

NW Regional Extension Council

(Minutes in Bold)

Wednesday, Dec. 11, 2013, 7:00 p.m.

United Methodist Church, 104 W. Samuel, Hamilton MO

Corner of HWY 13 and State Route CC

15 miles east of Cameron

John Murphy (DeKalb), Chair

Joseph Frueh (Nodaway), Vice Chair

Jayla Smith (Daviness), Secretary

State Council, Sallie Jo Potter (Andrew); Kim Martin (Livingston)

Officers April to April/May meeting


Meetings are held the second Wednesday March, June, September and December unless a special called meeting.

Agenda

1. **Call to Order**—Jayla Smith, secretary, called the meeting to order at 7:00 p.m. John Murphy arrived as roll call was being completed.
2. **Introduction of Guests**
Cynthia Crawford, MU Extension Director of Donor Education
3. **Roll Call of Members. 9 counties represented by 10 members, 10 specialists, 1 administration**

<u>County Representatives</u>	<u>Regional Faculty and Staff</u>
Sallie Jo Potter, Andrew (State Council)	Rebecca Travnichek, CPD Andrew
John Killgore, Clinton	Don Miller, CPD Buchanan/DeKalb
Jayla Smith, Daviess	Debbie Davis, CPD Clinton
John Murphy, DeKalb	Becky Simpson, CPD Daviess
Leon Hicks, Harrison	Janet Hackert, CPD Harrison
Richard Barrett, Holt	Wayne Flanary, CPD Holt
Angela Limback, Lafayette	Whitney Wiegel, CPD Lafayette
Debby Payne, Lafayette	Shaun Murphy, CPD Mercer
Jackie Woodworth, Livingston	Nancy Coleman, CPD Ray
Sheila Oyler, Ray	Jerry Baker, Worth
	Karma Metzgar, Regional Director
4. **Additions or revisions to agenda**
Sallie Jo Potter moved to move the program before the regular business to accommodate the speaker.
Angela Limback seconded. Motion Carried.
5. **Program Focus—*Advancing the mission of MU Extension—Development for the next 100 years—Cynthia Crawford, Director of Donor Education***

Cynthia provided a very interactive program explaining the difference between gift and endowment accounts. She also demonstrated the new “donate” link that counties can request on their county web pages.



Cynthia E. Crawford
MU EXTENSION DIRECTOR OF DONOR EDUCATION
Administration, MU Extension
109C Whitten Hall
Columbia, MO 65211
Phone: 573-825-8778 ☎
Fax: 573-882-1955 ☎
Email: CrawfordC@missouri.edu
6. **Minutes from previous meeting (September 2013)—(enclosed and posted on the web at: <http://extension.missouri.edu/nwregion/councilmeeting.aspx>)**
Sallie Jo Potter moved to approve the minutes as posted. Angela Limback seconded. Motion Carried.
7. **President’s Report--None**
8. **University of Missouri Extension State Council—Sallie Jo Potter and Kim Martin, NW Representatives**
 - a. **News from your state council**

- i. Budget update—local, state and federal—the **Farm Bill and federal government shutdown caused the SNAP-ED program to suspend programming in October. They have since resumed programming. The state budget projections look good. Also exploring some external funding.**
- ii. Reports from State Council work groups—County and Regional County Development; County Business Plans; Extension Council Best Practices and the District Option. **The district option group is working on a manual/toolkit to help work through decision points. A best practices group suggestion was an appreciation dinner for state elected officials (Franklin County).**
- iii. State Council meeting schedule includes two meetings where regional council chair encouraged to attend (Feb. 17, 2014 and June 19, 2014).
- iv. Mark your calendar to participate
 - Legislative Day, Tue., Feb. 18, 2014, Jefferson City
 - Council to Campus, Friday and Saturday, June 20 and 21, 2014
- v. Other

Other items mentioned: 400 youth participated in three different events on campus; encourage youth to participate on your councils; county business plans are ways to guide the council in its operations; the centennial of Smith-Lever is in 2014; on-line training through Moodle is happening; need to continue to support the Fire and Rescue Training Institute (FRTI) as the designated training agency with State Fire Marshall.

State Council website: <http://extension.missouri.edu/extcouncil/mecclc.htm>
 County Council resources website: <http://extension.missouri.edu/extcouncil/>

9. Old Business

- a. Council mileage reimbursement and centralized reimbursement recommendations from study committee, chaired by Whitney Wiegel, CPD Lafayette County
 - i. Feedback from councils

Angela Limback moved to remove from the table the council mileage reimbursement and centralized reimbursement recommendations from the study committee. Motion seconded by Jayla Smith. Motion Carried.

The guidelines as proposed by the study committee were reviewed. Counties are encouraged that wherever possible to utilize University of Missouri Extension travel policies. It also was encouraged that the headquarter county pay all the mileage submitted and seek reimbursement from the counties with travel activity. *Since the guidelines were drafted, a new county travel database system has been developed to use across regions. This is important when there are faculty with program coverage in more than one region. This on-line travel system, which will have beneficial reports of accountability for councils, will be implemented in January of 2014.*

Angela Limback moved to adopt the guidelines as recommended by the study committee. Sallie Jo Potter seconded the motion. Motion carried.

10. New Business--None

11. Regional Director Update

- a. Brief announcements from faculty present regarding programming
- b. MU Extension Realignment implementation progress
 - i. Budget update—federal, state and local
 - October government shutdown and FNEP, HES positions
 - **There is congressional activity on the federal budget. This week of Dec. 11 is important to watch.**
 - ii. Programming fees, contracts, grants, endowments

- **There is approximately \$736,000 in endowments in the 19 counties in this region to support programming. Encourage counties to add the “donate” link to the county’s web pages and to have a give and/or endowment account.**
- iii. Position Coverage/Staffing Updates
 - Retirement--Parman Green, Ag Business Specialist, Carroll County—February 2014 (last day of work 12/6/13).
 - Business Development Specialist (Carroll)—application reviews and interviews being scheduled
 - Nutrition Specialist positions (Lafayette and Buchanan) advertised—on hold until January or until Federal budget deliberations resolved.
 - FNEP NPAs (Harrison, Buchanan) and office manager—on hold until January or until Federal budget deliberations resolved.
 - Family Financial Education (Saline) and Nutrition (Grundy)—on hold until Federal budget deliberations resolved. These positions have not been released yet to advertise.

With open positions and personnel situations, making some adjustments with County Program Directors, Soil and Water Conservation District secretary appointments.

c. County Council Agenda Items

- i. Donor links available for county webpages
- ii. Council election process—legal notice December; elections January
- iii. County annual meetings February and March
- iv. County annual reports—use for reporting to stakeholders
Annual reports have been reviewed in two ways—a 10 minute 1st Impression review; and an in-depth review. Letter grades were given by the external reviewers. In 2012, Saline County recognized for an A rating in each review—only two AA ratings given statewide. Counties receiving one A were Andrew, Daviess/Caldwell, Grundy, Harrison, Holt, Mercer and Worth. Only 13 counties statewide received one A. Proud of the NW Region. Annual reports can be viewed from each counties webpage.
- v. County Annual Program Review process—100% of NW counties completed. Summaries of information available early in 2014.
- vi. County Funding-- “County Extension Council Assessment Tool for Viability action plans” for at-risk areas. 3-year at-risk action plan tool to overcome risk areas included in the document. *If you have action plans, continue to review and note progress. Business plans will be expected from counties with minimum or funding below guidelines.*
- vii. Encourage *all counties to prepare a County Business Plans*—CPDs can download a template from: S:\Special Projects\County Business Plans. Fall/winter is a great time to continue work on the business plans as you prepare for council elections and submitting your budget.
- viii. Continue to review the faculty and staff assigned to program in your county and share the programming available to the citizens (can be seen from web page)
- ix. Council training modules and videos available at:
<http://extension.missouri.edu/extcouncil/training/index.html>.
 - Extension Council Youth Leadership—check out this module at:
<http://extension.missouri.edu/extcouncil/ecyl/>
- x. Stakeholder relations—on-going!
- xi. Counties wanting to learn more about the *District Option* should visit with the regional director to schedule a presentation.

d. Other—**R. Bowen Loftin is the new MU Chancellor replacing Brady Deaton.**

12. Announcements

- a. Next Meeting—March 12, 2014, 7:00 p.m.
 - i. Location, Hamilton United Methodist Church
 - ii. Agenda Items
 - iii. Program Feature—(your suggestions welcome)
 - iv. Other

13. Adjourn

Debby Payne moved to adjourn the meeting. Angela Limback seconded the motion. Motion carried.