

Building 4-H Afterschool Programs Work Team Notes

December 3-4, 2003

Pyle Center, 702 Langdon Street, UW- Madison Campus

Notes compiled by Kathi Vos, Tri Chair of this work team.

I. Introductions & Overview

A. Brief Introductions & Welcome

- Present was Mary Thiry, Denise Retzleff, Jenny Holm, Jennifer Neumann, Joe Stellato, Meg Dallapiazza, Kathi Vos, Gloria Fauerbach, Joan Wimpe, Paula Huff, James Pointer, Linda Eisele for part of the meeting. Greg Hutchins joined the group after lunch on day one. Mary Ellen Bell joined us at 11:30 on day two. Absent, yet still part of the work team are Cathy Duesterhoeft, Robin Mainhardt, Kathy Kauth, Marie Ritscher.

B. Brief History on what we have done so far [Kathi]

- Kathi Vos passed out the Historical Overview of this work team and challenged the group to add specific action steps to for the next two years.

C. Evolution of the work team name

- Gloria shared how the name of the group has evolved. A huge debate ensued as to what we were going to call ourselves. The Tri-Chairs decided to “park” this issue for a later decision. On day two the decision was to call the group the “Building 4-H Afterschool Programs” work team.

D. Review WI 4-H Afterschool Logic Plan by having work team members introduce self and report on what they are currently working on. [* indicates chair of subgroup]

- Starting 4-H Clubs [*Meg & Joan]
- Curriculum [*Paula, Jenny N]
- Training [*James & Linda]
- Sustainable Professional Development & Marketing [*Gloria]
- Sustainable Fund Development & Partnerships [*Mary]

E. New Member Introductions

- Denise Retzleff, Jenny Holm and Joe Stellato shared programs they had done related to the topic. Linda Eisele gave an update on her work.

F. Review results of WI 4-H Afterschool Staff Survey

- James Pointer walked the group through the highlights of this report. The group agreed that the work we are doing is right on target, based on this survey.

G. Greg Hutchins met with the group and challenged them to think about what are the “deliverables” that this work team can put in the hands of agents. We have a head start, so we need to be delivering products ASAP. The work teams will focus on this during their work time.

II. Building the Team Plan

A. Gloria did a Team Building activity to help us focus on our plans.

- Participants wrote a headline for what they hoped to accomplish in the next two years. Kathi Vos sorted them into Clubs, Training, Staff Support, Youth/Curriculum. These ideas fit very well into our current work team plan.

B. Theoretical Base & Definition of 4-H Afterschool

- Kathi passed out the paper, 4-H Afterschool—Rationale, Program Delivery Models and Theoretical Base: A Reference for Extension Professionals. This will need to be part of the District 4-H Agent Training Plan and should be incorporated into the PowerPoint that Gloria is working on.

C. Evolution of the Logic Model Plan [Kathi]

- Folding Extension Cares Initiative [ECI] Reporting into WI intended outcomes -- Gloria passed out the ECI outcomes list and shared which ones related to our WI Afterschool outcomes. Gloria will send an e-mail document with how this fits with Wisconsin's plan.
- Convert Logic Model plan into CES Team Plan of Work – Kathi noted that the new statewide Plan of Work template fits very nicely with the work of this team.
- County Strategic Planning Input -- Kathi passed out the county strategic planning information that was sorted at the 4-H Priority Setting workshop on 11/12/03 in Wausau. Each work team reviewed this information and noted that the current 4-H Afterschool logic model plan was addressing these issues.

D. Marketing Discussion

- Mary Ellen Bell met with the group on Marketing. She listened to what Gloria had been working on and was very supportive of her plan to segment the message to colleagues, funders, policy makers, community partners, the media and parents. She will be working on a new statewide 4-H Marketing Plan and will try to integrate the work of this team into this.

III. Subgroup Reports:

Here are a few highlights from their reports. More details will follow from subgroup chairs.

A. Curriculum: [Paula Huff*, chair; Jenny N, Kathy Kauth, Linda Eisele]

- Shared District Training Outline, March 18, 2004 at SE District that Paula, Kathy Kauth, & Kathi Vos will teach. If you wish to have your things shared at this meeting, you should get any workteam deliverables to Jenny Neumann by 2/15/03.
- Jenny will resend Template and Jury Criteria to all for feedback by Jan. 1, 2004.
- Paula, Kathy Kauth and Karla Voss will present at April 2004 WISACA conference and monitoring the booth. Paula Huff and Karla Voss will need to send in the seminar proposal form ASAP, for it was due Dec. 5. 2003.

B. Training [James Pointer* Chair, Jenny Holm, Linda Eisele, Cathy Duesterhoeft]

- Research on Problem Solving and Conflict Management
- Developing training curriculum
- Pilot locally [LaCrosse, Wood, Kewaunee]
- Review & revamp, start Group Dynamics & Bullying. Need to be sensitive to local policy on this.
- Sept 2005 start regional training with partners
- Need to be culturally sensitive for this training and relate to Multicultural work team.

- C. Starting Clubs [Meg Dallapiazza* chair, Joan, & Denise] by Feb 15, 2004
 - Grid chart -- Joan has in hard copy for now
 - Adaption of the SACCF flow chart, spell it out
 - Fact Sheet #1 for 4-H Agents on big questions to think about this? Why do it? Framework? Role as an agent? How to take best practices? How aligned with 4-H? How to work with 4-H Leaders Association? How to enroll as 4-H members [Denise]
 - Virtual Binder [VB online] expanded information from info in 4-H in a Box
- D. Sustainable Professional Development & Marketing: Gloria* chair & Cathy D.
 - Professional Development [Gloria*] by Dec 2004 we will train 30 staff
 - Marketing [Gloria] meeting with ME Bell in Jan. to get suggestions on our plan as well as enlist her support. She then showed a draft of her PowerPoint for agents to use with targeted audiences. Then agents can adapt it for their own situations.
- E. Sustainable Funding & Partnerships: Mary Thiry* chair of & Joe Stellato
 - Partnerships & Funding [Mary* & Joe] will do a 4 4-H Afterschool funding survey of all 4-H Agents, Mary will refer to CONRED funding website for ideas. By July 1 they will develop a funding strategy plan to sustain this effort. Link to other websites on funding, celebrate success when we get funds, developing teams to write the grants
- F. Web Subgroup Report [Mary T* Chair, Meg, Paula, James, Gloria]
 - Work team page will be up by April 2004. They will work with Nancy Eisele and Mary Lucas to get it up. Mary T will be the Macromedia contact for making changes on a quarterly basis
- G. Evaluation & Theory Base Plan [Kathi* Chair, Gloria, Denise, Paula]
 - ECI/WI Logic Model outcome links – Gloria will send out by 12/8/03
 - Team will review by January 1, 2004
 - Kathi will set up a phone conference with Heather Boyd ASAP.
 - State Evaluation Plan done by 3/31/03
 - Group will decide on Big Research Study

IV. Next Steps

1. REFINE THE PLAN -- Each subgroup leader will add their specific ACTION STEPS to our workteam Logic Model plan and send it to the Gloria, Kathi and James, the Tri-chairs By **January 5, 2004** to be edited for our FINAL statewide workteam plan of work that is due March 31, 2004.

2. COMMUNICATE THE PLAN – All workteam members should send information that they want feedback from the entire work team to the 4-H Afterschool list-serve at WI4HAfterschoolWorkTeam-list@uwex.edu. Allow 3-5 workdays for feedback. Use National 4-H Afterschool logo, UWEX logo and ADA information to identify our work. Note that work was developed by the Wisconsin Building 4-H Afterschool Program workteam. Work team members should draft materials to share among themselves. Jenny Neumann has agreed to do some rough drafts for the Curriculum Subgroup. When they

have finalized the text and look, Kathi Vos will work with Wayne Brabender for editing and Gretchen Krause for layout. Make sure all new members are on the list-serve. Demetrius Brown to asked to be added to our workteam list-serve.

3. WORK THE PLAN – Every member of this group is encouraged to mobilize the plan. Greg Hutchins challenged us to focus on “Deliverables”. Chairs of the subgroups are in charge of getting things rolling. Subgroups can use the list-serve and phone conferences to continue their work. Contact Judy Ballweg at 608-263-1095 to schedule a phone conference. The entire work team will meet quarterly via phone to monitor success.

Building 4-H Afterschool Program Timeline:

Date	Task
Dec. 5, 2003	WISACA Seminar Proposals due [Paula Huff]
Jan. 5, 2004	Logic Model Subgroup plans due to Tri-Chairs
Jan. 21, 2004	Central District 4-H Afterschool Inservice [Gloria & Kathi]
Feb. 9, 2004	4-H Afterschool phone, 1:00 – 2:30 p.m.
March 11-12, 2004	Program Development and Evaluation workshop for tri-chairs
March 18, 2003	SE District 4-H Afterschool Inservice
March 22, 2004	Co-chairs of 4-H Youth Development teams meet to review draft plans, 10:00 a.m. – 2:00 p.m. in Madison
March 31, 2004	State team plans due in final version
April 2-3, 2004	WISACA Conference, Waukesha [booth & seminars, Paula Huff, Karla Voss and Kathy Kauth will present a seminar as well as support the 4-H exhibit.]
May 1, 2004	Individual plans of work are due
May 4, 2004	Work Team phone conference, 9:00 – 10:30 a.m.
Sept. 9, 2004	Workteam phone conference, 9:00 -10:30
Fall 2004	W, NE, N & S District Agent Inservices