



**Southern Region PLC Conference Call Agenda**  
**July 16, 2009**  
**Minutes**

***Program Leadership Committee Members in Attendance:***

ANR	Nelson Daniels	Joan Dusky
COM	Debbie Archer	Frankie Gould
CD	Jenny Fertig	Joe Sumners
FCS	Shirley Hastings	
4-HYD	Dorothy Wilson	
IT	Lalit Rainey	
MM	Ray Rice	
PSD	Mitch Owen	
Association Rep		
Admin Advisor		

***Ex-officio***

ASRED	Ron Brown
SRDC	Alan Barefield
	Vicki Vaughn
	Rachel Welborn

- I. Welcome Mitch Owen
  
- II. Review of minutes from previous meeting Mitch Owen  
The June 2009 minutes were approved as presented.
  
- III. ASRED & AEA Updates
  - a. Brown:
    - i. Dr. Coreil met with Undersecretary Shah to highlight the need for formula funds for EFNEP and other programs. Dr. Shah also expressed an interest in following up with a meeting just with Extension.
    - ii. ASRED is replacing its fly-in conference with a call instead. ASRED has put a lot of work into the ECOP transition of the national staffing plan. Each regional director will now contribute 25% time toward the national plan of work. The Extension Directors nationally were surveyed to get input into the national plan of work. A priority list has been established.
    - iii. Senate appropriations mark up has been released. The Senate bill is favorable to us increasing AFRI by about \$85 million, Smith Lever by about \$12 million, 1890 Extension by about \$1.2 million, \$2 million for EFNEP, about \$300,000 for CYFAR and about \$500,000 for eXtension. This will have to go through approval in the whole Senate, then through the House, but at least gives us good numbers to work on.
    - iv. Dr. Shah has still not made a commitment to speak at PLN conference. Dr. Brown will continue to work on this.
  - b. AEA – no representative on the call
  
- IV. [PLN Conference 2009](#)
  - a. Registration Deadlines (Alan Barefield) The double early bird registration proved very successful. We are almost at the “break-even” point on registration. Early bird

registration ends July 31st. Several states have not registered yet, so we are hoping to see these numbers continue to rise.

- b. Agenda Mitch/Alan
  - i. Please review the agenda for any needed corrections.
  - ii. Urban Task Force Roundtable Discussion will replace the tour on Monday afternoon. A follow up meeting will be held on Tuesday evening to plan for the future of this initiative.
  - iii. Newcomer Orientation – Chairs/Vice-Chairs/PLC Representatives are strongly encouraged to attend. Mitch will be leading the session. Newcomers seem to really enjoy this event. Mitch plans to add into the existing presentation some of the findings from the PLN study so newcomers can understand what they can get out of participation.
  - iv. Deborah Sheely is on the program, but we do not know about Dr. Shah yet. Dr. Brown and Dr. Lyons will take Dr. Shah's place if he is unable to come.
  - v. Tuesday's luncheon speaker: A representative from the University of Arkansas Extension Service will present on the MiTT initiative. Alan has been communicating with Ann Sartor, who has taken on the coordination of MITT. She will find someone that will deliver a 20-30 minute update.
- c. Cross Committee Work Mitch Owen
  - i. Instructions for Program Committee Chairs will be in a packet. Each committee needs to have at least one representative in each of the 10 identified issues. Rachel sent out information to the chairs. We would like to get a count of how many people will be coming to each session. Try to get your committees to divide evenly into each group so as not to skew the discussion. A facilitation team from the University of Florida will be leading the sessions. Alan will gather all of the information from each issue discussion. Individual program committees are to identify at least 3-5 of those 10 issue areas to include in their plans of work. These results will be reported to ASRED and AEA.
- d. PLC Meetings:
  - i. Monday, 3:30 p.m., chairs and vice chairs also encouraged to attend. Be sure to communicate this to them
  - ii. Thursday morning, 6:45 a.m. – come with breakfast. Be on time; last year we ran out of time. We will be going over program committee action and info items during this time.
  - iii. You are invited to attend Thursday's presentation of the action and info items at the ASRED/AEA meeting.
- e. Logistics:
  - i. Please remind everyone on your committee that all materials, except the agenda, will be on-line instead of printed. One committee membership list will be provided for the purpose of making updates. All other participation lists will be on the web updated regularly leading up to the conference and finalized on Monday after the conference begins.
  - ii. For individual committee meetings, make sure your committees know to bring projectors, computers, electric cords for your committee. We will have one power cord in each room, but will not be able to provide projectors, computers or individual power cords. It is extremely expensive to rent those from the hotel.

- V. Chair training Nelson Daniels/Rachel
  - a. All of the chairs and vice chairs received information regarding the upcoming chair trainings on July 23<sup>rd</sup> or 30<sup>th</sup>, 9:30 a.m. Central/ 10:30 Eastern
  - b. Sign on early to make sure that everything is working correctly. The link has been sent out and individuals can test to make sure it works beforehand.
  - c. The sessions will be recorded.

VI. [Logic Models](#): CRD, FCS, and 4H/Youth – posted; ANR -draft Alan Barefield  
CRD, FCS and 4H-Youth logic models are complete and posted. ANR has a draft model posted and will be finalizing during PLN.

VII. Instructions and Deadlines:

Mitch Owen

- a. An instruction sheet was sent out to the chairs and vice chairs to explain all the deadlines surrounding the conference. Rachel will forward these to the PLC members also.
- b. The SRDC set up a gmail account to receive all documents during the conference. Hopefully, this will help facilitate turning in of documents during the conference. The address is: [plnconference@gmail.com](mailto:plnconference@gmail.com). Committees will not have to keep up with who gets what – just send to this single address.
- c. Accomplishment Reports: ([2008 Example](#)) - Make sure the committees understand that these are to be done on a regional basis not an individual state basis. These are due at the end of the conference so that we can get these submitted to ASRED and AEA by their next meetings. This report allows ASRED/AEA to see what the individual committees have accomplished. The 2008 report is now posted on the PLN website. ASRED and AEA were both complimentary of the report from last year.
- d. State Reports – Wiki's are set up for Communications, CRD, IT, Mid Managers, PSD, ANR, and FCS. Dorothy will check with 4H to see if they want to use it. Rachel will check on ANR and FCS to make sure they are all up and working
- e. Plans of Work
  - i. Committees will need to update their 2008-2009 Plans of Work (posted on the web)
  - ii. The 2009-2010 Plan of Work template is also on the web. Each committee needs to remember to include items to address cross-committee work following that session.
  - iii. New officers and PLC Representatives for the 2009 – 2010 are also reported on the Plan of Work template. Be sure their contact information is correct.
- f. Committee member e-mails: Please advise your committee members to pay close attention to the email addresses on the membership page. The address needs to be the one from which they send email. The listserv cannot distinguish "aliases." A hard copy of the membership page will be passed around during the meeting. This hard copy needs to be returned to the registration desk before the end of the conference. Please ask everyone to print legibly.

VIII. Overview of 2011 PLN Conference Proposals

Vicki Vaughn

The 2010 PLN conference will be at the Hilton in Memphis and the 2011 Conference at the Hilton in Ft. Worth. The SRDC is still working on 2012 proposals.

IX. Other Business

Mitch Owen

- a. Ron Brown: Arkansas and Virginia have recently undergone administrative changes. This resulted in some changes in Administrative Advisors. See your committee's website for updates.
- b. Ron Brown: Action on PLN Structuring Report. PLC will be giving a report to directors and administrators for final approval, with changes made according to the input received in the first review.
- c. Frankie Gould – Make sure the PLC representatives are replaced as needed. The deadline instruction sheet sent to the chairs/vice chairs included which committees needed to appoint new representatives.