



Unit 14 Extension Council

October 4, 2023

Minutes

5:30 pm

- Call to Order – The current chair and vice-chair were absent. Officer Dan Stupavsky called the meeting to order.
- Council Member Welcome & Introductions – Shelby Crow asked that council members and staff present please introduce themselves. This is the last meeting for the out-going council members and the first meeting for the newly appointed council members. Members present introduced themselves by name and highlighted the counties they represented. Staff introduced themselves by role, county and program area. Those in attendance included:
Members Present: Dan Stupavsky, Patsy Davis, Laura Dotson, Brandy Kirby, Courtney Kirby, Dave Ferrill, Amy Whelan
Staff: Shelby Crow, Kristin Huls, Dan Stupavsky
- Approval of Minutes – members reviewed minutes provided. The vote to approve was tabled because of lack of quorum.
- Financial Update – Shelby provided a financial update of Unit 14. FY24 Fiscal year began on July 1. Unit 14 has had cost savings over the past year due to vacant positions. All positions except SNAP-Ed positions are now filled. SNAP-Ed salaries do not come out of the Unit budget so will not impact the budget locally. Shelby is working to fill the three SNAP-Ed vacancies throughout the unit.
- Illinois Extension Updates
 - Program Updates – staff present gave program updates. Amy Lefringhouse provided an update on Master Naturalist activities, NREE programming and her John Wood Community College class. She has begun work on the next Master Naturalist training to be held in spring 2024.
Kristin Huls provided a recap on Youth Development programming including recaps on all the 4-H fairs held in summer 2023, current school-based programming and plans expand. She passed out the 4-H newsletter to members. Council member addresses will be added to the mailing list so they receive the newsletter every other month.

- Shelby updated the council on a few additional items including recent poverty simulations that were facilitated in the unit, strategic planning that is occurring with the help of statewide colleagues and planning for Annie’s Project to be held in Brown county in January and February 2024.
- Staff Updates – Shelby is working to fill the SNAP-Ed positions but otherwise Unit 14 is currently fully staffed.
- Civil Rights – Shelby discussed civil rights requirements with council members. She relayed that recommendation on trainings for staff is always appreciated. Staff work to stay updated on professional development. Professional development to aid in being a more inclusive and accessible organization is always prioritized. She asked council members to relay underserved audiences they are connected with in their counties for additional programming opportunities. Shelby, Kristin and Amy are currently working through a Needs Assessment for Unit 14 which will also give them more data and information on new audiences and underserved audiences to focus on for the programming year.
- Elect Officers – a slate of officers was presented as follows but tabled to the next meeting with a quorum:
 - Chair – Barb Casady
 - Vice Chair – Amy Whelan
 - Reporter – Dave Ferrill
 - Financial Reporter – Laura Dotson
- Open Meetings Act Training – as part of Civil Right Compliance, council members are required to complete the Open Meetings Act Training. This is a one-time requirement. Shelby handed out printed instructions to access this on-line training.
- Agenda Topic Suggestions for future meetings – Shelby asked for topic suggestions to be sent to her for future agendas.
- Next meeting to be held January 16, 2024
- Other – Shelby presented plaques of thanks to out-going council members. Dan Stupavsky was thanked for his time on the council and his thoughtful input at all the meetings.
- Adjourn – the meeting was adjourned without a motion due to lack of quorum at 6:45 pm.