

Statewide Staff Meeting

December 5th, 2016

Counties Represented

Beaver
Box Elder
Cache
Carbon
Davis
Duchesne
Emery
Garfield
Iron
Juab
Millard
Salt Lake
Sevier
Utah
Wasatch
Washington
Weber

Thumbs Up Update -- Casey

Thumbs up handouts, posters, and shelf talkers are available through the order form. The shelf educators will be available later this week on the staff website. The handout is very helpful to give participants a snapshot of what Thumbs Up is. There is also a pantry manager survey available electronically, it can be found here https://usu.co1.qualtrics.com/SE/?SID=SV_d5ydFSgD5VOYnyd. Lastly, please make sure to note that the recipe template is a template (Do not use the placeholder recipe).

Smith's Study Drawing -- Carrie

A drawing for those who helped recruit in the last Smith's study took place. Here are our winners!

- \$50 Gift Cards- Laura Streeter and Kaitlin Waters
 - Please email Carrie at carrie.durward@usu.edu to tell her where you would like the gift card to be from and your address so she can send it to you.
- MyPlate bulletin board kit- Sharon Lloyd
 - Make sure to email Carrie (see above email address) to tell her your address so she can send it to you.

Miscellaneous Administrative Items -- Heidi

Welcome to our new NEAs!

- Christie Jensen- Utah County
 - Just a reminder that Food \$ense has a Christie Jensen, Chris Jessen, and Chris Jensen, so be careful when sending emails!
- Jasmine Latimer- Salt Lake County
- Jonathan Conley- Iron County

Calendar Items- remember that when events are cancelled in your Outlook Calendar, you have to accept the cancellation to take the event off your calendar.

Just a reminder that all first quarter expenses must be turned in by January 2nd. This includes travel, time cards, P-cards, and reimbursements.

Physical Activity for Kids -- Heidi

Just a reminder that every class you teach needs to include a physical activity component. Use the Physical Activity Creates curriculum for adults. Since we don't currently have a physical activity curriculum for youth, we will be using the "Yoga for Kids" curriculum found here: <http://www.uaex.edu/4h-youth/activities-programs/healthy-living/curriculum.aspx> see the links on the right hand side of the page under "Publications". This is provided by 4H Arkansas.

New IRB -- Kim, Heidi

We have a new Institutional Review Board (IRB) approval. The IRB is the institution at USU that reviews the ethics of our program and gives permissions for research. With the recent renewal of our program, we received approval, but with some new requirements set for us:

- New Informed Consent Form
 - We have a new informed consent form, which asks participants (and parents of kids) permission to collect data from them. This will affect NEAs work in two ways:
 - 1st- Each time you ask class participants to complete the class participant forms, you must follow the script found on the website and in the email that Kim will send out.
 - 2nd- After reading the script, you must ask participant to sign the new informed consent form, which is found on the staff website.

NEA Monthly Checklist -- Kim

A checklist is now available to help you know what forms you need to fill out each month. This can be found at-

http://extension.usu.edu/fscreate/ou-files/monthly_paperwork_checklist.pdf

Travel -- Gayla

Please remember:

1. Include ALL identification information on the mileage log.
2. Make sure all information is readable - adjust column width and/or line height if needed.
3. Make sure all required signatures are included.
4. Do not include decimals on starting or ending mileage.

A38096 is the Index to the used for all travel and P-Card expenses

Kids Create! - Sharmi Crowther

There were 149 views in November! She has been doing slow cooker recipes for November and is going to continue to do them for December as they are easy and convenient. Feel free to use and share the recipes found on the website.

Beaver County -- Cindy & Kailey

Physical activity is being incorporated into classes for kids through the Yoga for Kids program. No physical activity with adults yet.

Social Media Reports

County Reports

Box Elder County -- Chris

They have significantly increased their reach to elementary school classes. They are now teaching in two 5th grade classes, two kindergarten classes, three 2nd grade classes and have more on the way. They are looking forward to incorporating the Yoga for Kids program into their classes.

Cache County -- Camille

They are incorporating physical activity into classes beginning in January.

Carbon County -- Ellen

Still looking for an NEA

Next Meeting

Next Meeting

2/6/17 10:00 am Counties to Report: Davis, Duchesne, Emery, Garfield