

## Steering Committee Meeting - October 27, 2021

Attendees: Betsy, Deb, Wendy, Rick, David, Chuck, Sabrina, Jennison, Roslynn, Paul, Melissa, Eric, Megan, Rick

### Action Items from today's meeting:

- Create descriptions of the member meeting and the professional development meeting.
- Add missed agenda items (in red, below) to the next meeting.
- **Ros** - create a zoom poll for the next member meeting (Nov 4) asking folks about times/dates/etc. for separate member and professional development meetings.
- **Paul** - communicate with folks who want to be on subcommittees.
- **Wendy** - communicate with folks who want to be on the steering committees.

### 1. Membership Survey Results (All)

- 49 surveys returned.
- Establish subcommittees inviting people who indicated interest?
  - i. Paul will contact those who indicated interest.
  - ii. If so, first, and before reaching out to interested members, create subcommittee terms of service, expectations, protocols
  - iii. Subcommittees meet separate from monthly membership meetings and professional development meetings
  - iv. Each subcommittee chooses a person to serve as the chair and that person is responsible for attending one SC meeting a month to report back on subcommittee activities to date.
- New steering committee members
  - i. Wendy will contact those who indicated interest.
  - ii. Do we vet them in some way? This is a possible job for the policy subcommittee
  - iii. Do we need to have bylaws now that we are getting more formal?
    1. Other organizations have done a 3 year term, off after 6 years.
    2. Subcommittee should be chaired by a steering committee member?
    3. This will maintain fluidity of the network so people stay interested.  
Eric: Becoming more formal gives the group more standing with partners, not just an informal collection of people and ideas. Will lead to more accomplishments, credibility, and standing.
- Results seem overwhelming that we have the two separate meetings.
  - i. This new format will start in 2022.
  - ii. Have a one-hour meeting for professional development and, a week later, have a one-hour administrative/membership meeting.
    1. This new format will start in 2022.
    2. Question: Do we want them back-to-back or do we want to spread them out a bit throughout the month?
    3. Can say we'll trial for a few months and re-evaluate based on participation.

- iii. We should have descriptions of what the two different meetings entail.
  1. Member meetings - non recorded, community building, sharing updates, subcommittees and advancing action items
  2. Professional development meetings - recorded, webinar or sharing speaker, with discussion following  
Is the best time still Thursday at 3:30?
- iv. Need to determine days, times, etc.
  1. Ros will create an all-member poll with these questions for the beginning of the Nov 4 member meeting.

## 2. 0.75 FTE Position Description (Paul)

- NTAE-funded position for the “National Extension Climate Action Team”
- 0.75 post-doc coordinator
  - i. Still waiting for funds to come through.
  - ii. Paul is still tweaking the position description for the post-doc - will mainly be securing grants, research around curriculum, partnerships (e.g. Hubs), subcommittee help.
    1. Question/concern: Does this have to be a post-doc or can it be more broad? Sabrina: would like to have the discussion around if a doctorate is necessary, as this may omit a lot of candidates.
      - a. Paul: envisioned as post-doc to keep it affordable and attract candidates with high levels of knowledge and expertise. Paul will work with Betsy and others to consider all points and evolve the description. This may be a deal breaker for Paul being able to host at his institution. He could still supervise but may not host due to his non-Extension status.
- Still waiting on NECI Coordinator position

## 3. Website (Deb)

- Updates - review new, updated content
  - i. Connect and Facebook feeds now on the website. <https://nationalextensionclimateinitiative.net/follow-neci/>. Home page redesigned to point to social media accounts.
  - ii. Connect calendar now on the meetings page. <https://nationalextensionclimateinitiative.net/monthly-meetings/>
  - iii. Resources page completed. <https://nationalextensionclimateinitiative.net/resources/>. This page is also mirrored on the connect site. <https://connect.extension.org/g/national-extension-climate-initiative/pages/resources>
    1. Wendy continues to cultivate new resources for the page.
    2. Hopefully Wendy can participate in the subcommittee (possibly communications) that can vet future resource submissions.

#### 4. NOAA Climate Smart Communities Proposal (Sabrina, Ros, Jennison, and/or Betsy)

- Proposal was submitted October 18, 2021
- Jason will be reviewing the NOAA proposal with the ECOP Climate PAT/PITs on Tuesday, November 2nd
  - i. Everyone should have received an invitation to this. This is an all-come meeting and people can decide if they want to continue.
  - ii. Kudos to all who completed this in such a short time.
  - iii. Betsy: It would be great if we can go to the registry to find folks that can work on future proposals. Chuck: This can also possibly come out of the PITs.

#### 5. ECOP Climate Priority Action Team (PAT) (Ros)

- Updates
  - i. Do we include renewable energy now or do we wait and add it later, since we can't do it all this year. Under Ag originally. It may become its own thing. Should it be a stand alone PIT?
    1. Eric: Don't think it is ecosystems. It is a matter of fit, not whether or not we should include it. Chuck: It may fit under community resilience, may not capture all renewable energy aspects but it could have a strong home there. Sabrina: energy resilience, renewable energy, mitigation can all be together. Just call it Energy.
    2. *More discussion about this in the chat below.*

#### 6. NECI Protocols (Paul, Betsy) - following today's meeting, Betsy moved these items to the document "[NECI SC SOP](#)."

##### Meeting Chat

From Sabrina Drill to Everyone: 09:14 AM

Have we kept attendance records up to now so that we can see if the change affects participation?

From Melissa Ocana to Everyone: 09:15 AM

I think Zoom stores the attendance automatically and you can ask for a report, but not sure for how long. Maybe someone could pull the reports?

From Sabrina Drill to Everyone: 09:17 AM

I'm just thinking that many of us run multi-day workshops for clientele. Having a mid day meeting pretty much every Thursday takes that day out of commission.

From Betsy Newman (WRDC) to Everyone: 09:20 AM

Meeting attendance: I will look at the Zoom report and send the details one day, soonish. Thanks, Melissa!

From Roslynn McCann to Everyone: 09:20 AM

Sabrina, if ok, I suggest for next month's meeting: Paul kick off with sharing the summary results of the member-all poll, then Betsy launches the Zoom poll, we share results, then introduce speaker...

From Sabrina Drill to Everyone: 09:20 AM

We should probably try to decide how many people total we want on the SC

From Melissa Ocana to Everyone: 09:22 AM

Agreed that it would be good to think about ideal SC size to be able to get the work done efficiently

From Betsy Newman (WRDC) to Everyone: 09:23 AM

Attendance for the September monthly membership meeting was 107. Prior to that date, we were using Jennison's Zoom account for the monthly meetings.

From Jennison Kipp (she/her) to Everyone: 09:25 AM

Thank you, Betsy - I will look back at my Zoom records & screenshots to get attendance counts for prior monthly meetings.

From Megan Hirschman to Everyone: 09:25 AM

BRB-need kleenex

From Wendy Hamilton to Everyone: 09:25 AM

I am willing to contact all 17 "Probably" people to assess their interests in serving on the SC.

From Melissa Ocana to Everyone: 09:26 AM

Is the action item to have a subgroup think about SC structure?

From Sabrina Drill to Everyone: 09:27 AM

Was the survey anonymous or do we have names to associate with answers?

From Jennison Kipp (she/her) to Everyone: 09:28 AM

Respondents could provide names if they chose to - they are in the Excel file Betsy sent last week (with the survey results PDF)  
@Melissa: yes!

From Betsy Newman (WRDC) to Everyone: 09:29 AM

We could consider the SC meetings being the more formal arm of NECI where we hear from subcommittees and conduct business. Then the monthly membership meetings can remain more fluid and discussion based. Thoughts?

From Sabrina Drill to Everyone: 09:30 AM

Are any of the groups for liasons working with youth? I don't know about half the acronyms.  
If we update the results could we spell out the acronyms?

From Melissa Ocana to Everyone: 09:30 AM

So do we want to task this to policy subcommittee or raise hands here to work on suggestions for SC structure?

From Sabrina Drill to Everyone: 09:31 AM

Seems really important to have a liason/liasons for the climate hubs.

From ENORLAND to Everyone: 09:33 AM

Concur with Sabrina regarding the climate hubs. The leadership of the hubs is VERY supportive of Extension and keeping them and NECI "close" would be a very good thing.

From Betsy Newman (WRDC) to Everyone: 09:35 AM

Paul, can this post-doc person work remotely or do they have to be on the Bozeman campus?

From Jennison Kipp (she/her) to Everyone: 09:35 AM

Excellent point, Sabrina - and worth discussing before the position description is approved and released.

From Betsy Newman (WRDC) to Everyone: 09:37 AM

Perhaps list minimum qualifications and include PhD as a "preferred" qualification.

From Jennison Kipp (she/her) to Everyone: 09:38 AM

Yes, Betsy.

And Thank you to EF for providing this NTAE support for the "National Extension Climate Action Team"!

From Betsy Newman (WRDC) to Everyone: 09:41 AM

Agree, Jennison. We are able to advance our efforts thanks to the NTAE funding.  
Deb and Wendy, really great job with the web resources. Thank you!

From Jennison Kipp (she/her) to Everyone: 09:41 AM  
Very nice work, Deb!

From Megan Hirschman to Everyone: 09:42 AM  
very nice!

From Roslynn McCann to Everyone: 09:42 AM  
These website updates are fantastic! Also, thanks Paul for your leadership with the .75 position description, and thanks to Betsy for keeping us updated on that NTAE grant :) I guess while I'm delivering thank yous, I should also express my deep gratitude for Melissa in turning our discussion into action steps so often!!

From Jennison Kipp (she/her) to Everyone: 09:42 AM  
And big thanks to Tracy also for keeping the FB feed rolling with such a diversity of posts.

From David Kay to Everyone: 09:43 AM  
Looks good, too.

From Betsy Newman (WRDC) to Everyone: 09:44 AM  
Deb! Really great work and thank you for also including a link to join Connect Extension. I appreciate your forward thinking.

From David Kay to Everyone: 09:45 AM  
BRB

From Sabrina Drill to Everyone: 09:47 AM  
Should there be sections for climate/atmospheric science; Natural Resources; Energy; Green infrastructure?

From Jennison Kipp (she/her) to Everyone: 09:50 AM  
This reorganization looks fantastic, Deb - thank you so much.  
And this should probably be part of the SOP being developed, specific to sharing of resources

From Sabrina Drill to Everyone: 09:52 AM  
I can't find an invite to that meeting, can you share a link Megan?

From Melissa Ocana to Everyone: 09:52 AM  
Registration link I think is this  
[https://pages.extension.org/e3t/Btc/2M+113/d12zCC04/VWY1\\_2xVW2VN1NJwyNgBMYTW7TctdS4yXWrsN6crjp73ILBGV1-WJV7CgVz-N3CgV9jLhrnMW62QLzJ7CBn6BW7KHdNK6Lt7LJW3vwwQ98JQ0YSW4J9-wT5kyRt9W8QFbXY6dMRGrW2cWdt21sb5KDW4xMW9J6v0Kn0W9kwLrD3Tgl-mW2lhX8yVql8W42cJC53R12WYW3qBDzZ5j9Tv1W3mDqc22-g7j2W7WT2KK36FGGcW1BBICn357x8tW5Zyn008zSZYBW5Cgysw5RTz8pW87wCkp5m2mL7W4s01\\_x6v-jkmN7fQz6HyCS\\_wW5pzvfd7QX4GVN1FxPKt71rxLW1\\_6-f532136mVhPNZQ2lhFGM312C1](https://pages.extension.org/e3t/Btc/2M+113/d12zCC04/VWY1_2xVW2VN1NJwyNgBMYTW7TctdS4yXWrsN6crjp73ILBGV1-WJV7CgVz-N3CgV9jLhrnMW62QLzJ7CBn6BW7KHdNK6Lt7LJW3vwwQ98JQ0YSW4J9-wT5kyRt9W8QFbXY6dMRGrW2cWdt21sb5KDW4xMW9J6v0Kn0W9kwLrD3Tgl-mW2lhX8yVql8W42cJC53R12WYW3qBDzZ5j9Tv1W3mDqc22-g7j2W7WT2KK36FGGcW1BBICn357x8tW5Zyn008zSZYBW5Cgysw5RTz8pW87wCkp5m2mL7W4s01_x6v-jkmN7fQz6HyCS_wW5pzvfd7QX4GVN1FxPKt71rxLW1_6-f532136mVhPNZQ2lhFGM312C1)

From David Kay to Everyone: 09:53 AM  
Megan will the Nov 2 meeting be recorded for those of us not available?

From Jennison Kipp (she/her) to Everyone: 09:54 AM  
I suggest we post the Nov 2 event with registration link to the Connect Extension blog AND send it directly to the NECI member listserv today and again Monday.

From Megan Hirschman to Everyone: 09:55 AM  
What is a Program Action Team and Priority Implementation Teams?  
The Program Action Team (25 members) will have the goal to identify potential partners, build collaborations, and resources for national Extension programs surrounding climate. This team will involve Extension Directors, Extension specialists, and outside collaborators such as federal government agencies and philanthropic organizations. The Program Action Team will meet quarterly to discuss emerging opportunities for Extension in climate and to help identify potential partners.  
Priority Implementation Teams (3 teams, 10+ members) would be composed of Extension specialists from across the nation with the task of identifying Extension programs that are ready to be scaled up and funded at the national level. You could think of them as sub-committees of the Action Team. The first task of the Priority Implementation Teams is to develop a foundational letter of intent that would be available to adjust when different funding opportunities arise

From Jennison Kipp (she/her) to Everyone: 09:55 AM

To make sure our broader membership is aware of the opportunity to learn about the NOAA grant "from the horses' mouth, as they say.

From Sabrina Drill to Everyone: 09:57 AM

Are the CASCs part of this? Megan?

Are the PITs restricted to Specialists?

From Megan Hirschman to Everyone: 09:58 AM

Everyone who has been nominated to

From Jennison Kipp (she/her) to Everyone: 09:59 AM

Defer to NEEI as the NECI 'Subcommittee' to address energy renewable energy and energy efficiency

And when ECOP and EF are ready to add this as a new PIT, we go there.

From Sabrina Drill to Everyone: 10:00 AM

Could that potentially be a team on Climate Mitigation - so include renewable energy, carbon sequestration proposals (some crossover to ag but mostly services) an carbon markets?

From Betsy Newman (WRDC) to Everyone: 10:00 AM

I have to head to another meeting. Thank you all for your continued participation and support. It was good seeing you all today! Perhaps we need to form a small committee of SC members to draft the operating procedures to then share with the entire SC. It would be good to keep moving this item forward. I'm happy to lead this or serve with others. Wishing you a joyful day!

From Jennison Kipp (she/her) to Everyone: 10:01 AM

Minnesota CERTS (Clean Energy Resource Teams) program: <https://www.cleanenergyresourceteams.org/>

From Sabrina Drill to Everyone: 10:01 AM

Good to note that renewable energy is not the only issue related to energy resilience - for example, microgrids don't HAVE to be renewable, but they are very important for resilience

From David Kay to Everyone: 10:02 AM

I work mostly on community and solar research and agree with Chuck's comments, including that there are important aspects of renewables that don't fit well into the "community" bucket.

From Jennison Kipp (she/her) to Everyone: 10:03 AM

Renewable Energy + Energy Efficiency (RE+EE) is typically how they are grouped

Energy Reliability and Resilience

Energy Systems