

### Unit 14 Extension Council September 29, 2021 Meeting Minutes

- Call to Order – President, Jan Terry called the meeting to order at 5:30 pm.  
Present: Dan Stupavsky, Barb Holthaus, Nicole Schaffnit, Andrea Hanson, Brock Willard, Jan Terry  
Zoom: Patsy Davis, Laura Bergman, Jeanne Yingling, Carolyn Roberts, Brandy Kirby, Javier Lofton  
Staff: Katie Parker, Shelby Crow
- Council Member Introductions – Shelby facilitated council member introductions asking each to introduce themselves and indicate which county they represent. Members present included out-going, current and incoming members.
- Approval of Minutes – minutes were presented from April 2021. Dan motioned to approve minutes. Brock seconded. All Approved. Motion Carried.
- Financial Report – Shelby provided a brief explanation of Unit 14 funding for new council members. September 30 is the end of the federal fiscal year, impacting SNAP-Ed and Smith-Lever funding. The Unit 14 FY22 budget year is July 1, 2021 – June 30, 2022. We have received all FY20 County Board Match from the State of Illinois and anticipating FY21 CBM to arrive as well. Shelby will invite Finance Director, Harry Clore to an upcoming meeting to provide details on the state and local budget.
- Illinois Extension Updates
  - Program Updates –Katie Parker gave a programming update for Small Farms and Local Foods and answered council member questions.
  - Staff Updates -Shelby updated the group that a SNAP-Ed community worker had been hired to fill the vacancy for Hancock/Schuyler.
  - Shelby updated the group on the new facility at the Orr Center in Perry, IL and the plans for Extension to have a presence at the new facility.
- Civil Rights – Shelby asked council members to continue to advise staff on opportunities to reach new and underserved audiences. Shelby invited council members to join the Unit 14 Diversity and Inclusion committee. The committee meets periodically throughout the year.

- Elect Officers – council members discussed officer roles and responsibilities and brainstormed candidates.  
A slate was presented:  
President – Jan Terry  
Vice President – Dr. Andrea Hanson  
Secretary – Amy Lefringhouse  
Treasurer – Dan Stupavsky  
  
Barb motioned to approve the slate as presented. Andrea seconded. All Approved.  
Motion Carried.
- Open Meetings Act Training – Shelby explained that council members would be required to complete Open Meetings Act Training. The State of Illinois has an on-line training but the site is currently down. This will be tabled until the next meeting.
- Authorize Signatures for In & Out Accounts – Shelby reviewed the current list of Authorized Signature for the In & Out Accounts. Two signatures are needed for all checks written from the account. Barb motioned to keep the current list of Authorized Signatures. Javier Lofton  
Sheri Merry  
Jennie Castlebury  
Betsy Bauer  
Akinwale Akingbule  
Shelby Crow  
Barbara Casady  
Whitney McKeown  
Andrea Hanson  
Jan Terry  
Dan seconded. All Approved. Motion Carried.
- Other Business
- Next meeting date & location- Shelby proposed meeting in November, February and May to avoid busy summer months. She will send a doodle poll with available dates for the November Council Meeting.
- Andrea motioned to adjourn the meeting. Patsy seconded. All Approved. Motion Carried.