

NERA

September 26, 2017

Hyatt at The Bellevue, Philadelphia, PA

Report of the Office of the Executive Director

July 1, 2016 – June 30, 2017

NERA Office

- Hired new coordinator, David Leibovitz. Oriented David on his NERA responsibilities. These responsibilities included monitoring research activity (e.g., serving as the co-Regional System Administrator [RSA] for NIMSS), communicating and training activities, financial management and assisting in the operations of the office and support for the Association.
- Established fully functional offices for the ED and Coordinator.
- Upgraded local wireless connectivity.
- Installed office support equipment including copy machine/scanner/fax, shredder, and kitchenette.

NERA Operations

- Fully transitioned NERA operations from Rutgers to URI.
- Migrated NERA moderated listserves.
- Migrated NERA website; overhauled NERA website, and migrated site to Wix-host.
- Subscribed to Zoom for teleconference hosting capability online or by phone.
- Established a working business relationship with all members of the Association.
- Established accounts at the University of Rhode Island and have fully integrated into the hosting institution's financial and personnel software packages.
- Developed approved budget for NERA.
- Initiated a biweekly NERA newsletter and eliminated daily email pushes.
- Initiated a NERA branding effort.

Regional Activities

- NIMSS, serve as co-RSA. Oversee all NIMSS functions in the Northeast.
- Issued the NERA Planning Grant RFP, scheduled review of the projects and supported the MAC during the review of the proposals. Notified all grant applicants. Now supporting NERA award recipients.
- Supported the nomination of Dan Rossi to the NIFA Hall of Fame. (Dan was officially inducted into the NIFA Hall of Fame on October 6, 2016.)
- Assisted the NERA chair in planning (including agenda preparation) for NERA Executive Committee calls and NERA conference calls.
- Prepared the meeting agenda and compiled materials for the September 2016 meeting in Jackson, WY.
- Assisted in the development of the March 2017 NERA Executive Committee meeting

agenda in Baltimore, MD.

- Assisted in the development of the March 2017 NERA meeting agenda; compiled agenda materials in Baltimore, MD.
- Responded to NIFA on behalf of the region on issues associated with “prior approval” for purchases using capacity funds.
- Supported the 2017 Northeast Joint (NEED/NERA/AHS/CARET) Summer Session planning committee, drafted the meeting program, secured speakers and hosted multiple conference calls. Developed NERA business meeting agenda.
- Supported the Multistate Activities Committee (MAC). Assisted in the development of agendas for meetings in September 2016, March 2017, and June 2017. Compiled agenda materials, worked with advisors, technical committee members and NIFA to initiate multiple projects. Multistate research projects approved for initiation in October 2017 included: NE1720, NE1710, NE1731, NE1962, NE1727, and NECC1701. Multistate research projects and coordinating committees pending NIFA approval for October 2017 start date included: NE1748, NE1701, NE1749, NECC_TEMP1700, and NECC_TEMP1702.
- Revised the Northeastern Supplement to the Guidelines for Multistate Research Activities.
- Participated in monthly conference calls with NE Climate Hub/University partnership.
- Lead the development of a whitepaper, “Northeast Food Systems: Grand Challenges 2040” collaborating with Bill Hare, Lisa Chase and Stephan Goetz.
- Assisted NERA Directors on as “as needed” basis (e.g., endowment endeavors, internal competition for capacity funds, sharing employment opportunities, etc.
- Attended NEMO section meeting at NERAOC. Will attend future NEMO meetings and provide support to administrative officers in the northeast.
- Drafted and delivered the NEED/NERA Planning Grants RFP and carried out the proposal review process.
- Issues revised NEED/NERA Seed Grant RFP based on input from NEED and NERA directors.
- Issued second NERA Planning Grant RFP.

National Activities

- ESS/CES/AHS Communications and Marketing Committee (CMC); served as the ESS Executive Director Administrative Representative and Executive Vice Chair. Assisted in scheduling, planning and agenda development for quarterly Executive Committee and Full Committee conference calls in September, December and June. Assisted in the scheduling, planning, and agenda development for a face-to-face meeting of the CMC in March. Supported the Chair of the Plan of Work Committee in developing and receiving approval of the 2017 Plan of Work. Prepared monthly reports for ESCOP CAC calls and agenda brief for the 2017 ESCOP Executive Committee meeting. Provided strategic direction to the CMC and contractors, kglobal and Cornerstone, in support of the AgIsAmerica/video campaign and “Call to Action.”

- ESCOP Chair's Advisory Committee (CAC); contributed to monthly CAC conference calls.
- ESS Annual Meeting planning; supported incoming ESS chair (Gary Thompson) in multiple planning calls, development of agendas and associated activities
- Supported BAA, ESCOP and regional offices in response to Cornerstone's "One Ask" (\$200M increase to the NIFA budget to support the six priority areas: Hatch, Evans-Allen, Smith-Lever, 1890's Extension, McIntire-Stennis, and AFRI.)
- ESCOP website; provided support for the migration (NCSU to Clemson) and development of new ESCOP website. Committed to populating website and providing regional support once website administration environment is fully functional.
- ESCOP Diversity Catalyst Committee. Serve on a task force to develop strategies for integrating the recommendations of the Diversity Catalyst Committee into the "system" (e.g., create a small group to review and make recommendations on the Rules of Operation; Multistate Guidelines; general practices; expected behaviors; websites, and any other documents affiliated with ESS assignments to ensure open and inclusive processes, procedures and appointments.) Participated in diversity and inclusion excellence training. Debriefed with IDI certified professionals.
- NIFA Programs; monitored through teleconferences and webinars developments on the NIFA budget, competitive grants program, reporting requirements and Hatch MRF.
- Attended NERAOC 2017 in San Antonio and rotated onto NERAOC planning committee as the ESS representative.
- Supported the NE1227 technical team as the national Multistate Research Excellence award nominee.
- NRSP-Review Committee; serve as one of two voting Executive Directors.

Travel

- July 18-20, 2016, Joint COPS, San Antonio, TX
- September 19-22, 2016, ESS/SAES/ARD-NEDA Annual Meeting, Jackson, WY
- October 4, 2016, Meet regional ED's at APLU, Washington, DC
- October 6, 2016, Represent NERA at Rossi induction into NIFA Hall of Fame, Washington, DC
- November 13-15, 2016, APLU Annual Meeting, Austin, TX
- March 5-8, 2017, Joint CARET/AHS Annual Meeting, Alexandria, VA (included annual meeting of the Communications and Market Committee and ESS CAC)
- March 13-18, 2017, NERA Spring Meeting, Baltimore, MD
- April 23-27, 2017, NERAOC Meeting, San Antonio, TX
- May 2-3, 2017, Annual Meeting National Multistate Coordinating Committee, Washington, DC
- May 10, 2017, Visit Connecticut Agricultural Experiment Station, New Haven, CT
- June 7, 2017, Annual Meeting NRSP-Review Committee, Atlanta, GA
- June 12-14, 2017, Joint NEED/NERA/AHS/CARET Meeting, White Sulphur Springs, WV