Agenda
St. Louis County Extension Council – Business Meeting
Thursday, Sept 21, 2017 – 6:00 PM
132 E. Monroe Ave, St. Louis, MO 63122

Meeting was called to order at 6:05 p.m. by Larry McGowen, chair.

6:00 pm  Call to Order

Present at Roll Call: Larry McGowen, Chair, Cynthia Jordan, Treasurer, Mary Oswald, Secretary
Tracey Howe-Koch, Sylvester Bolden, Tim Schmalz, Lisa Taylor, Veronica Morrow-Reel, Courtney Hinton

Absent at Roll Call: Margo McNeil, Dave Kreuter, Bill Ruppert, Toni Burrow (Excused)
Absent at Roll Call: Jane Kerlagon
Present at Roll Call: Dwayne T. James, Amy Armstrong, Nathan Brandt, Melinda Farrar (Staff)

Additions to Agenda

Presentations
• N/A

Approval of Minutes
• Minutes from the October 20, 2016 Council Meeting were approved upon motion made by Cynthia and seconded by Mary. Veronica, Lisa, Tracey and Cynthia abstained.
• Minutes from the August 17, 2017 Council Meeting were approved upon motion made by Cynthia and seconded by Tracey.

Reports
• Treasurer’s Report from Dwayne James
  o 70% of the income from the St. Louis County appropriation budget is used. The bulk of the expenses are for the administrative staff.
  o 79% of our St. Louis County Appropriation budget has been spent.
  o 94% of the rent budget expense from the appropriation has been used. The council will now be responsible for paying the remaining rent.
  o There has been an improved savings on supplies in the office. The insurance went down by 33%. The travel mileage improved by 26%.
  o There will be a final check sent from campus for mileage, sometime in October from campus.
  o Veronica made a motion to accept the budget information. Sylvester abstained. The motion was approved to accept the budget information.
• Regional Council Report  No New Report
• State Council Report  No New Report

Committee Discussions and Reports
• Events Committee
  o Greentree Festival- Amy requested feedback from the workers. There will be a summary of comments at the next council meeting.

Executive Session: This meeting may include a vote to close part of the meeting pursuant to Revised Statutes of Missouri 610.021 and 610.022 and a subsequent executive session.
Salute to Excellence - Larry inquired about whether there was a plan in place for our outreach. Dwayne indicated there was a plan in place and he would send it out on Friday morning, September 22. Blake Naughton, Associate Vice Chancellor of Division of Extension and Engagement, will attend with Dwayne, Jody, Dave Kreuter, Cynthia, Julie Middleton and Terry. The plan is to outreach to all schools that attend this program.

Legislature Outreach - Dwayne reminded everyone to make contact with his or her legislators. There is a letter available for council members to use. Send information to Amy to get letters out.

Open House - The next Open House will be May 5, 2018. More information to come.

Annual Dinner - The next Annual Dinner will be March 30, 2018. More information to come.

Finance Committee
- Program Support Funds - There are changes with the support funds for travel. In 2017, St. Louis County received a program support payment for $23,000. In 2018, the payment will be an estimated $11,583. In 2019, those funds will end.
- Council will need to determine how to replace those funds.
- Statewide Travel System -
  - Campus will give the council 30% of the estimated expense of just the travel costs for the office. This does not include the cell phone subsidy reimbursements given for the staff. The estimated reimbursement from campus is $3,000.
  - Campus is trying to equalize reimbursement costs amongst all the counties. Some counties were only giving small percentages of reimbursements per mile. This new system will allow for an equal distribution throughout the state in all the counties.
  - Each County Extension Council is now being required to sign a MOU document. Council needs to submit for legal review to campus by October 1.

Ready for Action / Action Items
- MOU with Bi-State Development Agency (Tentative) - Council decided they are not the people to sign this MOU. They are looking to preserve funds associated with this MOU process.
- Athletic Ambassador Appointment -
  - Sylvester and Toni have volunteered. Cynthia made a motion to make Sylvester the “lead” or “primary” ambassador and Toni the “secondary” or “alternate” ambassador. Courtney seconded the motion. The motion passed unanimously.

Chair Report
- Larry told the council that he and Dwayne met with the three administrative support staff for a yearly evaluation. Amy, Janie and Melinda, expressed gratitude for what the council has done for them.

County Program Director
- Dwayne discussed the vacancies coming up in the council. We currently have 14 members, but we can have 20. Four members will be terming off in March, which means we need to recruit new council members.
- Dwayne, Lisa and Veronica attended the St. Louis Community Festival at the West Side Missionary Baptist Church on September 9. It was a great partner event with St. Louis County Government. They met with Steve Stenger and got a picture.
In the future, we really need to pay attention to making sure that our marketing and promotional materials and banners represent all members of the community. We need diverse materials when outreaching.

- Dwayne attended a meeting with Oakmont Townhomes (located in Ferguson) and they inquired about services we can provide for them. They want to convert one of the townhomes into a youth and family resources center to offer tutoring and other classes. He is working to see what partners can get to help with their request.

- Dwayne informed the council that his title would be changing to County Engagement Specialist. Dwayne asked the council to give their feedback to campus on the staffing changes.

- The Urban region will be likely facing changes. There will likely be a split to make an Urban East and Urban West. Jody Squires will become the new Regional Director for the Urban East. Cindy Zluticky will be the Regional Director for the Urban West.

- The first MOU for the Extension Council is due for legal review on October 1. The final is due on October 15.

- Nathan, Dwayne and Larry will meet with the Master Gardeners Chapter Advisory sub-committee to discuss finalizing the MOU for the Master Gardeners. A date is not yet determined.

**Discussion Items**

- **Nathan**- Invited all the council members to drop in to any of his classes at any time to see what he is doing. He also said that there will be a New Master Gardener program starting and anyone interested should contact Holly by September 30.

- **Veronica**- Many programs are associated with MU Extension that we need to try to cross-market in the future, such as with the “What’s Brewing? Events.”

- **Sylvester**- People need to be aware to take advantage of the Neighborhood Leadership Academy.

**Announcements / New Business / Other**

**Adjourn**- The meeting adjourned at 7:30 p.m. with a motion made by Lisa and seconded by Cynthia.

**Calendar of Events**

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<tr>
<th>Event Type</th>
<th>Date</th>
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<tbody>
<tr>
<td>Next Business Meeting</td>
<td><strong>October 19th at 6:00 pm</strong></td>
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<tr>
<td>Other</td>
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<tr>
<td>March 30, 2018</td>
<td>Annual Dinner</td>
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<tr>
<td>May 5, 2018</td>
<td>Open House</td>
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