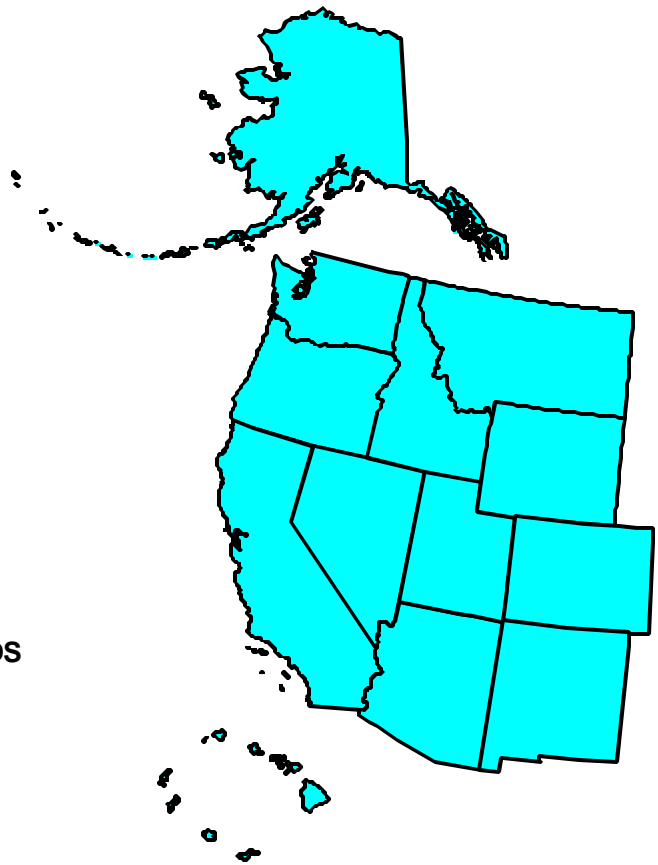


MINUTES OF THE MEETING OF
THE WESTERN ASSOCIATION OF
AGRICULTURAL EXPERIMENT STATION DIRECTORS

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



Coeur d'Alene Resort Hotel
Coeur d'Alene, Idaho
September 27, 2001

SUMMARY OF ACTIONS

1.	Adopted the agenda as circulated.	1
2.	Approved the minutes of the July 16-18, 2001 Meeting	1
3.	Increased the fee paid for managing the treasury to the Montana State University Experiment Station to \$3,500 per year	2
4.	Approved joining the National CFAR as an associate member	2
5.	Authorized the Executive Committee to finalize the cooperative agreement	2
6.	Invited the development of a proposal for an NRSP project on National Agricultural and Natural Resources Data Support for consideration by the Directors	3
7.	Approved adjournment of the meeting	3

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10.0	National Information Management Support System (NIMSS) Status	2
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Western Association of
Agricultural Experiment Station Directors
Coeur d'Alene Resort Hotel
Coeur d'Alene, Idaho
September 27, 2001

MINUTES

ATTENDANCE:

ALASKA	Carol Lewis	OREGON	Thayne Dutson
ARIZONA	C. Colin Kaltenbach	UTAH	H. Paul Rasmussen
COLORADO	Lee E. Sommers		Donald Snyder
GUAM	John Brown	WASHINGTON	Ralph Cavalieri
IDAHO	Richard Heimsch	WYOMING	James J. Jacobs
	Linda Fox	EXECUTIVE DIRECTOR	H. Michael Harrington
MONTANA	Sharron Quisenberry	S EXECUTIVE DIRECTOR	Tom Helms
NEVADA	Ronald Pardini	OFFICE-EXEC. DIR.	Harriet Sykes
	Jeff Englin		

1.0 Call to Order

The meeting was called to order by Chair Jacobs.

2.0 Introductions and 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 I, p. 4.

4.0 Approval of Minutes July 2001 Meeting

The motion was made and seconded **to approve the minutes of the July 16-18, 2001 Meeting.** **MOTION CARRIED.**

5.0 Interim Actions of Chair

Jacobs reported that he had taken no interim actions.

6.0 Treasurers Report

Quisenberry reported on the status of the funds that the Treasurer's Office at Montana State University manages. The assessment notices have been distributed.

7.0 Montana State Request for Management Fee

Quisenberry distributed a proposal for an increase in the Montana State University fee for managing the Association treasury, attached as Appendix II, pp. 5-6.

As the Association treasurer has been asked to process additional assessments for Extension and Academic Programs, the demand on Montana State University Experiment Station personnel has increased. The motion was made and seconded **to increase the fee paid for managing the treasury to the Montana State University Experiment Station to \$3,500 per year. MOTION CARRIED.**

8.0 N-CFAR - Should We Join as an Association

Each of the other regional associations are planning to support the National CFAR program. To show unity and support, the motion was made and seconded **to join the National CFAR as an associate member. MOTION CARRIED.**

9.0 Cooperative Agreements - Status

The cooperative agreements between the Association and Colorado State University are in the process of being finalized. In order to expedite the agreements, the motion was made and seconded **for the Executive Committee to finalize the cooperative agreement. MOTION CARRIED.**

The operating budget of the Office of the Western Directors Association is to be prepared by February for presentation and approval by the Western Extension Directors at their February 2002 meeting and for presentation and approval by the Western Agricultural Experiment Station Directors at their March 2002 meeting.

10.0 National Information Management Support System (NIMSS) Status

An update on the NIMSS was provided earlier in the Workshop. Additional input from the Western AES Directors indicated that they preferred to have the Office of the WDA register them and then provide them with the access information. A series of conference calls is to be conducted to familiarize users with the NIMSS.

11.0 Future Meetings

11.1 Spring 2002 Meeting Plans & Format for Meeting

The 2002 Spring Meeting will be held March 20-22 in Las Cruces, NM.

11.2 Summer 2002 Meeting

The 2002 Joint Summer Meetings will be held July 14-17 in Big Sky, MT.

12.0 Resolutions

No resolutions were presented.

13.0 Other Business

13.1 Helms presented information on a proposal for an NRSP project on National Agricultural and Natural Resources Data Support. The cost of the NRSP would be \$35,000 to \$40,000 per year per region. Further funding would be contingent on the amount of leveraging that could be developed.

The motion was made and seconded **to invite the development of a proposal for an NRSP project on National Agricultural and Natural Resources Data Support for consideration by the Directors. MOTION CARRIED.**

14.0 Changing of the Guard

As L. Daugherty, Chair-Elect, was unable to attend the meeting, there was no changing of the guard.

15.0 Adjourn

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

APPENDIX I
Agenda

AGENDA
WESTERN ASSOCIATION OF
AGRICULTURAL EXPERIMENT STATION DIRECTORS
Coeur d'Alene Resort Hotel
Coeur d'Alene, Idaho
September 27, 2001

Thursday, September 27
11:00 am - 2:00pm

- 1.0 Call to Order J. J. Jacobs
- 2.0 Introductions and Announcements J. J. Jacobs
- 3.0 Adoption of Agenda J. J. Jacobs
- 4.0 Approval of Minutes July 2001 Meeting . . J. J. Jacobs
- 5.0 Interim Actions of Chair J. J. Jacobs
- 6.0 Treasurers Report S. Quisenberry
- 7.0 Montana State Request for Management Fee S. Quisenberry
- 8.0 N-CFAR-Should We Join as an Association H. M. Harrington/
C. C. Kaltenbach
- 9.0 Cooperative Agreements - Status . . . H. M. Harrington
- 10.0 National Information Management Support System (NIMSS)
Status H. M. Harrington
- 11.0 Future Meetings
 - 11.1 Spring 2002 Meeting Plans & Format for Meeting
. L. Daugherty
 - 11.2 Summer 2002 Meeting S. Quisenberry
- 12.0 Resolutions R. Cavalieri/P. A. Roberts
- 13.0 Other Business
- 14.0 Changing of the Guard
- 15.0 Adjourn



APPENDIX II

College of Agriculture Agricultural Experiment Station

Office of the Dean and Director

202 Linfield Hall • PO Box 172860
Bozeman, MT 59717-2860

July 12, 2001

MEMORANDUM TO WAAESD EXECUTIVE COMMITTEE

FROM: SHARRON QUISENBERRY, TREASURER

SUBJECT: Accounting Expenses

Background

The Montana Agricultural Experiment Station (MAES) has been handling the finances for the Western Association of Agricultural Experiment Station Directors (WAAESD) since the Association was created. The Association has compensated MAES staff for the time and effort involved in the WAAESD at large and special account assessments (see below). Accounting services provided by MAES are comprised of preparing and mailing invoices, receiving and depositing incoming assessments, reconciling accounts, paying bills, and preparing the annual financial report. Over the years, other assessments have been added to the workload. The extension account assessment was added in fiscal year 1998, the Western Policy Center assessment in fiscal year 1999, and the academic program directors in fiscal year 2001. *MAES is requesting additional compensation for the postage, supplies, and staff time of these additional assessments.*

History

Fiscal Year	Assessment	Compensation
1995	at large, special	\$1500
1996	at large, special	\$1500
1997	at large, special	\$2500
1998	at large, special, extension	\$2500
1999	at large, special, extension, Policy Center	\$2500
2000	at large, special, extension, Policy Center	\$2500
2001	at large, special, extension, Policy Center, academic	\$2500

Request

MAES requests an additional \$1000 for this service provided to the western associations for a total compensation of \$3500 per year.