The meeting was called to order at 6:05 p.m. by Larry McGowen, chair.

**Present at Roll Call:** Larry McGowen, Chair  
J. Toni Burrow, Vice-Chair (attended by phone)  
Mary Oswald, Secretary  
Tracey Howe-Koch  
Courtney Hinton  
Jane Kerlagon  
Sylvester Bolden  
Dave Kreuter  
Lisa Taylor

**Absent at Roll Call:** Cynthia Jordan, Treasurer  
Margo McNeil  
Veronica Morrow-Reel  
Bill Ruppert  
Tim Schmalz

**Staff Present:** Dwayne James, CPD  
Melinda Farrar, Bookkeeper  
Leslie Bertsch, Nutrition

**Guests Present:** Gretchen Luke  
Wicky Sleight

**Presentations**

- **2018 Strategic Plan** to consider this year by Dwayne:
  - Finances: We need to consider the decrease in fund support from campus, increase in rent, fundraising, grants, and program fees this next year.
  - Marketing: We are getting better, but we still need extra. We are working on additional press releases, etc. We contracted a marketing consultant last year that had suggestions which were included in the plan.
  - Impact: Make sure we are filling classes while developing new classes.
  - Partners: Develop new alliances, partnerships and collaborations while strengthening relationships with our existing partners.
  - Extension Council: We want to keep previous members engages. We need to find new members in an effort to engage all counties. We are falling short in South County.
    - Larry: Target various kinds of expertise in new people. Potentially list the types of expertise needed for a well-rounded organization.
    - Sylvester: How are we filling classes? This situation might need to be addressed by marketing.
    - Jane: Let people know about our new facility. We need to reach out to the workforce of the county.
    - Dwayne: New/potential council members have received our proposed strategic plan.

*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.*
Approval of Minutes

- Requested changes for 11/16/17 meeting minutes:
  ✓ Correct Rob Rambaud’s name.
  ✓ Change Larry’s comment about actual/proposed budget.
  ✓ Change next meeting date to 1/18/18.
- A motion made by Tracey and seconded by Jane approved the request for meeting minute changes. Motion passed.

Short Discussion on Minutes from Executive Extension Council Meeting

- Larry: These minutes were provided for the full council since we did not have a December meeting for everyone.
- Sylvester: What are the funds used for in the Master Gardener program that we are holding? Answer: We are the fiscal agent for the program.

Reports

- Treasurer’s Report
  - Larry explained the layout of our budget report to new council members.
  - A motion made by Courtney and seconded by Lisa was passed to accept the financial report. Motion passed.
- 2016 Audit Report
  - Larry: This year, the audit firm looked at the money we are holding for other programs. This money should go into liability accounts. Currently, we keep track of these monies in various accounts by class. He has concerns about some of the suggestions the auditing firm has made. The city does not have a bookkeeper so we are keeping their funds. We want these funds to be properly accounted for so we prefer not to keep them as liability funds.
  - Jane: Can we set up separate accounts for any monies that are not ours at the same bank, such as the Master Gardener funds?
  - Dwayne: We do our accounting different from the other 114 counties. We want to begin our next audit arrangement in March of 2018 so that it is timely information.
  - Sylvester: Suggests an MOU between city and county offices that spells out how their money is handled in our accounting.
  - Dwayne: Melinda is taking suggested changes in the 2016 audit report and applying them to the 2017 accounting records.
  - Larry: Before we approve the 2016 audit, should we have a conversation between the city, campus, and us on how this can be handled?
  - Sylvester: Suggests a motion to have the finance committee investigate our concerns and report back at the February meeting.
  - A motion made by Jane and seconded by Sylvester, approved the request for the Finance Committee to look into the issues of the 2016 audit and come up with recommendations for the council. The understanding is that this has to be completed by January 31, 2018. The council will vote by phone or e-mail. If there is a need for discussion on the recommendation, we will need to hold a special council meeting.
  - Dwayne: February will be a crunch to move on the recommendation to put into 2017 audit.
- State Council Report
  - Dr. Choi has decided to do something different for Legislative Day.
Committee Discussions and Reports

- Events Committee
  - Lisa: Shared information about our Annual Dinner.

Ready for Action / Action Items

- Transfer of Checking Account
  - The Executive Committee wants the full council to make a decision on where to transfer the checking account. Interest is about the same so the reason for moving money is convenience.
  - Commerce Bank gave a full report. Other banks had their information online.
  - Dwayne and Melinda will make a full recommendation in February 2018.

- 4-H Contracts
  - A motion made by Dave and seconded by Courtney approved Larry signing the contracts for 4-H.

Chair Report

Larry McGowen, Chair

- The report was discussed in previous parts of the meeting.

County Program Director Report

Dwayne T. James, CPD

- Jo Britt-Rankin is coming to visit the staff on February 20 in the afternoon around 2:30 p.m. before the meeting with the St. Louis County Council in Clayton at 4:30 p.m.

Discussion Items

- Dwayne: There is a synopsis in the packet of 2018 budget to give input on for the February 2018 meeting.
- Legislative Day is changed. There will be a select group instead of contingent of council members to address legislature.
- The election for our officers will take place in March.

Announcements / New Business / Other

- Sylvester: There is a training program in labor fields.
- Lisa: Thanked Leslie for coming and asked her to send a schedule of her programs.

Adjourn

- The meeting adjourned at 7:55 p.m. with a motion made by Sylvester and seconded by Tracey.

Calendar of Events

Next Business Meeting  February 15 at 6:00 pm at 132 E Monroe Ave

Other

- March 30, 2018 – Annual Dinner
- Fall 2018- Open House