

University of Illinois Extension — Unit #10
August 26, 2019 Advisory Council Meeting Minutes

In attendance: Lisa Torrance, Mary Mowen, Blake Rappenecker, Karen Cole, Bobbi Tapscott, Win Phippen, Jackie Sullivan, Shelby Carlson, Julian Innis, DeVone Eurales, Chris Enroth, Mary Ann Severs, Olivia Diaz, Emma Wohlstadter, Angel Wright, Kishor Kapale, Patrick King

The meeting was called to order by Lisa Torrance at 5:59 PM. Roll call was taken. Each member introduced himself/herself: where from, what sort of job, past experience with Extension, how long on the council and a fun fact.

There were no public comments.

Election of officers then took place. Win Phippen was nominated for chair, and elected by unanimous vote. Karen Cole was nominated for vice-chair and elected by unanimous vote. Mary Mowen was nominated for secretary and elected by unanimous vote. Emma Wohlstadter was nominated for financial reporter and was elected by unanimous vote. Lisa explained that Jackie Sullivan will be the council representative to the Building and Grounds committee for McDonough County.

Previous minutes: The minutes from the May 28 council meeting were reviewed. It was noted that the minutes did not include the names of those in attendance. Lisa will amend the minutes to include attendance of the meeting. The minutes were approved as amended.

Financial reports: The financial reports for May and June FY19 and July FY20 were reviewed. Lisa explained that in July it looks like not much salary was taken out. This is because of bookkeeping. It was taken out in June and re-credited in July. Lisa also explained the three main sources of funding for Extension: county revenue which is granted by the individual county boards, state funding, and federal funding also known as Smith-Lever funds. The federal funding is to make up somewhat for the lack of state funding for two years. It will show up in the next few months for the new fiscal year. FY2020 is the last year for this funding. Lisa also explained that the Smith-Lever funds this year may be paid more to Henderson and Warren counties to be used for salaries and rent. This will help remove any negative balances from lack of state funding. Win asked about the equipment under \$2500 line item, because the total listed was over \$2500. Lisa will check on this and make sure it is in the correct line item. The front page of each financial report is what is reported to Extension at the state level. The individual county financial reports are shared with each respective county board. The county boards do request that this information is shared with them. DeVone asked about the low budget for printing. Lisa explained that this was for outsourced printing only, which is not much. Printing capabilities at each local office have been improved and most printing is done there. DeVone made a motion, seconded by Karen, to approve the financial reports with the explanation requested to be forthcoming. The motion carried unanimously.

The FY2020 approved budget and the FY2019 audit reports were also included for review. No action is required on these items.

Staffing changes: Wendy Ferguson is the new horticulture program coordinator. She was hired in May and is the only recent staffing change in the unit. There is a list of our unit extension staff provided in the board packet, as well as a list of council members, their initial term date and when their term expires. Lisa and Win also shared their cell phone numbers.

Council reports: Win shared that the number of participants in the shooting sports program is falling off somewhat over the summer. This may be due to aging out and also families moving from Macomb as a

result of changes at WIU. There are shooting events in September and October; then the season will end. We would like to maintain or increase our numbers. It was mentioned that there is trap shooting offered as a school activity at West Central. Kishor said that the robotics team had no events in the summer months as he was out of the country.

Staff reports: Shelby Carlson reported on 4-H and youth development. It was fair season and she was busy at both county and state fairs. Project participation was down a bit in our counties and also across the state. Youth are not submitting as many projects (cost related?) but the quality seems to be improving. A social media intern program was piloted for older 4-H members. This was very successful and had high utilization numbers. She will be sharing this program with other 4-H teams across the state. She is also working on program planning including Social Emotional Learning (SEL) curriculum in the schools with a goal of reaching at least one school in each county. There is also programming for personal development (etiquette dinner and style presentation workshop) and Welcome to Real World financial literacy simulation planned for the coming year. September 1 is the start of the new 4-H year. Shelby and all the rest of the team is working together to appear at back to school nights across the counties to help increase visibility of the 4-H program.

More discussion of the robotics program occurred. First Tech Challenge (FTC) was discussed. There will be orientation for robotics programs on September 4th and 5th. The program is very strong in McDonough County. In May the Macomb Bots were reserve champions. There is interest in Warren County at Monmouth Roseville/Central schools. Currently these are after-school enrichment programs. There is also interest in a Bitty Bricks/Bitty Bots program. This will be starting with the help of Julian, Shelby, Chris and Beth serving as coaches. Two coaches are needed for each team. Partnership with Caterpillar, WIU, and the Macomb, Monmouth-Roseville and Knoxville school districts make this program possible.

Chris Enroth reported on horticulture activities. Local community gardens at the Carl Sandburg Community Garden in Galesburg and the GIFT garden in Macomb grow a lot of fresh produce for local food pantries. Goals are high for production (2,000 lbs. for each garden) which have been a little tough to meet this year due to growing conditions. He also talked about the Urban Tree ID project. Our Master Gardeners are assisting with a project at Monmouth College to assist them in becoming a Tree Campus USA. Finally he shared the activities planned for the Monarch Migration Festival on September 7 from 10 AM to 2 PM at the Lakeside Nature Center at Lake Storey in Galesburg. This event is growing in popularity and will occur rain or shine.

Tessa Hobbs-Curley shared her development activities at the beginning of the meeting. She is offering programs on Keys to Embracing Aging in Macomb and Galesburg. "Bathroom Buzz" newsletter items are also shared each month. She has provided lunch and learns about Alzheimers in conjunction in some community partners. A program called Who Gets Grandma's Yellow Pie Plate was presented in Galesburg to discuss the importance of making a plan about passing along personal possessions. And finally, the importance of positivity is featured in I'm Positive I'm Aging, a program which Tessa has presented to retirees including the Illinois Municipal Retirement group in Springfield. Someone asked about Matter of Balance, which Tessa is looking for opportunities to present in McDonough and Henderson counties. In Warren County this is currently offered by the local hospital.

Carrie McKillip was not present but Lisa shared her recent programming and activities. Much of this has revolved around disaster planning. Carrie and Lisa will be going to the national EDEN (Extension Disaster Education Network) conference in Spokane, Washington in September.

Lisa Torrance reported that as director she attended a LOT of fairs this summer! She also taught at the Illinois Summer Academy at the University of Illinois, sharing MyPI disaster education with HS seniors

and attended the Illinois Fire Safety Institute for one week. She has been the state contact for MyPI but is passing this role to Carl Baker from the southern Illinois area. She had a list of many other activities included in her written report.

The program calendar for the next three months is included in the board packet. Lisa will let us know of any important changes.

Old Business: Lisa explained that existing county Federation financial accounts will be transitioned over to the Foundation for management and fund-raising direction. This transition will occur sometime before the end of the year.

There was no update on Extension 3.0 since Sal Garza was not in attendance.

New Business: New council members will be required to complete on-line training on the Open Meetings Act. Lisa will send the training out to those who need to complete it.

Holiday hours for the offices were discussed. DeVone made a motion, seconded by Mary Ann, to approve the holiday schedules as presented in the agenda. The motion was passed by unanimous vote.

Extension council meeting dates for this year will be November 25, January 27, March 23 and May 26.

The signature card approvals were proposed in the agenda. It was moved by Karen and seconded by Emma to approve the signature cards as follows:

Henderson, Knox, McDonough and Warren In/Out accounts — Lisa, Tessa, Carrie, Chris and Shelby on all accounts. McCala is also on the Henderson account to assist with signing checks in that county, due to less access to others on the account.

Henderson, Knox and McDonough Federation Accounts —

Henderson — McCala and Shelby

Knox — Nicole, Shelby, Cooper Wilt and Dalton Engel

McDonough — Beth, Shelby and Macy Coker

Warren Leaders Account — McCala, Shelby, Lynn Shimmin and Marge Hennenfent

These Federation accounts will be phased out before the end of the year. The motion to approve the signature cards passed unanimously.

The next meeting will be at 6 PM on November 25th at the Warren County Extension Office in Monmouth. Supper will be served at 5:30 PM. An agenda will be sent out approximately one week prior to the meeting.

DeVone made a motion, seconded by Angel, to adjourn the meeting. The meeting was then adjourned.