Call to Order at 6:10 pm
Karen Watkins/Acting Chair

Roll Call
Present  Tracey Howe-Koch  Margo McNeil
Sylvester Bolden  Dave Kreuter
Cynthia Jordan  Tim Schmalz
Jane Kerlagon  Courtney Hinton
Bill Ruppert  Mary Oswald, Secretary
Karen Watkins, Treasurer (Acting Chair)

Absent  Larry McGowan  Toni Burrow
Veronica Morrow-Reel  Lisa Taylor

Staff Present  Dwayne James  Lisa Overholser

Presentations
• Business Plan Review: In the next couple of weeks council members should read the shared business plan and give personal input to Dwayne to share with specialists so that we can come to a final product.
  o Larry suggests coming up with a table of contents. Let us pull it together by June 2, 2017 for the staff meeting the following Monday so Dwayne can share it with the staff.
  o The business plan should be reviewed every couple of years, especially with new members. There is a need to keep this document alive in the minds of our members.
  o Jane K. reminded us that a business plan is critical to applying for any grants.
  o A question was raised on if the Council should have our own 501 c (3) to apply for grants in addition to or up to date business plan. Dwayne advised that the University was moving away from that status.

Approval of Minutes
• Minutes from April 20, 2017 and minutes from May 18, 2017 will be approved at the next meeting.

Reports
• Treasure’s Report by Karen Watkins
  o We have $37,671 in our budget. April’s income was $7,523. Fees by July 1, 2017 revenue generation.
  o Discussion: Melinda was asked to clarify budget spreadsheet. Dwayne suggested we look at the percent of the budget used to get a better idea of available monies, and remove the section “budget available”.

Committee Discussions and Reports
• Finance Committee: We would like to see our expenses on a quarterly basis to help our bottom line, instead of taking a big hit all at once. Quarterly budget review is in Larry’s report.
• Marketing Committee: We need to know who we are! We need to believe in what we do so that we can be the marketing agent. We need to define the term “collaborator”.
  o Discussion: Bill relayed that there are articles in Missouri Gardener and Gateway Gardener that are written by specialists from Extension, but little mention/linkage is made to the additional sources Extension can provide.

Ready for Action
• N/A

Chair Report
• Larry found some recommendations for Melinda to implement with budget versus actual financial statements. It would be good to meet every three months to stay on top of finances.
• Promotion of Extension was given a big boost by a magazine ad promoting motorcycle safety in cooperation with the City of Kirkwood. This brought a room full of people to the first workshop, with people “lining up” for additional workshops. Larry presented check to Kirkwood in recognition of partnership in the course. He is looking to present to a church group who had some members in the first class

County Program Director Report
• Dwayne has been meeting with some mayors and their related Ext. Council member; Mary Oswald in Bellefontaine Neighbors, and Tim Schmalz in University City. Toni will contact the mayor of Ferguson about a meeting. He has heard back from the following County Council members: Rochelle Gray, Hazel Erby, and Dr. Page.
  o Last year we didn’t appear before the County Council; we need to become familiar to them.
• We need to work on a volunteer base to work Council activities.
• Botanical Gardens MOU is still in process. There are questions about the dissolution clause determining what happens to the resources/money. Also, the garden will only be responsible for the volunteers on site.
• STL Day raised $590 for Extension
• Personnel Committee (Support Staff, Extension Employee Options): Monday, May 22 at 3PM Lisa, Toni, Larry, Mary, and Dwayne will meet to organize our council questions for the 3:30 teleconference with Mark Stewart.
• Refer to CPD report for additional updates.

Discussion Items
• How many would like some time off over summer?
  o We will continue with our regular meeting schedule.

Calendar of Events
• August 21, 2017 – StLouisEclipse2017.org
• Sept. 15-17, 2017 - Kirkwood Greentree Festival Volunteers still needed
• Oct. ??, 2017 – Open House
• March 30, 2018 – Annual Dinner

Adjourn
• Lisa Taylor made a motion to adjourn and seconded by Courtney Hinton. Motion passes. Meeting adjourned at 8:05 PM