

Core Committee Meeting
October 13, 2005
Ocean Shores

Present: Aaron, Craig, Pat, Louise, Lauri, Jana, Jerry, Lisa and Linda

WELCOME

Introduction/team building activity.

Jerry will be continuing as 4-H State Staff member of the Core Committee
Jan Klein will represent the committee on Teen Leadership
Lauri Sherfey will be replacing Chris Jackson for the SE District
Jana Ferris will be replacing Craig Fenske for the NW District

Jan and Lisa have had discussions on how to recruit teen members. Jan will encourage teen ambassador's to join the Core Committee. Pat noted that it is an issue with the type of group this is, this is not a hands on group like the Fair Board or Advisory Board that produces a particular activity or event. This is a harder group for young people to get a handle on. This may mean growing leadership within our CTR Program (County Teen Reps) and building the leadership ladder. Some points to ponder:

- Take time to build space and leadership to build youth who will value this kind of work.
- Develop a relationship with a young person first, then approach recruitment one on one.
- Youth must have completed the leadership ladder that is reflective of the Teen Leadership Strategic Plan.
- Be willing to transport youth to the county office for CC meetings.
- Use CC as senior project
- Perhaps offer \$500.00 - \$1,000.00 scholarship following participation on CC.

It was suggested that a column be added to the sharepoint database with each position and length of term.

Louise will have a replacement for Drew Betz by the end of the month.

CORE COMMITTEE ORIENTATION

Lisa explained:

- The Core Committee job description
 - ✓ Membership – previously we were requiring two youth volunteers – it is now desired to have one youth from each district.

- ✓ Jan Klein's position as Teen Leadership Coordinator will be an ongoing position.

- 4-H Management Structure Principles & Guidelines

Craig explained Sharepoint to new members. Annual reports will eventually be posted to Sharepoint. Craig went through the Management Structure on Sharepoint. All agreed that Sharepoint has proved to be a valuable tool for the committee.

Louise brought up a key question regarding her observation that the only functioning committees appear to be Animal Science and Family Living. Pat pointed out that Animal Science and Family Living have evolved because they are so active. They also have state staff oversight. This issue could be feedback to the PDAT Committee for the committee to address to identify leadership.

Lisa reported that more committee reports came in this year than last. PDAT, Lisa, Jan Hiller and Jan K submitted annual report. Lisa gave her report. It was pointed out that one of the outcomes might be that we want an increase in the number of Annual Reports. After discussion, it was agreed that this should be included in next year's annual report. New chair take note.

The committee divided into groups to read/comment on submitted Annual Reports.

VDAT

- Well written. They redid training modules, they surveyed counties in how they have done, did research into alternative delivery. A very fluid process.
- Instead of doing generic volunteer training, maybe we should request that they look at how we approach doing project training.
- Recommend they provide something that surrounds the whole development piece.
- All counties are not using module.
- Futuring component about what their plans are. Where do they see their program heading in the next year?

PDAT

- Confusion on context of the framework on the timeline. Confusion on the continuity of the report.
- Don't use acronyms – make report for people who are not familiar with subject matter.
- Stated their situation, but did not submit a goal statement.

It was suggested that Lisa pen a letter to all committees thanking them for their input and point out strengths and weaknesses in their reports. Also suggest a reference for next year adding an additional goal column or future outcomes.

Teen Programming Committee

- Situation – many responsibilities – need more discussion on leadership ladder.
- Good job with outlining inputs
- Outputs – empowered youth

Clothing and Textile

- Very pleased with how active the committee has been – very engaged not only meeting regularly, but have also been innovative in their fund development.
- Made a real outreach for diversity – outreach for higher education.
- Like the promotion they were doing with the adult audience promoting 4-H, it is appreciated of the national engagement they are involved in – curriculum development nation-wide.
- Effective in using technology.

4-H Foods & Nutrition Team

- Recognition that this is a new team.
- Nice integrated group of faculty and staff – both youth and family representatives.
- Tying in the Food \$ense Program.
- Addressing an emerging high priority issue, which is child obesity – start thinking about the implications for 4-H.
- Nice to know who is on the committee.

Fair Board

- Outputs – five areas for function this past year
- Good job of sharing the areas that they work in.
- Will continue this weekend in their search of a bookkeeper.
- Service in advisory capacity to USU Extension on policies and procedures.
- Outcomes – they didn't know the number of day's trustees are expected to serve.
- Did not have exact number of 4-H youth participants during Fair. Important to have total number. Is 3200 an increase or decrease?
- Is there something the CC should know as to why two counties did not participate?

Annual Report

Strengths

- More reports were turned in this year

- Quality of writing
- Good details
- Followed logic model
- Current information helped update Core Committee
- Acknowledgment of team members
- Seem to have open process for bringing on new members.
- Stakeholders are involved in committee process.

Recommendations

- Add future next steps for Core Committee/template
- Update situation statement to reflect current goals.
- Don't use acronyms/write for those unfamiliar with 4-H.
- Adding committee member (will be added to the template)
- Strengthen use of Logic Model Outcomes

Louise suggested writing up a sample annual report for committees to follow.

The following will be responsible for contacting committees to advise of the timelines and recommendations:

- State Fair –Pat
- Family Living – Louise
- PDAT – Lauri
- VDAT – Jana
- Youth – Craig
- State Advisory Board – Pat
- Challenge – Craig
- Technology – Doreen

Reports need to come in by December 1st – come to Linda and then forwarded to Joy to post on website. The committees chair will be encouraged to go to the website to update their team rosters.

REVIEW OF THE STRATEGIC PLAN

In reviewing last year's Logic Model, we took a look at what is outstanding from last year and where we have made progress.

Inputs	Outputs	Outcomes
4- Foundation Staff & faculty	*Create Statewide plan for funding- processes for input, feedback(closure)	* Adequate funding for 4-H- state, counties local
4-H members & families	*Insuring that youth in all counties can participate, including culturally diverse youth	* 4-H is accessible by all youth
4-H Advisory Board		* Adequate staff at state & county level
Human Development Department	* Create staffing plan for 4-H at state	* Well trained 4-H staff (progress)

Core Committee (14 members)	level – facilitate process for input (not ready for one year)	* Well defined & functional management structure
County Commissioners/Government	* Work closely with PDAT on professional development	* Youth empowerment/Youth – adult partnerships
County Directors	* Oversight for management structure and work with state staff, PDAT & other groups to clarify rules & responsibilities. (progress)	Diverse volunteer base
A-Team		
Technology: Sharepoint, listserv, WEEN, face-to-face/one a year		
More youth (greater than 2, both M/F)	* Recruit new membership & Leadership for Core Committee	
CASE Catalyst Team	* Strengthen youth participation	

- It was agreed outputs should remain on the Logic Model. Even though much progress has been made on the management structure, it was agreed that as far as new stuff, only one should be tackled at a time. There are long-term changes to be made. The Core Committee developed the five principles of the conflict resolution.
- The funding issue should be reported at Summit tomorrow. If counties are doing their own thing, what is the best practice for this? Twelve counties have fees in place. Counties still have an option to impose fees. For the time being, no fee at the state level.
- Strengthen youth participation – we still have work to do.
- Staffing – while we began a process to create conversation, at this time we are no way near creating a staffing plan. It was agreed this was not a realistic goal to be accomplished in one year.
- Louise suggested that the sub-committees be listed on the Logic Model next year.
- As a member of the catalyst, Louise pointed out that there is not much diversity among volunteers. It is important to have diverse youth more involved in Extension programs. Jana is now on the catalyst team to work on this issue.

OVERVIEW OF STAFFING PROFESSIONAL DEVELOPMENT

The staffing sub-committee put out three different scenarios – one existing scenario and two additional.

Jerry provided highlights from comments he has received from Program Days:

Eastside

- No consistent theme

- Statewide role puts county position at risk
- Split position difficult for employee
- What elements will Technology play in staffing
- Need more faculty/staff in the field/county

Westside

- Why downsize Challenge?
- Like idea 1 FTE across Extension devoted to Volunteer Development
- Like idea of Prevention Specialist for youth and families

State Staff funding

- Challenge Leadership position – AP or faculty with Adventure Based Education component – search committee formed.
- Teen Leadership position – Specialist
- Craig suggested taking the Management Structure back to Program Days and play a game with each person being given 5 positions of the Management Structure to critic. Could use Clover Dollars. This would be part of a visioning exercise.
- Staffing is part of our Strategic Plan in positioning ourselves.
- Staffing report – move forward with another action – come up with next five priorities.

ESSENTIAL LEARNING ELEMENTS

Still talking about Head, Heart, Hands, Health – but relating to that is Belonging, Mastery, Generosity and Independence.

- Cathann Kress has decided to adapt a common language across the 4-H system which will be the Essential Elements. The Essential Elements are a product from a 1999 study group that was done nationwide of “What is it to be in 4-H and what are the things we want to say about it?” These were the product that came out of that. Pat directed attention to positive youth development - “All youth will find ways to have their needs met”.
- Keep focusing of the Essential Elements when preparing reports. What we are reporting to now are:
 - ✓ Character Education
 - ✓ Workforce Prep
 - ✓ Lifeskills Development
 - ✓ Parenting
- VDAT is developing a piece to include Essential Elements.

PLAN SUMMIT

1. Challenge activity – newspaper and masking tape on each table – participants create something that relates to Essential Elements - Craig
2. Introduce Core Committee - Lisa
3. 4-H Fee Update – Where we are with this piece – Pat
4. Listing major issues – Hot Topics (Finances/Reporting volunteer hours – Lisa
5. Provide index cards for the question “What do you think of Core Committee outcomes or would you add anything? Suggestions”

For agenda tomorrow, provide time to address the increasing frustrations of counties who do not have full-time 4-H faculty. They don't understand what all these “quote” rules are. For instance photo release and screening. What was asked for is a 4-H check-sheet for the non-4-H professional that would be volunteers recruited, orientation training, etc.

CORE COMMITTEE PROCESS

- Meeting dates – the second Wednesday of the month. Next meeting December 14 at 4:00 p.m. T-Bridge 509.335.1700 passcode 5730
- Lauri graciously accepted to serve as Chair of Core Committee.
- Lisa and Linda will keep up the Sharepoint
- Sub-committees:
 - ✓ Staffing
 - ✓ Teen Recruitment

Will table remaining sub-committees until our next meeting.

Minutes submitted by Linda Williams