

Minutes from NW Regional Extension Council
Wednesday, December 10, 2014
7:00 p.m., Hamilton United Methodist Church

John Murphy (DeKalb), Chair *vacant, Vice Chair* *Jayla Smith (Davies), 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.
Next meeting will be April 8, 2015

1. Call to order – John Murphy, chairperson at 7:00 p.m.
2. Introduction of guests – Kevin Hansen, Statewide QuickBooks Coordinator
3. Roll Call of Members – How long have you served on the extension council or been with extension?
County Representatives - 11 counties represented by 12 representatives, 10 specialists, Regional office manager, QuickBooks Coordinator and 1 administrator

County Representatives

Sallie Jo Potter, Andrew (State Council)
Donnie Miller –Buchanan
Belinda Flick – Carroll
John Kilgore – Clinton
Jayla Smith – Daviess
John Murphy – DeKalb
Sarah Lowrey – Grundy
Ruth Ann Shipp – Grundy
Angela Limback – Lafayette
Kathy Schweneker – Mercer
Beverly Schenkel – Nodaway
Sheila Oylar – Ray

Regional Faculty and Staff

Jim Humphrey, CPD Andrew
Debbie Davis, CPD Clinton/Caldwell
Don Miller, CPD Buchanan, DeKalb
Janet Hackert, CPD Harrison
Wayne Flanary, CPD Holt
Whitney Wiegel, CPD Lafayette, Carroll
Jessica Trussell, CPD Livingston
Shaun Murphy, CPD Mercer
Nancy Coleman, CPD Ray
Jerry Baker, CPD Worth
Kevin Hansen, QuickBooks Coordinator
Jill Knadler, administrative associate
Karma Metzgar, regional director

4. Additions or revisions to agenda – Donnie Miller moved to accept with no revisions; Sarah Lowrey seconded. Motion carried
5. Minutes from previous meeting (March 2013)
<http://extension.missouri.edu/nregion/councilmeeting.aspx>
Angela Limback moved to approve minutes as posted. Sallie Jo Potter seconded. Motion carried.
6. President's report: Chancellor Loftin's Extension/Alumni Connection Nov. 18 event – John Murphy attended and reported how well done it was. Karma Metzgar thanked all the staff that helped with the event and explained the events he toured in Livingston County, Clinton County and Buchanan County. Karma described it as "awesome". Jessica Trussell read an editorial about the visit and tour published in the St. Joseph News-Press.
7. Program Focus - "Making heads and tails out of the QuickBooks reports-Best practices for extension councils". Information on what questions to ask, reports to request and

how to interpret the QuickBooks financial reports was presented by Kevin Hansen, MU Extension QuickBooks Coordinator. He also mentioned that the university is tightening its credit card security procedures and changes are coming in the processing of credit cards in county offices.

8. University of Missouri Extension State Council – Sallie Jo Potter, NW Representative
 - a. News from your state council
 - i. Updates were provided and extension administration working to recover the 2% that will be withheld each of the next five years.
 - ii. Secretary benefits recommendations are on hold.
 - iii. Discussed 4-H Challenge Grant Program.
 - iv. Some counties are looking at district option.
 - v. A white paper drafted to make it so counties can purchase real estate and borrow money for Purchases
 - vi. Getting clarification on role of commissioners on council and voting privileges.
 - vii. Reminded everyone to attend Legislative Day on Feb. 25, 2014. The goal is 500 people. Sallie Jo serves on the Alumni Alliance which hosts the event.
 - viii. Suggestion to start thinking about including youth on extension councils.
 - ix. Discussed council to campus topics and opportunities to see research and what our university is doing.
 - x. Also encouraged endowment opportunities. People are out there with money- just ask!
 - xi. Asked how many councils have an active Farm Bureau member on the council.
9. Election of officers (when officers elected in March, it was not know that Joseph Frueh was not on the Nodaway County Extension Council, so the position remains vacant) Discussion was held that we would be electing new officers at April meeting so Jayla Smith moved that we table vice president election until April meeting. Donnie Miller seconded. Motion carried.
10. New Business
Request from Mercer County –technology option consideration for regional council meetings. Kathy Schwenneker, Mercer County council member and Shawn Murphy, CPD Mercer County expressed desire from Mercer County to have technology options for future regional council meetings. Discussion followed and a handout provided on purpose of regional council and mileage from each county to Hamilton Mo. Karma discussed technology options of Adobe connect, phone, etc. What is made available to Mercer County would need to be available to all counties/clusters of counties. A motion was made by Jayla Smith to move the spring meeting to April 8 and to discuss how future meetings would be held, technology possibilities and the number of meetings per year. Motion seconded by Angela Limback. Motion carried.
John Kilgore suggested each council discuss what works best with them prior to the April meeting and be ready to discuss.

11. Regional Director update

- i. Brief announcement from faculty present regarding programs:
 - Jerry Baker – Regional economic group for area have in place an entrepreneurial project. Entrepreneurship is a big topic!
 - Shaun Murphy – Has 8 extra tickets for the 4-H Day at the Chiefs game Dec. 28. They are \$35.00 each.
 - Jill Knadler—administrative associate and many of the county office managers attended the statewide training. Training was good.
 - Jessica (new CPD) discussed future training for social workers—Healthy Relationships/Marriage Education
 - Jim Humphreys – Announced the Community Foundation has scheduled an Entrepreneurial conference in St. Joe on February 27. He wondered if councils wanted to go together to purchase a table.
 - Wayne Flanary named several upcoming agriculture meetings---Corn Growers Conference, Certified Crop Advisors and ag updates.
 - Don Miller discussed Red Ribbon Week prescription drug program and if interested to contact him.
 - Nancy Coleman said they have a new office manager starting Jan. 5. Also Farm Bill Education meeting held.
 - Janet Hackert announced will be doing a Health Insurance Education Initiative this month. Others scheduled in the area.
 - Whitney Wiegel discussed the good attendance and upcoming meetings on the Farm Bill.
 - Debbie Davis – They have been evaluating 4-H recognition/award forms. They had 60 total. 4-H online enrollment is new and challenging. Families are getting them done to meet the December 31 when the fees will change from \$8 to \$20 for state dues. Northwest energizer is coming up Jan. 24, 2015. Debbie just returned from 4-H Congress in Atlanta where she served as a chaperone. Five of the 20 delegates were from the Northwest Region.
- ii. **The County Extension Manual M61** was provided to those attending. A review of important dates and numbers was provided in an activity “It’s all about the numbers.” A summary was provided.
- iii. Karma handed out Loftin’s Land-Grant MU News Nuggets (3rd Wednesday monthly distribution). CPDs should be distributing through council meetings.
- iv. Karma discussed the 60/45/60 Meetings with CPDs and Office Managers – 3rd Monday monthly – 60 minutes to look ahead 45 to 60 days regarding council business, CPD responsibilities. There are several new CPDs and office managers so this is an effort to provide just-in-time information for all CPDs and office managers.
- v. Faculty and staff meeting in December and January will be on Mental Health First Aid.

MU Extension Realignment Implementation progress

- I. Position coverage/staffing issues (since March 2014)
 - a. Filled:
 - i. 5 youth program associate positions—Harrison, Atchison, Holt, Mercer/Grundy and Buchanan Counties
 - ii. Family financial education specialist position in Saline County
 - iii. Nutrition specialist position in Lafayette County
 - b. Regional specialist positions posted minimum of 30 days
 - i. Continuing to recruit (failed search)
 1. Business Development (may be looking at an ag focus) Carroll County
 2. Nutrition in Buchanan County
 - ii. Interviews scheduled or have just occurred and pending
 1. Community Arts—Lafayette County
 2. 4-H—Saline County
 - iii. Applications soon to be reviewed
 1. Ag Business—Livingston County
 - iv. New vacancy with paperwork pending
 1. Family financial education—Andrew County (Rebecca Travnichek has transferred to Camden County effective Dec. 2014)

Karma encouraged council members to help in recruiting candidates for all positions until we are able to fill the positions. Regional specialist positions do require a Master's degree in the appropriate field. Check the extension jobs page often.

12. County Council Agenda Items—please review

13. Announcements

Next meeting – Wednesday, April 8, 2015, 7:00 p.m.

i. Location – Hamilton United Methodist Church

ii. Agenda items

- election of officers (chair, vice-chair, secretary, state council representative)
- discussion of meeting schedule and meeting with technology

iii. Program feature (suggestions are welcome)

14. Motion made by Donnie Miller to Adjourn. Belinda Flick seconded. Motion Carried.

Submitted by Jayla Smith, Secretary