Minutes

St. Louis County Extension Council – Business Meeting
Thursday, October 18, 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
- Wicky Sleight
- Lynn Squires
- Lisa Thompson
- Mary Oswald
- Gretchen Luke
- Cheryl Jordan
- Rob Rambaud
- Ken Truemper
- Bill Rupert

Absent at Roll Call:
- Maria Gianino
- Eugene Frank
- Cynthia Jordan
- Jane Kerlagon
- Sylvester Bolden
- Tracey Howe-Koch
- Tim Schmalz

Staff Present at Meeting:
- Dwayne T. James, Urban County Director
- Amanda Meek, Field Specialist in 4-H Youth Development

Guests:
- Nancy McClain

Consent Agenda:
Ken made a motion and Wicky seconded to approve the consent agenda which included the following items: Minutes of the Business Meeting – September 20, 2018; Treasurer’s Report; and County Program Director Memo. Motion passed unanimously.

Presentations:
- Guest Specialist – Amanda Meek, Field Specialist in 4-H Youth Development, provided an overview of the 4-H Program. Highlights of her presentation include: The four (4) “H’s” in 4-H are Health, Heart, Hand, and Head, and the purpose is to connect adults to children to teach leadership, public speaking, and provide hands on learning. The 4-H program includes several community clubs, which usually meet one time per month.
  - Special Interest (SPIN) clubs are shorter term, e.g. 6 hrs – G.H.O.S.T. Project, Storytelling.
  - Girls tech challenges – high school mentors teach coding. Grant over summer.
  - Science Matters – grant through Bayer
  - Agriculture –conference, St. Louis Community College, bio field trip
  - Marshal Mentor Program – anti-bullying program with Marshal the miracle dog; presented in Ohio at national conference
  - Healthy Habits grant – Walmart?, 400 kids about nutrition, 6 hours, 2nd-12th grade, needs locations
  - STEM Robotics and Aerospace camp, 72 kids at Rolla campus
  - National Youth Science Experiment
  - Horse club going to national 1st Saturday in November

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.
During follow-on conversation, we learned the majority of the clubs meet in the office, some in houses, field trips, and plans are to partner with libraries in the future. Robotics VEX IQ, Lego, and Horse Bowl competitions are soon. The biggest need of the 4-H program is volunteers. Sylvester and Amanda plan to talk about a campus tour trip for the 4-H youth. The 4-H Facebook page is St. Louis County 4-H.

- St. Louis County Plan – Dwayne presented a structural diagram of the 2019 County Plan, which includes educational programming, partner connections, and new programs/events being created. Highlights of the plan include creating a message through campus, educating, creating county specific programs, connecting with all of our partners, determining who additionally we need to connect with and how and why, and completing a statement of what MU Extension does. The structural diagram is meant to be a living document to continually be updated. The electronic version includes colored backgrounds to differentiate the three segments of the diagram. Dwayne asked Council to fill in the gaps, identify additional connections to make, and bring back edits to the next Council meeting.
  - Bill mentioned the staff spreadsheet project and said he’ll provide to everyone when complete.

Ready for Action:
- Dwayne presented a new bank resolution authorizing Gretchen to be able to sign checks. A motion to approve was made by Rob and seconded by Mary. Motion passed unanimously.

Committee Reports:
- **Events**
  - Dwayne reminded everyone the Open House Social is on Thursday, November 8th, 2:00-7:00 P.M. The Educators and Specialists will be manning information tables; Storytelling is at 3:00 P.M.; and, snacks will be provided. Dwayne encouraged all council members to send out invites to friends, organizations and municipalities.
  - Names have been picked for the Presidential Engagement Fellows Speaker and the Events Committee is working on a date.
- **Finance** – Gretchen stated that the finance committee has started working on the 2019 budget with plans to present it to Council during the January 2019 council meeting. Ken asked about the county budget and Dwayne informed it has been submitted and is exactly the same as last year.
- **Marketing** – Sylvester provided an overview of the discussion at the latest subcommittee meeting, which occurred on Monday, October 15th, at 3:00 P.M. The focus of the meeting was about how we as council members reach out to the community and talk about Extension. A suggestion is to create yard signage and Sylvester plans to bring an example to the next council meeting. Additional signage suggestions include on or at the buildings where Extension business and programs are conducted, and car decals. Council had a follow-on discussion about data mining and analytics, specifically, identifying how many clients are served by zip code and gaps in service.
- **Personnel** – No committee report.

Regional Council Report:
- Rob recapped the Regional Council Social Entrepreneurship Training session that occurred Saturday, October 13th at the Kirkwood office. The event was fun, informative, and focused on systems/design thinking. The main presenter, Alice Layton MSW MLS, teaches the Introduction
to Entrepreneurship and Social Entrepreneurship courses at UMSL. Her viewpoint of St. Louis County MU Extension is that we are “resource rich”. Another take-away from the event includes increasing professional participation in what the Specialists do. A disconnect exists among Council, Specialists, and Campus. Mary stated a sample of what was worked on during training is included in the CPD report for this meeting. The next Regional Council meeting is scheduled for Monday, October 29th and will include discussion of concrete next steps.

Chair Report:
- Dave added information about the Regional Council training.
  - He mentioned Gretchen’s idea that she presented Saturday to help bridge the gap among Council and Specialists by pairing them for collaboration and program promotion and support.
  - To further the effort, Alice volunteered to moderate collaborative discussions among Specialist, Council and Campus. Note, Specialists are not MU Extension employees and Council does not supervise them.
  - Sylvester and Rob suggested including some Council members in discussion with Dr. Stewart and Jody and for all other Council members to send suggestions to be considered at the discussion. Rob volunteered to collect suggestions and participate in the discussion.

Discussion Items:
- Facility – Dave started the discussion by reporting Eugene met with the landlord and read the lease agreement. Rob recommended an attorney look at the lease and added that Eugene has direct experience applicable to this task and is doing a really good job. Dwayne stated we have 4 ½ more years on the current lease. The following table outlines proposed options with stated pros and cons of each. Next step is for Dave, Dwayne, and Eugene to discuss. Wicky suggested adding Gretchen to the discussions. Dwayne is due for a tour of Northwest Plaza.

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<thead>
<tr>
<th>Option</th>
<th>Pros</th>
<th>Cons</th>
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<tr>
<td><strong>STAY IN CURRENT LOCATION</strong></td>
<td>Donation from Walker Foundation</td>
<td>Bill and Ken have tried to talk to the Walker’s daughter in the past</td>
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<td></td>
<td>Foundation donate building to MU Extension</td>
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<tr>
<td>Increase rented use of the building: permanent tenants and/or one-off rentals</td>
<td>Generate enough revenue to cover deficiency</td>
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| St. Louis County reduces the budget | -Possible option to terminate lease as written in contract  
   -St. Louis County Council supports MU Extension | -We are not asking the County to reduce the budget  
   -We pay our own rent and are no longer in a county building |
| **MOVE TO ANOTHER**           | Sublease whole building and find another location                    | -Finding someone to sublet existing building or finding a way to terminate lease |
|                               | -Lower cost rent                                                   |                                                                      |
|                               | -Include food safety considerations                                |                                                                      |
| Not have a permanent space/rent office space as-needed | -No lease  
   -Reduced facility related costs | -Storage for Specialists’ program equipment; safe storage for consumables, i.e. produce/food |
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Facility Discussion: Options Pros and Cons Table

- Would still need meeting space for some programs and Council meetings
- Will County cut budget if we don’t have rent costs?
- Marketing ramifications of not having designated space

- St. Louis County 2019 Memorandum of Understanding (MOU) – Campus and Extension have an MOU to define travel, operations, and salaries. Review changes proposed in the 2019 MOU (included in the meeting packet) and be prepared to vote on its approval/disapproval at the November Council meeting. Submit questions to Dwayne prior to the meeting.

- Council Member Program Support – Gretchen described the idea she presented at the Regional Council Training to help bridge the gap between Council and Specialists by pairing them for collaboration and program promotion and support. Dwayne requested Council members contact Specialists directly to ask questions and find out more about the programs, then submit their preferences for whom to partner with.

- Opioid Programs – The Opioid Conference is January 8-9, 2019, has a $30K budget, and those involved are looking for funding for the conference. The agenda of the next meeting includes the budget and conference speakers.

Announcements / New Business / Other:

- Dwayne stated Google Drive is now available for Council members to store information, including meeting agendas and notes, engagement/marketing materials, and other useful files. The electronic link can be found in the October 15, 2018 Urban County Director Report.

Cheryl made a motion to adjourn at 7:53 P.M. Gretchen seconded. Motion passed unanimously.