

## **MINUTES**

### **Central District Resource Management Team**

**April 27, 2007**

Present: Sue Buck, Don Genrich, Tammy Hansen, Mark Hilliker, Jeff Hoffman, Gary Itzkowitz, Annie Jones (via telephone), Peter Manley, Sue McConnell, Dan Renzoni, Jennifer Brindley  
Absent: Jackie Carattini, Lesly Scott

### **Review Minutes of March 23, 2007 Teleconference**

Dan Renzoni moved to approve the minutes. Tammy Hansen second. Motion carried.

### **Status of One-Time and Base Funds**

Went over Howard Fenton's spreadsheet of one-time and base funds. Currently have \$31,087 available in one-time funds and a negative base balance of \$479.

### **Discussion of Community Research Center Proposal and Next Steps**

Gary Itzkowitz went over the survey process. The 15 surveys will begin the first or second week of September. It will take approximately one week per survey to reach the 95% confidence level.

Annie Jones gave an update on the institution-wide process. It will have more of an organizational development focus rather than program planning, i.e. how to be more effective in carrying out the mission of Extension.

The Community Research Center will need survey questions from the Resource Management Team by August 1. They don't have to be in complete question form; can be a list of issues and the Research Center will form the questions. Gary requested that we not use too many open-ended questions. Those would be better used at focus group sessions after the surveys are completed. Program areas should come up with 3-5 questions/issues each prior to the May Resource Management Team meeting. The program areas will meet either face-to-face or by teleconference to discuss what issues they feel are most important. Program areas should also come up with a few system questions. Sue will contact Larry Jones and Annie Jones for examples of system questions.

The same set of questions will be used for both the county and district-wide surveys. Discussed the reasoning for doing both county and district-wide surveys. The raw data from these surveys will be available to us if needed.

### **Other Business**

None

### **Next Meeting Date – Friday, May 25, 2007**

Meet face-to-face 10:30 a.m. – 3:00 p.m. Jennifer will book a meeting room and send information out to the group. Will discuss how to tie in the information learned through the surveys to the staffing issues situation that began this process. Don Genrich will bring a copy of an Adams County survey to the meeting.

### **Adjourn**