**Minutes of W3005 FY 2020 Virtual Meeting March 12, 2021**

**Melanie Hingle, PhD, MPH, RDN, University of Arizona**

**Introductions**

Laura welcomed Helen Chipman from the USDA. The W3005 members introduced themselves.

**Research Group Deliverable**

A complete draft of the umbrella review is in its penultimate form, and ready for review by co-authors. Emily and Laura took the lead along with Carol Howe, research librarian at University of Arizona. This will be submitted to IJBNPA by the end of March 2021.

**Extension Group Deliverable**

Karen and colleagues described their tool development process -- it is organized in terms of program goals, content, evaluation, and is now in Qualtrics. There are no immediate plans to publish, but they are open to suggestions.

Laura reviewed the W3005 objectives and milestones with the group and shared the draft progress report. The W3005 membership has been very active with regard to presentations and publications, in spite of the pandemic.

The group briefly touched on the plans to meet one more time as W3005 in Las Vegas (tentatively next year at this time) and Laura invited the group to think about whether or not we'd like to continue as W4005.

**Elections**

Laura and Karen volunteered to continue their positions as Chair/Co-Chair next year, and Melanie volunteered to continue her role as Secretary as long as nobody else wanted to give it a go. Laura invited Annie who said perhaps next year. Laura, Karen, and Melanie were unanimously re-elected.