

Agenda Item 1.0: Approval of agenda and minutes of Sept. 2017 meeting

Presenter: Glenda Humiston

Action Requested: Approve agenda and minutes of Sept. 2017 meeting

**WAAESD AGENDA
March 26-28, 2017
San Diego, CA**

Tuesday, March 27

8:00 am – 10:00 am	WAAESD Business Meeting	
	1. Approval of agenda and minutes of Sept. 2017 meeting (link below)	Glenda Humiston
	2. Chair's Report, interim actions, Executive Committee Report	Glenda Humiston
	3. ARS Update	Tom Shanower
	4. Western Agenda update/prep for joint meeting with WEDA	Bret Hess, Sarah Lupis, Mike Harrington
3:30 pm – 5:00 pm	WAAESD Business Meeting	
	5. NIFA Update for WAAESD	Luis Tupas
	6. NRSP8 Proposal/budget overview	Noelle Cockett
	7. Feedback to NRSP-RC	Mark McGuire
	8. AD 2017 Annual Report, Q1 report, Evaluation	Mike Harrington
	9. ED 2017 Annual Report, Q1 report, Evaluation	Milan Shipka
	10. <i>Executive Session</i>	

Wednesday, March 28

8:00 am – 10:00 am	WAAESD Business Meeting	
	11. Treasurer's report	Charles Boyer
	12. FY19 Budget	Sarah Lupis
	13. WAAESD Account Consolidation	Sarah Lupis
	14. Review By-Laws <i>(in light of budget consolidation)</i>	Glenda Humiston
	15. Spring meeting strategy	Milan Shipka
	16. Upcoming meetings	Sarah Lupis
	17. Committee appointments (Diversity Catalyst Committee, Budget and Legislative Committee)	Mike Harrington
	18. MRF Update	Sarah Lupis
10:30 am – 12:00 pm	WAAESD Business Meeting	
	19. Predictors of Federal and State Resources for Experiment Stations and Extension	Greg Perry
	20. National Impact Database	Steve Loring
	21. Strategic budget realignment	Mike Harrington
	22. Resolutions	Chris Davies

Consent Agenda Items

- ESCOP Meeting Minutes and Agenda Briefs, March 5, 2018: <http://escop.info/wp-content/uploads/2018/02/ESCOP-Draft-Minutes-and-Briefs-2018-03-05.pdf>
- NRSP-1 Multistate Research Impacts program 2017 Annual report and 2018 Q1 report

Minutes, September 2017

http://www.waaesd.org/wp-content/uploads/2017/09/WAAESD_2017FallMeeting_Minutes_20170926.pdf

Agenda Item 2.0: Chair’s Report and Interim Actions

Presenter: Glenda Humiston

Action Requested: For information only

Executive Committee members:

Glenda Humiston, Chair*
Milan Shipka, Past Chair*
Chris Pritsos, Chair-elect*
Jim Moyer

Mark McGuire
Steve Loring
Charles Boyer
Chris Davies

* ESCOP members

Executive Committee conference calls were held in December, January, and February

The following ESCOP Committee representatives were approved:

- S&T Committee – Lavine, Kelly
- Communications and marketing Committee- Loring
- NRSP RC - McGuire

Annual Evaluations

Plans and timeline for ED and Assistant ED annual evaluations were approved. Milan and Mike will lead the ED and Assistant ED evaluations respectively. A conference call initially scheduled for March 21 for staff evaluations and FY '18 budget approval was canceled due to unforeseen scheduling conflicts.

Association Accounts

Approved plan to move Association accounts to CSU. This move will reduce transaction costs for the College Business Office, CSU Sponsored Programs Office in billing Montana State, negate the \$3500 accounting fee and simplify management of accounts in the office. The WDO will handle assessments and work with the college Fiscal Office to deposit checks. There was some discussion of the need for the Treasurer position; however, some members expressed the need for ongoing oversight and accountability. The WDO will be providing regular budget updates. This item will be covered later in the agenda.

Western Governors

The WGA is taking up biosecurity/invasive species (plants and animals) for their 2018 initiative, led by the governor from Hawaii.

The EC discussed WGA sponsorship. Some feel that we are sending the wrong message by spending state dollars—that it could indicate that colleges have “extra” money. The point was also made that most states have easy access to their governor, without sponsorship. WAAESD’s overall goal is to increase influence; not clear that sponsorship would achieve this. Agreed to take up the topic with WEDA in the spring; this item will be covered later in the agenda.

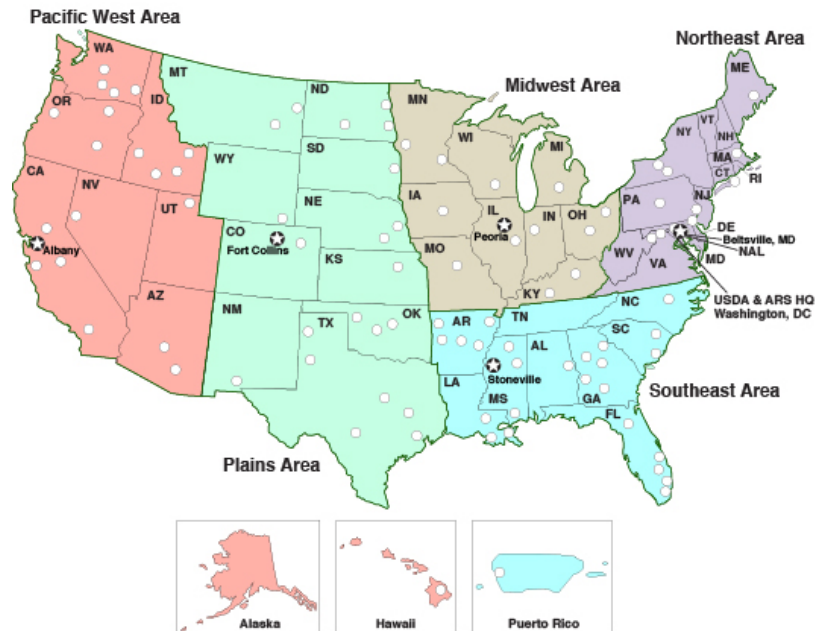
Agenda Item 3.0: ARS Report

Presenter: Tom Shanower

Action Requested: For information only

ARS REPORT (Western) March 2018

ARS AREA ORGANIZATIONAL STRUCTURE



AREA LEADERSHIP

Pacific West Area

- Area Director: Robert Matteri
- Associate Area Director: Tom Shanower
- Associate Area Director: Hao Tran
- **Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington**

Plains Area

- Area Director: Larry Chandler
- Associate Area Director: Bryan Kaphammer
- Associate Area Director: VACANT (John McMurtry retired)
- **Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wyoming**

Agenda Item 3.0: ARS Report

Presenter: Tom Shanower

Action Requested: For information only

BUDGET

FY 2018 President's Budget

Salaries and Expenses:	(\$000s)
FY 2018 Pay Cost	13,000
<u>Decreases:</u>	
Proposed Closures: Locations (12), Lab (4), Worksite (1)	108,500
Proposed Extramural Terminations	20,200
HQ-held Project Terminations	28,200
Individual Project Terminations	4,600
Subtotal Decreases	(161,500)
Total Salaries and Expenses	993,144,000

Buildings and Facilities:

Total Buildings and Facilities	0
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FY 2018 House Appropriations Committee Mark

- ARS Salaries and Expenses: \$1.132 billion
 - Compared to FY 2017 appropriation: \$37.6 million decrease
- ARS Buildings and Facilities: \$60 million

FY 2018 Senate Appropriations Committee Mark

- ARS Salaries and Expenses: \$1.18 billion
 - Compared to FY 2017 appropriation: \$12 million increase
- ARS Buildings and Facilities: \$ 0

FY 2018 Fifth Continuing Resolution through March 23, 2018

- Curtails agencies to 46.67% of FY 2017 funding levels

FY 2019 President's Budget

Salaries and Expenses:	(\$000s)
<u>Increases:</u>	
NBAF (Manhattan, KS) operations and maintenance	42,000
NBAF one-time transition costs	10,600

Agenda Item 3.0: ARS Report

Presenter: Tom Shanower

Action Requested: For information only

Decreases:

Proposed Closures: FY2018 plus 3 additional totaling Locations (12), Lab (7), Worksite (1)	121,700
Proposed Extramural and Base Program Terminations	71,300
Subtotal Decreases	(193,000)

Total Salaries and Expenses **1,019,000**

NEW LEADERSHIP AND VACANCIES

Arizona

- U.S. Arid Land Agricultural Research Center, Maricopa
 - Pest Management & Biocontrol Research Unit, VACANT (Steve Naranjo, Acting Research Leader)

California

- Western Regional Research Center in Albany, Center Director VACANT (Howard Zhang transferred to Beltsville Agricultural Research Center, Luisa Cheng acting CD)
- U.S. Salinity Laboratory in Riverside, Laboratory Director VACANT (Don Suarez retired, Scott Yates acting LD)
- (NEW) Water Management Research Unit – location TBD in SJ Valley. When fully staffed: 6 scientists plus 8-10 support FTEs.

Colorado

- Center for Agricultural Resources Research (CARR) in Fort Collins, Daren Harmel new Center Director
 - Water Management and Systems Research Unit (WMSRU) (vacant, Greg McMaster, Acting RL)
 - Soil Management and Sugar Beet Research Unit (SMSBRU) (vacant, Jorge Delgado, Acting RL)

New Mexico

- Southwestern Cotton Ginning Research Laboratory, Las Cruces, Derek Whitehead, Acting Research Leader (Ed Hughs retired)

Montana

- Agricultural Systems Research Unit, Sidney, Bart Stevens, new Research Leader.

Agenda Item 3.0: ARS Report

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Action Requested: For information only

Utah

- Forage and Range Research Unit, Logan, VACANT (Jack Staub retired, Daniel Cook acting Research Leader)
- Poisonous Plants Research Unit, Logan, VACANT (Kip Panter retired, Tom Monaco acting Research Leader)

Washington

- Animal Disease Research Unit, Pullman, VACANT (Don Knowles retired, Massaro Ueti acting Research Leader)

Agenda Item 4.0: Western Agenda update/prep for joint meeting with WEDA

Presenters: Bret Hess, Sarah Lupis, Mike Harrington

Action Requested: Decide how to proceed with WGA sponsorship, AgExhibit display

Western Governors' Association Sponsorship:

- Conference Registrations for our Annual Meeting and Winter Meeting
- Invitations to Regional Lunches with Governors
- Monthly communications from WGA on Western news and issues
- Notification of public WGA work group meetings
- Recognition in Annual Meeting and Winter Meeting Attendee Packets, as well as on the WGA website

Attached is the updated WGA Sponsor brochure, detailing the sponsorship program, including various levels and benefits for each. WGA Sponsors receive a full annual term of benefits from the date of enrollment, including the Western Governors' Annual and Winter Meetings. A very productive year ahead is expected under the leadership of WGA's Chair, **South Dakota Gov. Dennis Daugaard** and Vice Chair, **Hawaii Gov. David Ige**.

WGA Schedule of Events

March 14, 2018 – Western Governors' Staff Council Reception with Sponsors (*WGA Chairman-level and Platinum-level Sponsors only*) – Denver, Colorado

March 21, 2018 – Western Governors' Workforce Development Initiative – [Webinar: Rural Workforce Development Challenges](#)

2018 Governor Lunches with WGA Sponsors:

April 3, 2018 – WGA Sponsor Lunch with **Governor Dennis Daugaard**, Pierre, South Dakota

May 8, 2018 – WGA Sponsor Lunch with **Governor Steve Bullock**, Helena, Montana

June 12, 2018 – WGA Sponsor Lunch with **Governor John Hickenlooper**, Denver, Colorado

Sponsor Lunch seat allocations:

- Gold Sponsors - 1 Seat
- Platinum Sponsors – 3 Seats
- Chairman Sponsors - 4 Seats with Priority seating for 2

June 25-27, 2018 – WGA Annual Meeting | Rapid City, South Dakota | [online registration](#)

December 11-13, 2018 – WGA Winter Meeting | Fairmont Orchid | Hawaii, The Big Island

Ag Exhibit on the Hill

June 6, 2018 in Washington DC

Opportunity to showcase the Western Agenda and key western research impacts. Propose to send 1 WAAESD representative and use the existing Western Agenda video, briefs/impact statements, and to create 2 retractable banners with Western Agenda highlights.

Budget Estimate:

Item	Cost Per Item	Total
WAAESD Representative Travel	\$2000	\$2000
Retractable Banner (split)	\$250	\$500
Printing briefs/impact statements (split)	n/a	\$1000
TOTAL		\$3500
WAAESD Share		\$2750

TABLE 1. NRSP-8 BUDGET REQUEST FEDERAL FISCAL YEAR (FFY) 2019-2023

Coordination group	FFY 2019	FFY 2020	FFY 2021	FFY 2022	FFY 2023
Aquaculture	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Cattle	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Horse	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Poultry	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Sheep/goat	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Swine	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Bioinformatics	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00
Total	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00

EXAMPLES OF PAST COORDINATOR EXPENSES

Year	2013	2014	2015	2016
Aquaculture	Improving the Rainbow Trout Genome Assembly using Moleculo Technology	Resource coordination workshops focused on oysters and other shellfish	Speaker Travel Awards (4 Students to PAG)	Functional Annotation of All Salmonid Genomes (FAASG) Workshop
Cattle	Support in the development of the cattle (Dominette) Optical Map; Dominette Illumina sequencing; PAG Awards and travel	Development of the new cattle (Dominette) reference assembly: PacBio genomic sequencing; PAG Awards and travel.	Development of the new cattle (Dominette) reference assembly: PacBio genomic and IsoSeq sequencing, Bioinformatics analysis, Dovetail Chicago Library; FAANG cattle purchase support; PAG Awards and travel.	Development of the new cattle (Dominette) reference assembly: PacBio IsoSeq sequencing, Illumina sequencing, Dovetail HiC library; PAG Awards and travel.
Horse	Student travel to PAG; Website development; SNP Chip development	Student travel to PAG; matching funds for SNP chip development	Student travel to PAG; Matching funds for FAANG-related activities	Student travel to PAG; Matching funds for reference genome work
Poultry	Student travel to PAG; infrastructure/staff support of genetic lines and well-characterized phenotypes & physiological studies	Student travel to PAG; infrastructure/staff support of genetic lines and well-characterized phenotypes & physiological studies	Support to Warren/Cheng/Brown leveraging USDA & stakeholder funding to improve the chicken genome assembly (SNP genotyping)	Improving the chicken genome draft sequence by PacBio sequencing (Washington Univ, Warren)
Sheep/goat	Contribution to the sheep reference genome assembly, Support NRSP8 member and student travel to NRSP8, ISGC, IGGC meetings	Purchase HD genotyping chips for sheep projects, Contribution to improved sheep reference genome, Support NRSP8 member and student travel to NRSP8, ISGC, IGGC meetings	Purchase HD genotyping chips for sheep projects, Contribution to improved sheep, Support NRSP8 member and student travel to NRSP8, ISGC, IGGC meetings reference genome	Purchase of reagents and supplies for sample collection to enable FAANG sheep genome annotation, Support NRSP8 member and student travel to NRSP8, ISGC, IGGC meetings
Swine	Travel: Jorgenson Travel Award winner, Workshop speakers, new Subcommittee members. Support for PEDV genotyping project and FAANG pilot project	Travel: Workshop speakers. Validation of Affymetrix 650K Genotyping chip	Support for Multi-station research project on Iso-seq analysis.	Support for Multi-station FAANG research, and bioinformatics support staff
Bioinformatics	PRRS Host Genome Consortium (PHGC) Database https://www.animalgenome.org/lunney/	Bioinformatics support for Epigenetics Group (multiple species)	Striped Bass Genome Database (https://www.animalgenome.org/bioinfo/services/)	Support for Functional Annotation of Animal Genomes https://www.faang.org/

Agenda Item 6.0: NRSP8 Proposal and budget overview

Presenter: Noelle Cockett

Action Requested: Feedback to NRSP Review Committee

NRSP-8 is an umbrella organization to promote the needs of the animal genomics community. With limited funds available to species coordinators, NRSP-8 helps to provide critical infrastructure for agri-animal genomic discoveries including genomics and bioinformatics tools and databases, genetic resource populations with economically-important phenotypes, and education and training of students, scientists, and the public.

Full proposal, accomplishments report, and response to reviewers:

<https://www.nimss.org/projects/18464>

Agenda Item 6.0: NRSP 8 Proposal/budget overview**Presenter:** Noelle Cockett**Action Requested:** Provide feedback to NRSP Review Committee**NRSP 2018 – 2019 (FY2019)****Off-the-Top Funding Summary**

Project	FY2018 Approved¹	FY2019 Approved¹	FY2020 Approved¹	FY2021 Approved¹	FY2022 Approved¹	FY2022
NRSP 1	220,052	224,565	230,755	237,131	243,697	-
NRSP 3	50,000	50,000	-	-	-	-
NRSP 4	481,182	481,182	481,182	-	-	-
NRSP 6	150,000	150,000	150,000	-	-	-
NRSP 8	500,000	-	-	-	-	-
NRSP 9	225,000	225,000	225,000	-	-	-
NRSP 10	433,969	406,591	-	-	-	-
Approved Total	\$2,060,203	\$1,537,338				
		Requested	Requested	Requested	Requested	Requested
NRSP_temp 8	-	\$500,000	500,000	500,000	500,000	500,000
Grand Total	\$2,060,203	\$2,037,338				
1% of Hatch²	\$2,437,010	\$2,437,010				
Difference	\$376,807	\$399,672				

¹ Assuming an acceptable midterm review, all NRSP budgets were approved for the duration of their current, five-year cycles.

² These values assume Hatch values at FY17 amounts and are subject to change when a FY2018 Federal budget is enacted.

Summary of NRSPs

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

Agenda Item 8.0: AD 2017 Annual Report/2018 Plan of Work

Presenter: Sarah Lupis

Action Requested: For information

2017 Annual Report and 2017 Plan of Work

Assistant Director, WAAESD

January 1– December 31, 2017

Narrative Self-Assessment & Summary of Key Activities

Calendar year 2017 was a busy one with several key accomplishments and successes, and additional responsibilities associated with hosting the ESCOP Chair (Bret Hess, UW) from the Western Region. This report outlines progress and achievements during 2017. I believe my performance in 2017 was exceptional. Despite the extra responsibilities of hosting ESCOP in the West and the extra travel associated with that, I continued to effectively manage the office, maintain the Region's multistate portfolio, expand the scope of the Multistate Impact Communications Program, produce key resources for the Western Agenda, establish myself as a sought-after impact writing educator, and take steps to enhance my leadership skills and abilities. Below I highlight some accomplishments of particular distinction for the past year.

Western Agenda: In 2017, I played a key role in coordinating the ongoing WAAESD-WEDA-WAPS-WAHS Western Perspective/Western Agenda joint initiative. I initiated and coordinated a Western Agenda Implementation Team (WAIT) to improve coordination, accountability, and communication regarding association activities to implement the Agenda. Coordinated with communications specialists from across the region (especially Mike Janes-University of California, Jennifer Alexander-Oregon State University, Joanne Littlefield-Colorado State University, Juella Sparks-University of Alaska, and Steve Miller-University of Wyoming) to develop 9, 1-page messaging pieces that summarized key western issues and illustrated how the western region contributes to the nation. I personally wrote 2-3 messaging pieces. These pieces were used by W-AHS and W-CARET at the 2017 AHS/CARET Hill Visits.

With Bret Hess and Joanne Littlefield, I created and narrated a powerpoint "video" that is now available on our website for association members to use in promoting the western agenda.

With WAIT and Dean Arp (OSU), I organized and facilitated a Western Agenda Roundtable at the 2017 Summer Meeting in Portland that identified priority initiatives for advancing the Western Agenda, including the APLU Ag Exhibit which is currently being implemented.

My activities have improved coordination and implementation of the Western Agenda and created products and opportunities that all Association members are leveraging to continue to raise awareness of the critical role of the Western Region in the nation's agricultural system.

Impact Communication: Since 2012 I have managed the National Multistate Impact Reporting Project, supported via NRSP-1. In 2017, we made significant progress in our efforts to both communicate the impact of research and extension activities in the West and throughout the nation, and improve the quality of impact reporting among faculty and extension specialists. With Sara Delheimer, Jeff Jacobsen (NRCA), and Christina Hamilton (NRCA), I co-wrote and successfully helped the Region advocate for a comprehensive new 5-year NRSP-1 proposal and budget. With the approval of this proposal by the Experiment Station Section last fall, we expanded the vision and scope of this program to formally include training for multistate project participants in all regions, expanded our reach and effectiveness on social media, and ensured that all regions make an equitable contribution to program support (in the form of an additional \$7,125 in salary support to the Association). I delivered impact reporting workshops to NIFA staff; members of W3001 "The Great Recession, Its Aftermath, and Patterns of Rural and Small Town Demographic Change;" the

Southwest Fire Science Consortium at Northern Arizona University; and faculty and extension specialists at Ohio State University, Utah State University, University of Nevada-Reno, University of Idaho, and Washington State University. Finally in 2017, I was once again part of the national team of writers and editors responsible for summarizing and highlighting impactful stories from the National Impact Database.

ESCOP/ESS Support: Provided regular support to Mike Harrington (ED) and Bret Hess (Chair) for ESCOP and ESCOP CAC activities. Organized and recorded minutes of monthly conference calls. Helped create the agenda for the in-person ESCOP meeting at Joint COPS. Edited, designed, and created a 1-page brief on infrastructure needs, based on the Sightlines Report (see attached). This brief was distributed to regional EDs and APLU. The Friday after distribution, the contents appeared in a Politico Morning Ag briefing. Helped Bret Hess develop a statement of the Chair's initiatives for 2017 and helped the Regional Executive Directors to produce an ESCOP 1-page summary brief.

Promotion of Inclusiveness: As a founding member of the ESCOP Diversity Catalyst Committee, I continued to advance policies, practices, and activities that promote an inclusive environment within the Experiment Station Section and our Regional Association such that members and guests may feel welcome, valued, appreciated, and affirmed. Specifically, I participated in, coordinated Association member participation in, and helped to organize a session on Intercultural Development and Multicultural Organizational Development to educate and inform AES Directors nationwide about their personal and collective perspectives on diversity and inclusion as a baseline and jumping off point toward a more inclusive culture and climate for ESCOP and our Association.

Leadership Development: In 2017, I participated in the first two of six leadership development workshops through the University of Utah, David Eccles School of Business. Workshops covered leadership strategies, emotional intelligence, and understanding and applying proven change management models and techniques. I have already begun applying the knowledge and skills gained in these workshops to my professional life. For example, I conveyed my understanding of change management to Mike Harrington and others, which played a key role in creating a strategic and thoughtful process for proposing consolidation of NIFA budget lines in early 2018.

2018—Looking Ahead: From my perspective, WAAESD is a dynamic and evolving organization. In my nearly seven years serving this Association, we have welcomed new AES leadership in nearly every state. Each new person brings a wealth of experience, interesting new perspectives, and new ideas to the table. As an Association, it seems our challenge is to harness this human capital for the betterment of agricultural research and the Western communities you serve. Toward that end, I'd like to focus in 2018 on improving efficiency in the way we do business to reduce real and transactional costs so we can better focus on meeting your needs—needs such as enhancing networking and peer-to-peer learning opportunities to help address and avoid issues impacting your organizations, delivering high-value programming at regional meetings that improves your effectiveness back at home, and continuing to help you share how your organizations are changing the face of agriculture in the region, the nation, and the world through innovative research and education.

Annual Report, January 1– December 31, 2017

Regional Activities

WAAESD Office: I supported activities of the WAAESD office through various ongoing activities, including maintaining electronic mail lists for various groups; developing, maintaining, and reconciling WAAESD budget and expenditures; creation and processing of financial and travel documents; inventory and stocking of office supplies; and maintenance and replacement of office equipment as necessary.

Multistate Research Portfolio:

- I added new users to NIMSS, added and updated participation for multiple faculty, specialists, and non-LGU participants; and fielded countless questions and requests from NIMSS users.
- I facilitated the annual proposal review for new/renewing multistate projects (11 projects) and the mid-term review process. I communicated results of each to project Administrative Advisors, AES/CES Directors in the Western Region, and NIFA.
- I coordinated the reassignment of numerous Administrative Advisors and provided training/support to new AAs on the Multistate Research Program and the use of the National Information Management Support System (NIMSS).
- I coordinated the collection and review of Western Region nominations for the Excellence in Multistate Research Awards Program and provided editorial comments, as needed. I then forwarded final nomination to the ESCOP Science and Technology Committee.

Western Region Meeting Support and Logistics:

- I collaborated with leadership and staff from the University of Hawaii and Oregon State University on the Joint Spring and Summer meetings, respectively.
- I collaborated with administrative officers at Washington State University and served as the NIFA liaison for the Western Region Administrative Officers Meeting, ensuring that NIFA's presence was useful and informative.
- I worked with Colorado State University administrative officers to secure a site and start planning for the big job of hosting the 2019 National administrative officers meeting in Denver.
- I worked with leadership at New Mexico State University, the University of Alaska-Fairbanks, the University of Guam, and NIFA on initial planning for 2018 meetings.

The National Information Management Support System (NIMSS): Throughout 2017, I continued to work with the Clemson development team and Chris Hamilton to transform the NIMSS into a newer, safer, more reliable system. We continued to work out bugs in the new system and make significant improvements including (but not limited to) making approved proposals available for meeting authorization and added additional tracking information to the Appendix E form. My efforts to improve this regularly-used foundational system have resulted in a more robust, efficient, secure, and accurate database that is currently saving NIMSS administrators at all Agricultural Experiment Stations time, facilitating better reporting, and improving the experience of participating in multistate activities.

WAAESD Web Site: In 2017, I continued to maintain the WAAESD website, updating information in the Directory and posting information about upcoming meetings.

Social Media: I continue to be the voice behind the WAAESD Twitter account. We currently have approximately 300 followers (up from 236 followers reported last year), including several association colleges and universities, national organizations, government partners, and others. Our Twitter account helps us leverage and advance stories and issues of regional and national importance.

Impact Reporting: As the Director for the NRSP-1 Multistate Research Impact program, I provide overall direction and support for the initiative by coordinating with other national communications efforts including Ag Is America and the National Impact Database Subcommittee; serving as a liaison with partners including the NRSP1 Management Committee, NIFA, kglobal, Cornerstone, the NIDB Management Committee, the Communications and Marketing Committee (designated NIDB rep), and ESCOP; managing human resources; reconciling budgets and expenses; authorizing, approving, and facilitating reimbursement for travel; editorial oversight of impact statements, social media content, and training programs; conducting training programs; and supervising employees (Impact Writer and Student Employee).

In 2017, I was a key player in the development of a new 5-year proposal and budget; wrote a letter to AES Directors nationwide on behalf of the Association to advocate for equitable funding for this program. The new proposal expands the scope of impact workshop training in order to raise the quality of annual reports submitted by individual faculty, extension specialists, and multistate project teams. I was personally responsible for delivering the impact reporting workshop to seven different groups. Some of these presentations were revenue generating for the Association, with a total income in 2017 of \$3,300.

ESS Leadership Award: Coordinated Western Region Leadership Award process. Coordinated with other regions to select awards and recognize winners at APLU meeting. Facilitated travel reimbursement for Western Region award recipient, Lee Sommers.

Western Academic Programs Section: Worked with Penny Diebel and Mary Holtz-Clause to coordinate a special session for the 2017 WRJSM on experiential learning and provided facilitation for the group discussion portion of that event. Helped Mary and Penny to develop the agenda for the W-APS Separate Association Meeting at the WRJSM and to develop monthly agendas.

W506: Worked closely with John Tanaka and Terry Messmer on the 2017 annual meeting for W506, "Using Science-Based Solutions in Conservation of Threatened and Endangered Species: Sage-Grouse Case Study." AES and CES participants met in Tucson, AZ where recommendations for improving LGU engagement in endangered species decision-making were advanced and plans for subsequent whitepapers/publications were established. Group will publish 2-3 papers in the next year. Individuals from the USFWS attended the Tucson meeting, building on networking and relationship-building that began during the 2016 meeting in Park City, UT. Group has also submitted a proposal for a 5-year multistate research project. Kept the members of this group informed about relevant meetings related to sage grouse conservation and the developments of the Western Governors Association's Endangered Species Act initiative.

National Activities

ESCOP Chair Support/Executive Committee/Chair's Advisory Committee: As the Assistant Executive Vice-Chair, Ex-Officio, I organized monthly conference calls and ensured that committee decisions were recorded, disseminated, and archived. Contributed to the creation of an agenda for the ESCOP meeting at Joint COPS and for the fall ESS meeting. Edited and designed a one-page infrastructure brief that influenced a Politico Morning Ag briefing. Co-created a statement of the Chair's initiatives for 2017 with Bret Hess and collaborated with the regional Executive Directors to create an ESCOP briefing that was used by the Chair during his extensive DC tour.

NRSP-1 Management Committee: I am an active member of NRSP-1 Management Committee that oversees multistate research implementation. As detailed above, I serve as the director of the National Multistate Impact Reporting project. In this role, I also coordinate the budget for the impact writer with CSU and provide regular budget updates to the committee. I was a key player in the development of a new 5-year proposal and budget that was approved by the ESS in October 2017.

Nat'l Extension and Research Admin. Officers Meeting (NERAOC): In 2017, I advised Colorado State University and their consultant in site selection, budget, and logistics associated with hosting this event in 2019.

Association for Communications Excellence: in 2017, I was elected Vice-Chair of the ACE Leadership and Management Learning Community. Participated in monthly conference calls with the Chair and Past-Chair to develop initiatives for the coming year.

Land-Grant Impacts Database Subcommittee: Active member of this committee. In 2017, played a lead role in advancing the redesign of the website and developing protocols to improve quality of submissions. Also participated on a writing committee that developed several impact stories, summary briefs, and an infographic video. With Faith Peppers (UGA), I co-authored a white paper on behalf of the Content Team/Database Committee that summarized the status of this initiative and made recommendations for improving the quality of content.

ESCOPE/ECOP Communications and Marketing Committee (CMC): An active member of this committee as a representative of the Multistate Research Fund Impacts program. In 2017, I led efforts to increase integration of multistate impact stories into the Ag Is America campaign. In 2017, I provided extensive comments to the One Ask video campaign. Finally, I advocated for increased outreach to “blessed states” regarding One Ask messaging to ensure more effective “one voice” advocacy campaigns. In addition, I provide direct support and engagement in select global social media campaigns.

ESCOPE Budget and Legislative Committee: As Assistant Executive Vice-Chair, I provided key support to Mike Harrington and Bill Brown (UT, B&L Chair), ensuring that committee decisions were captured and disseminated to members. I was also asked to provide key edits and content to the 2017 Cornerstone/APLU One Ask briefing materials used by AHS/CARET members during hill visits. My contributions helped to improve the overall look of these documents and provide key content to custom sections for briefs on the Hatch Act and AFRI.

NRSP Review Committee: In 2017, I continued to assist the Southern Region in their NRSP responsibilities by creating the NRSP Summary and ESS electronic voting survey.

ESCOPE Diversity Catalyst Committee: Active member of this committee. In 2017, I played key role in delivering a Multicultural Organizational Development Workshop for ESCOP leadership at the Joint COPS meeting and coordinated the Intercultural Development Inventory survey for the Association and workshop at the ESS meeting.

Status of 2017 Goals and Objectives

Activity	Status
Western Region	
Facilitate WAAESD operations and serve as recording secretary	Accomplished
Produce minutes of meetings and conference calls for WAAESD, WAAESD EC, WAPS, and others	Accomplished
Maintain WAAESD web site	Accomplished
Evaluate visitation and use of the WAAESD web site to improve functionality and usefulness	Ongoing
Serve as a liaison with USDA/NIFA , AES Directors, and other college of agriculture leaders in region/nation	Accomplished
Maintain electronic mail lists for various groups	Accomplished
Develop, maintain, and reconcile WAAESD budget and expenditures	Accomplished

Activity	Status
Create and process financial and travel documents in support of WAAESD transactions and activities	Accomplished
Train new administrators, members of the MRC and others in the use of NIMSS	Accomplished
Advocate for and work towards the creation of a single set of national guidelines to govern the multistate program (rather than having 4 regional systems, each with unique policies and procedures)	Tabled
Provide oversight for the Western Region Project Portfolio—proposal submission and approval, mid-term reviews, and regular reporting and project maintenance	Accomplished
Continue to serve as an ex-officio member of the WRAOM Planning Committee; encourage inclusion of AES-specific topics at the regional meeting; finalize WRAOM Meeting Guidelines	Accomplished
Promote Western Region research and integrated activities through various communication outlets including social media sites like Twitter, etc.	Accomplished
Advance the Western Agenda and related initiatives including W506, the WGA liaison, the WGA healthy forests and rangelands initiative and the new workforce development initiative; support the Western Agenda Implementation Task Force; and, serve as a liaison, coordinator, writer, and editor for Western Agenda communications efforts	Accomplished
Support and participate on the Western Region Leadership Team	Accomplished
Coordinate the ESS Leadership Excellence award process and nomination review committee	Accomplished
Support Western Region nominees for the ESS Excellence in Multistate Research Award and promote regional winners	Accomplished
Collaborate with Dan Arp and others at OSU to develop an agenda and make arrangements for the 2017 summer meeting in Portland, OR	Accomplished; exceeded goals
Collaborate with Ken Grace and others at the University of Hawaii, WEDA to develop an agenda and make arrangements for the 2017 spring meeting in Kona, HI	Accomplished
Collaborate with the host institution to develop an agenda and make arrangements for the 2018 spring meeting, host/location TBD	Accomplished
Support W-APS in achieving their 2017 goals and objectives	Accomplished
National	Accomplished
Continue to serve on the NRSP001 Management Committee	Accomplished
Continue to serve as a primary system administrator for NIMSS, advise and troubleshoot issues with Chris Hamilton and the Clemson team	Accomplished
Continue to serve as the director of the Multistate Research Fund Impact Project: provide oversight, support, and guidance; supervise of the impact communications specialist; expand delivery of impact reporting workshop to new audiences	Accomplished; exceeded goals
Develop issues and position paper drafts to increase awareness of important issues, positions, policies, and opportunities and/or respond to other regional or national initiatives affecting the region and funding	Accomplished
Support national-level communications and marketing efforts in coordination with the ESCOP Communications and Marketing Committee, kglobal, Cornerstone LLC, and the Land-grant Impacts Database initiative	Accomplished
Continue to serve on the National Land-grant Impacts Database committee and Content Subcommittee: participate in annual writing workshops, support and facilitate improvements to the quality of database submissions	Accomplished
Promote the workshop, “Research reporting: Why it matters and how to do it well,” and advocate for improved reporting to enhance our ability to communicate effectively to decision makers and key stakeholders	Accomplished; exceeded goals
Liaison with USDA NIFA on REEPort issues	Accomplished
Continue to serve on the NERAOC Planning Committee; encourage inclusion of AES-specific topics at the national meeting; implement the new National Guidelines	Accomplished

Summary of Travel/Meetings Attended

January 16-19, 2017: W506 Annual Meeting, Tucson, AZ

January 24-26, 2017: NIFA Impact Reporting Workshop, Washington DC*

February 2-5, 2017: National Impact Database Writing Workshop, Mobile, AL*

March 5-9, 2017: AHS/CARET/CMC/ESCOP Diversity, Washington DC

March 26-31, 2017: Joint Spring Meeting, Kona, HI

April 4-6, Impact Writing Workshop, Reno, NV

April 23-27, National Extension and Research Administrative Officers Conference, San Antonio, TX

June 8-9, NERAOC 2019 Site Visits, Denver, CO

June 13-16, Association for Communications Excellence, New Orleans, LA

July 9-12, Western Region Joint Summer Meeting, Portland, OR

July 16-19, Joint COPS, Kananasis, Canada

August 22-24, Wild Horse and Burro Summit, Salt Lake City, UT** (\$3,000 in WAAESD Special Fund income)

September 19-21, NAU/USFS Impact Writing Workshop, Flagstaff, AZ** (\$1,800 in WAAESD Special Fund income)

September 25-27, ESS/SAES/ARD Annual Meeting, Philadelphia, PA

October 5-6, Women's Leadership Program, Leadership Essentials, Salt Lake City, UT

October 15-20, Western Region Admin Officers Meeting & WSU/UI Impact Writing Workshops, Walla Walla and beyond

November 1-3, USU Impact Writing Workshop, Logan, UT*

November 6-8, Ohio State University Impact Writing Workshop, Columbus, OH** (\$1,500 in WAAESD Special Fund income)

December 7-8, Women's Leadership Program, Change Management, Salt Lake City, UT

**travel costs covered by host*

***paid engagement (total income to WAAESD Special Fund = \$6,300)*

2018 Plan of Work

In 2018, I plan to meet or exceed expectations with regards to all aspects of Program Management, Research Project Portfolio Management, Communications, and Association Support as detailed in the 5/31/2017 job description (see attached). In addition, I plan to focus specifically on

- Enhancing/revamping the WAAESD web site to refresh branding, update information, reduce redundancy, and enhance user experience and ease with which information is accessed;
- Look for ways to increase efficiency in the way the Association functions with respect to event planning and execution and accounting;
- Promote adoption of good impact communication by faculty and others through database process improvements, workshops, and dissemination of helpful and inspiring resources;
- Raise awareness of multistate research activities with decision-makers and others through effective marketing and communication.
- Successfully complete the University of Utah Women's Leadership Program and continue to implement the knowledge, skill, and abilities I am developing to further the mission of the Association.
- At the direction of WAAESD and WEDA, execute campaigns to elevate the profile and raise awareness of the Western Agenda with decision-makers (e.g., Ag Exhibit, NC-Far Lunch and Learn, etc.)

Appendix A. Essential Job Duties from Admin Professional Job Description, 5/31/17

Job Duty Category <i>E.g. Supervision, Research, Accounting, Project Management, etc.</i>	% of time	Duty/Responsibility <i>What is done? These action words should be a clear action verb that conveys the act or work behavior.</i> <i>How is it done? This is where you describe the action verb. The "how" conveys the interaction with data, people or things.</i> <i>Why is it done? The purpose or end result</i>
Program Management		<ul style="list-style-type: none"> • Manage and coordinate operation of the Western Director's office and administrative functions to ensure accuracy, seamless coordination, efficiency and effective prioritization. • Implement timely and effective systems, processes, and procedures to conduct operational activities including coordination, training and supervising staff, calendaring, and correspondence. • Act as official representative of the WAAESD as needed before staff and constituency, including high-level, sensitive and/or confidential meetings and events in lieu of or with the Executive Director. • Liaise with Deans and Directors, dean's offices internal units, external constituents, other Regional Associations, and various central administrative units.
Research Project Portfolio Management		<ul style="list-style-type: none"> • Assures currency and quality of data and information in an on-line database for multistate research projects, interregional projects, and western research-extension projects, including western coordinating committee projects, extension-education research activities development committees and general information about the multistate research projects and coordinating committees and extension-education research activities within the other three regions. • Coordinates and assists the Multistate Review Committee (MRC) in the performance of its annual responsibilities, demonstrating thorough knowledge of national and regional guidelines and procedures. • Produces periodic narrative summary reports of the investment portfolio of WAAESD and its impacts, with relation to regional and national priorities, resources committed to various activities, and results accruing from these activities. • Responds to detailed questions regarding the composition, content and status of the western multistate research portfolio in a timely manner, reflecting a thorough familiarity with the scientific material. • Serves as regional system administrator for the National Information Management and Support System (NIMSS) web site and database. Coordinate administration and management of the NIMSS with other regional system administrators. Provides regular training to NIMSS administrators and project Administrative Advisors. Develops and maintains accurate and up-to-date regional guidelines, training modules, and supporting documentation.

	<ul style="list-style-type: none"> • Coordinates and assists the National Research Support Program Review Committee in the performance of its annual responsibilities, including project submission, review and funding recommendations; demonstrates thorough knowledge of NRSP Guidelines and procedures. Manages the \$2 million portfolio.
<p>Communications</p>	<p>Facilitates WDO communication efforts by building awareness of the AES/WAAESD mission, values, and goals; and directing appropriate message dissemination which is coordinated, timely, and effective.</p> <p>Receives and manages all incoming communications (electronic, written and verbal) for the WAAESD; analyzes the nature of requests; independently handles all routine responses and determines the urgency of other matters, decides whether to take immediate action or seek information from the ED.</p> <p>Develops Issues and Position Paper drafts with respect to advancing such issues, positions, policies, and opportunities to address and/or respond to other region or national initiatives affecting multistate research programs and funding or other issues of regional importance.</p> <p>Coordinates, develops, and synthesizes information for the ED and western region agricultural experiment station directors' decisions and actions. In developing such information about agricultural and natural resource research and issues, the incumbent will be expected to contact, as needed, land-grant university (academic, experiment station and extension service) administrators and staff, Multistate Committees or their Administrative Advisors, the staff and administrators of federal agencies, congressional staff, scientific societies, and commodity and other organizations throughout the country.</p> <p>Develops impactful and succinct written communications including "user friendly" written newsletters and other tools that communicate program outcomes including impact statements from Western region multistate program to other regions, APLU, USDA, NIFA, Congress, stakeholders and others at the national level.</p> <p>Maintains the WAAESD website(s) and social media sites (Twitter, Facebook, etc., as necessary). Develops or sources appropriate content for regular postings and responds to followers in a timely manner with the goal of promoting LGU research and extension activities and impacts with a special emphasis on stories originating from the western region.</p> <p>Coordinates the National Impact Writing Project and Joint WAAESD-WEDA Western Region Impact Writing Initiative (and other similar communications efforts, as assigned). Provides editorial oversight to</p>

	<p>ensure that communications products developed as part of these and similar efforts are of the highest quality. Serves as the liaison between these and other national, regional, or state/local communications campaigns, initiatives, and efforts. Supervises and coordinates the activities of the impact communication specialist housed in the WDO. Coordinates impact writer's annual plan of work and performance review with the NRSP-001 Management Committee.</p> <p>Serves as a regional resource regarding communications including but not limited to: providing guidance and advice to Western Directors about communications campaigns and efforts and developing and delivering training on emerging communications tools (e.g., social media).</p>
Support of the Association	<ul style="list-style-type: none"> • Develops agenda briefing materials for all meetings of the WAAESD and provides these materials to the Directors in advance of meetings. The incumbent is responsible for attending meetings of the Association and assuring that the business portion of these meetings function smoothly and efficiently. In collaboration with the ED and/or the Association Chair, insures timely completion of actions taken or assignments given that are at such meetings. • Provides facilitation support including but not limited to: creation of agendas for WAAESD Executive Committee and regular meetings, Joint meetings/sessions, conference calls and other events; facilitation of special sessions/events; and consultation on event planning and logistics. • Serves as the recording Secretary of the WAAESD making sure that appropriate action is taken on all decisions of the Directors. • Provides support to the ED in activities related to affairs of APLU and its various Boards and Sections. • Maintains regional list serves for Experiment Station Directors, Deans of Agriculture, Academic Program Directors, Council of Agriculture Research Extension and Teaching (CARET), and Western Region Administrative Officers Association. • Create and process financial and other documents required to support WAAESD transactions • Monitor, maintain and reconcile WAAESD budget and expenditures. • Develop association annual budget with the ED. • Prepares and/or maintains documentation on actions or proceedings of WAAESD committees. • Participates in and travels to regional and national meetings. • Represents the Association and/or WDO on various regional and national committees, as assigned.

Agenda Item 8.0: Assistant Director Q1 Report, January – April, 2018

Presenter: Sarah Lupis

Action Requested: For information only

I. REGIONAL ACTIVITIES

WAAESD

Support to the ED, Chair, and Organization

- **Annual Report and Evaluation:** Submitted annual report for the calendar year 2017 to Mike Harrington who leads the evaluation as past Chair. Created surveys from position description documents that Milan and Mike managed.
- **Assistant to the Director Evaluation:** Distributed Sarah Lupis' 2017 annual report; revised evaluation instrument, sought input from outside groups with which Sarah has worked. Drafted results summary and evaluation for the Association.
- **CSU Research Centers Conference:** Participated in this annual conference
- **Executive Committee:** Participated in monthly conference calls and maintained records of decisions.
- **Association Budget/Finances:** Reconciled purchases, balanced the Association budget, and proposed an account restructuring that will save the Association money and increase transparency and efficiency in managing our funds.
- **Travel:** Facilitated travel approvals and reimbursements for Mike Harrington and myself.
- **Outreach/Communication:** Maintained the WAAESD website and Twitter account
- **Western Agenda:** Continue to work with Bret Hess, Lyla Hoglum, Joanne Littlefield (CSU EXT Communication Director), and Mike Harrington to advance the WA through social media and initial planning for the 2018 Ag Exhibit on the Hill
- **Multistate Research Fund:** Assist administrative advisors and committee members with the proposal submission process, participant registration, annual report submission, and

Meeting Support and Logistics

- **Spring Meeting:** With the Executive Committee, Lyla Hoglum, Mike Harrington, and Glen Whipple developed the agenda for the March WAAESD meeting and Joint WAAESD/WEDA meeting and coordinated guest speakers. Created and compiled agenda brief booklet for this meeting.
- **Joint Summer Meeting:** Working with Guam on overall agenda and meeting logistics.
- **USDA Insular Areas Technical Workshop:** Worked extensively with Maggie Ewell and Cynthia Montgomery, from NIFA, and Jessie Rosario, from UOG, to manage participant lists, create and allocate a travel stipend budget, finalize venue contracts, develop the agenda, and communicate with participants.
- **2018 ESS/SAES/ARD Meeting:** As a member of planning committee, I've worked to recruit speakers for sessions on change management and diversity/inclusion.
- **2019 Summer Meeting:** Worked with Steve Loring and Max Byrd to select a venue, finalize contract details, and lay the groundwork for a successful event.
- **2019 NERAOC:** Continued to work with the CSU host team on event logistics and contracts, and marketing the event at this year's meeting.
- **2018 WRAOM:** Supported UAF hosts in selecting meeting dates and advertising this event to administrative officers throughout the region.

Committee Activities

- **WAAESD Executive Committee:** Participate in monthly conference calls; prepare meeting agendas and record decisions.
- **Western Agenda Steering Committee:** This group did not meet in Q1.

Western Academic Programs

- Participate in monthly conference calls.

I. NATIONAL ACTIVITIES

ESCOP

Committee Activities

- **ESCOP Budget and Legislative Committee:** Support Chairman Bill Brown (U-TN) as the Assistant Executive Vice Chair on this important committee. Facilitate monthly conference calls and record decisions. Contributed writing and edits to the One Ask brief distributed by Cornerstone at the AHS/CARET meeting for Hill Visits. In addition, advised Mike Harrington and others on a comprehensive change management strategy for the consolidation of NIFA budget lines. As part of this effort, I provided much of the language that now appears in the “charge memo” signed by Mark Hussey to invite participation to a committee.
- **NRSP1:** As Program Director for the Multistate Research Fund Impacts Program, I am responsible for all aspects of this program. Our 2017 Annual Report can be viewed here: https://www.nimss.org/system/Sea/minutes_attachments/000/051/220/original/Impact%20Program%20Annual%20Report%202017_FINAL20180228.pdf

In the first quarter, Sara Delheimer and I hired our first student social media specialist and began to increase our social media activities as a result, adding a facebook profile and more regular posts to the program’s accomplishments. Our team meets regularly to brainstorm ideas for upcoming campaigns (e.g., Ag Week, World Water Day, etc.) and ensure cohesive activities. In this quarter we advertised, recruited, and planned for 4 multistate committee annual meeting workshops—as first ever as part of the new 5-year project approved last fall.

Independently, I work with Chris Hamilton and our Clemson web/database development team (and NIMSS admins nationwide!) to identify and address emerging issues with the NIMSS.

- **Communications and Marketing Committee:** Participate on this important joint AHS, CES, ESS committee that works with kglobal and Cornerstone to facilitate high priority impacts to those who need to understand what we do. Participated in the March 4 face to face meeting and participate in group conference calls. I have been distributing quarterly reports to Deans and Directors. Serve as backup to Rick Rhodes in support of this committee.

- **ESCOP/ECOP Impact Database Subcommittee:** Active member of this subcommittee that has been working to improve the quality of impact statements submitted to www.landgrantimpacts.org. In this quarter, we continued to advance plans to review impact statements as they are input and I worked with Faith Peppers (UGA) and Frankie Gould (LSU) on a presentation for the PILD workshop.
- **Diversity Catalyst Committee:** I worked with other members of this committee on a nomination for the first ever Diversity award, arranged for an impact talk from Sara Rushing at Montana State University who will present on the university's ground-breaking work to intervene in hiring of STEM faculty to ensure that all candidates receive fair treatment, and to help identify session topics and speakers for the 2018 ESS/SAES/ARD meeting.

III. PROFESSIONAL DEVELOPMENT

Participated in a workshops Collaborative Negotiations as part of the Women's Leadership certificate program at the University of Utah.

III. SUMMARY OF TRAVEL

February 22-23: Woman's Leadership workshop, Salt Lake City, UT

March 25-29: Joint Spring Meeting, San Diego, CA

H. Michael Harrington
Executive Director, WAAESD
2017 Annual Report
NARRATIVE SELF ASSESSMENT

2017 was a busy year for our both Sarah and I. With Bret Hess serving as ESCOP, the workload of the office goes up exponentially as will be described herein. At the regional level, we worked to facilitate discussions on the future of the Association, its mission, vision, the Western Agenda as well as the role and expectations of the Western Directors Office. The meetings continue with stimulating discussions on timely issues that are relevant to the Directors. Some of this is still a work in progress; but in all, the Association is in good shape. With the exception being unsuccessful in getting Farm Bill field hearings in the West, all planned activities for 2017 have excellent progress or are continuing.

Significantly, there are many new faces in the group with relatively short tenure (< 3 years) in their positions. Serving as AES Director is a full time job; and time is needed to understand all of the attendant responsibilities. This points to an ongoing need for new Directors orientations. We held orientations at the 2015 Breckenridge summer meeting and again at the joint 2016 ESS-NEDA meeting. However a recent orientation in Washington DC was not well attended by WAAESD members. Making these sessions informative and useful to Directors is essential. Due to retirements, peer to peer mentoring provided by experienced Directors has also been reduced. Every effort must be made to develop a new organizational culture.

The turnover and impending retirements also point to the need for *all* Directors to assume some of the Administrative Advisor responsibilities. There are several Directors doing far more than their fair share. This is a great opportunity to expand understanding of the Western Multistate Portfolio.

In recent years, the Association moved away from field trips during both its meetings; however, the tour held in Hawaii was well attended. Such events should be continued since they are quite effective in enhancing interactions among fellow Directors and other colleagues as well as gaining an overview of member state issues and practices.

The interactions with the Western Extension Directors continue to improve with clear understanding of the need for joint initiatives, particularly in light of the priorities identified in the Western Agenda. There is significant value added in meeting with the Western Extension Directors Association leading to enhanced mutual understanding as well as identification of mutual priorities.

The final Western Agenda documents have been distributed and an implementation committee is working toward gaining support from others including the WGA and a possible exhibit at the 2018 Ag on the Hill event.

Actions/Impacts:

- Better sense of what regional office does and could do in support of the Association and its members.
- All member institutions participated in the Sightlines Facilities Study.
- Clear messaging to members regarding payment of association assessments.
- Development of a budget model that increases the off the top contribution via W-106 reducing billed state assessments.
 - Streamlined assessment process reducing transaction costs.
- Initiated discussion on the mission, vision and expectations for the WAAESD

- Agreed with to meet with WEDA in the same location on alternate year with extended WAAESD-WEDA joint sessions to be held be in San Diego in 2018.
- There will be no face to face spring meeting in the off years beginning in 2019.
- Working with Guam to plan our joint summer meeting.
- Working with NIFA-Office of Grants and Financial Management (OGFM) and Territory representatives to plan a territories financial management meeting after our joint summer meeting in Guam.
- All Western LGU Colleges of Ag have ownership in the Western Perspective-Agenda.
 - Represents the first real partnership around common issues and problems.
 - An extended discussion of the WP-A was held at the summer meeting in Portland.
 - The WGA and many Governors are aware of the documents.
 - One pagers highlighting facets of the Agenda as related to the “One Ask” were prepared for distribution to Congressional delegations at the 2017 AHS-CARET meeting.

Multistate Program

- Continued work to assure accountability in the multistate program including timely submission of annual reports and the submission of meaningful impact statements.

Actions/Impacts:

- The NIMSS is more user friendly and does not allow annual meeting authorizations when reports are missing.
- Worked with WERA1012, on project renewal submission.
- Participated in 6 multistate committee meetings in person or by Zoom.

Western Academic Program Directors

Supported the revitalization of the Western Academic Programs Section (WAPS) through regular conference calls to assure progress on initiatives.

Actions/Impacts:

- WAPS held its second conference on experiential learning at the Portland summer meeting with good participation from the WAAESD and WEDA.
- Several Western region non-land grant Colleges of Ag are regular participants in WAPS

Western Governors Association

Our interactions with the Western Governors Association (WGA) continue to improve. With Lyla Houglum, I continue meet biweekly to enhance the interactions with our liaison Bill Whitacre. I also attended the summer meeting of the WGA during which actor Jeff Bridges, national spokesman for No Child Hungry, was a keynote speaker in a session on hunger. Montana and Nevada governors described their efforts to address hunger in school through “Bell before Breakfast” and “Food Fairy” programs respectively.

Given our reach into the industry as well as every county and community, moving forward with a multistate effort aimed at addressing child hunger would be an important undertaking.

Actions/Impacts

- Developed trusted relationship with the WGA
 - WAAESD and WEDA being sought for information and expertise.
- Increased awareness of WGA staff, Governors’ Senior Staff and some Governors of the Western Perspective-Agenda

- Maintain regular conference calls with WGA staff.
- WGA request for members of an invasive species advisory committee.
- High level of interest from the WGA staff in the developing the 2018 Chairman's initiative on invasive species.
- WGA Executive Director, James Ogsbury, extended his personal appreciation to the Directors for WAAESD and WEDA engagement and contributions.

NATIONAL ACTIVITIES

ESCOPE

Support for ESCOP Chair. Effective with the ESS meeting in September 2016, our office assumed responsibility for providing support to Bret Hess during his tenure as ESCOP Chair through September 2017. In addition to drafting memos, communications, assisting with conference calls and agendas, I spent considerable time working with Bret, Fred Schlutt (ECOP Chair) and extension colleagues on what is termed the ESCOP-ECOP Strategic Alliance. I organized more than 40 joint meetings for Bret and Fred with numerous agency staff members and stakeholder groups. These meetings spanned two weeks in February and March and a week in May.

The NIFA proposal of how Time and Effort reporting requirements would be implemented caused major concerns among AES Directors. On behalf of ESCOP and the B&L Committee, I worked with Maggie Ewell and Cynthia Montgomery (NIFA-OGFM) to provide input on a draft fact sheets.

ESS Annual Meeting Planning Committee. Worked with ESCOP Chair, Chair-elect and other colleagues to develop program and sessions for the 2017 ESS meeting in Philadelphia. Theme: A Question of Balance. Planned a session on finding the balance between research and teaching.

ESCOPE Budget and Legislative Committee (BLC). As Executive Vice Chair provide support to committee chair Bill Brown (U-TN).

Actions/Impacts:

- Unified front between ESCOP and ECOP at the national level
- Continued joint BLC discussions with ECOP, maintain communications with ECOP BLC Chair and EDs
- On behalf of ESCOP and The B&L Committee, expressed concern on the original NIFA requirements for T&E reporting
- At NIFA's request, provided feedback on early drafts on the T&E reporting requirements, including specific references in the Code of Federal Regulation that stipulate that for non-hourly employees, 40hrs/week is considered full time as well as references allowing federal funds to be spent on proposal writing. NIFA's initial positions were that faculty supported 100% by federal and matching funds were on duty 7-24-365 and that federal funding could not be used in writing grant funds.
 - Both of these positions were omitted from current version of the NIFA Fact Sheet.
- Ongoing communications with Cynthia Montgomery, Maggie Ewell as well as Council on Government Relations (COGR) representatives on time and effort reporting requirements
- Maintained a trusted working relationship with members of the Cornerstone team and NIFA staff.
- Continued to support BLC Chair on the BAC and CLP
- The National IPM Coordinating Council is now a standing subcommittee of the ESCOP Science and Technology Committee and has a formal status for providing input on pest management programs.

POLICY BOARD OF DIRECTORS

Water Working Group

At the request of the Policy Board of Directors, Robin Shepard and I continued to meet with NIFA personnel to reiterate essential elements of the work group paper for NIFA staff.

- **Impact:** While difficult to assess the precise impact of these efforts, it is significant to note that funding for the Water Security Challenge Area *increased* from \$6 M to \$30 M in 2017 RFA.

Strategic Realignment

In November 2017, BAA-Budget and Advocacy Committee charged the ESCOP and ECOP B&L Committees with making recommendations as to how the 45 lines in the NIFA budget could be realigned. Twenty-seven of these lines are \$5 M or less. My analysis of this situation led to the conclusion that this is likely the most important effort that the BAA has undertaken since CREATE-21. I then worked with Ian Maw, Rick Klemme (ECOP ED), Bill Brown (ESCOP B&L Chair), Doug Steele (ECOP B&L Chair) and Mark Hussey (PBD Chair) to develop a draft concept charge that would create a special committee to undertake this effort.

- **Actions/Impact:** A special committee is being formed and charged to undertake this effort.

2017 Annual Report H. Michael Harrington

I. REGIONAL ACTIVITIES

IMPACTS

- Continue to nurture relationship with the Western Governors' Association (WGA). Arranged for Jim Ogsbury (WGA-ED) to attend our Joint Summer Meeting.
- Distributed new information on LGU infrastructure needs and the One Ask proposal for the NIFA budget at the Annual Meeting of the WGA meeting in Whitefish, MT
- Developed liaison relationship and biweekly conference calls with Bill Whitaker Western Governors Association staff.
- Developed draft regional grants program for consideration by the WAAESD
- Provided input on Western Agenda to the NIFA Listens input process.

WAAESD

Support to the Chair and Organization

- **Annual Report and Evaluation:** Submitted annual report for the calendar year 2016 to the evaluation committee. Worked with Jim Moyer and Milan Shipka to facilitate the evaluation process.
- **Assistant to the Director Evaluation:** Distributed Sarah Lupis' 2016 annual report; revised evaluation instrument and drafted results summary and evaluation for the Executive Committee.
- **WEDA Executive Director Annual Evaluation:** at Milan's request, developed evaluation assessment for Lyla Hougum
- **Meeting Organization Subcommittee:** Participated in several calls on the meeting structure. Some of the recommendations have been implemented for the 2017/2018 Spring and Joint Summer Meetings
- **CSU Research Centers Conference:** Participated in this annual conference

Meeting Support and Logistics

- With the Executive Committee and Sarah developed the agenda for the March 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

- **WAAESD Executive Committee:** Participate in monthly conference calls
- **Western Agenda Steering Committee:** Participate in regular calls with this group working to advance the Western Agenda and Perspective. Drafted one pager on workforce needs
- **Regional Grants Program:** Developed the initial program draft, worked with Chris Pritsos, Chris Davies and John Tanaka to revise program outline
- **Western Governors Association Coordination:**
 - Lyla and I meet biweekly with Bill Whitaker (WGA liaison) to discuss how our organizations can work more effectively together.
 - Provided names of pest management specialists who were appointed to a WGA Advisory Committee.

- **Western Rural Development Center Board:** I serve as the Western Directors' representative on this activity. Serve as the recruiting chairman responsible for identifying new board members.
- **Western IPM Center:** I serve as the Western Directors' representative on the Center Steering Committee.
- **Western Rural Development Center Board of Directors:** I serve as one of three WAAESD representatives on this group and chair the membership committee. Provided background information on the WGA Workforce Development project to the Dan Albrecht who was able attend the kickoff session in SD. Participate in regular conference calls. Attended annual meeting in Park City UT
- **Southern Rockies Landscape Conservation Consortium:** Serving on the Science Committee and participate on the Steering Committee meetings as time permits. Continue working with Science Committee on science needs, distribute to RFA (when they occur) to Directors and other pertinent information particularly to AZ, CO, NM, and UT.

Multistate Program

- Serve as ex officio chair of the MRC.
- Review multistate projects as assigned, serve as AA for 6 projects.
- **Excellence in Multistate Research Awards Program:** Our office facilitated collection and review of nominations and forwarded Western Region winner to the ESCOP Science and Technology Committee.
- With Jeff Jacobsen, Chris Hamilton and Sarah Lupis to address problems in the NIMSS as needed.
- **Impact Reporting 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 an NRSP-RC conference call in the Impact Writing Project.
 - The RC recommended revised proposal that reflects the West's budget input.
 - The ESS approved the Associations budget request accounting for the time that Sarah spends providing leadership for the Impact Writing Program

ESCOP Leadership Award:

- Lee Sommers was nominated from the West for the award this year. I worked with Lee to collect his CV and wrote the bio for inclusion in the APLU Program.

State Visits

- **Jan 15-19 California**
 - Berkeley with Keith Gilles, toured lab and greenhouse facilities
 - Oakland Central ANR Offices with Glenda Humiston
 - UC Davis with Mary Delaney, Ron Tjeerdema, Susan Ebeler, Jan Hopmans, toured animal, plant and greenhouse facilities
 - UC Riverside with Kathryn Uhrich, Michael Anderson, met with faculty on multistate program, toured citrus orchard and greenhouse facilities
- **April 19-20, University of Nevada Reno**
 - Met with Bill Paine, Chris Pritsos
 - Invited speaker at Ron Pardini's retirement ceremony
 - Met with Stan Johnson to discuss training program proposed by the National Center on Food and Agriculture Policy (NCFAP)
- **Nov 1-2 New Mexico State University**
 - Met with Steve Loring

- Met with Natalie Goldberg
- Met with Orlando Flores
- Met with Jeff Witte (State Ag commissioner)

Western Academic Programs

- Participate in monthly conference calls, updated white paper on educational programmatic opportunities for Dave Shintani (ACOP Chair)
- Provided input on a young scholars program to the NIFA Listens input process.

II. NATIONAL ACTIVITIES

ESCOPE

Support for ESCOP Chair Bret Hess:

- With Bret, organized monthly conference calls and agendas of the Chairs Advisory Committee
- Organized some 31 meetings (with assistance of Jeanette Thurston, NIFA) for Bret and Fred Schlutt (ESCOPE Chair) during two week period at the end of February - March. Meetings included Acting USDA Under Secretary, NIFA Director, Associate Directors, all Institute Deputy Directors and staff, Planning and Accountability, Communications, ARS, NRCS, ERS, Rural Development, APLU staff, Cornerstone, kglobal, DOE, Food and Nutrition Service, US-FWS, National Academy of Sciences, AGree, FFAR, NASDA, NCFAR, SoAR, and NACo
- Coordinated and facilitated a series of 12 meetings for Bret and Fred Schlutt, May 17-19
- Drafted a number of congratulatory and appointment memos
- Tracked ESCOP budget and developed summary 2017 expenditures

IMPACTS

- Continued development of a unified ESCOP-ECOP front with agencies and stakeholder groups at the national level.
- Developed one pagers for Infrastructure deferred maintenance and capacity funds. The former was used during appropriations committee testimony.
- The Budget and Legislative Committee is working with NIFA to clarify Time and Effort Reporting expectations. At the request of Cynthia Montgomery, I 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 developed session on the Finding the Balance between Teaching and Research for the fall ESS meeting.
- Provided input on ESCOP Priorities to the NIFA Listens input process.
- Collaborated with ECOP to submit joint priorities to NIFA Listens.

Committee Activities

- **Chair's Advisory Committee:** Organize and participate in monthly conference calls
- **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.
- **ESCOPE Budget and Legislative Committee:** Support Chairman Bill Brown (U-TN) as the Executive vice Chair of this core ESCOP committee.

- Coordinate. ESS input on priorities,
- Facilitate. monthly conference calls
- Drafted agenda briefs and meeting notes.
- Arranged joint meetings between ESCOP and ECOP Budget and Legislative Committees.
- Participate in the monthly ECOP BLC calls.
- Continued work with NIFA to develop a communication clarifying expectations for T&E reporting
- Continue to track 2017, '18 budgets
- Drafted ESS input for the ESCOP BL Committee including justification the single ask for the NIFA budget. Contributed to the FAQs that address the single ask concept.
- **Budget and Advocacy Committee:** Supported Bill Brown on this BAA committee.
 - With Bill, developed reports
- **Committee on Legislation and Policy**
 - Supported Bill Brown on this committee
 - Provided ESCOP/ESS input on Farm Bill Priorities
 - Assisted Greg Bohach (CLP Chair) as needed
- **National Impact Writing Project:** Our office oversees a full time writer (Sara Delheimer) funded by NRSP-1 who is responsible for writing impact statements as well as press releases about the multistate projects. Sara has been receiving glowing compliments from virtually every committee as well as Sonny Ramaswamy for these statements. The annual performance review by the NRSP-1 Committee indicated that Sara is doing an excellent job.
- **NIMSS Oversight/NRSP-1 Committee.** Work with the other EDs but primarily Jeff Jacobsen (NCRA ED) Chris Hamilton and Sarah to address need. Sarah and Chris continue to do heroic work with the NIMSS
- **System Communications and Marketing Project:** Participate on this important joint AHS, CES, ESS committee that works with kglobal and Cornerstone to facilitate high priority impacts to those who need to understand what we do. Participated in the March 5 face to face meeting and participate in group conference calls. I have been distributing quarterly reports to Deans and Directors. Serve as backup to Rick Rhoades in support of this committee.

Policy Board of Directors

- **BAA-BAC Water Quality Working Group**
 - Robin Sheppard and I continue to advocate for the priorities outlined the National Water Security white paper. Significantly, funding for the NIFA Water Challenge program *increased* from \$6 to \$30 million for 2017.
- **Single Ask Concept:** Facilitated conference calls for Western region members to discuss the single ask concept and collect any unanswered questions. Developed communication for Ian Maw to Deans and Directors urging them to contact their CGA representatives and other appropriate university officials to raise awareness of the Single Ask.
- **Strategic Realignment Initiative:** Worked with Ian Maw, Rick Klemme, Bill Brown Doug Steele and Mark Hussey to develop a conceptual charge for a special task force to develop recommendations for realignment. Developed detail spreadsheet showing all budget lines matching requirements, funding history and IDC data.
- **Infrastructure Needs:** Convened a group to map approach for getting the LGU infrastructure needs into the pending federal process. Worked with Glenda Humiston, PBD, BAC, CLP, ESCOP and ECOP Chairs, Ian Maw and Cornerstone to develop a one pager on the infrastructure needs. Worked with Vernie Hubert (Cornerstone) to incorporate needs into Jay Akridge testimony.

III. Summary of Travel CY 2017

Jan 16-19: CA state visit

Feb 1-2: Washington, DC meetings

- Agree Farm Bill Session
- Meetings with NIFA staff

March 5-9: ASH-CARET meetings, Washington, DC

- CMC Meeting
- Joint ESCOP/ECOP B&L Committee Meeting
- ESCOP Meeting
- AHS-CARET Meeting
- ESCOP Diversity and Inclusion Training
- Meetings with Meryl Broussard, Bob Holland, and Institute Deputy Directors and staff

April 19-20: State visit University of Nevada-Reno

April 24-28: NERAOC, San Antonio, TX

May 1-3: NMCC (EDs) Meeting Washington DC

May 18-19: WERA 1012, Estes Park, CO

May 22-25: Western Rural Development Center Annual Meeting Park City, UT

May 25-28: Western Governors Annual Meeting, Whitefish, MT

July 10-12: Western Region Joint Summer meeting, Portland, OR

July 16-19: Joint COPs, Kananaskis, Alberta

Sept 25-27: ESS Annual Meeting, Philadelphia, PA

Oct 4-6: W3190 Annual Meeting, Calistoga, CA

Nov 1-2: New Mexico state visit, Los Cruces, NM

Nov 10-14: APLU Annual Meeting Washington, DC

- BAC Meeting
- BAA meetings
- CLP meeting
- ESCOP meeting

Dec 12-14: New BAA Administrators Orientation, Washington, DC

- Participated in all sessions
- With Gary Thompson, Eric Young, Rick Rhodes, Alton Thompson provided background on the ESS and ESCOP to new Directors
- Met with Cynthia Montgomery to discuss T&E reporting and the agenda for the territories workshop in July 2018

Status - Goals/Objectives - 2017	Status
Regional	
Provide support to the Association Chairs, the Executive Committee, and MRC	Continuing
Provide oversight and general supervision of WDO Staff.	Continuing
Provide oversight and assistance to the MRC as appropriate	Continuing
Develop regional program for supporting team grants proposals	Complete
Assist with meeting planning and logistics for WAAESD, WAPD, W-AHS and summer meeting hosts	Continuing
Provide support for the Western Agenda and Perspective effort	Continuing
Continue to foster development of impact statements for multistate projects.	Continuing
With Sarah continue to develop plans for communicating the successes and impacts of regional partners	Excellent progress, Continuing
Assist with the collection and analysis of data relative to the President's proposed 2017, '18 budget and to other issues of interest to the WAAESD	Continuing
Continue to nurture relationship with Western Governors' Association	Excellent progress, Continuing
Assist WAPD as appropriate and with planning as needed.	Excellent progress, Continuing
Continue long range planning efforts	Some progress
Work with the WEDA and Lyla Houglum as appropriate	Excellent progress, Continuing
Provide support to the W-AHS as needed	Excellent progress, Continuing
Continue state visits as schedules permits, especially American Samoa, Federated States of Micronesia	Visited, CA, NM and NV
Advocate for at least two Farm Bill field hearings in the West	No success
Complete other duties as required	Continuing
National	
Provide support to Bret Hess ESCOP Chair, as Executive Vice Chair	Complete
Facilitate relevant meetings with USDA agencies (USFS, RD, ERS, ARS, NRCS, etc.), OMB, Cornerstone, DOE, DOD, NSF, NAS, NCFAR, SOAR, AFRI Coalition, USGS, and others for Bret Hess and Fred Schlutt (ECOP Chair)	Complete
Provide support for the ESCOP Budget and Legislative Committee and to Bill Brown, Chair; serve as Executive Vice Chair of the committee	Excellent progress, Continuing
Work with ESCOP and ECOP BL Committees, the BAC, The CLP and Cornerstone to further ESS Priorities including Water Security, Healthy Foods and the Farm Bill	Excellent progress, Continuing
Serve of Budget and Advocacy Committee	Continuing
Serve on Committee of Legislation and Policy (Farm Bill)	Excellent progress, Continuing
Serve on the System Communications and Marketing Committee	Continuing
Support Sarah and Sara in the National Multistate Impact Writing Project	Continuing
Promote relevant interactions with NIFA leadership	Continuing
Promote relevant interactions with other EDs and regions.	Continuing
Continue to meet and develop relationships with ARS, APHIS, NIFA staff, NASDA and others.	Continuing

Goals/Objectives - 2018	Status
Regional	
Provide support to the Association Chairs, the Executive Committee, and MRC	
Provide oversight and general supervision of WDO Staff.	
Provide oversight and assistance to the MRC as appropriate	
Assist with meeting planning and logistics for WAAESD, WAPD, W-AHS and summer meeting hosts	
Complete Mission, Vision, Values and Operational statements	
Provide support for the Western Agenda and Perspective effort	
Continue long range planning efforts	
Continue to foster development of impact statements for multistate projects.	
With Sarah continue to develop plans for communicating the successes and impacts of regional partners	
Assist with the collection and analysis of data relative to the President's proposed 2018 budget and to other issues of interest to the WAAESD	
Continue to nurture relationship with Western Governors' Association	
Assist WAPD as appropriate and with planning as needed.	
Work with the WEDA and Lyla Houglum as appropriate	
Provide support to the W-AHS as needed	
Continue state visits as schedules permits, especially American Samoa, Federated States of Micronesia	
Complete other duties as required	
National	
Assist with meeting planning as needed.	
Provide support for the ESCOP Budget and Legislative Committee and to Bill Brown, Chair; serve as Executive Vice Chair of the committee	
Serve on Special Task force on Strategic Realignment of NIFA budget lines	
Work with ESCOP and ECOP BL Committees, the BAC, The CLP and Cornerstone to further ESS Priorities including Water Security, Healthy Foods and the Farm Bill	
Serve of Budget and Advocacy Committee	
Serve on Committee of Legislation and Policy (Farm Bill)	
Serve on the System Communications and Marketing Committee	
Support Sarah and Sara in the National Multistate Impact Writing Project	
Promote relevant interactions with NIFA leadership	
Promote relevant interactions with other EDs and regions.	
Continue to meet and develop relationships with ARS, APHIS, NIFA staff, NASDA, WASDA and others.	

Agenda Item 9.0: Executive Director Q1 Report, January – April, 2018

Presenter: H. Michael Harrington

Action Requested: For information only

I. REGIONAL ACTIVITIES

WAAESD

Support to the Chair and Organization

- **Annual Report and Evaluation:** Submitted annual report for the calendar year 2017 to Milan Shipka who leads the evaluation as past Chair. Created survey that Milan managed
- **Assistant to the Director Evaluation:** Distributed Sarah Lupis' 2017 annual report; revised evaluation instrument, sought input from outside groups with which Sarah has worked. Drafted results summary and evaluation for the Association.
- **CSU Research Centers Conference:** Participated in this annual conference

Meeting Support and Logistics

- **Spring Meeting:** With the Executive Committee and Sarah developed the agenda for the March meeting.
- **Joint Summer Meeting:** Working with Guam on overall agenda and meeting logistics.
- **USDA**

Committee Activities

- **WAAESD Executive Committee:** Participate in monthly conference calls
- **Western Agenda Steering Committee:** Participate in regular calls with this group that is working to advance the Western Agenda and Perspective.
- **Western Governors Coordination:** Lyla and I meet biweekly with Bill Whitaker (WGA liaison) to discuss how our organizations can work more effectively together.
- **Western Rural Development Center Board of Directors:** I serve as one of three WAAESD representatives on this group and chair the membership committee. Participate in regular conference calls.
- **Southern Rockies Landscape Conservation Consortium:** Serving on the Science Committee and participate on the Steering Committee meetings as time permits. Continue working with Science Committee on science needs, distribute to RFA (when they occur) to Directors and other pertinent information particularly to AZ, CO, NM, and UT.

Insular Area Technical Assistance Workshop for NIFA Grants, July 12-14, 2018: With Eric Young, Sarah Lupis, Jesse Rosario, NIFA and others, assisted initial planning of this workshop to assure that all parties need are met.

Western Academic Programs

- Participate in monthly conference calls.

I. NATIONAL ACTIVITIES

ESCOP

Committee Activities

- **Support for ESCOP Chair, Gary Thompson**
 - Participate in monthly Chair's Advisory Committee conference calls
 - Participate in regular planning calls for the 2018 ESS Annual Meeting
- **Congressional Request:** In response to a request from Ryan Ehly Sr. Policy Advisor US Congress Joint Economic Committee - Democrats, I developed analysis of the multistate program activities relating to rural development. The Committee's interests included activities in Infrastructure including Broadband, Education, Health Care, Family Financial Security, Jobs , Housing and Family Farms and Ranches
- **ESCOP Budget and Legislative Committee:** Support Chairman Bill Brown (U-TN) as the Executive Vice Chair on this important committee. Coordinate ESS input on priorities, facilitate monthly conference calls, draft agenda briefs and meeting notes. Arranged March 5 face to face meeting. Bill and I also participate in the monthly ECOP BLC calls.
- **Budget and Advocacy Committee:** Support Bill Brown on this BAA committee. Drafted ESS input for the ESCOP BL Committee including justification the single ask for the NIFA budget. Contributed to the FAQs that address the single ask concept. Participate in monthly conference calls.
- **National Impact Writing Project:** Our office oversees a full time writer (Sara Delheimer) funded by NRSP-1 who is responsible for writing impact statements as well as press releases about the multistate projects. Sara has been receiving glowing compliments from virtually every committee as well as Sonny Ramaswamy and others for these exemplary statements. The annual performance review by the NRSP-1 Committee indicated that Sara is doing an excellent job.
NIMSS Oversight/NRSP-1 Committee. I work with the other EDs but primarily Jeff Jacobsen (NCRA) Chris Hamilton and Sarah to optimize performance of the NIMSS update. Sarah and Chris continue to do heroic work ferreting out and correcting problems discovered in the old NIMSS database.
- **Communications and Marketing Committee:** Participate on this important joint AHS, CES, ESS committee that works with kglobal and Cornerstone to facilitate high priority impacts to those who need to understand what we do. Participated in the March 4 face to face meeting and participate in group conference calls. I have been distributing quarterly reports to Deans and Directors. Serve as backup to Rick Rhodes in support of this committee.

Policy Board of Directors

- **Strategic Realignment of Small Budget Lines In The NIFA Budget:** The BAC had charged both the ESCOP and ECOP Budget and Legislative Committees with making recommendations as to how small budget lines in the NIFA budget might be realigned such that simpler budget would result. Cornerstone provided an initial strawman document with alignment based on legislation. I linked the funding history for all lines along with any matching requirements, IDC rates and review processes. Given the

importance of this effort, a special committee is needed to make recommendations. I worked with Ian Maw, Mark Hussey (PBD Chair), Bill Brown (ESCOP BL Chair), Doug Steele (ECOP BL Chair and Rick Klemme (ECOP ED) to craft a charge memo to invite committee membership. All invitees have accepted and an initial face to face meeting was held on 3/6/2018. Mark shared the importance and urgency of the effort with the Deans and asked for their assistance during the recent AHS-CARET meeting. Rick Klemme and I are serving as staff support.

- **Single Ask One Pager:** Sarah and I provided comments on the draft one pager that was provided at the AHS-CARET meeting.

III. Summary of Travel January-March 2018

March 4-7: Washington, DC meetings

- CMC meeting
- ESCOP B&L Committee meeting
- ESCOP meeting
- AHS-CARET meetings
- Strategic Alliance Committee meeting
- Rob Hedberg, NIFA re IR-4, strategic realignment of NIFA lines
- Maggie Ewell, NIFA time and effort reporting

March 25-29: WAAESD/WEDA/WPLC San Diego

Agenda Item 11.0: Treasurer's Report

Presenter: Charles Boyer

Action Requested: For information

Background:

WESTERN DIRECTOR EXPERIMENT STATION					
FINANCIAL STATEMENT					
FY2018					
				28-Feb-18	
ASSESSMENTS		FY 18 Assessments	Outstanding Assessments	Payment Received	Balance Due
	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		6,497.75	\$ 7,800.00
	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		17,657.40	\$ 0.01
	Wyoming	\$ 10,382.55		10,382.55	\$ -
Assessment Total		\$ 146,770.00	\$ 39,012.82	\$ 126,629.76	\$ 59,153.05
INCOME / EXPENSE					
Date	Transaction	Income	Expense	Balance	
7/1/17	Balance forward			\$ 79,550.86	
YTD	Assessments Received	\$ 126,629.76		206,180.62	
	<u>Interest Earned</u>				
	July	14.92		206,195.54	
	August	40.11		206,235.65	
	September	58.08		206,293.73	
	October	103.51		206,397.24	
	November	123.61		206,520.85	
	December	151.68		206,672.53	
	January	136.43		206,808.96	
	February			206,808.96	
	March			206,808.96	
	April			206,808.96	
	May			206,808.96	
	June			206,808.96	
7/1/17	MT Accounting Fee		\$ 3,500.00	203,308.96	
	<u>CSU Payments</u>				
7/31/17	FY17 Fourth Quarter		35,474.58	167,834.38	
2/13/18	First Quarter		1,881.75	165,952.63	
	Second Quarter			165,952.63	
	Third Quarter			165,952.63	
Total		\$ 127,258.10	\$ 40,856.33	\$ 165,952.63	

Agenda Item 11.0: Treasurer’s Report

Presenter: Charles Boyer

Action Requested: For information

Background:

**WESTERN DIRECTOR ACADEMIC PROGRAMS
FINANCIAL STATEMENT
FY2018**

28-Feb-18

ASSESSMENTS	FY 18 Assessments	Outstanding Assessments	Payment Received	Balance Due
Alaska	\$ 1,130.28		1,130.28	\$ -
Am Samoa	\$ 200.00		200.00	-
Arizona	\$ -			-
California	\$ 1,130.28			1,130.28
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		1,130.28	-
Washington	\$ 1,130.28		1,130.28	-
Wyoming	\$ 1,130.28		1,130.28	-
Assessment Total	\$15,293.60	\$ -	\$13,963.36	\$ 1,330.28

INCOME / EXPENSE

Date	Transaction	Income	Expense	Balance
7/1/17	Balance forward			\$11,196.73
	YTD Assessments Received	\$13,963.36		25,160.09
	<u>Interest earned</u>			
	July	1.97		25,162.06
	August	5.21		25,167.27
	September	7.86		25,175.13
	October	14.35		25,189.48
	November	14.69		25,204.17
	December	17.63		25,221.80
	January	15.86		25,237.66
	February			25,237.66
	March			25,237.66
	April			25,237.66
	May			25,237.66
	June			25,237.66
	<u>CSU Payments</u>			
7/31/17	FY17 Fourth Quarter		4,783.00	20,454.66
	First Quarter			20,454.66
	Second Quarter			20,454.66
	Third Quarter			20,454.66
	Fourth Quarter			20,454.66
Total		\$14,040.93	\$ 4,783.00	\$20,454.66

Agenda Item 11.0: Treasurer's Report

Presenter: Charles Boyer

Action Requested: For information

Background:

WESTERN DIRECTOR SPECIAL ACCOUNT					
FINANCIAL STATEMENT					
FY2018					
				28-Feb-18	
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				-
Assessment Total		\$ -	\$ -	\$ -	\$ -
INCOME / EXPENSE					
Date	Transaction	Income	Expense		Balance
7/1/17	Balance forward				\$ 12,820.02
YTD	Assessments Received				12,820.02
	<u>Interest Earned</u>				
	July	2.28			12,822.30
	August	10.42			12,832.72
	September	8.86			12,841.58
	October	13.95			12,855.53
	November	13.16			12,868.69
	December	18.72			12,887.41
	January	29.24			12,916.65
	February				12,916.65
	March				12,916.65
	April				12,916.65
	May				12,916.65
	June				12,916.65
	Utah State University ¹	3,000.00			15,916.65
	Northern Arizona University ¹	1,800.00			17,716.65
	University of Wyoming ²	20,000.00			37,716.65
Total		\$ 24,896.63	\$ -		\$ 37,716.65
1. Fees for workshop facilitation by Sarah Lupis					
2. WAAESD assistance with arrangements for Summer 2016 ESS/CES joint meeting					

Agenda Item 11.0: Treasurer's Report

Presenter: Charles Boyer

Action Requested: For information

Background:

Agenda Item 11.0: Treasurer’s Report

Presenter: Charles Boyer

Action Requested: For information

Background:

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

28-Feb-18

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				
Assessment Total	\$ -	\$ -	\$ -	\$ -

INCOME / EXPENSE

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
Total		\$ -	\$ -	\$ 732.63

Agenda Item 12.0: FY19 Budget

Presenter: Sarah Lupis

Action Requested: Approve FY19 Budget

WAAESD Budget and Actuals, FY17-FY19

Description	FY2017		FY2018		FY2019
	Budget	Actual	Budget	Actual to 12/31/2017	Proposed Budget
Personnel					
ED Salary	\$196,471	\$196,471	\$196,471	\$98,235	\$196,471
ED Fringe	\$49,904	\$48,925	\$49,904	\$27,113	\$49,904
<i>ED Sub-Total</i>	<i>\$246,375</i>	<i>\$245,396</i>	<i>\$246,375</i>	<i>\$125,348</i>	<i>\$246,375</i>
AD Salary	\$70,555	\$70,555	\$72,319	\$36,159	\$72,319
AD Fringe	\$17,921	\$17,427	\$18,369	\$9,980	\$18,369
<i>AD Sub-Total</i>	<i>\$88,476</i>	<i>\$87,982</i>	<i>\$90,688</i>	<i>\$46,139</i>	<i>\$90,688</i>
Hourly/Contract	\$0	\$0	\$0	\$0	\$0
CSU Fringe	\$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>
Misc.					
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
<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>
Operating Expenses					
Office supplies	\$650	\$111	\$650		\$650
Copy/Print	\$2,000	\$1,015	\$2,000	\$1,130	\$2,000
Telephone/Videoconference	\$1,250	\$1,370	\$1,250	\$581	\$1,250
Mail	\$100	\$1	\$100	\$0	\$100
Equipment	\$250	\$180	\$250	\$0	\$250
Incidental	\$500	\$554	\$500	\$339	\$500
Computer hardware/software	\$1,500	\$323	\$4,500	\$2,905	\$1,500
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>\$5,554</i>	<i>\$11,250</i>	<i>\$6,995</i>	<i>\$11,250</i>
Travel					
ED Travel	\$29,000	\$34,072	\$25,000	\$11,611	\$25,000
AD Travel	\$7,500	\$20,280	\$15,000	\$9,866	\$15,000
ESS Leadership Award	\$0	\$0	\$0	\$0	\$0
<i>Travel Sub-Total</i>	<i>\$36,500</i>	<i>\$54,353</i>	<i>\$40,000</i>	<i>\$21,477</i>	<i>\$40,000</i>
TOTAL	\$386,570	\$405,084	\$400,113	\$211,719	\$397,113

Assessments and Income

	FY18	APPROVED FY19
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NRSP-1	\$6,000	\$13,125
W-106 (67.5% in FY18)	\$231,942	\$270,076
AES Assessment (held flat in FY18)	\$141,196	\$141,196
APS Assessment (held flat in FY18)	\$7,431	\$7,431

WAAESD Expenditures Summary, FY2013-FY2017

	FY 2013 2012-2013	FY 2014 2013-2014	FY 2015 2014-2015	FY2016 2015-2016	FY2017 2016-2017
Budget	\$378,035	\$383,701	\$384,192	\$384,836	\$386,570
Expenditures	\$335,484	\$375,379	385,932	\$392,160	\$405,084
Difference	\$42,551	\$8,322	(\$1,740)	(\$7,324)	(\$15,156)
*ED Salary + Benefits	\$227,411	\$230,768	\$241,352	\$246,375	\$241,544
AD Salary + Benefits	**\$68,455	\$78,737	\$83,340	\$86,742	\$88,476
Hourly/Contract + Benefits	\$1,537	\$831	\$1,892	\$0	\$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	\$5,793	\$12,772	\$5,821	\$7,323	\$5,554
Travel Sub-Total	\$20,488	\$40,471	\$41,728	\$39,919	\$54,353

*According 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.

**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 FY17 and FY18 budgets reflected the Directors' desire to keep assessments level rather than the actual cost of running the Association; overspending was expected. From FY16-FY18, the Association was able to use surplus funds at Montana State University to cover overspending in travel due to responsibilities associated with hosting the ESCOP chair in the Western Region.

The proposed FY19 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; 2017 was exceptional because the West had ESCOP Chair responsibilities). In FY19 there are no planned expenditures for equipment as laptops were replaced in FY18. In FY19, the WDO will receive an additional \$7,125 from NRSP-1 off the top-funds to support AD salary and fringe. 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).

Finally, in FY18, the AD brought in a total of \$6,300 to the Special Account at Montana State University which will be applied to professional development.

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

Agenda Item 13.0: WAAESD Account Consolidation

Presenter: Sarah Lupis

Action Requested: For information only

Improved WDO Account Management Proposal

Purpose

1. Improve efficiency in the management of Association funds
2. Reduce real operating costs
3. Reduce transactional costs to the Association and CSU hosts

Background

- CSU manages 2 separate accounts for WAAESD
- MSU manages 2 separate accounts for WAAESD and 1 for WAPD
- WAAESD pays \$3500 accounting fee to MSU
- WAAESD pays \$0 to CSU
- In FY90 the MSU accounts earned over \$4,000 in interest
- Since FY12, the MSU accounts have earned an average of \$33
- The transactional costs of transferring funds from MSU to CSU to pay salaries, and transferring workshop income from CSU to MSU is high, and unnecessary
- Funds transferred from MSU to CSU are considered a “grant” and are somewhat limited in how they can be spent, while OTT funds that come directly to CSU are not and are more flexible

Proposal

Consolidate funds at CSU into 3 accounts:

1. WAAESD At-Large account from existing MSU account, ongoing assessments, and ongoing OTT
2. WAAESD Special account from existing MSU special account and any new workshop income
3. WAPDs At-Large account from existing MSU account and ongoing assessments

WAAESD AD creates, distributes, and collects all state assessments, and invoices and collects all workshop fees.

Eliminate the \$3500 accounting fee to MSU

CSU AES Director (or appointee) assumes the position of Treasurer on the Executive Committee

Agenda Item 14.0: Review By-Laws (in light of budget consolidation)

Presenter: Glenda Humiston

Action Requested: Review by-laws and recommend changes, as necessary

By-Laws
of the
Western Association of
Agricultural Experiment Station Directors
Experiment Station Section
Board on Agriculture Assembly
Association of Public and Land Grant Universities

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Adopted August 8, 1975
Amended August 9, 1982
Amended June 26, 1990
Amended March 24, 1992
Amended September 30, 1999
Amended March 26, 2003
Amended February 15, 2007
Amended September 14, 2009
Amended September 25, 2013

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 Association of Public and Land Grant Universities (hereinafter called the National Association).

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 Board on Agriculture Assembly of the National Association by the Chair of the WDA. The WDA shall conduct its affairs in conformance with the stated objectives and procedures of the By-laws of the Section and the Board on Agriculture Assembly of the National Association.

The WDA, with the other such Regional Associations, is an integral part of the Experiment Station Section. Through its business meetings, it provides a means by which the views of the WDA 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

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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. Finally, it provides the means by which the WDA may take action that is limited to the Western Region.

These and 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 the National Institute for Food and Agriculture (NIFA) 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 State Agricultural Experiment Stations (SAES), with federal and other state agencies, with industry and others in the planning, programming, financing, implementing and performing of 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. Facilitates cooperative joint efforts with the Western Extension Directors and Western Academic Program Directors to meet AREERA legislation requirements and the pressing needs of the region;
6. 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

Section 1. Member Institutions

The members of the Western Directors Association shall be seventeen (17) 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). 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.

Section 2. Voting

Agenda Item 14.0: Review By-Laws (in light of budget consolidation)

Presenter: Glenda Humiston

Action Requested: Review by-laws and recommend changes, as necessary

The voting members of the WDA shall consist of the Directors of the Member Institutions in good standing (or duly authorized representatives) and the Executive Director of the WDA. Voting shall be limited to only one vote per institution. The Administrator of the National Institute of Food and Agriculture (NIFA), USDA, and the Vice President for Food and Agriculture of the National Association shall be ex officio, non-voting members of the WDA.

Section 3. Members in Good Standing

Members in good standing shall be defined as those member institutions that are current in payment of assessments (no more than two years in arrears). Members in good standing shall have the privilege of:

- Holding office in the WDA
- Participating on WDA committees
- Voting membership in ESCOP, ESS and participation in ESCOP committees
- Recognition on the WDA website
- Inclusion on WDA-managed listservs and other communications managed by the WDO

Any member institution that fails to pay its assessments for two (2) years shall be given a written notice that all outstanding balances must be paid by June 30 of the current calendar year or said institution shall be removed as a member in good standing by two-thirds majority vote of the members.

Removal of member in good standing status shall result in:

- Removal from participation in any and all Association roles, votes and responsibilities
- Removal from any and all Association committees and appointed positions
- Removal from website, all listservs and other communications managed by the WDO
- Removal from ESCOP membership and any and all associated roles, votes and responsibilities
- Appropriate notifications to the institution President, Dean/Director, USDA-NIFA, the Board on Agriculture Assembly and APLU

Section 4. Reinstatement

Any member institution removed for failure to pay assessments as indicated above, may, at any time, request, in writing, to be readmitted as a member on good standing. This request must be accompanied by payment of all outstanding assessments that were due at the time of removal.

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

Agenda Item 14.0: Review By-Laws (in light of budget consolidation)

Presenter: Glenda Humiston

Action Requested: Review by-laws and recommend changes, as necessary

Section 1. Positions and Terms

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 at the close of the Association meeting held in conjunction with the annual meeting of the Experiment Station Section. Officers may succeed themselves (be re-elected) for one additional term, except for the Treasurer who may serve successive terms.

Section 2. 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 Experiment Station Section. Nominations shall be submitted by the Executive Committee or from the floor. 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 appoint a member of WDA to complete the term.

Section 3. Executive Director

There shall be an 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 updated 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 Multistate Review Committee in the performance of its responsibilities and perform other duties as assigned. Other staff may be appointed at the discretion of the WDA.

Section 4. 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 shall see 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 Treasurer shall bill each member institution for its share of the budget for the Office of the Executive Director, and transmit the funds to the institution at which the Office of the Executive

Agenda Item 14.0: Review By-Laws (in light of budget consolidation)

Presenter: Glenda Humiston

Action Requested: Review by-laws and recommend changes, as necessary

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.

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 (Senior Member of ESCOP), Secretary, Treasurer, 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

Section 1. General

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 and maintained on the WDA website.

Section 2. Multistate Review Committee (MRC)

The MRC is comprised of members of the WDA, the Western Extension Directors, the Western Academic Program Directors, and other partner agencies and groups. The MRC is responsible for the review and on-going evaluation of the region's portfolio of multistate activities that are funded, in part, by the multistate research fund. The MRC approves multistate activities on behalf of the WDA, the Western Extension Directors, and the Western Academic Program Directors and nominates Administrative Advisors for projects from among the WDA, and other such administrators within the region consistent with the policies of USDA-NIFA governing the multistate research program. The MRC, through the Recording Secretary, provides regular reports of its actions to the WDA, the Western Extension Directors, and the Western Academic Program Directors.

Agenda Item 14.0: Review By-Laws (in light of budget consolidation)

Presenter: Glenda Humiston

Action Requested: Review by-laws and recommend changes, as necessary

Article VIII - Quorum

For purposes of doing business of the WDA, a quorum shall consist of a minimum of ten (10) members in good standing 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 and removal of member in good standing status for member institutions.

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 Robert's 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 submitted 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.

Agenda Item 15.0: Spring Meeting Strategy

Presenter: Milan Shipka

Action Requested: Evaluate spring meeting plans for 2019 and 2020 and identify next steps

This agenda item follows-up on continued discussions to restructure WAAESD meetings. During past meetings, the Association has discussed the following ideas:

- Restructure the Summer meeting to make it more efficient and cost-effective
- Holding meeting at a central location(s) rather than move around to different states to utilize more inexpensive locations and minimize travel costs
- Reduce the number of WAAESD meetings from 3 → 2 a year

During the Spring 2017 meeting there was consensus on:

- The importance of rotating the summer meeting to learn about all states in the region
- Undesirable to combine the spring meeting with the AHS/CARET meeting
- Great value in discussing pressing issues facing AES directors

Approved, Spring 2017: In 2018, all annual evaluations and budget review and approval will be conducted via zoom prior to the in-person meeting; during the in-person Spring meeting we will deal with other business (ARS update, pertinent items) as needed, and meet jointly with WEDA. Going forward, will meet with WEDA every other year with an electronic meeting in the off year if needed; no in-person joint spring meeting will be held in 2019.

Reality, Spring 2018: After several attempts to schedule a 2-hour, all-member conference call prior to the spring meeting to approve the FY19 budget and conduct staff evaluations, scheduling conflicts prevailed and the conference call was ultimately canceled.

Going forward: Should the association continue with plans to conduct an “electronic” spring meeting in 2019? If not, what kind of Spring Meeting would meet our needs and serve our interests? If so, how can we ensure participation by most/all members?

Agenda Item 16.0: Upcoming Meetings

Presenter: Sarah Lupis

Action Requested: For information

July 9-12, 2018: Western Region Joint Summer Meeting, Tumon, Guam

Plan to arrive on the 8th | bring your current passport | registration and hotel information coming soon

July 15-18, 2018: Joint COPS, Guadalajara, Jalisco, Mexico

<http://www.aplu.org/meetings-and-events/events/2018-cii-summer-meeting>

Please send information about any programs/projects/activities your college is engaged in in Mexico to

Rick Rhodes: rcrhodes@uri.edu

October 1-3, 2018: ESS/SAES/ARD Annual Meeting, Lincoln, NE

The planning committee is working on some great, interactive sessions. Stay tuned for more info!

March 2018: WAAESD Spring Meeting?

If in person, Sarah has investigated costs at potential venues in Seattle, Denver, Las Vegas

July 8-10, 2019: Western Region Joint Summer Meeting, Albuquerque, NM

NMSU needs your input: Breakfast? Tour?

Agenda Item 10.0: Committee Appointments

Presenter: Mike Harrington

Action Requested: Approve appointments to ESCOP B&L, DCC, and S&T committees

Several appointments are needed to fill slots on ESCOP Core Committees due to retirements:

- Budget and Legislative Committee - one member
- Diversity Catalysis Committee - one member
- Science and Technology - one member

From the ESCOP Rules of Operation:

The ESCOP's functions are accomplished principally through the work of its core committees, subcommittees, and task forces. Core committees are permanent committees essential to the function of ESCOP; they are described below in detail. Subcommittees are appointed by the ESCOP chair and they function indefinitely, subject to satisfactory annual reports and periodic review. Task forces are temporary and function for defined periods of time, work with specific charges, and report to the sponsoring core committee.

To provide continuity to the core committees, a chair and a vice chair are appointed by the ESCOP Chair, each for two-year terms. Furthermore, to provide staff support to core committees, each core committee is assigned an ED from one of the five regional associations to serve as that core committee's executive vice chair. An ED may serve as chair of a core committee.

Regional representatives are appointed by the respective regional associations for three-year terms. Individuals may be reappointed to consecutive terms by the regional associations. Where possible, appointments from a region should be staggered to provide continuity.

Agenda Item 18.0: MRF Update

Presenter: Sarah Lupis

Action Requested: Fill vacant AA spots

The Western Region has 31 active research projects and 21 active extension/education/research activities.

The following Western Region MRF Projects are in need of an Administrative Advisor:

- **W3003:** Parental practices supporting positive eating behaviors during independent eating occasions among early adolescent children (2014-2019)
- **W3147:** Managing Plant Microbe Interactions in Soil to Promote Sustainable Agriculture
- **W3150:** Breeding Common Bean (*Phaseolus vulgaris L.*) for Resistance to Abiotic and Biotic Stresses, Sustainable Production, and Enhanced Nutritional

Top Administrative Advisors are:

Bret Hess – 6 projects

Mike Harrington – 6 projects

Steve Loring – 5 projects

Agenda Item 19.0: Predictors of Federal and State Resources for Experiment Stations and Extension

Presenter: Greg Perry, Professor, Agricultural and Resource Economics, Colorado State University

Action Requested: For information only

The genesis of this research project in response to a simple question: Do state legislatures provide more funds to experiment station and extension programs when such funding is allocated as a separate line item appropriation in the state budget or do these statewide programs fare better when included in the university's overall budget? The research results provide some interesting insights into this question, as well as quantifying the influence of different commodity groups on the funding process.

Agenda Item 20.0: ESCOP/ECOP National Impact Database Committee Agenda Brief

Presenters: Steve Loring

Action Requested: For information only

The committee holds regular conference calls on the second Tuesday of each month. These calls have generally been well attended. The current committee membership is shown below.

Membership	
Name	Role
Bill Brown	Co-chair- AES
Karla Trautman	Co-chair- EXT
Debbie Lewis	Admin. Rep- EXT
Steve Loring	Admin. Rep- AES
Sarah Lupis	Multistate Research Impacts Initiative Representative
Faith Peppers	Land-grant Communications Representative
Johnnie Westbrook	Land-Grant Evaluation representative
Adele Turzillo	NIFA representative
Ron Brown	Southern ECOP Executive Director
Eric Young	Southern ESCOP Executive Director
EX Officio Members	
Scott Cummings	IT- Texas A&M University
Michael Harrington	West Region ESCOP Executive Director
Jeff Jacobsen	NC Region ESCOP Executive Director
Rick Rhodes	NE Region ESCOP Executive Director

Content Team Meeting:

- 28 stories; 15 fact sheets; one video
- <https://www.youtube.com/watch?v=-XG4h79H-eU&feature=youtu.be>
- Added 2 more designers and 3 more writers to the team this year.
- Stories and fact sheets are stored in the cloud and Scott Cummings has access to download to the database.

Platform and Website Design:

- Scott Cummings has developed a new website template. The database is not live yet. The new 2018 stories and fact sheets are being moved to the new site.
- Discussion on a possible logo and branding.

Quality of Impact Statements:

- Each institution will have up to two (2) site administrators. These individuals will have input rights and will also enter up to three (3) additional individuals who will have input rights to the database.

- All individuals with input rights must take approved training. The National Impact Database Committee will offer multiple webinars in 2018; specific dates to be announced. Webinars will last approximately one hour and 15 minutes. For 2018, Sarah Lupis and Faith Peppers will be the primary webinar instructors. Peer review panel members (described below) are strongly encouraged to attend webinars in the first quarter. Individuals with input rights should participate as they are able.
- Webinar Agenda:
 - Welcome and Introductions (5 minutes)
 - “Big Impact: Why Impactful Reporting Matters and How to Do it Better” presentation (30 minutes)
 - This dynamic presentation will summarize the characteristics of high-quality impact statements and emphasize the role they play in elevating the visibility of USDA-funded projects and activities.*
 - The Good, the Bad, and the Ugly (20 minutes)
 - In this interactive session, participants will apply the lessons learned from the presentation as they evaluate examples of impact statements and discuss why they are good, bad, or ugly.*
 - Closing Remarks and Questions (10 minutes)
- Review committees will be established by region and administered by ECOP & ESCOP Executive Directors from those regions. Review committees will be composed of three (3) individuals each representing ECOP & ESCOP. Reviewers will be communicators or evaluators from the region’s institutions. Reviewers will serve for two years with appointments staggered. Initially, some reviewers will serve one year so that a rotation can be established.
- When submitted from a given region, an impact statement will be sent electronically to one of the six (6) reviewers in that region. The reviewer will accept to review the statement within a certain time period or an option will be available to not accept the review if there is a conflict of interest. The reviewer may accept the statement as written, in which case the statement will be immediately added to the database. If the reviewer feels that edits to the statement should be made, communication will take place within the system between the reviewer and the individual that input the statement into the system. Communication will continue until the statement is accepted (or not) by the reviewer and added to the database.
 - Analytics can be developed to catalog reviewer activity.
- At this point, there will be no limit to the number of statements that can be entered by a given institution per year.

MEMORANDUM

TO: William F. Brown
Glenda Humiston
Charles A. Hibberd
Mark Latimore, Jr.
Douglas L. Steele
Gary A. Thompson

FROM: Mark A. Hussey
Chair, Board on Agriculture Assembly



DATE: February 14, 2018

RE: Plan for the Strategic Realignment of NIFA Budget Lines

For the 40 years that I have been affiliated with the Land-Grant University System, I have always believed that innovation and forward thinking are the keys to the future of agriculture. Innovation is not something that can only be applied to the latest irrigation technology or plant genetics or livestock breeding programs. Innovation and forward thinking must be applied at all levels of our system for us to remain competitive.

Last year, we made a push to support more innovation with the One Ask campaign, requesting an increase of \$200 million across six budget lines. In a tough budget year, we were fortunate not to see any cuts; however, we did not get the additional funds needed to continue to support innovation in American agriculture as expected by stakeholders.

The fact is, the LGU system is losing funds in every budget cycle as inflation rises and budgets remain flat. Over the 20-year period ending 2013, Smith-Lever funds declined 43%; and Hatch funds declined 28% in constant dollars.

There are currently 45 different lines in the NIFA budget. Each one funds critical and important work and thus requires varying degrees of attention from our advocacy teams. Twenty-seven of those lines support programs receive \$5 million or less. As a system, we can no longer effectively advocate for so many small lines.

By consolidating budget lines, our advocacy efforts will be more effective in helping to secure needed resources, which will maintain program funding and functional integrity allowing our institutions to continue critically important work. With fewer budget lines, we can more effectively advocate for budget increases because we can garner widespread stakeholder support for these

requests. We will be able to focus available resources into simple, effective messages that convey the importance of our collective work to improve agriculture in America.

If we continue to silo ourselves and independently advocate for individual lines, we will continue to suffer from a lack of collective bargaining power. Together we are stronger, and when the support system of research, extension and education behind agriculture is strong, so are the youth, families, communities, and economies that depend on agriculture.

It is with this vision in mind that I, on behalf of the APLU Board on Agricultural Assembly (BAA), am creating a Task Force to create and implement a plan for strategic realignment of NIFA budget lines for incorporation into the Fiscal Year 2019 budget process. The ultimate outcome of that plan should be a reduced number of lines, strategically organized, that maintain program funding and functional integrity. This realignment must have widespread support from within the LGU family, with stakeholders and with NIFA leadership. As such, I ask that you follow [Kotter's Model of Change](#) (also see attached). The plan must include clear milestones and outline how plans and progress is communicated. Specifically, the ultimate outcome must adhere to these guiding principles:

- Protect/maintain program funding including local capacity as well as competitive support for important programs and projects;
- Consolidate budget lines where it makes sense, doing no harm;
- Maintain intent (functionally equivalent) of programs, e.g., research, education, Extension, and integrated activities regardless of where the budget lines reside within the USDA/NIFA Budget;
- Expand our ability to integrate research, education and Extension functions of the nation's Land- Grant Universities in local and multistate problem solving;
- Acceptable to those directly affected and supported by the COPs, BAC and PBD; and
- Acceptable to appropriators.

I am asking you to participate in this critical work because you represent some of our finest strategic thinkers, have key experience with the budget process, and can mobilize time and energy to put to the task. I am also asking that Mike Harrington and Rick Klemme provide staff support for your efforts.

I know that change is difficult. However, we cannot stay the same and expect to lead the innovation that American youth, families, communities, and the agricultural economy requires. I believe that now, more than ever, we as a family are up to the task of taking necessary steps to create a strong collective future.

Why Now?

The need to simplify the budget process has been an issue for at least 20 years. The LGU leadership has recognized that there are too many lines with high transaction costs. We are fortunate to have Dr. Sonny Ramaswamy as the NIFA Director. Dr. Ramaswamy understands the LGU system as well as anyone owing to his long experience. Sonny also is familiar with the USDA budgeting processes and those of the Office of Management and Budget. However, his appointment will terminate in the next few months. Your recommendations will be the basis of the BAA budget requests and ideally, will

be incorporated in to NIFA's budget requests as well. The next Farm Bill will be finalized over the next year or so and may provide opportunities to simplify the budget legislation.

I would ask that you complete your recommendations by the Joint COPs meeting this summer.

cc: Eddie G. Gouge
H. Michael Harrington
Richard M. Klemme
Ian L. Maw
Orlando F. McMeans
Jim Richards

Agenda Brief 22.0: Resolutions

Presenter: Christopher J. Davies

Action Requested: Approval of resolutions

Action Taken: Resolutions were unanimously approved

Background:

RESOLUTION OF THANKS

WHEREAS Dr. Glenda Humiston, Vice President of the University of California Division of Agricultural and Natural Resources, and her colleagues, including: Dr. Wendy Powers, Associate Vice President, Division of Agricultural and Natural Resources; Ms. Sherry Cooper, Director of Program Support, Division of Agricultural and Natural Resources; Ms. Kellie McFarland, Program and Event Specialist, Division of Agricultural and Natural Resources; and others for hosting and organizing the Joint Spring meeting of the Western Association of Agricultural Experiment Station Directors (WAAESD), Western Extension Directors Association (WEDA), and Western Regional Program Leadership Committee (WRPLC) at Humphrey's Half Moon Inn, San Diego, California from March 26—28, 2018; and

WHEREAS Dr. Humiston and her colleagues were outstanding hosts, providing such hospitable and beautiful surroundings in which to meet; and

WHEREAS Humphrey's Half Moon Inn in San Diego, California provided excellent service, accommodations, delightful meals and break services; and

WHEREAS Dr. Humiston and her colleagues arranged an excellent program that allowed discussion of issues pertinent to the Western Region in a cooperative, collegial atmosphere; and

WHEREAS Dr. Humiston and her colleagues organized an informative and enjoyable field tour of commercial agricultural enterprises on Wednesday afternoon; be it

RESOLVED that the Western Association of Agricultural Experiment Station Directors expresses its sincere and heartfelt appreciation to Dr. Humiston and her colleagues for their significant contributions to a successful meeting; and be it further

RESOLVED that a copy be filed as part of the official minutes of this meeting.

RESOLUTION OF RECOGNITION

WHEREAS Dr. James Moyer has served as Director of the Agricultural Research Center and Associate Dean for Research for the College of Agricultural, Human and Natural Resources Sciences at Washington State University; and

WHEREAS Dr. Moyer had a distinguished, 35-plus-year career as a renowned plant pathologist, first at North Carolina State University where he served as the Department Head for the Department of Plant Pathology and then at Washington State University; and

WHEREAS Dr. Moyer's research focused on virology, especially the population structure and dynamics of tospoviruses, and he was awarded a patent for fingerprinting ornamental plant cultivars; and

WHEREAS Dr. Moyer was exceptionally active in numerous national and international organizations such as the American Phytopathological Society where he served as president and remains a fellow, and received the Morrison Medal from the U.S. Department of Agriculture-Agricultural Research Service and the Alex Laurie Award from the national floral crop industry for his research contributions; and

WHEREAS Dr. Moyer has been a senior editor of Phytopathology and served on standing and ad hoc committees, most recently on the APS Intellectual Property Rights Committee. He has been a panel member for the USDA/CSREES/NRI grants program, a member of the USDA Sweet Potato Crop Advisory Committee, and at the invitation of the International Potato Center (CIP), an evaluator of sweet potato programs in the Dominican Republic, Argentina, and Uruguay. He has collaborated with researchers and presented seminars or workshops by invitation in Argentina, Bulgaria, Colombia, Germany, Israel, Japan, the Netherlands, Nigeria, Peru, Scotland, Spain, Taiwan, and Uganda; and

WHEREAS Dr. Moyer was an excellent advisor and mentor for graduate students with three of his Ph.D. students receiving the N.C. State Department of Plant Pathology Nusbaum Award for the best departmental Ph.D. dissertation, and one of these students also receiving the K.R. Keller Award for the outstanding dissertation in the College of Agriculture and Life Sciences; and

WHEREAS Dr. Moyer's work has consistently improved life for the people of Washington and beyond—through education, research, creative expression, and community engagement; and

WHEREAS Dr. Moyer has been active in the Western Association of Agricultural Experiment Station Directors (WAAESD) and served as the Chair of the Executive Committee; and

WHEREAS Dr. Mayer has decided to retire from Washington State University; therefore, be it

RESOLVED, that the Western Association of Agricultural Experiment Station Directors at their 2018 Spring Meeting, in San Diego, California expresses its sincere and heartfelt appreciation to Dr. Moyer for the significant contributions he has made to our Association; and be it further

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

Consent Agenda Item

Multistate Research Fund Impact Project Update

2017 Annual Report and Fy18 Q1(December 1, 2017 – March 5, 2018)

SUMMARY

Impact Statements

- 23 impact statements published in 2017 (2x 2016 output thanks to improved triage and expedited review processes).
- 3 impact statements published in Q1
- All impact statements broadly distributed to AES directors, NIFA leadership, Regional Offices, and committee members.
- Impact statements were frequently featured by NIFA and industry groups. For example:
 - NC-170 was featured in the *NIFA Update* from February 21, 2018:
<https://content.govdelivery.com/accounts/USDANIFA/bulletins/1dcac2f>
 - NC-170: “Sara, this is really awesome... We’ll amplify the message and share with the secretary’s office and with the WH... Josh, a number of states are represented – be good to alert staff.” – Sonny Ramaswamy
 - S-294 featured on AgIsAmerica website, Facebook, and twitter on December 11:
<http://agisamerica.org/14-land-grant-universities-work-together-to-improve-food-safety-practices-and-quality-control/>
 - Irrigation times article featured material from W3128 impact statement:
<http://www.modernpubsonline.com/0A406ys/IrrigationTodayJan18/html/index.html?page=34&origin=reader>
 - Also picked up by Western Farmer-Stockman:
<http://www.westernfarmerstockman.com/technology/irrigation-group-recognizes-innovators>
- View/download all Impact Statements at <https://www.multistateresearchimpacts.org/impact-statements>

Social Media

- 2017 twitter activity was up across all metrics—posts, impressions, retweets, and link clicks.
- Maria Jirele began working as the Social Media Specialist on January 5, 2018, at 10 hours per week
- Since then, we have:
 - Designed a new logo for the Multistate Research Fund Impacts Program to use on our social media platforms so that they look more professional and consistent
 - Created and launched the Multistate Research Fund Impacts Program [facebook](#)
 - Improved the [website](#) so that it is more attractive, easier to navigate, provides more useful information, and more consistent with our social media platforms
 - Created a plan for posting weekly content and increasing/engaging with followers
- Social media engagement and website visits are up in Q1. We continue to evaluate posts to optimize their effectiveness.

Impact Writing Workshops

- In 2017, our team delivered 8 workshops to multistate committees, colleges*, and outside groups*.
- In 2018, one MRF activity in each region will receive Impact Writing Workshops at their annual meetings
 - NC1193: February 1 in Orlando, FL
 - S1032: May 22-23 in Washington, DC
 - W2006: September 17 in Boise, ID
 - NE—TBD

- Feedback collected via post-workshop surveys is positive. Workshop participants consistently report increased knowledge and satisfaction with presenters' knowledge, delivery of materials, and rate the workshop as effective and engaging.
- Key takeaways from participants' evaluation comments:
 - The skills and knowledge that participants gained and the aspects of their work that they will do differently after attending match our intended goals for the workshop.
 - Many participants felt that the opening ice breaker exercise was good, but lasted for too long
 - Many participants felt more time was needed for the practice exercises.
 - Many participants wanted more examples of good impact statements during the presentation and to take away.

** These workshops were performed as contract work. The host institution paid speaker fees and travel costs as per the contract. All other workshops provided by Sara Delheimer and Sarah Lupis were provided under Impact Program and/or WAAESD scope of work. All Impact Writing Workshops are listed in this annual report in order to indicate the broad use and value of the workshop and materials originally created by the Impact Program.*

Meetings & Professional Development

- January 2017 | Washington, D.C. | Sara Delheimer and Sarah Lupis
 - Met with kglobal to develop plans for impact statement distribution and improved formatting for social media
- June 2017 | New Orleans, LA | Sara Delheimer and Sarah Lupis
 - Participated in the Association for Communications Excellence annual meeting
- September 2017 | San Francisco, CA | Sara Delheimer
 - Participated in the World Conference of Science Journalists
- January 2018 | Baton Rouge, LA | Sara Delheimer
 - participated in the National Impact Database's annual impact writing meeting
- Sarah Lupis regularly participates in CMC and NIDB calls

2018 Goals & Objectives

In 2018, the Multistate Research Fund Impacts Program's Director and Impact Writer will continue to perform all duties outlined in the 2017-2022 scope of work. In addition, we hope to emphasize the following work in 2018:

- Developing more attractive and useful Impact Statement formats;
- Increasing the number of Impact Statements developed;
- Supervising and assisting the Social Media Specialist with the development and implementation of an improved social media strategy, the success of which will be indicated by positive trends in the number of platforms, posts, followers, and engagement;
- Improving the Multistate Research Impacts website so that it includes more resources and is easier to navigate;
- Refining the Multistate Research Fund Impacts Program brand;
- Coordinating with NIFA and kglobal to regularly feature multistate research project stories in e-newsletters and on websites and social media; and
- Updating materials and determining best practices for delivering Impact Writing Workshop to multistate research project groups (see selection guidelines in Appendix D) and others.

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