

## Northwest Region



## NW Regional Extension Council

(Minutes in Bold)

**Wednesday, June 12, 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 (Daviess), Secretary*

*State Council, Sallie Jo Potter (Andrew); Alternate to be elected*

*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**—John Murphy, Chair at 7:01 p.m.
2. **Introduction of Guests**--None
3. **Roll Call of Members**—How far did you drive to the regional council meeting? 12 counties represented by 14 members; 7 specialists, 1 staff and 1 administrator.  

<u>County Representatives</u>	<u>Regional Faculty and Staff</u>
Sallie Jo Potter, Andrew (state council)	Parman Green, CPD Carroll
Dan Hausman, Buchanan	Don Miller, CPD Buchanan/DeKalb
Donnie Miller, Buchanan	Whitney Wiegel, CPD Lafayette
Belinda Flick, Carroll	Connie Neal, CPD Grundy
John Kilgore, Clinton	Wayne Flanary, CPD Holt
John Murphy, DeKalb	Janet Hackert, CPD Harrison
Kendell Misemer, Gentry	Jerry Baker, CPD Worth
Richard Barrett, Holt	Jill Knadler, Regional Office Administrative Associate
Angela Limback, Lafayette	Karma Metzgar, Regional Director
Kim Martin, Livingston	
Jackie Wentworth, Livingston	
Cheston Easter, Mercer	
Joseph Frueh, Nodaway	
Cindi Sims, Saline	
4. **Additions or revisions to agenda**—None  
Donnie Miller moved to approve the agenda. Dan Hausman seconded the motion. Motion carried.
5. **Minutes from previous meeting (March 2013)**—(enclosed and posted on the web at: <http://extension.missouri.edu/nwregion/councilmeeting.aspx>)  
Dan Hausman moved to approve the minutes as posted. Sally Jo Potter seconded the motion. Motion carried.
6. **President's Report**
  - a. **Other correspondence**--None
7. **Program Focus**—*MU Extension's New Program Coverage Plan and Administrative Update*

**Karma Metzgar, Northwest Region regional director presented the new program coverage plan that will be effective July 1. An implementation timeline was distributed.**

**8. University of Missouri Extension State Council—Sallie Jo Potter, NW Representative**

**a. News from your state council**

- i. Budget update—local, state and federal
- ii. Extension Districting legislation is awaiting Governor's signature (SB9 and HB 202)
- iii. Legislative Day, April 3, 2013, Jefferson City—follow-up—**235 attendees from extension**
- iv. Council to Campus, June 28 and 29, Columbia—NW Region can send 14. Expenses covered once you arrive in Columbia. (registration information mailed—share with your council members)—**participation very important**
- v. Region Alignment and its impact on regional extension councils
  - Regional and State council bylaws
  - State council representation—see enclosed handout on joys of being a state council representative. Please consider this opportunity.
- vi. Other
  - **TV marketing in the St. Joseph and Kansas City markets (David Burton)**
  - **Encourage regular contact with local legislators, county commissioners and county clerks.**
  - **Consider engaging youth on your extension councils—currently 35 counties have 4-H'ers (or other youth) on extension councils.**
  - **All counties are encouraged to do a business plan. Green County has piloted a plan. CPDs can provide a template from S:\Special Projects\County Business Plans.**
  - **State Council would like to see cluster training for county councils, council members and county commissioners to learn about programs of extension.**
  - **State council has several work groups which will be meeting in July to help with implementation of ideas and processes.**

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

*County Council resources website: <http://extension.missouri.edu/extcouncil/>*

**9. Old Business**

- a. Election of 2<sup>nd</sup> State Council Representative—**Those expressing interest were Kim Martin, Livingston County; Angela Limback, Lafayette County. Donnie Miller moved for Kim Martin and Angela Limback work it out depending on their schedules. Kendell Misemer seconded the motion. Motion carried. (Note Angela has concerns about her work schedule. Kim planning on attending June meeting)**
- b. Council mileage reimbursement and centralized reimbursement recommendations from study committee, chaired by Parman Green, CPD Carroll County—**the committee presented the proposed “Northwest Region Travel Guidelines” (emailed to regional faculty and staff and office managers on June 10, 2013 10:22 a.m. by Parman Green. Subject: RE: NW Regional Extension Council Meeting, - Regional Travel Policy for Consideration.)**

**Discussion followed with the recommendations needing to be shared with individual councils.**

**This item was tabled. (No motion)**

- c. Review of NW Regional Council Bylaws—review handout “Operating Guidelines for Regional Extension Councils” and bring suggestions to meeting.  
**Sallie Jo Potter moved to adopt the “Operating Guidelines for Regional Extension Councils” as they are on the web page (<http://extension.missouri.edu/extcouncil/guidelines.html> )**
- d. Other--None

## 10. New Business--None

## 11. Regional Director Update

- a. Brief announcements from faculty present regarding programming
- b. MU Extension Realignment progress
  - i. Budget update—federal, state and local
  - ii. Programming fees, contracts, grants, endowments
- c. Position Updates
- d. County Council Agenda Items
  - i. County Annual Program Planning process—continual process
  - ii. 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.
  - iii. With the new program coverage plans, there may be changes to faculty covering your county. 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)
  - iv. 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/>
  - v. Stakeholder relations—on-going!
- e. Other—**10’x10’ tents with the extension logo have been purchased to use in marketing MU Extension. There will be one placed in each county where we have an office open. If counties/faculty need to use more than one tent, they can arrange with neighboring counties. Also purchased are event signs which are portable and can be used along streets identifying events. Each region was allocated funds for marketing to be expensed in FY 2013. These items were purchased because counties likely would have had the resources to purchase, are highly visible, and have numerous uses inside and outside.**

## 12. Announcements

- a. Next Meeting—Sept. 11, 2013, 7:00 p.m.
  - i. Location, Hamilton United Methodist Church
  - ii. Agenda Items
  - iii. Other
- b. Other

## 13. Adjourn

**Donnie Miller moved to adjourn the meeting. Dan Hausman seconded the motion. Motion carried.**

**Minutes by Joseph Frueh, Vice Chair in absence of secretary**