

**Conference Call Minutes
PILD Planning Committee
December 11, 2000**

Participating: Bill Thomas, Sharon, Gretchen, Tom, Linda, Joan, Kenneth, Curt, Vanessa, Bill Herndon, Mark Brown, Bill Hubbard

Bill T. reported that Peggy probably wouldn't make it due to the snow storm engulfing the north central states at this time. He agreed to facilitate the session.

Among the items to discuss included the final budget, the agreed upon registration fee and the funds needed to offset the Brookings Institution's fees.

Registration fee: Kenneth remarked that we need to keep it as low as possible. Curt wanted to know if speaker \$ included travel \$\$ and another comment was made concerning \$ for speaker gifts if we wanted to go that route. We agreed to keep registration fee at \$190.

We also need to build in \$ for a-v (LCD projectors in particular are expensive but also screens, etc.). We need to see if the hotel allows you to bring your own a-v equipment. Will we need a connection to the internet for our internet sessions (how much does it cost)? Bill Thomas said he would check into this with the hotel.

Discussion on the agenda – Suggestion: retitle “Public Policy Tools on the Web” (question – is the above the new name or old – please verify. Thanks).

Question arose: are we repeating the times of this session and the first timer? A suggestion by Joan was to shorten the time for the “Session for first timers and run the other program after it.

For visits to the hill, materials will be sent with the registration materials. Appointments need to be made before we get there.

Discussion on optional activities ensued: The theater time will be tight. The Supreme Court will do tours for private groups if we'd like.

Wednesday morning speakers are locked in (Administration). Do we need an official letter of invitation? Joan said we did not.

Wednesday tours – post conference. Vans are around \$70-\$80/day for optional tours.

Comments:

The theme obviously is the engaged institution, this needs to be focused on. Also, “what is the relationship between Extension and the University”. Who will be talking about this from ECOP's perspective?, How about changing stakeholders and how impacts are affecting how we do business?

RE the NELD Session: 1) Leadership Ethics and 2) Differentiating between leadership and management. Can we have sessions on both of these? Vanessa will see if we can do both.

Other comments: How do we want to handle the breakfast meeting with the NPL's? Are we paying for their breakfast? Do we want to have signs on each table relating to subject areas or just give them a table number and topic to discuss?

Other items needed to shore up in our agenda:

Has the ECOP chair been invited and where will they speak?

JCEP needs to be at the front of the program.

Remarks from CSREES? – does this still happen at the breakfast meeting with program leaders?

Need a closing speaker?

Mark Brown agreed to handle exhibits (state sharing portion of program) and work with hotel on arrangements. Bill Thomas will contact hotel about expenses.

Update on Brookings: They have come back with another proposal “Bare bones” for \$19,000. JCEP approved via email the use of funds to assist with this. They will approve formally at their New Orleans meeting.

Monday afternoon sessions. Everyone reported that their sessions are on track and running smoothly. Do we want a general description of each workshop? Each agreed to get a short paragraph to NAM on this.