

5-7-03, 10-10:40am Teleconference Meeting Notes
EFCOG – ISU Extension Field & County Operations Guide Committee

Present:

Kaela Black, Campus	<kblack@iastate.edu>		technical support
Dianne Dirks, Pocahontas Co.	<dianned@iastate.edu>	Term Ends 2003	ex officio chair
Sherry Glenn, campus	<sglenn@iastate.edu>		administration
Julie Hackbarth, Floyd Co.	<jlhackba@iastate.edu>	Term Ends 2004	vice chair
Myrt Hanson, Campus	<myrt@iastate.edu>		administration
Gina Lloyd, Guthrie Co.	<glloyd@iastate.edu>	Term Ends 2003	
Peggy Martin, Campus	<peggym@iastate.edu>		administration
Nancy McConnell, Sioux Co.	<nmcccon@iastate.edu>		administration
Darwin Miller, Hardin Co.	<darwinm@iastate.edu>	Term Ends 2004	
Allison Morgan, Jasper Co.	<ajmorgan@iastate.edu>	Term Ends 2004	
Paula Lichtenstein, Johnson Co.	<plichte@iastate.edu>	Term Ends 2003	chair
Mike White, Warren Co	<mlwhite@iastate.edu>	Term Ends 2003	secretary

Not Present:

Lesley Baragary, E. Pott Co.	<baragary@iastate.edu>	Term Ends 2003	
Becky Bray, Scott Co.	<bbray@iastate.edu>	Term Ends 2003	
Karen Gebel, Clay Co.	<gebel@iastate.edu>	Term Ends 2004	
Terry Janssen, O'Brien Co.	<tjans@iastate.edu>	Term Ends 2004	
Nancy Johnson, Jackson Co.	<johnsonl@netins.net>	Term Ends 2004	
Wendy Peterson, Clinton Co.	<wpeterso@iastate.edu>	Term Ends 2005	
Teresa Wiemerslage, Allamakee Co.	<wiemer@iastate.edu>	Term Ends 2003	

Discussion

1. Karen Gabel: Youth Field Specialists will resign June 1, 2003. We need to fill her spot. Peggy will work on filling the spot through the October meeting.
2. Publications ordering system will need to be changed in the EFCOG Handbook. (ordering online) Dianne will email the directions to Kaela Black. Kaela will make changes.
3. Wage/Hour forms. Dianne brought up the wage/hour form to possibly put together an updated form. There is not enough room in the boxes—this can be added to the filing and forms section. It was also suggested to have a time sheet that would split hours for the different grants that OA's or CYC's may be working with. It was decided to have committee members bring a sample of a wage/hour form to the October Meeting.
4. Paula will assign committee members to sub committee's and sections for the October meeting in Des Moines. These sub-committee's need to review their assigned sections before the October Meeting.
5. All changes from the 2002 October meeting are completed and ½ of the index is completed. Kaela will send out a statewide e-mail to let everyone know it has been updated when completed.
6. Kaela will add length of term requirements to the EFCOG Handbook. Dianne will email the minutes from the August 8, 2001 meeting when the length of terms were decided.

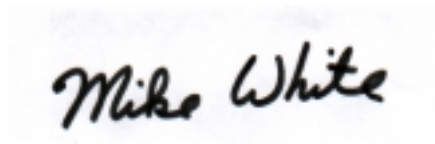
7. Officers will have to have a teleconference sometime before the October 8th meeting to plan the agenda.

8. Section 4B – new postage machines, info needs updated – insert the questions and answers page that was sent out by Bill Bogue's office.

9. It was suggested to put the EFCOG committee rotation and terms of office information in the EFCOG handbook. Also, to put the minutes of the meeting on the website may be helpful. Add subcommittees to web page as well.

10. Next meeting will be October 8th in Des Moines at Iowa State University Downtown, 9:30 - 1:30pm. This will involve everyone/retiring committee members as well as new committee members. It was suggested to pick 5 more sections out of the guide to look over.

Michael L. White, secretary

A handwritten signature in black ink that reads "Mike White". The signature is written in a cursive, slightly slanted style. The background of the signature is a light, textured grey.

5-9-03