

NW Regional Extension Council

Meetings are held the third Thursday
of February, May, August and November

Thursday, Aug 21, 2008—7:30 p.m.--Minutes in Bold

Northwest Region Office & Princeton High School

706 S. Woodbine, Suite A, St. Joseph---1008 Coleman, Princeton, MO 64673

Kendell Misemer, Chair

Tom Hare, Vice Chair

Jayla Smith, Secretary

Officers April to April/May meeting)

Agenda/Minutes in Bold

1. **Call to Order**—Kendall Misemer, Chair at **7:30 p.m.**
2. **Introduction of Guests--None**
3. **Roll Call of Members—**

Council Representatives (10 of 15)

Richard Barrett, Holt
Bill Calhoon, Worth
Neil Craft, Mercer (by ITV)
Tom Hare, Andrew
Steve Joesting, Atchison
Mike Kinman, Nodaway
Kendell Misemer, Gentry
John Murphy, DeKalb
Jayla Smith, Daviess
Lois Turner, Livingston
Sandy Sands, NW State Board Representative

Regional Faculty and Staff

Kevin Hansen, CPD, Livingston
Jerry Baker, CPD, Worth
Jim Crawford, CPD, Atchison
Jessica Trussell, Human Development, Livingston
Karma Metzgar, Regional Director

4. **Additions or revisions to agenda --None**
5. **Minutes from previous meeting (May 08)** (enclosed and posted on the web at http://extension.missouri.edu/nwregion/Agendas_Minutes/Agenda-Minutes.shtml). **Tom Hare moved to accept the minutes as printed. Mike Kinman seconded the motion. Motion carried.**
6. **30-45 minute Program Feature—Best Practices and Lessons Learned from 4-H and Extension Council Audits—Kevin Hansen, Ag Business Specialist, Chillicothe**

Kevin has conducted several “informal” audits with 4-H councils and extension councils throughout the region over time. He provides sound advice and has collected some “best practices” for regional council members to share with your county extension and 4-H councils. It seems we get excited when we have an issue and let things slide until the next issue arises. If we can have best practices implemented, we prevent issues.

Informative presentation. Participants provided copy of PowerPoint and handouts as referenced:

- **Fiscal Policies and Procedures for County Councils--**
<http://extension.missouri.edu/staff/adminmgmt/fiscal/Fiscal%20Policies%20and%20Procedures%20for%20County%20Councils.pdf>
- **Audit Guidelines for Missouri County Extension Councils--**
http://extension.missouri.edu/acctmanual/audit/audit_guidelines.pdf
- **Safeguarding Cash Special Controls Checklist--**
http://extension.missouri.edu/acctmanual/Checklists/Safeguarding_Cash.pdf
- **4-H Treasurer’s Record Book—information and audit form (pg. 3 Introduction through pg. 6, plus the annual financial report and the 4-H audit report.)** <http://mo4h.missouri.edu/resources/materials/Y672.pdf>

7. **University of Missouri Extension State Council Board—Sandy Sands, NW Representative**
 - a. News from the state council
 - i. **MO Grow Update –this initiative not included in the university’s budget. Encouraged council members to impress upon local legislators the impact and value of extension programming.**

8. **Regional Director Update** (handout provided)

- a. **Each of the staff in attendance shared about their programming—**
 - i. **Kevin—QuickBooks at the Grand River Technical School**
 - ii. **Jerry—ExCeed program and how Wind Capitol group is working on a program for schools on wind energy; The CECH-Up middle school local government program he conducted in Maryville will be in the UMSL newsletter.**
 - iii. **Jessica—working to establish the Focus on Kids program for divorcing parents on the eastern side of the region.**
 - iv. **Jim—Graves-Chapple Field Day is the 26th with everyone invited. He also explained the energy demonstration program he is establishing.**
- b. Program Coverage—position updates—several new people!
- c. Youth Program Assistant/Associate Resource Allocation and Staffing--progress, cost/share information, recruitment, *new employees*, etc.
- d. Program Highlights
- e. Other Administrative News
- f. Dates to Note

9. **Old Business**

- a. Bylaws Committee Recommendations (committee has not met)—**no action**

10. **New Business**

- a. Statewide and regional staffing plan—**The “University of Missouri Extension Program Staffing Plan for 240 Regional Faculty Positions” was provided to council members prior to the meeting along with a map showing current positions. Karma explained that over the past six years we have continually reviewed needs and as we could refill positions, worked toward the goals the region had identified. Over time the regional committee, staff, individual councils and the regional council have provided input into the plan. The state plan is consistent and aligns with the regional goals. A list of current faculty and how it matches with the 27 positions plus the technology position were provided.**

Bill Calhoun moved to accept the plan. Jayla seconded the motion. Motion carried.

- b. Candidate Forum on Higher Education, Sept. 25, 2008—**this is an effort initiated by the Buchanan County Chapter of the Mizzou Alumni Association with the regional extension council as a partner. A copy of the letters sent to legislative candidates was provided. Discussion was held on the legislators invited and it was recommended to also invite District 3 candidates in addition to District 27, 28, 29, 3 and 5. Even though the senators are not running this year, the organizing group wanted to include them. Council members were identified to follow-up with the candidates to encourage their participation. Contact information will be provided to those volunteering. Council members also recommended that all council members in the region be invited. Karma will forward that list to the MU Alumni Association representative. Extension will be working on a candidate packet to provide ahead of time. Karma described some of the items which will be included to demonstrate impact.**

11. **Future Meeting Dates**--quarterly 3rd Thursday of February, May, August and November

- a. Next Meeting—Nov. 20, 2008—program, agenda items and location suggestions, meeting method. Guests at this meeting will be

- i. Dr. Michael Quart, Vice Provost and Director of Extension, Beverly Coberly, Director of Off-Campus Operations and Frank Fillo, Director, MU Cooperative Media Group (no photo)

Jayla moved that all future meetings be held at 7:30 p.m. at the regional office along with the ITV connection with Princeton. Mike seconded the motion. Motion carried.

12. **Announcements**--None

13. **Adjourn**—Neil Craft moved to adjourn the meeting. Steve seconded the motion. Motion carried.

Jayla Smith, Secretary