

## **EMT Meeting Minutes** **9/27/2007**

### **Pic – Tel meeting**

Present by site:

**Merrimack** - Marilyn Sullivan, Deb Cheever, Paul Bonaparte-Krogh, Charlene Baxter, Dan Reidy, Sue Buteau, Amy Ouellette

**Taylor Hall** - Jim Grady, Darrel Covell, Geoffrey Njue, Wendy Brock, Holly Young, David Foote, Lisa Townson, Ann Hamilton

**Rockingham** - Claudia Boozer- Blasco

**Grafton** - Kathy Jablonski

**Sullivan** - Nancy Bradford Sisson, Chuck Hersey

### **State Advisory Council Follow-up:** (Paul)

COA's overall impression of the event on Sept 26<sup>th</sup> dinner with Pres Huddleston:

- ~ Nice location, room size
- ~ Appreciated Alex Ray's comments on everything that Extension has done for him.
- ~ Very good opportunity to speak with our supporters
- ~ Appreciated comments by Andy Lietz
- ~ Good that legislative people were introduced
- ~ Jim said that people were happy to hear from the Chancellor and Chair of USNH Trustees
- ~ County Conversations are valuable.
- ~ Nice to meet President Mark Huddleston
- ~ Some thought the room size was a bit small
- ~ The Hillsborough County Rep. wants to visit camp every summer
- ~ Ray Burton commented on our good work with juvenile justice
- ~ Round table set-up was good

### **Admin reorganization** (Jim)

- ~ The last strategic plan recommended we hire a full-time Volunteer Management Coordinator. (Didn't happen because of budget stress in 2003-2004).
- ~ SPIT recommends we hire a half time Volunteer Management Coordinator.
- ~ Paul will assume this task. He will work on volunteer risk management and recognition. He will also focus on civil rights compliance and diversity.
- ~ PBK will continue with the county advisory councils, county's external relations/public awareness.
- ~COAs will work with Jim Grady as well, beginning in December.
  - When issues in the counties arise, Jim, Paul and/or the appropriate program leader will work with the COA. It will be a team approach.
  - Consensus is not always possible.

- ~ The search is on again for an Assistant Director of Finance & Human Relations (Jim's old job). There are strong candidates. Jim Grady is our Associate Director.
- ~ It's status quo with COAs until December.

### **Leadership Advance Update:** (Jim)

- ~ Jim gave a detailed financial update to the L-Team at their advance.
- ~ Under RCM: (each unit responsible for their own funding) the university is predicting shortfalls in the research area in 2009-2010.
- ~ We were exempt for the academic assessment however it has been rolled into the general assessment. Our general assessment is \$1.4m.
- ~ We may owe \$ 428,000 over 5 years. The university has given us "hold harmless" money to deal with RCM but intends not to in the future. Jim submitted a proposal to the central budget committee with hundreds of reasons why Extension can (or should?) not pay the \$428,000. A decision will be made this year.
- ~ We now report to Academic Affairs---This is good.
- ~ UNH has cut facilities and housekeeping budgets.

### **County Reporting:** (Lisa)

- ~ A good way to get quick contact numbers for your county: On the reporting home page, click on People & Places (on left side),
  - ~Canned reports, created by Steve.
  - ~Locations-tab
  - ~Select County
  - ~ Click on What you've reported (left).
  - ~ Upload Grant reports onto system.
  - ~ Narrative-how does the Specialist find/get that info.
  - ~ Go to Impact indicators (left button.)
  - ~ How can you read what other people have written-people who you've worked on a project with? (Geoffrey's question).
  - ~Click on programs (left) –if program is listed, click on it.

### **Emergency Communications Plan:** (David)

- ~ David Foote is responsible for this task. It is due on Oct. 15.
- ~ COA-primary contact. Need secondary contact.
- ~ Phone numbers of all county staff (including county-employed staff).
- ~ Top down phone tree, to be used in case of emergency.
- ~ Internal only.
- ~ We talked about safety concerns at county offices.
- ~ Sue said a panic button system would cost \$3,500.00
- ~ Grafton County has protocols for fire safety, inmate interactions-sign-ins for all meetings, evacuation plans.

### **E-Extension:** (Paul)

~ Goal—get 75% of staff to get an ID by the end of the year.

**Recognition:** (Paul)

~ Reminder: Use Cheers for Peers (intranet, recognition section).

**Next EMT is December 6:** (Paul)

~ We may offer an orientation for new support staff. Include how to use the UNHCE website.

~ Go To Meeting costs 3 cents per minute (may be useful for budgeting).

**Random Comments for the Counties:**

~ October 15 & 16—Carroll County move date.

~ In Grafton, Commissioners take turns attending council meetings.

~ 4-H camp will open in 2008. They made a profit. Wendy will evaluate which adjustments worked, which need to be tweaked.

Submitted by Amy Ouellette, Sec pro tem