Minutes
St. Louis County Extension Council – Business Meeting
Thursday, September 20, 2018 – 6:30 PM
132 E. Monroe Ave, St. Louis, MO 63122
*This is an open meeting in which the public can attend.

Present at 6:30 Roll Call:
Dave Kreuter          Mary Oswald          Tim Schmalz
Tracey Howe-Koch      Rob Rambaud          Wicky Sleight
Gretchen Luke         Lisa Thompson

Absent at Roll Call:
Sylvester Bolden      Maria Gianino          Ken Truemper
Eugene Frank          Cynthia Jordan        Lynn Squires
(Arrived at 6:46 PM)
Cheryl Jordan         Jane Kerlagon

Staff Present at Meeting:
Dwayne T. James, Urban County Director – Note Taker
Melinda Farrar, Bookkeeper
Vince McKinney, 4-H Educator

Guests:
Kristin Sellers, CPA, a representative from Stopp & VanHoy
Nancy McCain

Presentations
• 2017 Audit Report - Kristin Sellers, CPA, a representative from Stopp & VanHoy, provided an overview of the 2019 Audit. She commented that there were no glaring issues presented this year. Dave asked about the format of the financial reports. Kristin noted the updated format distinguishing the different fund sources really helped.
• Guest Specialist - Vince McKinney, 4-H Youth Development Educator, provided an overview of himself and his duties with Extension. Highlights of his presentation include:
  o 6 years working with MU Extension having started at as part time employee (10hrs/week)
  o He works with St. Louis Public Schools, St. Louis Public Libraries, Ferg-Flor School District, National Society of Black Engineers (NSBE) and other organizations to provide robotics which includes teaching students coding at an early age
    ▪ 3rd through 8th grade mostly
    ▪ Some high school
  o The demand is growing higher; recently completed contract with North County Technical School
  o Lisa - How does a school get a contract?
    ▪ Vince – We provide an 8-week program which includes eight 1-hour sessions. We provide the computers and robot materials. We also invite
parents and friends to come at the last class to see what they are doing. We do have some schools that parents pay but mostly schools pay.

- Lisa – What is the typical cost?
  - Vince - $1000 for an 8 week session of no more than 20 students
- Mary – Do we have the people to expand?
  - Vince – we need more help. We can use volunteers
- Mary asked about NSBE – Vince said that we meet with them every third Saturday
- Vince responded to Gretchen’s question about when by saying that they are offered before, during, after or on Saturdays

_Eugene Franks arrived a 6:46 PM – Quorum Achieved_

- Rob - What does an 8-week session entail?
  - Vince - They build a robot from a kit in addition to doing some basic programming then move on to sensors and more complicated tasks. We do have steps to move them up a STEM trajectory and to pass them on to other STEM programs in the area. The robotics program concludes with a certificate ceremony.
- Vince mentioned the competition that Storman group went to and won this past year.
- Tim asked about duplicating services and purchasing additional kits. Vince and Dwayne responded that it was possible with volunteers. Volunteers go through a volunteer process.
  - Tim asked about working with other universities.

**Consent Agenda**

Wicky made a motion and Tracey seconded to approved the consent agenda which included the following items: Minutes of the Business Meeting – August 16, 2018; Treasurer’s Report; County Program Director Memo; and Veronica Morrow-Reel Resignation. Motion passed unanimously.

**Ready for Action**

- **2017 Audit** - Wicky made a motion with a second by Rob to accept the 2017 Audit Report. Motion passed unanimously.
- Dave nominated Gretchen Luke to fulfill the remaining term for the Treasurer and Secretary positions vacated by Veronica’s resignation. Gretchen accepted. Wicky made the motion with Tracey seconded for Gretchen to serve on those positions. Motion passed unanimously.
- Gretchen made the motion with Wicky to approve the Amended MOU with MU Extension for the addition of the 4-H Educator. The educator will provide robotics programming with schools. Their salary is offset by the revenue from this program. Motion passed unanimously.

**Committee Reports**

- **Events** – Dwayne provided an overview of the events committee including the upcoming Open House social and sharing that the committee is looking at dates for the Presidential Engagement Fellows Speaker Issues Forum.
- **Finance** – Gretchen provided an overview of the finance committee meeting sharing that members are looking at the budget schedule and considering efforts to develop a financial stability plan which includes a fundraising / capital campaign.
- **Marketing** – Sylvester shared an overview the marketing committee which included upcoming training, looking at the zip codes of our past participants, and working on the message mapping.
• Personnel – Dave and Dwayne shared that the annual evaluations of the operations team were conducted in August. Dwayne shared that Rob took part in the evaluations and if council member would like to see the evaluations to contact him.

Regional Council Report – Mary and Rob reported on the upcoming training offered by the regional council. They shared that this is a chance to learn about Social Entrepreneurship in addition to meeting council members from St. Charles County and Jefferson County.

Chair Report – Dave reported that he talked with Eugene Franks to see if he was interested in talking with landlord and brokers to discuss options about lease and options associated with maybe moving locations. Eugene said he agreed to serve in that capacity. Rob suggested that he be sure to have connections with people in the office to see what is needed in a facility. Tim added that there is also a marketing committee approach to consider and Gretchen offered that the finance committee be provided with updates as they are looking at budgets and financial forecast. Dave mentioned that Eugene will do the preliminary investigation and additional council members and staff will be included once the initial discussions are had.

Discussion Items
• Update on Opioid program(s) – Dwayne provided an update on the Opioid Conference; sharing that the plan is for the conference to be help in early January at UMSL. Dave suggested that the committee see about including St. Louis Council Chair Sam Page in the program.
• Council Sponsored Programs – Dwayne shared that this was mentioned in his CPD report.

Announcements / New Business / Other – Dwayne reminded everyone that the October meeting will be at the Creve Couer Government Center.

Rob made a motion to adjourn at 7:29 PM. Tracey seconded. Motion passed unanimously.