Minutes
St. Louis County Extension Council – Business Meeting
Thursday, November 16, 2017 – 6:00 PM

Saint Louis County Extension Office
132 E. Monroe, Kirkwood, MO 63122
*This is an open meeting in which the public can attend.

The meeting was called to order at 6:00 p.m. by Larry McGowen, chair.

Present at Roll Call: Larry McGowen, Chair       Cynthia Jordon, Treasurer       Tracey Howe-Koch
                      Mary Oswald, Secretary     Sylvester Bolden            Jane Kerlagon
                      Dave Kreuter                Veronica Morrow-Reel        Margo McNeil
                      Lisa Taylor                Bill Ruppert                Tim Schmalz

Absent at Roll Call: Toni Burrow, Vice Chair (Jefferson City)

Staff Present: Dwayne James, CPD       Melinda Farrar, Bookkeeper
               Angie Kaiser, FNEP

Guests Present: Ralph Bruns, Rob Rambo

Additions to Agenda: A motion made by Veronica and seconded by Cynthia approved the decision to re-arrange the agenda so the council can vote on pending items. Certain members had to leave early.

Presentations
- 2018 Budget Presentation by Dwayne:
  - Budget is due in March of 2018. It can be voted on in January, but we need to discuss this now.
  - We are looking for partnerships.
  - We need to make up $10,000 in programs that were offered in 2017, but not scheduled for 2018. These include Beekeeping, Tackling the Tough Skills, and Weekend Learning.
  - We need to develop budget for 2018.
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- Reimbursement from collaborating programs for support services.
- We are looking to expand through marketing and other additional sites.
- We are increasing the rental fee slightly in 2018.
- There will be a decrease of $15,000 for programming support, which will be offset by $2,000 for travel.

- Larry would like to see actual budget, instead of proposed budget.
- Cynthia asked if the council would take the lead to make contacts to expand and fill the budget, so it is not the sole responsibility of the staff.

Approval of Minutes

- A motion made by Cynthia and seconded by Dave approved Minutes from the 9/21/17 Council Meeting.
- A motion made by Dave and seconded by Veronica approved informal Minutes from the 10/19/17 Council Meeting. Lisa abstained.

Reports

- Treasurer’s Report
  - Cynthia- We do have a considerable amount of rent. As council members, we need to support filling the holes in our budget.
  - Melinda- We are getting down to the end of our budget allotments. We are aiming for a positive number in the end.
  - Larry- We need to be explaining to guests how the council operates financially. (i.e.: County Government and Council Budget)
  - Dwayne- The auditor is concerned that we hold money in our accounts that are not actually income/our money.
  - Larry- We need to get the Master Gardeners their own bank account since we hold their funds.
  - Jane: We need to be clear that we are the fiscal agent for the Master Gardeners.
  - Cynthia- Thanks to Melinda for keeping all of our funds straight.
  - Larry- We need to consider moving the $172,000 in the checking account to some CD or investment account.
    - Banking could be more convenient by changing to a bank that is closer to our facility.
    - Credit Unions/Banks
      - Veronica- It’s worth looking into.
      - Cynthia- Interest rates are due to go up next month. We could look into a bank like Commerce Bank. U.S. Bank is moving away from smaller entities.
      - Dwayne- Do you want Melinda and I to investigate these banks?
        - Questions and concerns will go to Dwayne.
o Cynthia - We want a bank that will support our organization.
o Jane - What about a sponsorship?
  ▪ How much money do we need to have in the bank to maintain some sort of sponsorship?
  ▪ In response to the auditor’s findings, are we a profit organization or non-profit?
o Cynthia - Will we have things like remote deposit available to us?
o Larry - We want Melinda to be able to ask questions since she is not on the account.
  ▪ New laws are in place.
  ▪ Have the banks give us some kind of written proposal.
o Dwayne - Executive board meeting will be in December.
o Melinda - We will be moving money before the end of the year.
o Larry - We should be keeping $60,000-$70,000 in our checking account. We could easily move $100,000 for a better investment circumstance. (Possibly Edward Jones)
o Cynthia - Who could give us a line of credit?
o Dave - We need to make a motion to have an Executive Council meeting in December to make recommendations to the council on what to do with the monies and banking.
o Jane - We need to revisit what is in our reserves.
o Dave and Larry - I think our reserves are adequate.
o Dave - I make a motion to authorize the Extension Council to establish a new banking relationship and invest $100,000 into a higher interest paying investment.
  ▪ A motion made by Dave and seconded by Tracey was passed to authorize the Council to establish a new banking relationship and invest $100,000 into a higher interest paying investment.
  ▪ Dave, Tracey, Cynthia, Veronica, Jane, Tim, Larry, and Mary were present for this motion.

- Regional Council Report
  o None

- State Council Report
  o None

Committee Discussions and Reports

- Events Committee
  o We have two possible speakers for the Annual Dinner. Dr. Choi or Dr. Sam Page. It is going to be a $35/person requested donation, as well as $275 for a table of eight.
  o The holiday luncheon is December 4.
  o Legislative Day is February 28, 2018.
Ready for Action / Action Items

- Service Agreement with Bi State Development
  - Kiosks at North Hanley and Wellston Station with Bi-state costs $3,512. A motion made by Tracey and seconded by Lisa approved this agreement. Cynthia abstained from voting.

- MOU with MU Extension
  - $2,000 as part of travel agreement (Accepted)
  - 4-H Youth Educators (We are paying a part of their salaries.) (Accepted)
  - This agreement is a consolidation of past individual agreements. (Accept)
  - We are not accepting the offer for our employees to become part of the university staff. (Accepted)
  - A motion made by Bill and seconded by Veronica approved the MOU with Extension. Jane abstained from voting.

- MOU with St. Louis Master Gardener Chapter
  - Brief discussion regarding co-branding with our partners as a future focus.
  - A motion made by Cynthia and seconded by Bill approved the MOU with the St. Louis Master Gardeners. Jane abstained from voting.

County Program Director Report

- Lisa Overholser is support from Council to go after a grant. Council didn’t see an issue with supporting grant.

Discussion Items

Announcements / New Business / Other

Adjourn

- The meeting adjourned at 7:45 p.m. with a motion made by Cynthia and seconded by Dave.

Calendar of Events

- Next Business Meeting: February 15 at 6:00 pm at 132 E Monroe Ave

Other
- March 30, 2018 – Annual Dinner
- May 5, 2018 – Open House