



Extension Council Meeting Minutes

Time and Place: A meeting of the Extension Council Board was held on September 7, 2023, at the Mattoon Public Library.

Participants: The following members attended: Tom Webb, Gary Gergeni, Scott Seegmiller, Denise Corray, Travis Phelps, Janet Blade, Tad Mayhall, and Jessie McClusky, County Director.

Call to Order: The meeting was called to order at 6:35 pm and a quorum of the Board was present. Jessie McClusky called the meeting to order, and Denise Corray kept the meeting minutes.

Approval of June 1, 2023 minutes: Travis Phelps made a motion to approve the March minutes, and Scott Seegmiller seconded the motion, which carried unanimously.

Remarks from the Chair: NONE

Appointments:

Appointments were recommended as follows:

- Chair – Dustin Hay
- Secretary – Denise Corray
- Financial Reporter – Jessie McClusky
- Vice Chair will be discussed/determined at next meeting
 - Tom Webb made a motion to approve the appointments, and Gary Gergeni seconded the motion, which carried unanimously

Financial: Jessie McClusky provided the committee the following updates on regarding finances:

- It was recommended that the Extension Council merge the in and out accounts for the Coles office and Cumberland office into one. They are “in and out” accounts used for small bills and cash on hand. The county board contributions will continue to support the Extension services from the county received.
 - Denise Corray made a motion to merge the accounts, and Travis Phelps seconded the motion, which carried unanimously.
- Need to update signatory cards by removing Kim Morrison and Alexis Black from the Unit 19 bank accounts since they are no longer with the Extension Council.
 - To Webb made a motion to update the signatory cards, and Janet Blade seconded the motion, which carried unanimously

Committee Reports: NONE

Old Business:

- Extension position updates:
 - Kim Morrison retired, and her position is open/posted
 - The Cumberland County Program Coordinator position search is underway with 11 applicants; 5 have been invited to interview.



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- Part-time Deer Donation Program position is open.
- Extra Help for front desk available for Coles or Cumberland office.
- Marketing position – open now and can report to the Arthur or Mattoon office.

New Business:

- Members completed mandatory annual paperwork
- Extension updates:
 - Ribbon-cutting ceremony will take place on 10/17 at 1pm at SBL for the revitalized garden and greenhouse
- New members were assigned to sub-committees as follows:
 - Tad Mayhall – Marketing
 - Janet Blade – Membership
 - Tom Webb made a motion to update the sub-committees with the new members, and Scott Seegmiller seconded the motion, which carried unanimously
- Extension staff will assist with scheduling committee meetings.
- Jessie asked for volunteers to audit the “in and out” accounts, which is an annual undertaking. Scott Seegmiller, Tom Webb, and Tad Mayhall volunteered.
- Jessie asked for volunteers to help score the 4-H record books for this season. Tom Webb volunteered.

Executive Session: NONE

Public Comments: NONE

Adjourn: A motion to adjourn was made by Tom Webb, and Janet Blade seconded the motion, which carried unanimously. The meeting adjourned at 7:29pm.



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Extension Council Meeting Minutes

December 7, 2023

Time and Place: The Extension Council Board meeting was held on Thursday, December 7, 2023, at the Coles County Extension Office.

Participants: The following members were in attendance: Dustin Hay, Denise Corray, Gary Gergeni, Scott Seegmiller, Tom Webb, Travis Phelps, and Jessie McClusky, County Director. Also in attendance were Ross Osterday, Meredith Probst, and Morgan Jones.

Call to Order: The meeting was called to order at 6:01 pm, and a quorum of the Board was present. Dustin Hay called the meeting to order, and Denise Corray kept the meeting minutes.

Approval of September 7, 2023 minutes: Tom Webb motioned to approve the September minutes, and Scott Seegmiller seconded the motion, which carried unanimously.

Program Spotlight:

Ross Osterday from the SNAP-Ed program provided an overview of the program for the Committee members.

- Eat. Move. Save program was explained – SNAP-Ed conducts training at food pantries on healthy eating, smart grocery shopping, and exercise.
- Deer donation program update: 155 deer were donated this year.

Extension Presentation/Activity:

- Ross Osterday led the group in an activity that measured ingredients.

Appointments:

Appointments were recommended as follows:

- Extension Council Vice Chair (Jim Sparks resigned) – Tom Webb volunteered. The vote was unanimous with three ayes and one abstain (Tom Webb).
- Douglas County Ag Center Board: Elizabeth Mitzdarffer (One 3-year term) – after much discussion, Tom Webb moved to table the vote until the committee has more information, and Gary Gergeni seconded the motion, which carried unanimously.

Committee Reports:

- Programs – met, and Jessie provided a list of all programs executed this year
- Marketing – no meeting
- Membership – Need more members, and review bylaws
- Financial – Jessie gave a year-to-date update on the budget

Old Business:

- Extension position updates:
 - 4-H Youth Development Educator – close to making a job offer
 - Cumberland 4-H Coordinator – still open
 - Morgan Jones – accepted the Marketing position
- Committee Schedule – Committees should meet one hour before the next Council meeting

New Business:

- Extension updates:
 - Jessie shared information about the following programs in the packets provided to the board: Family Life, 4-H Youth Development, Environmental Programs, SNAP-Ed, and upcoming events for the next two months.
 - 2,000 pounds of deer have been donated to date
 - Several Extension employees received awards
 - An update on the Plan of Work was provided
 - Several trainings are planned for the near future, including an inclusivity training and DISC follow-up
 - There is a Youth Ag fundraiser on 12/8 with proceeds going to FFA and 4-H

Comments from the Chair:

- Dustin Hay updated the members on his County Fair attendance over the summer and said there was a great turnout in showings
- He also looks forward to what this committee can accomplish in the future

Executive Session: NONE

Public Comments: NONE

Adjourn: A motion to adjourn was made by Scott Seegmiller, and Tom Webb seconded the motion, which carried unanimously.



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Extension Council Meeting Minutes

Time and Place: A meeting of the Extension Council Board was held at 5:30 PM, virtually via Zoom, on March 29, 2023, upon notice duly given.

Participants: Participating in the meeting in person were Gerry Bertrand, Jim Sparks, Brenda Stone, Ginger Voegel, Tom Webb, Gary Gergeni, Scott Seegmiller, Kelly Barringer, Dustin Hay, Denise Corray, Julie Edwards, and Travis Phelps, constituting a quorum for the transaction of business.

Call to Order: The meeting was called to order at 5:33 PM, having determined that a quorum of the Board was present. Jim Sparks chaired the meeting and called the meeting to order. Jessie McClusky kept the minutes of the meeting.

Approval of December 1, 2022 Meeting Minutes: The minutes were approved. Tom Webb moved to approve the minutes as presented, seconded by Kelly Barringer.

Appointments: Jessie McClusky presented Dustin Hay and Denise Corray's names to be appointed for the remainder of the Extension Council term in the following positions:

- Dustin Hay: Extension Council Chair
- Denise Corray: Extension Council Secretary

Tom Webb motioned, seconded by Kelly Barringer. Roll call vote ensued, all in favor. Motion carried.

Financial: Jessie McClusky presented to the Board an overview of Extension finances. Board asked several questions, which were answered, and discussion ensued.

Committee Reports: Jessie McClusky presented to the Board an overview of the Unit's core programs, program data, 2023 Plan of Work, and personnel updates. Board asked several questions, which were answered, and discussion ensued.

Core Programs

1. 4-H Youth Development
2. Master Gardener
3. Master Naturalist
4. Family Life
5. SNAP-Ed



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2023 Plan of Work/Unit Goals

1. Food
 - Access
 - Production
2. Health
 - Social and Emotional
 - Healthy and Safe Community Environments
3. Environment
 - Engagement with Home and Community Landscapes
 - Enhancing and Preserving Natural Resources
4. Economy
 - Financial Well-being

Personnel

1. The Cumberland and Moultrie-Douglas 4-H Program Coordinator positions have been filled. Alexis Black (Cumberland) started on 3/22/23 and Morgan Jones (Moultrie-Douglas) started on 3/28/23).

Old Business:

1. Jessie McClusky shared what Civil Rights is and Council's part in Civil Rights.
2. Additionally, Jessie shared and discussed the annual goal to increase underserved audience representation on the Extension Council Board and the benefits to incorporate/increase diversity in the areas of race, culture, gender, geographic residence, occupation, training and experience, organizational membership, knowledge, interests, and hobbies.

New Business: Dustin Hay presented the need and benefit of establishing committees in the areas of programs, membership, and marketing. Dustin presented the following names to be appointed for the remainder of the Extension Council term in the following committees:

1. Programs: Kelly Barringer, Denise Corray, Tom Webb, Ben Bushue, Julie Edwards
2. Membership: Gary Gergeni, Brenda Stone, Scott Seegmiller
3. Marketing: Ginger Voegel, Jim Sparks, Travis Phelps

Board asked questions, which were answered, and discussion ensued.

Tom Webb motioned, seconded by Kelly Barringer. Roll call vote ensued, all in favor. Motion carried.



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Executive Session: Dustin Hay motioned to move to Executive Session, seconded by Kelly Barringer.

Public Comment: No public attended; no comments made.

Remarks from the Chair: Dustin Hay shared comments of appreciation and importance of Extension Council's role in advising ensuring Extension program success.

Adjournment: There being no further business to come before the meeting, Dustin Hay motioned the meeting to adjourn, seconded by Kelly Barringer. Meeting adjourned at 6:35 PM.



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APPROVED

Extension Council Meeting Minutes

Time and Place: A meeting of the Extension Council Board was held at 6:00 pm on June 1, 2023, at the Mattoon Public Library.

Participants: The following members were in attendance: Gerry Bertrand, Jim Sparks, Tom Webb, Gary Gergeni, Scott Seegmiller, Kelly Barringer, Dustin Hay, Denise Corray, Travis Phelps, and Jessie McClusky, County Director

Call to Order: The meeting was called to order at 6:00 pm, and a quorum of the Board was present. Dustin Hay called the meeting to order, and Denise Corray kept the minutes of the meeting.

Approval of March 29, 2023 minutes: Tom Webb motioned to approve the March minutes, and Scott Seegmiller seconded the motion, which carried unanimously.

Financial: Jessie McClusky provided the committee with the following updates regarding finances:

- There has been no significant change
- One budget line is still over due to hiring a consultant for assessments/training (this is not an overage because they can cover it with reserve funding)
- There was discussion about the Cumberland building, which is on hold for now due to no internet, but already on the budget, so there will be no financial impact when the project moves forward
- Annual financial agreements – meetings with county boards are underway to request continued funding for FY24, and this type of funding has a ~75% state match
- Jessie called for a motion to suggest an amount to budget for the annual agreements (last year was \$30K, which was too high)
 - Kelly Barringer made a motion to budget \$25K next year, and Tom Webb seconded the motion, which carried unanimously
- Gerry Bertrand made a motion to accept the financial report, and Gary Gergeni seconded the motion, which carried unanimously
- Due to two resignations (Jaylynn Schober and Angie Welker), two different employees, Morgan Jones and Alexis Black, need to be added to the signature cards at the bank
 - Tom Webb made a motion to remove Jaylynn and Angie and add Morgan and Alexis to the signature cards, and Jim Sparks seconded the motion, which carried unanimously

Committee Reports:

The following main takeaways were shared from the individual committee meetings:

- Programs – There is a need to scale back on the number of programs Extension offers and focus on core programs



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- Marketing – Extension should have a table at county fairs to promote the programs, need to create a general flyer for extension programs, and need to have a program schedule that can be shared with the public
- Membership – there's a disconnect/inconsistencies among counties and how programs/meetings are run; there is a need to educate leaders, need to partner with schools, can share success stories as marketing, should tap into underrepresented populations
- Jessie McClusky shared the fair schedules for all county fairs and asked for volunteers to sit at the tables and distribute information

Old Business: NONE

New Business:

- The FY24 Extension Council meeting schedule was discussed, and it will remain on the first Thursday at 6 pm in the Mattoon Public Library
- Committee Meeting schedules were discussed – Jessie would like the committees (Programs, Marketing, and Membership) to meet at least once between each Council meeting. She will send doodle polls to the committees to find a good date/time to meet.
- Needs assessment – this is started, and committee members will receive a link to complete the survey if they haven't already been interviewed.
- Extension position updates:
 - Kim Morrison is retiring; her last day is 7/31/23
 - There are several new staff, students workers, and an intern that have joined the team for the summer

Executive Session: NONE

Public Comments: NONE

Remarks from the Chair: Dustin Hay said he will attend as many meetings as he can (based on whether or not he's in the field), and will also attend each county fair this year.

Adjourn: A motion to adjourn was made by Dustin Hay, and Kelly Barringer seconded the motion, which carried unanimously. The meeting adjourned at 7:20pm.