

DRAFT Mission: "Building, sustaining, and managing resources to support transformational education for people and their communities in the UW-Extension Western District."

**Western District Resource Management Team
March 31, 2008**

MINUTES

Present: Pete Kling, Jim Faust, Cyndy Jacoby, Deb Jones.

Review of current DRM funds.

- ✓ Base funds currently have a balance of approximately \$3,500 after the reallocation of funds to support the increase of the CRD position in Polk County from .75 to 100%. Funds will also need to be allocated to increase Eau Claire Hort from 50 to 80%. We are close to having these dollars available.
- ✓ There is currently approximately \$25,000 available in one-time funds. In addition there is \$10,000 set aside for the marketing project.

Potential impacts of state budget on DRM funds.

- ✓ It is currently uncertain as to how Cooperative Extension will be impacted by the state budget deficit. We will likely be issued a budget rescission and part of this CE "bill" could be distributed among the districts as it was in the previous state budget rescission.

District horticulture programming support.

- ✓ Discussion occurred regarding new ways to approach horticulture programming support, primarily home horticulture. How can we look more broadly at this issue to build a sustainable horticulture initiative beyond those counties with horticulture educator positions? Ideas included:
 - Establishing a western district home horticulture "center"
 - Utilizing VISTA or AmeriCorps to develop a sustainable structure, funding, etc for district horticulture education
 - Development of decision matrix for office support staff
 - 800 number hort "hot line"
 - Building a district-wide Master Gardener network to "staff" a horticulture center
- ✓ The following action was decided upon:
 - Deb will contact the horticulture educators and arrange a meeting. DRMT members and agriculture educators will be represented by Jim Faust at the meeting. Department heads will also be alerted that this meeting will be occurring.
 - Jim will solicit input from Ag Agent colleagues prior to the meeting.

District resource allocations.

- ✓ The following priorities were set for funding:
 - Tuition support for Extension Associates - \$4,000
 - Support for LaCrosse horticulture position - \$10,000
 - Support for marketing work group initiatives - \$5,000
(this allocation is in addition to the \$10,000 for the marketing study)
 - Program area professional development (\$750/program area) - \$3,000
 - Remaining funds to innovative grants

Innovative grants/fall all-staff district meeting.

- ✓ Grant application materials were updated to emphasize a greater expectation of sharing grant projects with district colleagues.
- ✓ Proposals will be due to the district office on May 1, 2008
- ✓ Recipients will be notified by mid-May of the status of their proposal.

- ✓ Funded proposals will submit an invoice to the district office to receive the awarded funding.
- ✓ All grant recipients will be expected to prepare a poster/display session for the 2009 fall all-staff meeting. Displays should include materials to be distributed that would enable colleagues to replicate the program.
- ✓ Grant recipients will also be required to give a presentation on their project on either a district WisLine or at the all-staff district meeting.
- ✓ 2007-08 innovative grant recipients will be requested to do a poster session at the fall, 2008 all-staff conference.
- ✓ Deb will work with the district program area reps and DRMT to develop the fall district meeting.

Role of the DRMT in district resource development.

- ✓ Deb encouraged team members to take a broader view of resource development beyond the allocation of the one-time and base district funds. What are some other sources for resources? How can we develop new resource avenues? Contact Deb if you have ideas, or become aware of other potential resource sources.

Team member terms.

- ✓ Members discussed their longevity on the committee. Deb will develop a member rotation if one can't be located in the district office files.

Next DRMT meetings.

- ✓ May 12 WisLine. 9:30 – 11:30 a.m. The primary agenda item will be review and selection of innovative grant awards.
- ✓ Monday October 6. 10:00 a.m. – 2:00 p.m. Face-to-face meeting.

Submitted by Deb Jones