

# 2012 INFAS Executive Committee Meeting Report

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Grove Park Inn Asheville, North Carolina, May 24, 2012

On-site participants: *Shorlette Ammons, Molly Anderson, Kate Clancy, Nancy Creamer, Joanna Friesner, Casey Hoy, Tom Kelly, Fred Kirschenmann, Bruce Milne, Helene Murray, Paul Thompson, Tom Tomich*

On-phone participants: *Patricia Allen, Alexandra Frantz*

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<b>Summary of Action Items</b> <i>(numbering continued from general meeting)</i>	<b>Responsible</b>
6. Draft Terms of Executive Committee process	6. Helene Murray
7. Draft protocol for INFAS members to propose project ideas to be vetted by EC	7. Joanna and Tom
8. Input and advice for INFAS from LTER network at UNM	8. Bruce Milne
9. Draft INFAS work plan for Executive Committee by end of June. Plan for FY 2012-2013. List of targets, action-oriented goals, priorities	9. Joanna and Tom
10. EC Chair to draft message summarizing the EC evaluation discussion and email to Chair Neal Van Alfen (copying Tom Tomich and Joanna Friesner)	10. Bruce Milne
11. Develop proposal to bring new members into INFAS	11. Joanna and Tom

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## **Decisions on Executive Committee Process**

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1. The Executive Committee Chair will serve for one year
  2. The Executive Committee Chair-elect will serve one year as chair-elect, then advance to chair
  3. Replacement members of the Executive Committee will serve three year terms (terms for *ex officio* members are expected to be at least one year, and term is determined as needed)
  4. The graduate student representative will be chosen by the chair and serve one year
  5. Chair will draft evaluation report, circulate to committee, and email to UC Davis Dean of College of Agriculture and Environmental Sciences (*currently: Neal Van Alfen; nkvanalfen@ucdavis.edu*) copying Tom Tomich and Joanna Friesner who will include it in annual Kellogg reporting document.
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## **Executive Committee- Chair Selection and Terms of Service**

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| A. Executive Committee Terms, Members   | <b>Action Item 6</b> |
| Process for EC terms to be drafted by H. Murray                                 | <i>Murray</i>        |
| 1. Bruce Milne, UNM, <b>EC Chair for 2012-2013</b> ; EC term: 3 years           |                      |
| 2. Patricia Allen, UCSC, <b>EC Chair elect for 2012-2013</b> ; EC term: 4 years |                      |
| 3. Casey Hoy, OSU and OARDC, EC term: 2 years                                   |                      |
| 4. Helene Murray, UMN, EC term: 2 years   |                      |
| 5. John O'Sullivan, NC A&T, EC term: 3 years                                    |                      |
| 6. Molly Anderson, College of the Atlantic, EC term: 4 years                    |                      |
| 7. Shorlette Ammons, NC A&T, EC term: 3 years, <i>ex officio</i>                |                      |
| 8. Alexandra Frantz, Real Food Challenge, EC term: 1 year, <i>ex officio</i>    |                      |
| 9. Michael Chang, Milne Graduate student, EC term: 1 year, <i>ex officio</i>    |                      |
| 10. Tom Tomich, UC Davis, INFAS host, <i>ex officio</i>                         |                      |
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## EC Topics Discussed

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- A. Process for INFAS members to submit project proposal ideas (that may or may not require funding) to the Executive Committee for review **Action Item 7**  
*Friesner, Tomich*
1. Purpose: bring in INFAS members and ideas not present today
  2. Mechanism to consolidate and consider various ideas, particularly that will bring in 'research from the margins' and 'shift the discourse'
  3. Noted, due to current budget, that INFAS will need to act as a network to bring in additional funding for specific projects
- B. INFAS Budget
1. Format presented by Friesner and Tomich is acceptable (indicates current status and provides forecast for next fiscal year)
  2. Currently, there's a significant carry-over due to start-up grant from WKKF. In the future, annual income is expected to equal current operating costs; thus, additional funds are needed for projects.
  3. Paul Thompson recommends: WKKF chairs could provide some funding for selected INFAS projects; one possibility- as 'sponsorships'
- C. To help inform INFAS development, Bruce Milne, new EC Chair, proposed to contact the LTER program at UNM for advice and input into networks **Action Item 8**  
*Milne*
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## Executive Committee Evaluation

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- Joanna and Tom should provide the EC with a draft working plan by end of June including: **Action Item 9**  
*Friesner, Tomich*
  - Timeline
  - Budget
  - Deliverables
  - List of targets for EC to evaluate
  - Action oriented goals
- Bruce Milne, Executive Committee chair, will draft evaluation of INFAS and activities/progress and email to Neal Van Alfen, UC Davis Dean of College of Agriculture and Environmental Sciences ([nkvanalfen@ucdavis.edu](mailto:nkvanalfen@ucdavis.edu)) copying Tom Tomich and Joanna Friesner/Coordinator **Action Item 10**  
*Milne*
- General Coordinator priorities: **Action Item 11**  
*Friesner, Tomich*
  - Fundraising, e.g. Track RFPs that are relevant to INFAS
  - Coordination of teams for publication in high impact journal (e.g. Science, PNAS)
  - Develop proposal to bring new members to INFAS

# 2012 INFAS Executive Committee Meeting Agenda

Grove Park Inn Asheville, North Carolina; May 24, 2012; 2:30 – 5 pm; Roosevelt Room K

2:30 pm	<b>Welcome Back- bring in callers by phone</b>	Tom Tomich
2:30 pm	<p><b>Executive Committee Logistics</b></p> <p><i>Members:</i> Patricia Allen (UC Santa Cruz), Bruce Milne (University of New Mexico), Casey Hoy (Ohio State University/Ohio Agricultural Research and Development Center), Helene Murray (University of Minnesota), Molly Anderson (College of the Atlantic), John O'Sullivan (NC A&amp;T State University).  <i>Ex Officio:</i> Tom Tomich (UC Davis), Shorlette Ammons (NC A&amp;T State University), Alexandra Frantz (Real Food Challenge)</p> <p>Select EC Chair (<b>action needed</b>)</p> <p>Decide member terms (2, 3, 4 years; 2 each) (<b>action needed</b>)</p> <p>Review of EC Duties* (<b>information, Appendix 3</b>)</p> <p>Ex Officio- nominations for graduate student (<b>action needed</b>)</p>	Tom Tomich
2:50 pm	<p><b>Develop process for EC replacements (action needed)</b></p> <p>Recruitment and training- buddy system?</p>	Tom Tomich
3:05 pm	<p><b>Review of INFAS Coordinator job description* (Appendix 4)</b></p> <p>Report on Action Items from 2010 meeting and INFAS activities*</p>	Joanna Friesner
3:30 pm	<p><b>Action Plan for Next year- Budget (Appendix 5)</b></p> <p><b>Discussion of Priorities</b></p>	Tom Tomich
4:15 pm	<b>Closing- Summation of Meeting, follow-ups, news, etc.</b>	Tom Tomich
4:30 pm	<i>Non- EC members adjourn (dinner at 6:30 pm, Sunset Terrace)</i>	
4:30 pm	<p><b>Closed Meeting- Executive Committee Evaluation</b></p> <p>Evaluation Guidelines (<b>action needed, Appendix 6</b>)</p> <p><i>EC note-taker needed during closed session</i></p> <p><i>Written evaluation document to be conveyed by chair post-meeting</i></p>	<p>EC Chair</p> <p><i>Note taker needed</i></p>
4:50 pm	<b>Tom and Joanna rejoin EC for evaluation briefing</b>	
5 pm	<b>All Adjourn- 1.5 hour break (time to pack, etc.)</b>	
6:30 pm	<b>Entire Group Networking Dinner- Sunset Terrace- Hotel</b>	

\* indicates informational slides