



UNIVERSITY OF MISSOURI  
**Extension**  
**NW Regional Extension Council**  
**Minutes**

**Wednesday, Sept. 7, 2016, 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                      Jayla Smith (Daviess), Vice Chair                      Bev Schenkel (Nodaway), Secretary*  
*State Council 2015-2017--Bev Schenkel (Nodaway); 2016-2018 Dan Hausman (Buchanan)*  
*Officers elected April/May meeting*  
*New--Meetings are held the first Wednesday January, May and September unless a special called meeting.*



*As you arrive, please mingle and visit with other council members and extension personnel. Extension personnel, please bring brochures/information about upcoming programming to share. Council members, share program needs of your counties.*

## Agenda

- 1) **Call to Order**—John Murphy, Chair
- 2) **Introduction of Guests**
  - Dr. Marshall Stewart – Vice Chancellor of Extension & Engagement
  - Dennis Gagnon – Director of Communications & Marketing
  - Mark Stillwell – E Learning Project Administrator

### 3) **Roll Call of Regional Council Members**

Council Members Present:

Ernie Nold, Andrew  
 Dan Hausman, Buchanan  
 Jerry Cook, Caldwell  
 Belinda Flick, Carroll  
 Jayla Smith, Daviess  
 Bob Teegarden, Daviess  
 John Murphy, DeKalb

Tim Hill, Harrison  
 Kristy Letner, Mercer  
 Beverly Schenkel, Nodaway  
 Debbie Luke, Lafayette  
 Sheila Oyler, Ray  
 Amy Prokop – Livingston  
 Jim Yount – Buchanan

CPD's and Extension Staff:

Jim Crawford, Atchison  
 Debbie Davis, Clinton  
 Meridith Berry, Grundy  
 Wayne Flanary, Holt  
 Tom Fowler, Buchanan  
 Shanshan Chen, Lafayette  
 Jessica Trussell, Livingston

Jerry Baker, Worth  
 Kurt Nagle, Ray  
 Karma Metzgar – NW Region Director  
 Jill Knadler, Regional Administrative Associate  
 Dennis Gagnon, campus  
 Mark Stillwell, campus

- 4) **Additions or Revisions to Agenda - there were none. Belinda Flick moved to approve the agenda. Dan Hausman seconded the motion. Motion carried.**

- 5) **Minutes from previous meeting (May 2016) posted on the web at:**  
<http://extension.missouri.edu/nwregion/councilmeeting.aspx>  
Jerry Cook moved to approve the minutes as posted. Belinda Flick seconded the motion. Motion carried.

6) **President's Report —No report.**

- 7) **Program Focus—Listen and Learn Tour with our new Vice Chancellor for Extension and Engagement, Dr. Marshall Stewart.** With a goal of building strong relationships throughout the state of Missouri, Dr. Stewart has committed to a listen-and-learn tour that will take him to every corner of the state. The tour will not only allow him to have a conversation with those extension serves, but also faculty, staff, county councils, key stakeholders and leaders playing important roles in advancing MU's extension and engagement mission. We are delighted he will attend the Sept. 7 regional council meeting and return on Oct. 18 for our regional faculty meeting.



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Vice Chancellor and Director of Cooperative Extension  
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- 8) **University of Missouri Extension State Council—Bev Schenkel and Dan Hausman, NW Representatives**

a) **News from your state council**

- i) Budget update—local, state and federal – no report
- ii) Council to Campus, held June 17 and 18—report from those attending
- iii) Other –

- Dr. Stewart attended the State Council's August meeting to discuss his plans for the next 60 days. There was a lot of discussion among the members and Dr. Stewart about the state of health insurance for clerical staff who are not University employees. Dr. Stewart plans to look into this item to identify solutions.
- State Council members worked the State Council booth at the Missouri State Fair. The goal was to educate the public about the role of County Council members and encourage participation in their individual county.
- State Council members assisted with the Farm Family Awards and dinner at the Missouri State Fair.
- Budget subcommittee formed to identify ways to reduce the State Council budget expenses.
- Retirement reception for Beverly Coberly will be held tomorrow from 3:00 – 5:00 p.m.

*State Council website:* <http://extension.missouri.edu/extcouncil/state-council.aspx>

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

*New Council resource toolbox:* <http://extension.missouri.edu/extcouncil/countytoolbox.aspx>

9) **Old Business**

- a) **Other** - no old business

10) **New Business**

- a) **Other** - no new business

11) **Regional Director Update --handout was provided**

- a) Listen and Learn Tours with Dr. Marshall Stewart
- b) MU Extension Allotment to County Offices—secretary benefits and retirement ending 12/31/16; mail allotment ending in 2017. Partially replaced with “program support” funds.
  - i) *TIME-SENSATIVE INFORMATION—A letter from Nationwide Retirement Solutions will be sent to each council chair at the respective county office address in September. It will explain the options for participating in or opting out of a retirement plan for the office secretaries. This is the same company that currently handles the secretary retirement for the university—but the university will no longer be handling it. This is an important letter that is time-sensitive. Please include on county council*

*September, October and/or November agendas for action. A meeting was held on 8/16/16 with the county secretaries so they are informed of this letter that is coming.*

- c) MU Extension Volunteer Conduct Policy being implemented
- d) Total Solar Eclipse, Aug. 21, 2017, approximately 1 p.m.—NW MO in the path of totality!
- e) MU Extension Realignment implementation progress
  - i) New required search committee training for academic and staff positions—stresses confidentiality
  - ii) Position Coverage/Staffing Updates—we have four searches in progress now and anticipate that many more to begin this fall.
- f) Other: Search committee training is required for all hiring committees that are formed.

## 12) County Council Agenda Items

- a) Explore adding youth to your council--  
**Module 4: Extension Council Youth Leadership**--Provides seven topics to help county councils add youths (14 to 17 years) to their councils.
- b) Budgets and council elections are the next big agenda items for local councils. Training tools are available on recruiting, council elections as well as budgets and fiscal reports at:  
<http://extension.missouri.edu/extcouncil/leadership-training.aspx>
- c) Encourage *all counties to prepare or review County Business Plans*—CPDs can download a template from: S:\Special Projects\County Business Plans.
- d) 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). Welcome new faculty to your council meetings.
- e) Stakeholder relations—on-going!
- f) Counties wanting to learn more about the *District Option* should visit with the regional director to schedule a presentation. Resources also on the county council webpage.
- g) Other: Jim Crawford shared information on “In Your Own Backyard—Learning about Farming.” Holding an event on the 17<sup>th</sup> of September to educate folks about the agriculture, gardening and food. The event will be held at Graves-Chapple Research Center.

## 13) Announcements

- a) Next Meeting January 4, 2017, United Methodist Church, Hamilton, MO
  - i) Agenda Items— no agenda item were discussed.
  - ii) Program Feature—(your suggestions welcome) – none were offered by the Council members.

## 14) Adjourn – Jerry Cook moved to adjourn the meeting. Amy Prokop seconded the motion. Motion carried.