Minutes
St. Louis County Extension Council – Business Meeting
Thursday, April 19, 2018 – 6:00 PM
132 E. Monroe Ave, St. Louis, MO 63122
*This is an open meeting in which the public can attend.

6:00 pm Call to Order
Dave Kreuter, Chair called the meeting to order at 6:00

Present at Roll Call:
Sylvester Bolden  Wicky Sleight  Lisa Thompson
Eugene Franks (by phone)  Cheryl Jordan  Dave Kreuter
Rob Rambaud  Gretchen Luke  Ken Truemper

Absent at Roll Call:
Jane Kerlagon (arrived at 6:10)  Mary Oswald (arrived at 6:15)
Cynthia Jordan (arrived at 6:15)  Lynn Squires (arrived at 6:35)
Tracey Howe-Koch  Tim Schmalz  Veronica Morrow-Reel  Bill Ruppert

Staff Present at Meeting:
Dwayne T. James, County Program Director – Note Taker
Melinda Farrar, Bookkeeper
Doug Swanson, Labor Education Specialist

Presentations
• Doug Swanson, Labor Education Specialist, spoke about his program.
  o Coordinate bringing in speakers as part of labor law breakfast. The LLB fee
    raised from $15 to $20 this year. Registrations comes with bagels, etc. The
    speakers relate to labor topics. Participants include union reps and union
    officers. Recently started advertising continue education classes for lawyers.
    The registrations has gone up around 14-16% over the last few years.
  o Putting on a couple of programs in May and June for continuing education
    classes for lawyers. Looking to charge nominal amount.
  o Also following up on the opioid epidemic with Rob Russell (Labor Ed
    Program Director), Mannie Hall (Continuing Medical Education Director)
    Jody Squires and many others.
  o Ken Truemper suggested council members attend the breakfasts (that they are
    free to council members) and Sylvester Bolden talked about offering
    additional classes.
  o Doug is also hoping to get a date nailed down for next March’s conference
    based on the success of the past conference held in cooperation with UMSL.

Jane Kerlagon, Mary Oswald, and Cynthia Jordan arrived

Approval of Minutes
• Business Meeting – March 15, 2018
  Dave Kreuter, Chair asked for a motion to approve the minutes from the March 15,
  2018 Council Business meeting. Cynthia Jordan made the motion to approve the
  minutes and Ken Truemper 2nd. Jane asked that the spelling of her name be
  corrected. All preset were in favor of approving the minutes as corrected.
Reports
  • Treasurer’s Report
    Melinda Farrar, MU Extension Council Bookkeeper, provided a summary of the month’s accounting. She highlighted that the percentages were high in some categories because of additional expenses associated with Master Gardeners that were not considered as part of the initial budget. She mentioned that since this was our first year doing their accounting, we are in a bit of a learning year.

  • Dave suggested that page numbers be added to the agenda packet.

Dwayne provided an overview of the funding structure associated with the budget. He asked everyone look at his CPD Memo to get an overview of all that is involved with finances for the council including the county appropriations, program fees/expenses, campus funding, and the accounts that are part of the accounting of the council however not owned by the council (Master Gardeners, Master Naturalists, St. Louis City Extension office).

Melinda mentioned that program revenue might be effected slightly with some positions not filled currently like Horticulture Specialist. Dave requested that we add an agenda item to the next month’s meeting to discuss the horticulture specialist position.

Lynn Squires arrived

Committee Discussions and Reports
  • Committee Assignments
    Dwayne provided an overview of the committee responsibilities and scope. Mary Oswald said that she is working to find a time that would be good for the Event Committee members to meet. Dave asked that all Chairs work to find a time to meet.

Chair Report
  • Dave Kreuter
    Dave mentioned that he will be meeting with Dwayne and Jody Squires, Regional Director for the Urban East.
    As it relates to meeting time for the Council Business Meeting, Dave asked that all council members provide Dwayne with what time is best for the meetings to start.

County Program Director Report
  • Dwayne T. James
    Dwayne referred everyone to his CPD memo discussing the 2018 Strategic Plan, the Financial Structure Overview, Council Committees, and giveSTLday. Dwayne also provided a sheet to help council members engage others to support MU Extension on giveSTLday.

Discussion Items
  • N/A

Announcements / New Business / Other
  1) Sylvester provided an update on his role as Athletic Ambassador. He said that he will have an update at the next business meeting.
  2) Wicky asked for directions to Saturday’s orientation session. They were provided.
  3) Gretchen asked for more information about events and programs. She was informed that the events committee will provide more information as the dates get closer. The website was also shared as a resource.
  4) Sylvester suggested we advertise to UMSL students. Dave suggested we learn to simplify our message on how to market Extension vs MU vs UMSL.

Adjourn
  Dave Kreuter called for a motion to adjourn the meeting. Mary Oswald made the motion to adjourn at 7:14 pm and Jane Kerlagon 2nd. All present were in favor.