (by any other name) will need to be expanded to monitoring projects for staying "on track".
- Regional associations will not be able to work outside the scope of the law.
- Restrictions on the scope of Hatch funded research will need to be somehow monitored for compliance.
- A regional association's project approval processes could be expedited by having the association's executive committee or research committee provide interim approvals, subject to later verification by all members.
- Technically, the NRSPs no longer exist, but they will continue uninterrupted until the new multi-state research procedures are developed. The question of how to account for the required state match for off-the-top funding remains an issue that needs to be resolved.
- The NRSP portfolio needs to be reviewed and projects "sunsetting", when appropriate.
- NRSP must now be matched by state appropriations (but, how will this be done?).
- Some issue regarding formula fund distribution to States for multistate research need to be discussed and resolved. For example, should Hatch funds continue to be distributed as a two-part allocation to each state? Continuing to distribute Hatch funds in two parts is allowable under the law, but so would be a single allocation. The AREERA requires States to use not less than 25% of Hatch funds for multistate research activities. And, although the overall multistate research fund always totals to 25% of the total Hatch allocation, it varies as a percentage of the total Hatch funds available to individual States. As a result some States cannot fully meet the multistate requirement through the existing regional research allocation. In addition, a decision in the 1960's to fix RRF at then-present levels distorts current, individual State AES ratios. Consequently, some stations would be more affected than would be others by moving to a single Hatch allocation. CSREES is now developing a spreadsheet to assess these impacts, and will work with the SAES system to arrive at an informed decision on the best option.

Conclusions

We need to:

- keep whatever we do simple;
- make the process we create straightforward;
- keep the decision making authority at the state/station level;
- delegate to the regional association those processes that facilitate getting things done;
- provide guidance to participants through a short manual that permits:
 - facilitated decision making;
 - regional differences;
 - value-added by the association;
 - multiple forms of collaboration and cooperation;
 - sorting out how we will provide for NRPs and NRSPs;
 - rapid responses; and,
 - new ways of doing "business"

To the last point it was said that some SAES business officers are not inclined to accommodate new ways of accomplishing many of the above changes, and will need to be "brought into line" by their Station's director.

Respectfully,

David R. MacKenzie
September 29, 1999
Revised October 12 and 19, 1999
[based on participant comments]
END OF TEXT

Action Requested: None

Action Taken:

Western Association of Agricultural Experiment Station Directors By-Laws

WESTERN ASSOCIATION OF AGRICULTURAL
EXPERIMENT STATION DIRECTORS
Experiment Station Section
Division of Agriculture

National Association of State Universities
and Land Grant Colleges

Adopted August 8, 1975
Amended August 9, 1982
Amended June 26, 1990
Amended March 24, 1992
Amended September 30, 1999

ARTICLE I - Name

The name of this organization shall be the Western Association of Agricultural Experiment Station Directors, hereinafter called the Western Directors Association (WDA), as is stated above and established in conformity with the constitution of the National Association of State Universities and Land Grant Colleges (hereinafter called the National Association).

The WDA, with the other such Regional Associations, is an integral part of the Experiment Station Section. It provides through its business meetings a means by which the views of the Directors Association may be determined formally and transmitted to the Experiment Station Committee on Organization and Policy (ESCOP) and the Experiment Station Section on matters either of its own origin or on matters referred to it by ESCOP or the Section. The WDA also provides a forum for the exchange of information and for discussion and debate among members and guests on matters of common concern that may not require formal action. And, it provides the means by which the WDA may take action that is limited to the Western Region.

ARTICLE II - Purpose

The Western Directors Association, one of five such Regional Associations, shall represent the administrators of the State Agricultural Experiment Stations (SAES) in the Western Region in their collective dealings. On matters to be ratified by, reported to, or recommended to the National Association the consensus of WDA shall be conveyed to the Chair, Experiment Station Section of the Division of Agriculture of the National Association by the Chair of the WDA. WDA shall conduct its affairs in conformance with the stated objectives and procedures of the By-laws of the Section and the Division of Agriculture of the National Association.

These and some other functions of the WDA are spelled out more completely, as follows:

1. Arranges for and conducts its own affairs, elects members to ESCOP, makes recommendations to ESCOP and to the Section, reacts to proposals of ESCOP and the Section and participates in the handling of interim business of the Section;

2. Participates with CSREES and other Regional Associations in the programming and conducting of cooperative multistate research supported by the Multistate Research Fund (MRF) authorized by section 3 (c) 3 of the Hatch Act, Public Law 84-352 and the Agricultural Research, Extension and Education Reform Act of 1998;
3. Facilitates cooperation among its member SAES, with federal and other state agencies, with industry and others in the planning, programming, financing, implementing and performing of all agricultural and related research;
4. Employs, and pays the salaries and/or benefits of, the Executive Director and other staff as well as other expenses related to the functions of the Executive Director;
5. Collects and disburses dues, enters into contracts with cooperators and/or granting agencies to cover the costs of the programs agreed upon within the WDA.

ARTICLE III - Membership

The voting members of the Western Directors Association shall be eighteen (18) in number consisting of the Directors (or duly authorized representatives) of its member institutions (Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, and Wyoming) and the Western Executive Director. Associate and Assistant Directors of the member SAES of the WDA and the Administrative Heads of Agriculture of the member institutions also shall be members; however, the voting privilege shall be limited to one vote for each institution. The Administrator of the Cooperative State Research Education and Extension Service, USDA, and the Director, Food and Agriculture, Office of Governmental Relations of the National Association shall

be ex-officio, non-voting members of the WDA.

ARTICLE IV - Meetings

There will be an annual meeting and other meetings as determined by the WDA and/or its Executive Committee.

ARTICLE V - Officers

- A. The Officers of the WDA shall be a Chair, Chair-Elect, Past Chair, Secretary and a Treasurer, each for a one (1) year term that begins January 1 each year and ends the following December 31. Officers may succeed themselves (be re-elected) for one additional term, except for the Treasurer who may serve successive terms.
- B. Elections. The Officers, members of the Executive Committee and other designees of the WDA shall be elected by the membership at the WDA meeting immediately preceding the annual meeting of the National Association. Nominations shall be submitted by a nominating committee named by the Chair. A simple majority vote is required for election. In the event the Chair-Elect, Secretary or Treasurer resign or are otherwise unable to serve, the remaining members of the Executive Committee shall arrange a special election to complete the year's term.
- C. Executive Director. There shall be a Executive Director chosen and employed by the WDA under the terms of the Memorandum of Agreement among the states, 1967, with duties as specified therein and as up-dated from time to time as recorded in the Minutes. The Office of the Executive Director shall provide staff support to the WDA.

A position of Recording Secretary is established within the Office of and responsible to the Executive

Director. The Recording Secretary shall assist the Secretary and the Executive Director in the keeping of the official records of the WDA including Minutes of meetings. The Recording Secretary also shall assist the Research Implementation Committee in the performance of its responsibilities and perform other duties as assigned.

Other staff may be appointed at the discretion of the WDA.

- D. Duties. The Chair shall preside at business meetings of the WDA, at meetings of its Executive Committee and on all other occasions where the head of the organization is to be recognized. He/She is the chief executive officer of the WDA.

The Chair-Elect shall serve as Vice-Chair and undertake such duties as the Chair prescribes. He/She shall become Chair for the remainder of the term should the Chair resign or otherwise be unable to serve. He/She shall preside in the absence of the Chair.

The Secretary sees to it that the secretarial duties of the WDA are fulfilled; he/she also serves as the official Secretary of the Executive Committee. He/She presides in the absence of the Chair and Chair-Elect. The Secretary of the WDA shall bear the official responsibility on behalf of the WDA for approving all actions and communications emanating from the Recording Secretary.

The Treasurer bills each member institution for its share of the budget for the Office of the Executive Director, and transmits the funds to the institution at which the Office of the Executive Director is located. He/She administers the Western Directors Special Fund and performs such other duties involving finances and the transfer of funds as may be required.

Officers and other designees of WDA are expected to exercise their own judgments in the execution of their roles and duties subject to prior policy guidance and/or policy review by the WDA.

All officers and other designees of the WDA are responsible for maintaining and then passing on to their successors complete sets of official documents of a continuing directive nature.

ARTICLE VI - Executive Committee

The Executive Committee shall be composed of the Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Senior Member of ESCOP, and two members at-large. The terms of the two at-large members shall be one (1) year. They may succeed themselves for one additional one-year term. The Executive Director shall be an ex-officio, non-voting member of the Executive Committee.

The Executive Committee through the Chair executes the program of the WDA and supervises the Executive Director and any other staff. The Executive Committee also is empowered to handle the interim affairs of the WDA between business meetings.

ARTICLE VII - Committees and Designees

Committees may be established and Administrative Advisors and other designees named at the will of the WDA. Administrative Advisors shall be named from among the membership of the WDA and such other administrators as the WDA may designate from time to time. A list of committees and designees for the coming year is to be prepared by the Recording Secretary, as approved by the Secretary, and circulated to the membership annually.

ARTICLE VIII - Quorum

For purposes of doing business of the WDA, a quorum shall consist of a minimum of ten (10) members or their officially designated representatives present and voting at any

duly called meeting where written notice and agenda are sent out a month in advance of the meeting. A simple majority resolves all issues except amendment of the By-Laws.

ARTICLE IX - Parliamentary Authority

The emphasis in all meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

ARTICLE X - Amendment of By-Laws

These By-Laws may be amended at any business meeting of the WDA provided the proposed amendment has been mailed to all members one month in advance of the meeting and is passed by a two-thirds majority of the voting members present at the meeting.

Appendix E
WDA AGENDA BRIEF

Meeting Date: September 30, 1999
Agenda Item: 11.2
Presenter: Ronald S. Pardini
Agenda Item Title: Summer 2000 Meetings
Background Information: _____

The University of Nevada, Reno is pleased to host the Joint WHS, WAAESD, WAPS, WED, WIAS and CARET Summer meetings. Lodging and meeting space have been reserved at *Harrah's Lake Tahoe*, Lake Tahoe, Nevada from July 16-19, 2000. Rates per double/king will be \$129.00 plus 10% room tax. Anyone planning an extended stay will be on a space available basis. Pre & post stay rates have been quoted at: Sunday-Thursday \$129.00 and Friday-Saturday \$179.00.

We are anticipating a dynamic session beginning with a welcome reception on Sunday, July 16. The meetings will begin Monday morning with the general session starting at 8:00 a.m., and are scheduled to come to closure by 5:00 p.m., Wednesday July 19.

A preliminary schedule and registration information will be forwarded in the early spring.

Meals Included in Registration: Continental Breakfast - Monday, Tuesday and Wednesday
All Morning and Afternoon breaks
Lunch - Monday, Tuesday and Wednesday
Dinner - Monday and Tuesday

Action Requested: None

Action Taken: