



**NUEL Meeting Minutes  
December 5-8, 2016  
Denver, CO**

In an effort to reinvigorate a national discussion and move toward a more sustainable and integrated approach to urban Extension, a network of Extension professionals working in metropolitan areas across the country began meeting in late 2013. This group is called the National Urban Extension Leaders (NUEL) with an acknowledged purpose to advocate and advance the strategic importance and long term value of urban extension activities by being relevant locally, responsive statewide, and recognized nationally. NUEL met in Denver, Colorado on December 5-8, 2016. Here are the minutes from the meeting.

**December 5, 2016**

1:00 pm Steering Committee Meeting began, in attendance: Marie, Rusty, Jody, Katherine, Anthony, Chris B., Chris O., Patrick, Sheldon, DeShana, Steve, Manami, Michelle, Rosana

Rusty from Denver Extension welcomed us to the meeting. Patrick called meeting to order. Reviewed the agenda.

**Action Team Conservations, Strategies:** Not much action within the action teams and we may need to come up with more realistic deliverables. We also need to talk about Regional Caucuses where we can build capacity.

Caucuses can focus on building regional teams in each of the focus areas. Teams around focus areas will attract new NUEL members that can be feed in the leadership of NUEL. Katherine, Partnerships Chair, shared that conversations with Ahlshia at NIFA has led to several questions before we can approach other federal agencies. We need to know which states want to do what. What can we offer to federal partners? We need to understand what our capacity is as an organization before we can offer ourselves as partners. Seven new members on the partnership committee in Columbus – two retired and two have not been in contact. It is challenging to engage in the work without consistent commitment. DeShana suggested working with ECOP to help recruit into regional caucus, but expectations need to be clear.

Action teams have been very positive. We need new people and resources. We can do this through regional caucus work. We can do this through focus area (one or two). Action teams will focus on completing current tasks with realistic deliverables to move towards addressing focus areas and national movement forward.

Steering Committee agreed to allow regional caucuses to identify their priorities within the focus areas, low hanging fruit opportunities, in order to build our bench and have successes that are driven by NUEL. Two areas of interest is Civil Discourse and Urban-Rural Interdependency.

**National Urban Conference Nuts and Bolts:** Ask your Director of Extension for \$1,000 to sponsor reception. March 1<sup>st</sup> is the deadline.

Journal of Human Science in Extension, in working with Julie Fox, will be publishing a specialty journal issue on urban Extension. Chris O said Rutgers can layout journal and do printing, Anthony also recommended a printer to help keep costs down regardless of quantity. Authors would pay for publishing. Vote was taken: NUEL voted not to publish it. Patrick will contact Julie and let her know. (Contacted).

Award – Small committee to develop criteria for Distinguish Service/Leader of the Year Award. Anthony, Jody, and DeShana make up the committee. Rosana has shared information to Julie and will pass this on to the committee.

**Urban Impact Reporting:** Process Flow Chart will be emailed. Form was changed to included public value line similar to the LGU Impact Database. Rosana discussed current process and that it is not sustainable. Better model is for each of the five caucus leaders to identify a regional caucus editor to recruit stories and review to determine if the story meet criteria. Each region provides a peer-reviewer for each of the five focus areas. Regional editor sends it to Executive Editor (Rosana). Rosana distributes it to five peer-reviewers, requesting two reviewers. Comments come back to Rosana. Rosana forwards it to Executive Production Director (Michelle) or sends back to Regional Editor to work with author to address comments. Author addresses comments and sends back to Regional Editor. Regional Editor checks that comments are addressed. If yes, they are published.

**One Drive:** We need to encourage the use of the one drive again, frequently and often. We need a place to document our work and support internal communication.

**Review General Meeting Agenda:** We discussed the agenda and modified it.

Meeting adjourned at 3:30pm.

## **December 6, 2016**

### **9:00 am meeting started**

Welcome, Introductions and Ignite Talk on Innovation from Rusty Collins and Lou Swanson. Lou, Vice-President for Engagement and Director of Extension at CSU, discussed the challenges of urban Extension and community-development. Lou dusted off Urban Extension in the West 2006 document and about 6-1/2 years ago, CSU flipped Extension to make Extension more relevant at the local level.

WEDA – empowered Extension personnel in the west to share urban Extension resulting in the Western Center. People have bought into the Western Metropolitan Center, but the only states where there is a presence of urban Extension has it made sense to buy into it. . Joining was completely voluntary and not expensive – only 6 states so far. The Western Center shifted into a membership model and now anyone across the country can join. Two Tiers of membership \$2,000 and \$5,000 – the Ohio State University is the newest member to join.

Lou has a high concern about gentrification issues. Urban poverty and rural poverty look very similar. Urban Extension nationally has to step up and address poverty. College of Agriculture should work with School of Health and Sciences to address urban issues. Extension should be throughout the entire college, not just school of agriculture. Look at opportunities instead of barriers, Extension would be better off. Lou pointed out that NC Extension in Wake County is top notch. How do we deal with the de-legitimation of science? It is just another special interest group. This is bad. There are opportunities for Extension to be outside College of Agriculture and Lou advocated for this.

Local energy and local food are two identified urban issues in Colorado. Denver is an expanding city of Colorado and there is a shift to Extension agents that have the skills towards community-development models. Joann Powell and Timothy Aston joined NUEL's morning session to highlight the importance in relationships and collaboration with community groups and other Extension professionals that are dealing with emerging urban issues.

### **10:00 am Overview of NUEL**

Patrick provided a brief history of NUEL for those new to the meeting. NUEL developed a national framework for urban Extension and presented to ECOP. ECOP recognized NUEL and urban programming as one of the three focus areas that ECOP will pursue. As is, NUEL's work has been predominantly completed by the Action Teams, but we recognize that to increase capacity, we will need to look towards building our bench and the priorities for the group.

Changes to the agenda: Action Team discussion will be pushed to this afternoon and we will move into a discussion of focus areas to this morning to building NUEL's bench to the work we need to embark upon.

### **10:30 am Focus Area Discussions per Region**

Participants were asked to gather in groups of 4-5 and identify two or five major areas. Later, we regrouped to discuss which of these focus areas are bubbling to the top in terms of having a national impact. The Rutgers team, based on forums from New Jersey and literature, prepared a one pager to help steer discussion on identifying emerging issues. Each group is asked to review the one pager to identify needs that are missing and/or those that are bubbling to the top.

Civil Discourse Initiative has begun as an ECOP focus to develop a toolkit to test out rapid response in communities. Civil discourse is in its first phase of surveying for a depository of resources that Extension can tap into. The implementation of the rapid response would come in

later and it is believed this could be utilized for other emerging issues such the zika virus. Manami Brown is representing NUEL at the table of 19 individuals in how Extension professionals can respond to these issues.

At 12:00 pm, the smaller groups regrouped together to discuss the five focus areas of what was missing to add to the list and perhaps identify cross-cutting priorities. Topics included:

Rating	Program Focus	Descriptions
3	Local Leadership and Civic Engagement	Youth and adults, seniors, Vets outreach, community development focus for capacity building; youth and cops outreach; Immigrants and refugees, accessing resources, support for seniors, financial literacy
2	Healthy and Sustainable Food	Urban ag, scale, land use history, health issues and access to quality of food, food security, and hunger reduction; Pedestrian safety and EFNEP programs through community development; skills for urban farmers, business planning and marketing
2	Sustainable and Improved Urban Environments	Air, water, soil, contaminates of radon, mold, lead, land use/cover, and environment; water quality; climate and energy interdependency
2	Developing Process for Rapid Response	Learn from civic discourse; civic discourse lead (Flint), pipelines, MPCA, etc.
	Workforce Development	Re-entry programs, financial literacy (rent, mortgage, etc.), prisoner outreach and workforce
2	Youth Development	Teen Corps programs, financial literacy, water quality programs; skill building and workforce preparedness
2	Collaboration Building	Bi-directional process to attack national funding to connect the agent through Extension's network from the individual to inform nation/regional/local policy
1	Opioid Epidemic	
1	Infant Mortality	

As a group, there is a lot of brainstorming and discussions within NUEL. Is the current structure of NUEL sustainable? NUEL is organized in an Executive Committee, Steering Committee, Action Teams, Regional Caucus, and now focus area groups while still maintaining state responsibilities. Often, there is a core group of 20 people doing the work. The concern is are we trying to do too much and should we pick one focus area per year, to do it well, and expand our net worth. If we want to go national, we need to engage more Extension professionals in order to address the challenges and address urban issues. The extraction to increase engagement is through focus areas as it relates to Extension's professionals are working with in their home states/universities.

NUEL provides a platform for communications opportunities to reach more people within Cooperative Extension. This should be a platform for conversations and dialogues to exist as a method to share success. Impacts need to be collected in order to analyze the success of what NUEL's want. What is it that we want to do as NUEL? What is the reason people want to collaborate regionally or nationally? Why invest in Extension? What are our assets that we have

in our regions and how can we collect those successes to collect those impacts for replication across the nation? We need to have something that gets people's attention – if we are selling a product, what are we selling and to who would want to buy in? Perhaps NUEL looks into rapid response guidelines or process that is created and sold to professionals. The two major priorities that stemmed through the steering committee meeting yesterday is *(1) bring in the programmatic focus to pull in resources in the regions and (2) building a bench of regional caucuses that would address the programs and their impacts to feed into the national impacts.*

Think about where NUEL has been? What has been approved? Focus on programs or systems level thinking? What does this group want to focus on and bring in with new membership? What are our resources and the individuals that moves the dial in urban Extension programs?

12:30 pm, we broke for lunch.

**Regional Caucus Discussion:** Each region met to establish a six month regional caucus plan to begin working in the caucus and establish a task or focus that the region will initiate. Important to identify early wins that we can be doing today and to use the national conference as a recruiting zone or rally around NUEL's success. Marie recommended that in terms of regional caucus, tailor the plan to your region and a timeline to implement tasks or development of a common agenda.

Manami recommended that by the end of this bi-annual meeting we should have a clear agenda and a clear focus of where NUEL is going. Steve also suggested that we need to ensure value is given that people leave here with work that relates to their work in their home states. Building capacity of the regional caucuses is the right direction, but how are you selling to Extension professionals? Think, in regards to urban leaders, what are the low hanging fruit project/program that the region can rally around in a focused agenda.

**Northeast Regional Caucus:** In the Northeast Region, the participants selected two priorities that span several focus areas. The first priority is related to healthy foods and includes urban farming, community gardens, and the elimination of food deserts. The University of Maryland has pledged to provide leadership in this area and will contact the University of the District of Columbia for assistance. A regional meeting will be hosted to bring Extension professionals in the Northeast together around this topic. The second priority is green stormwater infrastructure. Rutgers University and the University of Connecticut have already begun pulling together a regional multi-state team around this topic. We expect to have a meeting in February or March of 2017 to continue our discussions in green stormwater infrastructure. One possible outcome from these regional collaborations is the formation of a multi-state Hatch project in these two areas.

**North Central Regional Caucus:** In the North Central Region, the participants discussed what will be the hook for joining the regional caucus and how the caucus can support boots-on-the-ground staff. A survey will be distributed to identify the top three focus program areas are within the region. The survey will also collect resources currently available in the region and what are the needs to further work. This will also help to develop regional/state proposals for funding initiatives.

**Southern/1890s Regional Caucus:** In the Southern and 1890s Region, the participants selected three priorities, focusing on: (1) food systems (2) youth development and at-risk and (3) distressed communities for innovative program models. Open forums and listening sessions for each focus area will be conducted. The first caucus meeting will be held in January in a central area for a two day meeting/conference. Active NUEL universities will convene the meeting and will recruit participation from within their states as low hanging fruit opportunity.

**Western Regional Caucus:** In the Western Region, the participants discussed that the western center is already recruiting more people to participate with the center. Ready-made tasks include that the west will be hosting the national urban conference in 2019 and will be looking to build capacity/discussion for lessons learned, an inventory for resources in the west for rapid responses, and each meeting the western center will identify a focus area to further discuss western activities.

Each regional caucus chair will need to write a letter to their directors for buy in to further work on developing regional caucus meetings for focus area work to be completed.

**Annual National Urban Extension Conference:** A summary of the caucus work should be showcased through the National Urban Extension Conference. Communication should be established to notify attendees of what to look forward to from NUEL. NUEL will have a table and will be sponsoring a reception along with the Thursday, plated breakfast. This will allow for recruitment in the regional caucus and to build NUEL's bench. It is in these regional caucuses where the majority of the work from NUEL will need to happen in the near future. The bi-annual meetings of NUEL will work on the strategic planning for overall direction and support for elevating urban Extension work.

**National Western Center:** Jocelyn Hittle, Director of Denver Program Development, Colorado State University, presented on the National Western Center. The National Western Center Stock show happens annually for three weeks in January within the urban core of Denver-Metro area. Trading of livestock and tourist destination provides a \$1 million income to the Denver-Metro area during the three week show. The National Western Center would be ideal in establishing an Urban Extension Applied Research facility on site to increase Extension's relevance and awareness.

4:15 pm, meeting is adjourned.

## **December 7, 2016**

### **9:00 am meeting started**

**Reflection and steps of moving forward:** Today, we are looking to meet in our action teams and preparation for the National Urban Extension Conference. We need to discuss how to keep the action teams working and moving forward, as well as how to recruit members to the team or supporting work into the regional caucus. A reflection of the action teams since Columbus and perhaps moving to a different direction. We discussed yesterday that the action teams may turn into a lens in which we see regional caucuses to function. The different lenses is how we can find

linkages across regions to leverage NUEL to provide a service (i.e., professional development training, applied research, etc.) and move to answering “what are we selling.”

Brad used the Robert Wood Johnson Foundation work as an example for pivoting NUEL’s focus. Partnerships, professional development, applied research, and communications teams would all need to take place to an extent. Bringing the partners from this area would be able to provide additional partnerships in other areas like green infrastructure. NUEL could help with bringing that regional and nationwide dialogue together. If we pivot to a topic, then we have something to sell across the regions and leverage NUEL for partnerships to support other programs and projects. You should not assume that Extension is at the table and for most cases in urban communities. How can urban Extension professionals get to the table?

Chris O. stated we have been meeting for three years and we do a lot of talking with great lists, but how are we planning to accomplish this work if we are unable to obtain funding to make these happen. Steve, in response to Chris, recommended that we need to think a bit as to what some of that national work will be to ensure that regional efforts can be stitched together. We would want to avoid the regional work crossing over by accident rather than bringing the regional caucuses together. Brent suggested that we need to be able to point towards NUEL’s impact. Small wins that we can identify as owning NUEL’s framework. DeShana agreed that the pivot is good, because NUEL should be viewed as the strong resource for ECOP and regional stakeholders to deploy resources to further urban Extension across the states. Jody highlighted we are in a fork-in-the-road and we need to make the decision on what we are going to finish and then pivot to the next piece, regardless of whether the action teams are dissolved or restructured. How do we take the talk and place into action?

**Action Teams Regrouping:** Action Teams met and analyzed what action items are critical to be completed, how they aim to complete actions, and if there are no additional actions – they should not add to their list. Setting realistic expectations for the teams and look towards building a regional caucus platform. The following is the report out from each committee:

**Communications Committee:** Since Ohio, the committee has accomplished two of our three tasks in developing the benefits of partnerships and memberships marketing flyer for NUEL. The third task we have been working on is our impact stories. We have completed the merger of the NUEL success story and the LGU Impacts Database form along with establishing an “Urban Extension” keyword tag for the LGU Impacts Database. We will complete developing criteria for reviewing stories and work with the regional caucus chairs to identify a regional caucus editor and five peer reviewers to build towards a peer-reviewed impacts publication from NUEL. The team, in working with the regional caucus chairs, will look towards identifying common metrics to assist in communicating nationwide success in urban Extension.

**Applied Research Committee:** Since Ohio, the team will conduct research that will help drive content-based programs that can be accomplished. The first task will be to create a survey utilizing the Western Center as a pilot to create a specific team to address a content need. This survey will be released in December/January. This will provide a point of contact to distribute surveys within universities to provide a process of how to activate a

rapid response per region. For the Western Center pilot, the team expects 25-50 applied research hot shots database by end of February. By March, a multi-state project with grant funding opportunity will be developed (like WSARE). By June, the team will present this database and begin to share this process to help recruit nationally through the regional caucuses.

**Partnerships Committee:** In order to develop strategic partners, the team needs an inventory of the assets within NUEL to be able to make strategic partnerships. It is critical for a rapid response in how we deploy our network of urban Extension professionals to address emerging needs. NACo and the LUCC is a partnership that would not be content specific but a partnership opportunity for NUEL to address needs as they develop. The team identified a need to establish a process to engage with state and regional leaders. As it relates to federal partners, the team would like to be sure that they are expressing the regional caucus' priorities to assist in building those partnerships.

**Strategic Alignment and Urban Policy Committee:** Worked on identifying how to replace membership and rotations to the steering committee. The team will explore the opportunities or programs to strengthen communications with NUEL and report back to the steering committee.

**Professional Development Committee:** Developed a system to move forward with the survey. Competencies and professional development questions will be distributed as a separate survey. This will be multiple surveys that will be distributed to analyze the needs and how to use those survey responses. By end of January 2017, surveys will be distributed. By May 2017, the analytics will be distributed/presented in time for the National conference.

12:30 pm, meeting adjourned for lunch.

**Research - Factors impacting Cooperative Extension Service ability to serving urban and metropolitan audiences:** Marie discussed her research in urban and regional planning, focusing on the factors that impact Extension staff capabilities in urban-metropolitan areas. Marie's research is looking at the challenges, barriers, and opportunities in urban Extension as well as multi-state frameworks or models for working in urban communities. Marie will be emailing the group in search for models, frameworks, or strategic plans from universities to expand the research. This research is aimed at looking at how we position urban Extension professionals. Marie will share her research upon completion.

**Impact Success Story:** Success Story Form was changed to include a public value line similar to the LGU Impact Database. Rosana discussed current process and that it is not sustainable. Better model is for each of the five caucus leaders to identify a regional caucus editor to recruit stories and review to determine if the story meet criteria. Each region provides a peer-reviewer for each of the five focus areas. Regional editor sends it to Executive Editor (Rosana). Rosana distributes it to five peer-reviewers, requesting two reviewers. Comments come back to Rosana. Rosana forwards it to Executive Production Director (Michelle) or sends back to Regional Editor to work with author to address comments. Author addresses comments and sends back to Regional Editor.

Regional Editor checks that comments are addressed. If yes, they are published on the NUEL website and also hard copies printed for NUEL's biannual meetings.

Brad will look to explore FastTrack System as a way to help with the review process for the biannual publications. By setting up the success story framework towards a publishable journal, this can open the doors in establishing a partnership with JOE to allow NUEL to publish special additions for Urban Extension work utilizing NUEL's framework.

**One Drive Platform:** The One Drive was developed to help provide NUEL members with access to produce materials, action team plans, available minutes, and other archive information from NUEL. We do want people to be using this system. The easiest way to use One Drive is to download it to your desktop rather than accessing it via the web. Brad would be happy to help people in how to access NUEL's network drive if needed.

**NUEL Rotation for Bi-Annual Meetings and Chairs for Steering Committee:** Jody is looking for volunteers to host. Steve has offered to host the May 2018 bi-annual meeting, but it should be hosted in the northeast. Regional Directors need to be notified for those vacancies within the 1890s and West as well as in the South and Northeast. The Regional Caucus Chair will need to follow up with their members and directors. Executive Committee will be meeting on January 5<sup>th</sup> and will assist in filling vacancies for NUEL. A Steering Committee meeting is scheduled for December 27<sup>th</sup> and we have decided to cancel this meeting.

**National Urban Extension Conference:** Regional Conferences held on even years is helpful to continue expanding relationships and NUEL membership. As a structure, this could be something that NUEL can help expand on the events. A sponsorship request will be distributed to sponsor a NUEL reception. In the past, the letter was sent to steering committee members only. As regional caucuses establish and work begins in these areas, then NUEL can rethink about the structure for sponsorship at the National Urban Extension Conference and other events of interest.

Brent discussed potential keynote speakers for the National Urban Extension Conference. Chris B. will be opening the conference in representing NUEL and ECOP. Brent is working with Alisha in confirming Sonny in attending as a keynote, although Alisha has recommended identifying a plan B. Steve offered an alternative contact for an opportunity to keynote. Thursday, May 11<sup>th</sup> keynote is an option for NUEL where recruitment for a regional caucus would be available during the breakfast. From 6-7:30pm on Monday night, NUEL will sponsor the reception. The keynote for this reception should be the pitch for the future for urban Extension and the recruitment of regional caucus to set up for the Thursday morning keynote. The NUEL Leader of the Year award will also be held during this reception. Patrick, DeShana, and Chris O. offered to partake on the ad hoc team to organize the reception planning – Brent and Julie are the two that we will need to plug back in with. Registration for the conference opens on the Dec. 13<sup>th</sup>, but ideally a decision on the keynote should be made by the end of the year or by the next executive committee call. St. Paul vice Mayor was a great speaker on the urban impacts, Brent will reach out to this person to determine whether there is interest in keynoting during the reception. Vicki Campbell will serve as reception liaison to NUEL which is also another way to build the regional caucus at the western region level. Since the meeting, Patrick has confirmed a number of other key pieces attached to the reception. Staff from the Dean's office at the University of Minnesota and Vicki are now in

direct contact to help streamline the reception planning. (See attached email to the executive team and others pasted below for further developments.

Sent, 12/13:  
Executive Committee:

A few updates on the National Urban Conference specifically and a comment or two on the Thursday breakfast at the conference:

### **Monday, NUEL Reception:**

- Vicki Campbell from OSU will serve as a liaison with the University of Minnesota as the reception details are worked through to implementation. Vicki is a stalwart event planner and will represent NUEL very well. It is also an opportunity to build Vicki into the western regional caucus.
- The reception will be set up in crescents. (Round tables, with I believe 8 chairs in a U-shape.) A room schematic has been requested. A/V will be available.
- With A/V available we should plan for a NUEL slide show. I assume we can build off of current resources, what is NUEL, NUEL 101 and other graphics, pictures the Communications Committee has at their disposal. I would suggest the slide show be finalized for SC review just prior to our **March 28 meeting.**
- I will continue to work with Brent on the speaker line up. As you will recall, he mentioned having the UM, Extension Dean speak for a few minutes, followed by the Mayor of MSP, followed by what could be considered the keynote, vice mayor who is supposed to be dynamite.
- The Awards Committee made up of Anthony, DeShana and Jody (copied on the note) can work with Vicki on aligning the award portion of the reception. As these details become known the group should expect to circle back with the executive committee. Can the Awards Committee assess and report next steps and other details by the SC meeting at the end of January?
- There is a need to resurrect the former invitation template and other tools we utilized in Atlanta to socialize the reception and ensure good attendance. I assume the Communications Committee has these files and can begin to develop drafts of invitation and other PR pieces. If I am mistaken, let me know. If we can begin to review these pieces at the end of January during our next SC meeting, sharing with Vicki is also appreciated.

- The conference registration opens today I believe. I will work to ask for updated registrant lists to ensure we target conference attendees both for the reception and breakfast.
- If there are other details to assess at this time related to the reception, let Vicki and I know.

**Thursday, NUEL Breakfast:**

- To date, I know this will be a plated breakfast
- I have not been able to confirm A/V is available should we have the need. If we do, let me know and I will advocate for it.
- The room should be set up with circle tables to enable regional caucus recruitment and interaction.
- Can the Communications Committee develop an invitation for this breakfast?

That's all I have for the moment on the reception and breakfast pieces just now. Please plan for the above and we'll build it from there. Let me know if anyone has questions.

Thank you, Patrick

Brent asked the group for feedback as to what are the programmatic topics that will have the most attendance. Sheldon provided that from Atlanta's national conference, presence was largely in 4-H (Enrich the Youth), Agriculture (Feed our Future), and Health (Improve our Health). Rosana provided an update from the Northeast Conference held last week, the most attendance and abstracts submitted were found in Protect the Environment, Strengthen Communities, and Feed our Future. Marie discussed the various topics for the administrative track being offered at the National Conference, really focusing on the nuts and bolts of how administrators have served urban communities. Chris B. offered the suggestion of how to engage administrators to force them to talk about urban and multiple state expertise as the remaining panel session for the Administrative Track – structured through regional caucus discussions of how they will move forward with urban Extension and having NUEL steering committee to facilitate round table discussions (“visioning at a regional level”).

Brent provided a brief conference overview. Looking at the overall conference, Monday will be all day NUEL and the reception will be the kickoff of the conference. Tuesday, the sessions will be held for most of the day with keynotes. A poster session will be held on Tuesday with a “State Night out.” Wednesday will open with breakfast and a keynote session. Lunch will be a box lunch to have participants attend one of the seven mobile learning sessions and end at the arboretum. Thursday will be breakfast, two sessions, and a closing keynote session. Brent will share the website for the conference with NUEL.

For the Monday NUEL meeting, Jody plans to discuss the survey results, Sheldon recommended regional caucus reports and working steps. Sheldon recommended that the executive/steering committee meeting needs to happen separately from the caucus/general meeting for NUEL. Brent notified that Sunday afternoon is scheduled for the executive/steering committee to meet. Steve recommended that we perhaps discuss how we formalize NUEL as an association for membership fees, but that this may be a heavy lift to think about this right now. Patrick will need to work with Brent to provide information as to the NUEL programming for the reception. (See above).

3:30pm, meeting is adjourned.

## **December 8, 2016**

**8:00 am meeting started** Steering Committee Meeting. Marie, Rusty, Jody, Katherine, Anthony, Patrick, Sheldon, DeShana, Manami, Michelle, Rosana

Reflections from this week's meeting.

**Biannual Meetings:** Anthony discussed that over a half a day was spent on rehashing things with new people. The steering committee needs to be focused and in agreement so that when we meet with the larger membership, we are not repeating things. Jody also agreed that these biannual meetings are only good for steering committee and members that have already participated. We should focus on bringing people in the regional caucus so that we can have these biannual meetings productive. Sheldon also chimed in that the steering and executive committee have obligations per the framework, but the majority of the work and the benefits will come from the regional caucus – the networking, joining, partnership, etc. These commonalities will allow us to have our regional caucus chairs that bring the emerging issues where NUEL's steering/executive committee can have their rapid response.

**Regional Caucus Structure/Future:** Sheldon stated that the Southern Regional Caucus will be creating a meeting next year to create synergy and work on addressing their major regional focus areas. Manami also agreed and that the Northeast will be doing the same to elevate the resources. It is important for the steering committee members to facilitate the caucus meetings and it is in the steering committee to make recommendations as to how these regional caucuses should be structured. Brad reminded the group that there are regional listservs as well as OneDrive access for better communication. Sheldon also highlighted that in the regional caucus is where we may find a few others that want to participate in the action teams to address the national level agenda items we are discussing.

For the future, we would have an invited list of active members to biannual meetings. Open invitations should not be done at this time in order to keep meetings productive and moving forward. Those people that the steering committee member invites to these meetings, should be on-boarded and the person should have a clear understanding that we want them to do "X". With regional caucus leaders, steering committee, executive committee, action team chairs – we need to be able to on board new people in order to avoid the gaps that we recently have experienced to fill in those leadership roles.

**Final Motion:** NUEL will meet twice a year, face-to-face. Steering committee specifically with invitation to those contributing to the action teams until further notice. As the regional caucuses are established, we will invite regional caucus chairs. We will no longer be making it an open call meeting. The steering committee can still learn and increase education, so a part of the agenda will include time for a guest of the host state to share/educate the committee. Executive Committee will create a basic agenda for biannual meetings and work with host states to finalize future meetings.

**Regional Caucus Chair:** Michael Berri for the Southern Region, Manami Brown for the Northeast Region, Steve Wagoner for the North Central Region, Deshana York for the Western Region, and Dorothy Brandon for the 1890s Region.

**Actionable Steps:** Regional Caucus chair will be submitting to the steering committee by end of January 27, 2017 the focus areas they will pursue, an action plan, and a timeline. Regional Caucuses will also work on developing an asset inventory.

**National Urban Extension Conference 2017:** Sunday afternoon will be needed for an executive committee meeting. Monday will be a steering committee meeting. Brad will notify Brent of the change. Monday's reception will provide an outlet to engage attendees to stay for Thursday's breakfast. Three selling points need to be made during Monday's reception to keep engagement for Thursday morning. Executive and Steering Committee meeting will be held to further identify structure/selling points for the reception. The Thursday breakfast should be structured regionally and the steering committee needs to provide structure to guide the discussion in caucus and focus areas. *"Networking Breakfast with NUEL"* will be the title on the agenda for the Thursday breakfast that Brad will share this with Brent.

*Monday's Reception:* the mayor and dean will be providing a short welcoming. Brent will be reaching out to the St Paul vice Mayor for a keynote. Brad will go back to Brent to discuss what the layout and vision is for the reception in order for the steering committee to formalize the structure of the reception. A loop slideshow would be nice to have displayed. We may also consider, from the award recipient, a short video/slideshow to highlighting the award and the recipient. Patrick will be reaching out to his event planner to assist NUEL steering committee with reception planning.

*Award Ceremony:* Anthony, Jody, 'DeShana are working on the criteria, processes, recognition, application deadline, etc.

*Administrative Track:* Titles and a 100 word abstract is needed for the Administrative track to be posted with the agenda as registration opens for the conference. Marie will communicate with Brent regarding administrative track no later than Monday, December 12<sup>th</sup>. Attendees will not be selecting to tracks or sessions during registration.

*May Steering Committee Meeting:* 2019 National Urban Extension Conference for NUEL's plan of what we would like to move forward. The Western Center will be organizing 2019, but the city will be identified by May 2017. NUEL's framework outlines that NUEL will take ownership of

the National Urban Extension Conference, but legally, NUEL cannot sign contracts. The regional caucus should put forward three cities/university and will be responsible for programming. NUEL would take on the administrative track and work with regional caucus/host university. The executive team will speak on this in the next conference on January 5. An announcement needs to happen by the next conference. A process/structure of what regions should consider were discussed and NUEL needs to learn from Sheldon as to what/when things need to happen. The first 6-8 months is several bids of host universities that include approve by the University and identified hotel/costs for approval to move forward to the winning bid. Brad is currently co-chair for the 2017 conference and will be chair for 2019 conference planning. NUEL should consider, for the northeast, who should be involved to co-chair the western conference in preparation for 2021. May 2018 Northeast should identify interested parties. May-December 2018 administrative approval and hotels, etc. for preliminary bid. By December 2018, NUEL needs to choose the bid package to move forward with the planning of the conference.

10:30 am, meeting is adjourned.