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.

Minutes

St. Louis County Extension Council – Business Meeting
Thursday, February 15, 2018 – 6:00 PM
132 E. Monroe Ave, St. Louis, MO 63122

*This is an open meeting in which the public can attend.

Larry McGowen, Council Chair, called the meeting to order at 6:00 p.m.

Present at Roll Call:
Larry McGowen, Chair
Sylvester Bolden
Tracey Howe-Koch
Jane Kerlagon
Dave Kreuter
Veronica Morrow-Reel
Mary Oswald, Secretary
Rob Rambaud
Bill Ruppert
Tim Schmalz

Absent at Roll Call:
J. Toni Burrow, Vice Chair
Courtney Hinton, (Arrived by 6:15 p.m.)
Cynthia Jordan, Treasurer
Margo McNeil
Lisa Taylor

Staff Present:
Dwayne James, CPD
Melinda Farrar, Bookkeeper
Amy Armstrong, Communications
Claire Wolff, Community Development

Guests Present:
Eric Stopp, Auditor

Additions to Agenda: None

Presentations

- 2016 Audit & 2017 Audit Engagement Letter
  - Eric emphasized the need to get back to doing our audit on a timelier basis.
  - There was discussion on how to report the fiduciary funds from the St. Louis City.
  - There are also questions about the Master Gardener program funds that we are now handling.
  - Larry explained that moving forward into the 2017 audit, we would have fund columns broken down for St. Louis County, St. Louis City, and the Master Gardener funds. This will be discussed further when we discuss our budget.
  - The groups we are holding funds for should be able to see a report as to how we are managing their activity. We can utilize our own system for easier reporting to show which activity belongs to the various organizations.
  - The St. Louis County Appropriation fund will be in its own column.
  - While QuickBooks may be weak on the class coding, the auditor thinks the system is fine to use for our purpose.
  - Stopp and Vanhoy has provided us with a second draft. Dwayne’s signature will be required to designate that this is a final draft of the audit report.
    - A motion made by Dave and seconded by Bill accepted the 2016 audit draft, which gave permission for Dwayne to sign.

Additional Information from Audit

- Within the next sixty days, Larry would like to see the agreed upon process for fiduciary funds sent in writing to the audit firm for clarification and approval.
  - Jane: Give to Master Gardeners for them to have a better understanding of how their funds are tracked.
  - Larry: The Engagement Letter determines the beginning of the audit for 2017 in April.
  - Eric: A conversation needs to take place with Kevin Hansen from the university regarding the closing of the books. No audit can occur once the books are closed.

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A motion made by Veronica and seconded by Tracey accepted the request to retain Stopp and Vanhoy as our auditors.

- Claire Wolff presentation on Community Development Programs
  - Neighborhood Leadership Academy: The cost is $425. While this program is a money generator, she would like to see more partnerships to provide scholarships for this program.
  - Neighborhood Leadership Fellows concentrates on the Promise Zone in St. Louis City and County. This program focuses on education, trainings, collaborative learning, mentoring, and networking.
  - Creating Whole Communities: There is a What’s Brewing Series, which represents art and culture in different communities. These workshops are free.
    - Veronica: Banks are starting to tap into “Creating Whole Communities” and “What’s Brewing?”
  - Community Policing: This program is in the developmental stage. It has not launched yet.
  - Suggestions for topics:
    - How to apply for a State Board or Commission
    - Trust building in communities
    - Funding Your Neighborhood Projects
  - Tracey: Asked if there a list somewhere of upcoming presentations for “What’s Brewing?” Claire will send contact information.
  - Tim: Is it possible to reach out to some of the graduates from your program for additional service needs? Dwayne and Claire will look into providing that information.

Approval of Minutes
- A motion made by Courtney and seconded by Dave approved the January 18, 2018 meeting minutes.

Reports
- Treasurer’s Report
  - Larry addressed the 2017 report on the balance page. The $81,699.50 represents $40,000 from our council and $41,000 from our partner entities.
  - Tracey asked if we ended in a positive, but next year’s budget starts with a negative. The answer is yes.
  - There were no questions on the January 2018 budget pages.
  - A motion made by Courtney and seconded by Veronica approved the 2017 budget report and January 2018 budget report.
- State Council Report
  - None

Committee Discussions and Reports
- Events Committee
  - Annual Dinner
    - Presented draft brochure for annual dinner and additional activities.
    - $35/ticket or $275/table of 8
    - All speakers have been confirmed.
    - Fish will be an option since it is Good Friday.
    - Veronica challenges each board member to have a table purchased.
  - In general, we are working on being at several different venues to promote our events and MU Extension as a whole.

Ready for Action / Action Items
- 2018 Budget Approval
  - The student fees are a little lower than last year, but we should be able to make that up.
  - Administrative Support Fees are for our three support staff members in the office.
  - We have added another location at the Ferguson Community Empowerment Center, which will help.
  - We have stable rental income with the STL Real Estate group. We are looking to get more.
  - University program fees are $15,000 less than last year.
  - Individual Gifts - We are asking each council member to ask a $15 monthly donation from someone for Extension. Dwayne asked to add $4,000 to the budget from this to our advertising budget. Currently, the advertising budget is $920. The council had no objection.
    - Do not forget about Give STL Day on May 2.
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- $25,599 will be the new budget amount. That will start us in the red. Larry asked if the council is prepared to accept this.
- A motion made by Veronica and seconded by Courtney approved the 2018 budget changes.
- **2018 Strategic Plan Resolution**
  - Dwayne requested to wait until April to approve the Strategic Plan when the new council takes position.
  - Bill suggested looking into “Healthy Planet” to promote MU Extension.
  - Bill suggested using an “Elevator Speech” in the Strategic Plan.
- **Executive Committee Nominations**
  - Dave nominated Cynthia and Mary to stay in current positions. Mary declined staying as secretary.
  - Dave was nominated for Chair.
  - Sylvester was nominated for Vice-Chair. Bill declined his nomination.
  - Veronica was nominated for Secretary.
  - Cynthia was nominated to remain Treasurer.
  - Voting will take place at the March 15, 2018 meeting.

**Chair Report**

- Larry McGowen, *Chair*
  - Dwayne and Larry met with mayors and encouraged the mayors of cities with over 10,000 to send a representative.
  - Webster Groves showed interest. Bill will contact the Webster Groves mayor for additional encouragement. Jane will contact an individual she knows from Webster Groves to express interest to the mayor to be a council member.
  - We have six new people on the council. Four are terming off so we are gaining two.
  - We do have potential to gain new appointed members throughout the year.
  - Everyone is invited to the meeting with Jo Britt Rankin and the County Council on February 20 at 4:30 p.m. in Clayton.

**County Program Director Report**

- Dwayne T. James
  - Dwayne invited the council members to attend some of the various classes that our specialists offer. This would help them understand what the specialists do and how the council can help.
  - Nathan Brandt will be leaving us on March 10. That means we have two openings for Horticulture. The position is also open in St. Charles.
  - Margo will not seek reappointment to the council for another two-year term. Her schedule is too busy and she did not have the time needed to commit.

**Discussion Items**

- Sylvester presented the council with a MIZZOU flag. He thanked us for electing him as the Athletic Ambassador. He passed out yard signs for MIZZOU and other promotional material.

**Announcements**

- Bill and Dwayne will meet with the Kirkwood mayor on February 27 regarding the lease of our current office.
- The meeting adjourned at 8:09 p.m. with a motion made by Sylvester and seconded by Tracey.

**Calendar of Events**

- **Next Business Meeting**  March 15, 2018 at 6:00 p.m. at 132 E. Monroe Avenue
  - March 30, 2018 – Annual Dinner
  - TBD – Open House