



**Department of Family Development  
Vice Chairs Meeting  
September 20, 2011  
1:00 – 2:30 PM**

**Draft Minutes**

**1. Call to Order**

Chairperson Nagelkerk called the meeting to order at 1:04pm.

**2. Welcome/Introductions**

Members Present: Nagelkerk, Kooiker, Baker, Carattini, and Crevier  
Excused: Zierl and Haynes

**3. Certification of Wisconsin Open Meetings Laws**

Nagelkerk reported the meeting agenda was filed and posted in compliance of the WI open meetings law.

**4. Review and Approval of May 24, 2011 minutes**

Motion by Kooiker, second by Baker to approve the minutes from the May 24, 2011 meeting.  
Motion passed.

**5. Additions to Agenda (discussion items only)**

None at this time.

**6. Upkeep of the Mentee/Mentor Chart on the Department Website**

A volunteer is needed to keep the Mentee/Mentor chart up to date on the Department of Family Development website. It was recently updated by Crevier. Carattini volunteered.

**7. Discuss role of Vice Chair**

Chairperson Nagelkerk reviewed the section of the Department's by-laws regarding the role of the Vice Chair committee.

**8. Discuss any proposed ideas for mentoring Family Living Associates**

The Department's Mentoring Handbook will be discussed at our next meeting. Members volunteered to review sections of the handbook:

Pgs. 3-4 Kooiker will ask Haynes to review this section

Pgs. 5-6 Carattini

Pgs. 7-8 Baker

Pgs. 9-10 Crevier

Appendix H - Nagelkerk will ask Zierl to review this appendix

Appendix B - Nagelkerk

Nagelkerk, Kooiker and Carattini will check with several District liaisons (Ann Keim, Mary Huser, and Nancy Brooks) regarding the mentoring needs of Extension Associates.

9. **Any other business** (for discussion only)

No other business was discussed.

10. **Next meeting date**

Tuesday, December 6, 2011, 1:00-2:30pm.

11. **Adjournment**

Chairperson Nagelkerk call the meeting adjourned at 1:34pm.

Minutes submitted by Crevier, Secretary