



**NUEL Steering Committee Meeting  
Meeting Minutes  
Agenda for Monday, May 8, 2017**

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**Patrick called the meeting to order**

Jody, Sheldon, Steve, DeShana, Chris B., Patrick, Silva (Alabama), Kathrine, Brenda, Edward, Rusty, Willie, Jeff Young, Ray, Anthony, Marie, Brad, Chris O.

**Recap of yesterday's Executive Committee meeting:** Reviewed logistics for conference, discussed regional caucuses, and general conversation on rapid response team (Civil Discourse). We will continue some of these discussions today.

**National Urban Extension Conference 2019:** ECOP expects NUEL to play a significant role in planning the national urban extension conference. In off years, ECOP is hoping NUEL will provide other opportunities to showcase urban Extension such as regional forums or topical meeting/conferences.

For NUEL in 2017, NUEL has input to the conference theme. NUEL members sat on the planning committee (mainly for their own organization). NUEL planned the Administrative Track, helped secure keynote speakers, organized the reception and networking breakfast, and NUEL oversaw the award program.

A reading from the Framework: "3. ECOP approval that NUEL Steering Committee will assume the responsibility of determining hosting sites, dates and program content for the National Urban Extension Conference (beginning after the 2017 meeting, which is already scheduled for Minnesota)"

Sheldon's view of NUEL's role: 1) Approval of location/state, 2) approve the theme, 3) overseeing organization/planning of conference, and 4) overseeing the program of conference (posters, plenary session, oral sessions including reviewing abstracts and accepting presentation) which was done by Minnesota and Western Metropolitan Center as co-chairs of program committee. *Sheldon and Marie will draft the roles and responsibilities of NUEL for the National Urban Extension Conference including the liaison's role and the national conference program planning committee roles.*

NUEL should establish guiding principles for the National Urban Extension Conference. For example, why are we having the conference? The conference needs to accomplish these three or four things. Brad wants representative from each region to serve on a planning committee. Marie suggests we nominate people from each region. This should get dumped on the caucus chairs. Maybe this becomes a subcommittee of NUEL – National Conference Planning Committee. *By August 22nd, each region caucus submits three names to a NUEL Executive Committee for approval to serve on national conference program planning committee. NUEL will then send the names to regional extension directors for approval.* There was an official motion made by Steve and Rusty seconded the motion but since Rusty is not an official member of the Steering Committee so Jody seconded it and the motion was unanimously approved. Ray is the NUEL Executive Committee member that serves as the liaison to the National Urban Extension Conference planning committee.

*At the next Executive Committee, the issue of determining a liaison for the National Urban Extension Conference planning committee will be resolved.*

Will NUEL continue to sponsor a reception at the NUEC to help offset the conference costs? Also, how can NUEL help develop relationships with national organizations to help sponsor the NUEC? The SC believes that we need to keep conference costs down.

**Rapid Response Team (RRT):** Civil Discourse RRT was given six months to complete several tasks and report back to ECOP. On June 7<sup>th</sup>, this RRT will report back to ECOP to recommend the next steps to address civil discourse. This will most likely relate to training associated with helping to address the civil discourse issue. Chris B. believe NUEL should be at the table. NUEL needs to identify a point person. *Edward will be the NUEL liaison to the civil discourse discussion. He will report back to the NUEL Steering Committee at the June 27<sup>th</sup> call.*

### **Lunch**

Lunch was great! We reconvened at 1 pm.

### **ECOP Assignment and Charge:**

We need a one-pager for ECOP by July 16<sup>th</sup>. We are not sure what it really needs to address but we will wing it. *Patrick will develop a first draft. Executive Committee will review and edit. Steering Committee will then review and edit.*

**Meeting Adjourned!**