

UNH Cooperative Extension Strategic Planning Committee Meeting Minutes

September 11th, 2006 9-12:30pm

Merrimack County Cooperative Extension Service Office, Boscawen, NH

Present: Charlie French, Thom Linehan, Nancy Evans, Juli Brussell, Lisa Townson, Matt Tarr, Julia Peterson, and Val Long.

1. Strategic Planning Committee Charge:

John Pike, UNH Cooperative Extension Dean and Director, Jim Grady, UNH Cooperative Extension Associate Director, went over each of the “Issue Statements” from the current Strategic Plan. John related to us that the four issues were based on an “Extension in the 80’s” document and asked us to consider if they are still relevant. Several topics were mentioned such as: where do we want to be in five years, what will be discussed at each meeting, the importance of our reporting to Academic Affairs now, and who is the Strategic Plan going to be for? The Committee Members then went over those topics brought up by Jim and John, and discussed any concerns they might have regarding those issues.

2. Role of the Advisors:

Val stated that the Committee Advisors would be Eleanor Abrahams, Anna Boudreau, Dave Foote, Jim Grady, and Holly Young. She also defined what her role as the Facilitator of the Committee would be.

3. Ground Rules:

The list of “Ground Rules” that Val prepared were reviewed and the Committee Members added a few of their own to the list.

- Confidentiality
- Respect and Legitimacy
- Active Listening, Open Mind, and Involvement
- Responsibility
- Honest and Openness
- Creativity
- Consensus - Majority
- Freedom to Disagree
- Commitment
- Focus on Issues – be tough on the issues and gentle on your neighbors

4. Review of the UNH CE Strategic Plan and Other Strategic Plans in the notebooks:

Val briefly went over the UNH CE Strategic Plan and the other sections in the notebooks.

5. Mapping out the Task at Hand:

- Review the mission
- Identify the audiences
- Explain function of the plan
- Define measures of success
- Re-examine issues – should be statements
- Re-examine goals, strategies, and actions
- Make recommendations to operationalize the Strategic Plan

6. Dates for Remaining Strategic Planning Committee Meetings:

The Committee will meet eight times over the next four months. After reviewing each Committee Members' schedule, dates were then chosen for the remaining meetings.

The meeting dates are as follows: 9/21 (9-4), 10/2 (9-4), 10/12 (9-4), 11/16 (1-4), 11/28 (9-4), 12/11 (9-4), 12/18 (9-12).