Larry McGowen, Chair, called meeting to order at 6:07 p.m.

Present at roll call: Larry McGowen, Chair
Mary Oswald, Secretary
Tracey Howe-Koch
Jane Kerlagon
Dave Kreuter
Courtney Hinton

Toni Burrow, Vice Chair
Sylvester Bolden
Tim Schmalz
Lisa Taylor
Cynthia Jordan

Absent at roll call: Karen Watkins
Veronica Morrow-Reel
Bill Ruppert
Margo McNeil

- The council discussed Karen Watkins resignation from the council as of 8/1/17. It was then accepted.
- Larry and Dwayne both tried, unsuccessfully, to contact Karen to determine the reason for her resignation.

Staff present: Dwayne James, Emily Barbee, Melinda Farrar and Leslie Bertsch

Presentations
- Emily Barbee, County Program Director for MU Extension in St. Charles County
  - In 2008, St. Charles developed a non-profit due to reduction in income. They help manage funds for specialists with things such as the "Brick Program" fundraiser. This helped build their demo garden and maintain things all around the property.
    - Toni asked about the fiscal agent fees. Are they 3, 5 or 7%? Emily said that for MU Extension partners, it would be 3%
    - Larry asked if they have an outside organization to do the accounting. Emily said that all accounting is done by their office’s bookkeeper.
    - Sylvester requested St. Charles County’s help in setting up foundation. He mentioned while we want to become a 501(c)(3) organization, it is somewhat difficult. Larry mentioned it is a long and expensive process.
    - Leslie stated the university would take 30% off the top. Dave suggested we go through the St. Charles foundation. He also asked whether St. Charles writes their own grants. He made the suggestion to use grant writers as a source.
    - Leslie stated that Dwayne and specialists could write smaller grants, such as (RFPs).
    - Toni mentioned the MO Grant being three pages and simple.
    - Sylvester asked how the council handles grants for the council and specialists. He wanted to know how to set that up.
    - Dwayne said that this process may opening up more opportunities for us.
Emily explained how St. Charles County operates.
She also talked about The St. Charles Community College and Master Gardeners having a “Dig In” event.

Approval of Minutes
- Dave made a motion to approve the minutes from the July 20, 2017 Council meeting. Jane seconded the motion.

Reports
- Treasure’s Report by Melinda Farrar and Larry McGowen
  - The lease amount and county government budget is almost completed. We need an income of $64,600 for rent. The county pays 8 ½ months of rent for our building. The council will have to pay the remainder of the rent. There was discussion about whether or not to rename accounts for clarification.
  - Jane inquired about using asterisks to explain exceptions instead of renaming accounts.
  - Melinda explained that we are still low on individual gifts. Jane said she is still working on rental property.
  - Larry said the council profit and loss line shows reimbursement from a previous period of time, which throws off the percentage.
  - Dave asked why we use REJIS. Melinda explained that the charge provides the county hookup. This gives us access to the county appropriation in order to pay invoices, etc. The charge is currently $400 a year.
  - Toni asked if there was a notice given for the change in the REJIS schedule.
  - Toni and Jane made a motion to accept the Treasurer’s report. Tracey seconded.

- State Council Report
  - Toni discussed the importance of getting all government types to attend at least one Extension activity. Locally, we need to be showing them what we have to offer. Toni mentioned a staffing model off-campus as well.
  - Dave wanted to do a grant list at the next meeting.
  - In 2021, the State Extension Council will be visiting with all the other counties (over 100). The goal is to get people to know one another. Make contact with the government officials, find out their thoughts, and ask them what they need in their communities.

Committee Discussions and Reports
- **Event Committee**: September 15-17 is the Greentree Festival. We are seeking volunteers.
- The Open House is postponed until April or May of 2018.
- The Annual Dinner is Friday, March 30 2018. Amy Armstrong is the Chair of this event. Bailey Lutz is the Co-chair.
  - There are 8-9 possible speakers for the dinner.
- Legislative Days will be coming. Margo McNeil is the Chair for this event.
- The St. Louis County of Community Engagement invited us to partake in an event on September 9 at West Baptist Church. The event is from 11:00 a.m. to 3:00 p.m.
• We will be purchasing a table at the St. Louis American Event, Salute to Excellence in Education, at the America Center on September 23. Jody Squires will be paying for half of the table.
  o There was discussion between Lisa and Toni regarding how we spend our money when we are trying to save money.
  o Larry asked if spending the $500 was as beneficial as investing in our specialists. Investing in specialists brings in more money for Extension.
  o Cynthia said to choose people wisely to attend the dinner, which will provide a productive outcome for the investment. She said to have a strategy for who to approach at this event and have cards ready.
  o Courtney said MU received the bulk of the scholarship money raised by this event.
  o Jane agreed to set a goal as council with a strategy, get to know what is important and connect.
  o Larry expressed concern for a limited time to plan.
  o Sylvester said to let him handle it. Jane and Sylvester will be getting a list of possible partners to design a payoff strategy.
  o VOTE whether or not to purchase the table for $425: Seven voted yes, four voted no and one abstained.
  o There are currently five seats at the table. (Dwayne, Larry, Dr. Stewart and 2 specialists.)
  o Larry reiterated that we need a strategy before this dinner.
  o Dwayne will do some research with Jody and develop a strategic plan.

Ready for Action
• Dwayne suggested making phone calls for Legislative Days. Per Toni’s request, Dwayne will keep a call log sheet.

Election of Treasurer
• Larry asked if anyone would want to volunteer to take over the Treasurer role since Karen resigned. Courtney to step up but he is leaving soon. Courtney nominated Cynthia to take his place.
• Cynthia was unanimously elected to fill Karen Watkins resigned position from 8/17/17 to 2/28/18.

Chair Report
• Larry talked about the Motorcycle Course on October 21. He wants to do an honorarium for the two teachers ranging from $50 to $100. We place a $125 ad in Thunder Roads Magazine for the course. He will invite the organizers of the course and other Kirkwood residents to our Annual Dinner.
• Sylvester made a motion to pay $100 each to the trainers for the course. Lisa seconded the motion.
• Larry is asking his mayor to find someone to replace him when his term ends.
• Sylvester mentioned the need to retain council members on certain committees when they term out.

County Program Director Report
• The St. Louis County Civil Rights File Review is happening now.
• Dwayne asked to give input on the Business Plan if you have not already.
• Larry discussed the report showing where we need more council members. We need to stress finding a council member to represent the South County area where there are a number of smaller municipalities.
• Dwayne will be in contact with Donna with the South County Chamber of Commerce to discuss potential members from that area.
• Jane mentioned working to get Wildwood to collaborate with Extension financially.

Adjourn
• Sylvester made a motion to adjourn and seconded by Courtney. Motion passes. Meeting adjourned.