**W3133 Annual Meeting, Embassy Suites Portland- Downtown, Portland, OR, February 24-26, 2016**

Business Meeting Minutes

Attendance: Amy Ando (president) , Kathleen Bell, John Bergstrom, Steve Dundas, Jerry Fletcher, Ben Gramig (secretary), Bob Hearne, Paul Jakus, David Kling, Kent Kovacs, Corey Lang, Dave Lewis, Frank Lupi, Dale Manning, Don McCleod, Klaus Moeltner, Julie Mueller (vice-president), Helen Naughton, Dan Petrolia, Rich Ready, Kim Rollins, Emi Uchida,Roger von Haefen

Meeting was called to order at 4:45pm Thursday February 25 by outgoing president Amy Ando. Amy acknowledged Julie Mueller as the incoming president and Ben Gramig as the incoming vice-president.

The main agenda items were identified:

1. Nominate and elect new officer
2. Discuss location suggestions for the 2017 annual meeting
3. W3133 Re-charter (W4133)
4. W3133 Email list update
5. New members and recruitment

Dale Manning from Colorado State University was nominated as secretary and approved as the new officer by a voice vote.

Locations discussed as possibilities for next year’s annual meeting includes the north San Diego area (e.g. Carlsbad), Santa Fe and a well-liked location outside Tucson where the meeting was held several years ago. The final selection of a location will be made by incoming president Julie Mueller, and she will begin planning in the coming months.

Discussion surrounding the re-charter occupied the largest share of the business meeting, and was stated as the priority activity between the 2016 and 2017 annual meetings. W3133 officially ends on September 30, 2017. Items that need to be compiled for the re-charter process that were identified include:

* Publications/citations for all work published by members since the current charter began on 10/1/2012. A suggestion was made to utilize an online Qualtrics (or similar) survey to elicit this information from members.
* New objectives for the proposed W4133 are needed
  + The Western Directors must approve the proposal/re-charter request and we must continue to be mindful of this in formulating each objective
* We must report against all of the current W3133 objectives and demonstrate how we are working together across states/regions
  + Kim Rollins suggested using a chart or diagram to map state activities/publications/extension to objectives to demonstrate multi-state efforts and accomplishments.
* Letters of support and federal agency involvement are needed
  + Suggested names: Patti Champ (USFS), Fen Hunt (NIFA), USDA Office of the Chief Economist(?), Frank Casey (USGS), Thomas Holmes (USFS)

The previous re-chartering process utilized sub-committees of 2-3 people each working on each objective and seemed to work well.

It was mentioned that a special issue of the Wester Economic Forum was published before the last re-charter and that this is something to think about doing for W3133 also. Article format is 4K word articles similar to Choices in terms of applied/policy focus. The idea of drafting a survey of W3133 objectives and reporting against these with added policy implications was discussed, as well as a second suggest to solicit abstracts from members.

Jerry Fletcher volunteered to serve as the point/contact person to get int ouch with Fen Hunt and Paul Jakus volunteered to be the point person in contact with Don Snyder to help get the re-chartering process started following the W3133 meeting. It was also noted that John Loomis is a wealth of knowledge about many of the institutional history and procedural aspects of W3133 and that Dale Manning can be in touch with him as necessary for help/guidance/institutional memory.

Regarding the current email list for W3133, Jerry Fletcher will check the listserv based at WVU and share the list to compare the current list that Amy Ando has been working from. It was noted that there may be two separate lists, one for official members/participants in W3133 and one for “members and friends” where announcements are sent to a broader audience.

On the subject of recruitment to engage more researchers in additional states that have been active in the past, UC-Davis and UC-Berkely were both mentioned in California, along with Idaho and Washington State in the west. Penn State (Douglas Wren) and University of Florida were also mentioned in other geographical regions.

The final topic of discussion was completing the annual report. Amy Ando will provide Julie Mueller with the meeting agenda/schedule, participant list, and abstracts. Ben Gramig (secretary) will provide the minutes of the business meeting. All of these must be filed following the meeting and before the re-chartering process can officially get underway.

The meeting adjourned at 5:59pm.