Call to Order

Dwayne T. James, County Program Director called the meeting to order at 6:00

Dwayne requested we go around the table and introduce ourselves for the sake of the new members attending the meeting.

Present at Roll Call:

- Sylvester Bolden
- Eugene Frank
- Tracey Howe-Koch
- Cheryl Jordan
- Cynthia Jordan
- Jane Keriagon
- Gretchen Luke
- Dave Kreuter
- Veronica Morrow-Reel
- Mary Oswald
- Rob Rambaud
- Bill Ruppert
- Lisa Thompson
- Ken Truemper

Absent at Roll Call:

- Maria Gianino
- Tim Schmalz
- Wicky Sleight

Staff Present at Meeting:

- Dwayne T. James, County Program Director
- Melinda Farrar, Bookkeeper
- Amy Armstrong, Communication Associations
- Millie Miller-Hoover, Business Development Specialist

Guest: Larry McGowen, former Chair

Swearing In of new Council Members

Amy Armstrong administered the oath to our new Council Members.

Presentations

- Jo Britt-Rankin, Associate Dean & Extension Professor, gave an audio presentation of the steps the Campus leadership has taken and changes that have been made to try to help Extension programs across the state with effective delivery of programs. She highlighted 3 challenge areas: Education, Economic Development and Health and shared various ways programs will be delivered such as on line courses, high tech learning with local facilitators, hybrid classes, face to face classes etc. She also mentioned a new staffing plan that will be put in place that would affect 206-211 actual employees but they were budgeting for 230. She also mentioned the change in title from CPD positon now called County Engagement Specialist. She encouraged us to send our ideas and said they were listening to faculty and those that use our programs to see what they would like to see in the way of course offering and ideas.

  - Dwayne T. James said the staffing plan was shared with St. Louis County and they are excited about it. The staffing plan will be shared with the entire council. Our staff will be doing basically the same thing. The only difference is that Claire Wolfe has been assigned to the city. Jody Squires will be spending more time in Columbia as the Region East Urban Director.

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.
Millie Miller-Hoover, *Business Development Specialist-PTAC*, spoke about her program. There are two main components to what she does: SBTDC-Small Business Technology Development Centers and PTAC-Procurement Technical Assistance Centers. The first, SBTDC works with anyone seeking to create their own small business. SBTDC works with them in three phases: 1) concept to startup, 2) growth to maturity, 3) maturity to succession. This includes some of the following aspects: how to start a business, how to find financing, marketing, hiring staff, just to name a few. Under PTAC they teach Missouri Businesses how to bid for & obtain and perform Federal, State and Local Government contracts. This includes selling to the government, export products competing with foreign manufacturers just to name a few. Millie highlighted a few other aspects of what she does, which also includes working with military and working with agencies such as NGU and others. Her position and program are funded by a grant from SBA-Small Business Administration.

**Ready for Action / Action Items**

- **Executive Committee Elections**
  The Executive Committee was nominated at the last Council meeting with the exception of Treasurer. Cynthia Jordan has decided not to retain this position. She thanked the council, Larry and Melinda and reminded council members she took it as an interim position for the one year. It was then mentioned that the Secretary could also serve as Treasurer. Therefore the following individuals will serve as the Executive Committee of Officers: Dave Kreuter, Chair; Sylvester Bolden, Vice-Chair; and Veronica Morrow-Reel as Secretary/Treasurer. Cynthia Jordan made the motion to accept the slate of officers and Ken Truemper 2nd the motion. All present were in favor. The three new Board member were administered the other of office by Amy Armstrong.

- **Bank Resolution – Officers**
  A new resolution must be submitted to our financial institution(s) for who can sign checks. Cynthia Jordan made the motion to approve the resolution which was signed by the new Chair and Secretary. Tracey Howe-Koch 2nd the motion. All present were in favor.

**Approval of Minutes**

- **Business Meeting – February 15, 2018**
  Dave Kreuter, Chair asked for a motion to approve the minutes from the February 15, 2018 Council Business meeting. Cynthia Jordan made the motion to approve the minutes and Sylvester Bolden 2nd. All present were in favor.

**Reports**

- **Treasurer’s Report**
  Melinda Farrar, *MU Extension Council Bookkeeper*, gave a brief presentation for the sake of our new Council members of where we get our funding from; St. Louis County and University of MO-Columbia. Financial statements were provided to each member for review in our packets. Dave Kreuter requested a motion to approve the Treasurer Report. Bill Ruppert made the motion to accept the Treasurer report and Tracey Howe-Koch 2nd. All present were in favor.

**Committee Discussions and Reports**

- **Committee Assignments**
  Dave Kreuter called for Committee Discussion and Reports. Dwayne T. James state that a sheet showing all committees was being circulated. He asked each member to
sign up to serve on committees. The committees are as follows: By-Laws, Events, Finance, Marketing and Personnel.

**Chair Report**

There was no Chair Report

**County Program Director Report**

Dwayne T. James

- Annual Dinner: Dwayne T. James reminded us of the Annual Dinner and a brief rundown of the program planned for the evening. Amy said we had around 160 replies. Dwayne is encouraging members to plan to attend.
- Dwayne also asked all the new Council members if they would reach out to him so he can have a one on one with them regarding the council.

**Discussion Items**

- **2018 Strategic Plan Resolution** - this was given to each council member to review and prepare for any questions they have, and will go on our next month’s meeting agenda.

**Announcements / New Business / Other**

1) Tracey Howe-Koch mentioned on April 29, 2018 St. Louis Symphony will be performing compositions from MIZZOU composers.
2) Bill Ruppert will host a meet the candidate at his home: 1328 Forest Avenue, on Saturday April 14, 2018 at 9:00. The candidate is Mark Mantovani, Democrat for County Executive.
3) Veronica Morrow-Reel invited the Council to participate in a Poverty Simulation put on by the Metropolitan St. Louis CRA Association on May 16 at the New Northside Family Resource Center on Goodfellow near West Florissant.
4) Sylvester mentioned the staff at the Danforth Plant Science Center are extending an invitation to all Council members to visit their location to learn more about initiatives they are doing regarding food.

**Adjourn**

Dave Kreuter called for a motion to adjourn the meeting. Ken Truemper made the motion to adjourn and Mary Oswald 2nd. All present were in favor.

**Calendar of Events**

**Next Business Meeting - April 19, 2018**: Tentative Agenda Items
- Financial Advisor
- Transfer of Checking Account

**Outreach Events**

- March 30th - Annual Dinner
- April 14th - Kirkwood SD Expo
- May 2nd - giveSTLday
- May 2-5th - Storytelling Festival
- May 5th - Spanish Lake Fair
- May 18th - NCI Breakfast
- June 8-10th - Fair U City
- Oct TBD - Open House