

10-2-03, 9am to 10am Teleconference Meeting Notes
EFCOG – ISU Extension Field & County Operations Guide Committee

Present:

Kaela Black, Campus	<kblack@iastate.edu>		administration
Dianne Dirks, Pocahontas Co.	<dianned@iastate.edu>	Term Ends 2003	ex officio chair
Sherry Glenn, Central Area Dir.	<sglenn@iastate.edu>		administration
Myrt Hanson, Campus	<myrt@iastate.edu>		administration
Paula Lichtenstein, Johnson Co.	<plichte@iastate.edu>	Term Ends 2003	chair
Nancy McConnell, NW area	<nmcccon@iastate.edu>		administration
Darwin Miller, Hardin Co.	<darwinm@iastate.edu>	Term Ends 2004	
Allison Morgan, Jasper Co.	<ajmorgan@iastate.edu>	Term Ends 2004	
Michael Ouart, Campus	<michaelo@iastate.edu>		administration
Don Nitchie, NW Area Dir.	<nitchie@iastate.edu>		administration
Mike White, Warren Co	<mlwhite@iastate.edu>	Term Ends 2003	secretary

Not Present:

Gina Lloyd, Guthrie Co. <glloyd@iastate.edu> Term Ends 2003

Discussion

1. Sherry extended a thank you to Kaela Black for all the work she has done on the Extension Field & County Operations Guide (EFCOG).
2. Kaela agreed to include length of terms of committee members in EFCOG.
3. Paula had contacted all the area directors prior to this teleconference to solicit new members. Kaela will update EFCOG list with new committee members.
4. Kaela reminded everyone of our e-mail alias: ofcguide@iastate.edu
5. Diane, Sherry and Darwin all agree that it would be nice to review the history of the EFCOG committee. Paula will present the EFCOG history presentation during the Oct. 8th meeting.
6. Julie Hackbarth resigned her vice chair position.
7. Paula has found people to fill the secretary, vice chairman and chair positions for the coming year.
8. Sherry reminded everyone that EFCOG committee members can come from all ISU Extension groups, ie..... OA's, CEEDS, FS, etc.....
9. Michael Ouart, suggested that all the EFCOG meeting minutes be posted on the WWW. Kaela agreed to do this.
10. Kaela will investigate what Cal Johannes and Jan Pohl are doing with their redesign of county wage/hour reporting forms. She will report her findings to the EFCOG committee on Oct. 8th.

11. Paula will e-mail the current agenda for the upcoming Oct. 8th meeting. Additional agenda suggestions should be e-mailed to her at <plichte@iastate.edu>

12. Next meeting will be held Tuesday, October 8th in Des Moines at ISU Downtown, 9:30 - 1:30pm. This will involve everyone, retiring committee members as well as new committee members. Sherry will arrange a lunch of soup and sandwiches. Myrt will investigate what account numbers this expense should be charged to.

- Sherry will e-mail with directions to ISU Downtown to Paula. Paula then can e-mail it out to committee members.
- Sherry indicated that there are enough computers in the meeting rooms so that each subcommittee can get on the WWW to review the EFCOG. Field Specialists will not need to bring their laptops.
- Each subcommittee chairman should bring a hardcopy of their assigned section(s) and a hard copy of the keyword index – Section 12. The subcommittee chairmen are:

Janet Smith, Sections 1 & 10, Extension Org./Educational Resources

Darwin Miller, Section 3 Marketing and Image

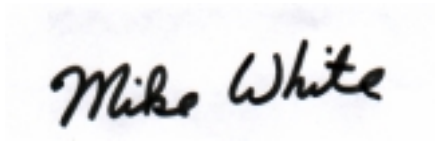
Terry Torneten, Section 4 Office Operations

Terry Janssen, Section 6 Insurance

Jim Hill, Section 11 Technology

- Paula will contact and remind subcommittee chairs of their responsibilities.
- Sherry will bring hardcopies of all the past meeting minutes.

Michael L. White, secretary

A handwritten signature in black ink that reads "Mike White". The signature is written in a cursive, slightly slanted style.

10-2-03