**W-3005 Multi-state | January 30-31, 2020 | University of Nevada Cooperative Extension Clark County**

**January 30, 2020**

8:45am – Meeting Convened

* Introductions of members attending in person
	+ Scott Going, Melanie Hingle, Laura Hubbs-Tait, Rafida Idris, Anne Lindsay, Heather Norman-Burgdolf, Julie Parker, and Emily Tomayko,
* and members attending via Zoom
	+ Ingrid Adams, Karen Chapman-Novakofski, Nurgul Fitzgerald, Henna Muzaffar, and Alison Tovar
* Introduction of W3005 Administrative Advisor
	+ Mark McGuire, University Distinguished Professor at the University of Idaho and also Associate Dean of Research and Director of Idaho Agricultural Experiment Station

Morning Subgroup Breakout Session

* Research Working Group
	+ Prior to the meeting, Emily and Alison screened 374 new abstracts and disagreed on one. Seventeen papers were identified for full text review. Melanie, Emily, Alison, and Laura obtained full texts for those seventeen and screened them, identifying 7 final papers for inclusion
* Extension Working Group
	+ Discussion of procedures for getting feedback on tool with interviews of Extension professionals before pilot-testing on programs.

12:00pm - Break for lunch

1:07pm - Reconvene Larger Group

* Reviewed 2019 milestones as a group, Extension and Research groups weighed in and Laura made edits in real-time.

1:45pm – Afternoon Subgroup Breakout Session

* Research Working Group
	+ Plan to extract data from the final set of articles was set, a template reviewed and agreed upon, and a call scheduled for Feb 17th to discuss data extraction of the first article.
	+ Preliminary discussion about who will do what to bring this to completion: Emily, Alison, and Nurgul will be data abstractors, and Laura will serve as quality assessor
	+ Brief discussion of evaluating quality of included reviews and drafting manuscript
* Extension Working Group
	+ Discussion of identifying 5 programs/program leaders to invite for feedback on tool before pilot testing

3:00pm – Overall Group Convenes

Working groups reported to one another

* Extension group reported difficulty finding existing programs that meet their main criterion (parent involvement, home-based activities)
* Research group reported results of updated search, completion of abstract screening and full text review, and plan for moving forward to complete data abstraction, writing, and submission of the umbrella review manuscript by June 30, 2020

Elections

* Annie made a motion to re-elect the officers from last term (Laura and Karen as Co-Chairs, Melanie as Secretary) and Emily seconded the motion. The group that was present (*n=*9) voted unanimously to re-elect Laura, Karen, Melanie.

Next Meeting

* Annie reported that Cindi Kay received a promotion, and won’t be coordinating the next time we meet
* Everyone agreed that Las Vegas was a good destination for next fiscal year (after September 30, 2020)
* Dates proposed for our FY2021 meeting: October 26-27, 2020 was available for most.

**January 31, 2020**

8:45am – Dates were finalized for the FY2021 Meeting—October 26-27, 2020

9:00am - Breakout into Research and Extension Groups

* Research Working Group
* Emily reorganized Box folder to finish review, quality assessment, and manuscript.
* Group edited the extraction table to reflect details to extract.
* Extension Working Group began compiling list of Extension programs focused on prevention of child obesity that involved parenting and physical activity or diet quality, target age group, state/region, and language delivered in spreadsheet format to use with pilot testing.

10:15am - Reconvene Larger Group and Closing Remarks

Annie (Dr. Lindsay) showed nutrition and physical activity videos created by Nevada Cooperative Extension and available on YouTube in FY 2019 and continuing in FY 2020.