

**MINUTES OF  
4-H YOUTH DEVELOPMENT CORE COMMITTEE MEETING  
OCTOBER 17, 2003**

The first meeting of the Core Committee took place at 10:30 a.m. at the 2003 Washington State 4-H Forum in Yakima. **Those Present were:** Mary Deen Jim Lindstrom, Jana Ferris, Linda Fox, Pat BoyEs, Jerry Newman, Louise Parker, Chris Jackson, Craig Fenske, Aaron Esser, Lisa DeWall, Nancy Beyerlin, Tina Anderson, Chula Bradshaw, Stephanie Hiner. **Not Present:** Ed Adams, Family Living and ANR Representatives to be determined.

The first hour was lead by Mary Deen, Jim Lindstrom and Jana Ferris from the 4-H Strategic Plan Committee. After introductions the following was discussed:

***Shared Leadership  
Management Structure  
Principles & Guidelines  
Core Committee Function  
Time Line***

At the beginning of the second hour, the Strategic Plan Committee (*Mary, Jim & Jana*) left the meeting to turn it over to the Core Committee. At that time Linda Fox became the groups facilitator, for the first meeting only. (*Linda will not attend future meetings however she will continue to follow the group's progress and communicate progress through Extension Update*). Linda facilitated the following discussions:

- **Establish Ground Rules** - The committee discussed and set ground rules such as value other opinions, confidentiality, each person contribute to discussion in a relevant and constructive manner, keep goals in mind using the five principles from Strategic Plan, regularly attend meetings, be supportive and listen to all discussions, safe environment, consensus and celebrate accomplishments.
- **Leadership** – After establishing ground rules, the committee selected a facilitator and a recorder. The group discussed strengths a facilitator should have such as deep knowledge of the 4-H program and vision. It was discussed and decided that it should be a staff person in the position. Craig Fenske was asked if he would take the position and he said he would if Chris Jackson did not want to take it. Chris said she would support Craig as a Co-facilitator. Craig accepted the position and took over this meeting facilitation. Pat BoyEs stated that she would have Linda Williams from her Puyallup Office present to record at future meetings. Lisa DeWall agreed to record for this meeting; Linda Fox continued to keep an outline on flip chart. *At this time we took just a moment to celebrate our current accomplishments.*
- **Membership** – 2 positions still remain open, (*reps. from Family Living and ANR*) the committee agreed they should be faculty or staff. Louise suggested that she would look for someone from the Family Living program, preferably someone who is doing youth and family work, (*Craig was in agreement*). Jerry said he had a few people in mind, Louise suggested that Jerry work with Ed Adams for a nomination. Jerry said that he

will have Jan Hiller contact Louise to work with her on the Family Living position. Group discussed seeking out individuals who are respected by subject matter areas not necessarily peers. The deadline to have both positions filled is the next Meeting on December 5<sup>th</sup>.

- **Communications** – How will this committee communicate information both internally and externally? Linda Fox suggested that the committee refer to number IV Communications under Management Structure Principles and Guidelines. The committee decided the following for **internal communications**: Start an Email list serve, so that most work can be accomplished electronically. Pat will discuss with Linda Williams setting this up. The committee discussed how often we will meet it was discussed to meet monthly or bi-monthly and at least once a year face to face and not in conjunction with another meeting such as Forum. The monthly meeting will be conducted electronically by either a teleconference or by WECN. At this time WECN sites discussed to use are Puyallup, Yakima, Pullman, Spokane, Jefferson LC, Goldendale LC, and Bellingham, *best to only use 6 of these sites*. Pat also spoke about the importance of issues coming to our core group such as program and policy changes, after they go through Advisory and Fair board they will now come to the core committee and not to State staff. *It was stated that this will be an evolutionary process for 4-H.*
- **Meetings** – Committee looked at next meeting date and Pat noted that we have issues that committee needs to begin working on very soon. It was then the committee decided the need for **monthly meetings** at this time. The next meeting date is set for a **telebridge on Friday, December 5<sup>th</sup> beginning at 4:00 p.m.** Pat will have Linda Williams set this up. A regular meeting date beginning in January was discussed and the first Tuesday of each month beginning at 4:00 p.m., was decided upon. Pat asked about a face to face meeting and due to winter weather it was decided that the next meeting **January 6<sup>th</sup> be by WECN from 4:00 to 6:00 p.m.** Pat said she would have Linda Williams send out a list with future meeting dates.
- **Discussed some Agenda Items for December 4<sup>th</sup> meeting - WECN Sites - Coordinate the exact sites for January meeting, Introduce the two new committee members**
- **County issues** – While discussing agenda items, Craig asked for each member to report on an issue in their own county that this committee may want to discuss: those issues were: Better communication, leader training, prepare youth to be leaders, work in partnerships – youth and families, Staff- tasking to much to volunteers, roles organizationally, sharing statewide responsibility, expectations to raise money & resources, documenting impacts of program state wide, actualize strategic plan, continuity in basics of 4-H, volunteer recruitment = job complexity & load.
- **Other information needed – Committee Management Structure:** *Committees currently functioning are: Animal Science – Equine, Dog & Livestock. Family Living – Clothing & Textiles. Ask the current functioning committees for an update on the web. Need Committee for Environmental Stewardship. **Currently no committees for:** Expressive Arts, Social Sciences (*i.e. KYG*), Mechanical Sciences, Plant Sciences.*

- **Processes:** ID issues to come to the committee. Linda passed out the Strategic Plan Workbook and Jerry explained it; Louise asked that we review and discuss notes from summit meeting at the December meeting. Jerry and Pat discussed the next step to strategic plan – documenting impacts to the 5 principles.
- **Procedures for handling Core Committee meeting information-** Minutes and notes will be collated and sent (*filtered through*) each committee member. A deadline will be set for committee members to respond with any changes, for revisions reply to all. Pat will put final copy on the 4-H State website. Pat discussed putting a hot button on the 4-H site for committee members. Pat will contact Joy.

*Minutes submitted by: Lisa DeWall*