

Western District Resource Management Team

March 16, 2009

10:00 a.m. - 2:00 p.m.

Pepin County Extension Office, Durand

MINUTES

Present: Sarah Johnson, Cyndy Jacoby, Pete Kling, Jim Faust, Megan Stuessel, Deb Jones

1. **"Base and One-Time Funds 101"**. Deb gave an overview and example of how base and one-time funds are accumulated. It was suggested that this would be helpful information for all staff to understand. Deb will give a similar explanation at the May district meeting during the first hour with all-colleagues.
2. **State Budget Update and Potential Implications for DRM Funds.**
 - a. It will be awhile until we know the complete impact of the governor's budget on Cooperative Extension and the districts. Current signs are that we are going to be able to manage the cuts. Based on this, other districts are moving ahead with allocating their DRM one-time funds.
 - b. The governor's budget had included a 1% "across-the-board" cut to all GPR and Program Revenue except Federal funds and tuition. This would have included funds contributed by county partners in support of our 133 contracts. Since the governor's budget was released, the State of Wisconsin Department of Administration informed UW System leaders that this 1% budget cut would specifically exclude gifts, grants, trust fund income and other donations. Funding from county partners would also be exempt from this 1% provision. County staff are encouraged to let their county administration know that they will NOT be assessed this additional 1%.
3. **Review of Current DRM fund balance.** The current balance of base funds is \$170 and one-time is \$27,664. Of the one-time balance, \$10,000 has been committed to LaCrosse County for horticulture support; \$12,500 for the marketing contract,; and \$10,000 for a cost-share VISTA. However, we will be billed in the next fiscal year for most of the marketing and VISTA costs. The team expects an estimated \$11,000 that can be allocated through the end of June 2009.
4. **Update on Marketing Project.** A letter of award was sent out to the successful vendor last week. We are awaiting word that the award is complete to make a public announcement of the selected vendor. The team who participated in the interview was highly impressed with the quality of the presentation and the vendor's understanding of our marketing needs.
5. **VISTA Positions.** In a conversation with Sue Curtis who coordinates Cooperative Extension's VISTA (Volunteers in Service to America) program, Deb was able to secure a full-time cost-share VISTA position that would begin in June, 2009 and continue for a full year. The cost of

this position to the district will be approximately \$10,000. In addition, Sue Curtis is providing the district with an additional full-time year long VISTA and two full-time summer (8 weeks) VISTAs at no cost. The DRM team discussed how best to utilize this team of new staff in the district. The first priority was for the district marketing effort. Deb will contact the marketing firm and ask how much dedicated staff time they could use to advance the marketing initiative. We will allocate as much of the VISTA time as they can use. If the marketing agency does not anticipate needing this much staff support from us at this time, we will solicit proposals from within the district for additional projects for the VISTAs to support. Priority will be given to projects that:

- ✓ Benefit the greatest number of people in the district
- ✓ Work across program areas
- ✓ Involve multiple counties

Summer VISTAs can do any type of work, including direct service. Year-long VISTAs do not do direct service, but rather work on developing programs and developing sustainability for those projects.

6. **Allocation of One-Time Funds through June 30, 2009.** After much discussion, the following was determined:

- ✓ Innovative grants will be allocated by program area with \$1,000 each allocated to agriculture, WNEP, youth development, CRD, and family living. An additional \$1,000 will be allocated to projects that are cross-program area. Program areas can apply for funds to meet any programming need, including capital equipment. The district office will update the innovative grant guidelines and have them available for the district WisLine.
- ✓ New colleague welcome budgets. Beginning in July 2009, all new colleagues hired will receive a budget of \$500 from the resource management budget to support their programming. They can use these funds to purchase needed equipment, program supplies, etc.
- ✓ Any remaining funds will be allocated to the marketing initiative.

7. **Report from DRMT to District Colleagues.** On the March 23 WisLine, the following DRM team members will report:

- a. Overview of VISTA - Deb
- b. Allocation of VISTAs and any extra funds to marketing initiative - Jim
- c. Innovative grants - Megan
- d. New colleague welcome budgets - Cyndy

8. **Next Meeting Date:** The DRM team will meet via WisLine in May to review innovative grant proposals. We may need to have an additional WisLine meeting on an earlier date in order to review VISTA project proposals. Liz Hilts is coordinating meeting dates.

9. **Adjourn.** After much great discussion and a lot accomplished, the meeting adjourned at 1:30.

Notes submitted by Deb Jones