

Steering Committee Meeting - September 22, 2021

Attendees: Betsy, Deb, Jennison, Wendy, Ros, Tracy, David, Paul, Melissa, Chuck, Megan

Action Items

- **Deb:** send new draft of survey to Jennison, Betsy, Wendy, Ros
- **Jennison, Betsy, Wendy, Ros:** finalize survey
- **Melissa:** Provide forward-ready email to SC for October meeting
- **Melissa:** Write SOP for future meeting/webinar presenters/presentations
- **Deb:** October meeting info on website

1. Poll for future NECI meeting structure update - Paul/Deb

Comments from Jennison (email):

- a. Q1. Change final sentence in the intro to: “Anticipated time commitments for liaisons is about one hour per month.”
- b. Associations: I suggest writing out the acronyms for all of them and adding:
 - i. National Association of County Agricultural Agents (NACAA)
 - ii. National Association of Extension 4-H Agents (NAE4-HYDP)
 - iii. National Extension Association of Family and Consumer Sciences (NEAFCS)
 - iv. National Association of Extension Program and Staff Development Professionals (NAEPSDP)
 - v. Association for Communication Excellence (ACE)
- c. Q2: I suggest making the font larger for the committee names only – or all caps so that they stand out more from the long descriptions of each committee
- d. Also, do we want to include serving on the Steering Committee (beginning in 2022) as an option here?
- e. Contact info: Break this into two fields (name and email) so it’s easier to collate responses. Do we also want to request institution affiliation here?
- f. Q3: I think we want a little bit more info here. I suggest:
 - i. Adding to the intro to say “How likely would you be to attend...” and changing the list of questions to:
 - ii. A 1.5-hour NECI all-member and administrative meetings each month?
 - iii. A 1-hour NECI professional development webinars scheduled once a month?
 - iv. A 1-hour NECI professional development webinars scheduled twice a month?
- g. Then change the response options to ‘Yes, Likely’, ‘Maybe/It Depends’, and ‘Not Likely’

Comments/edits from discussion:

1. Change intro paragraph - "...our work moving forward and opportunities for member engagement and leadership."
2. Change the order of the questions.
 - a. Meeting frequency question first with above highlighted changes and this from Melissa: "Suggest presenting as "Each month, how likely would you be to attend..." and then rephrase to say one or two such as "two 1 hour NECI professional development webinars"
 - b. Name/email question second with "...so we can follow up with you"
 - c. Steering committee question third: "Are you interested in serving on the steering committee in 2022?"
 - d. Liaison question fourth with following orgs listed (and "other" field at the end):
 - i. JCEP (7 affiliated orgs-www.jcep.org), NUEL (national urban extension leaders), NAE4-HYDP, NEAFCS, NAEPSDP, ACE, NEDA, ITEP, NEDA, ITEP regional rural development centers, ECOP PITs, NACAA, (don't include Climate Hubs at this time)
 - ii. Are there any 1995 groups? NWAL - Native Waters Arid Lands on the list., ITEP - Institute for Tribal Environmental Professionals
 - iii. Once we have a list of orgs drafted, Betsy can send it to Brent Elrod for his input.
 - e. Committee question fifth. Remove the co-chair question and add "no now/maybe later" question.
 - i. Questions about if there is potential funding (for fellows, etc.) for some of these co-chairs or committee members. Can this be written into future proposals?
 - f. Deb will send a new draft to Jennison, Wendy, Betsy, Ros for finalization.
2. **October speaker: Title, talk description, bio - Melissa**
 - a. Provide forward ready email to SC - Melissa to do asap
 - b. Write up SOP
 - i. Who sends to Extension Connect?
 - ii. Include scope for type of speakers we want to invite (Extension initiatives vs. potential Extension partner groups, etc.)
 - c. Melissa has bios, title, for October meeting. Deb will get on the web when she receives it; use the style we created for Rob.
3. **Partnership building - ?**
 - a. Much of this will be taken care of in the survey - wait to get that back before moving to the next step.

- b. Jennison - in contact with Florida Nature Conservancy, suggests we invite them to be a presenter or to attend a SC meeting. Potential partner.
- c. David/Chuck more time and thought needed in how we identify/invite partners. "Get our internal house in order first before we start actively recruiting partners." Add this to the agenda for a future meeting.

4. ECOP Updates - Ros

- a. Climate Resilient Communities, Climate Smart Ag and Food Systems, Ecosystem Services
- b. Is there a place to post the mission statement? Megan will post it at <https://advocacy.extension.org/#climate>

5. NSS Updates, climate event plans - Jennison, Ros, Megan

- a. NECI session Oct. 5, 2:30-4:30
- b. Meet at 3:30 today to plan
- c. Tentative new days for NEES+NSS May 15-18, 2022
- d. [Begin SC meetings one half hour earlier?](#)