**University of Illinois Extension Council**

**Minutes: August 26, 2024**

The regular meeting of the Henderson, Knox, McDonough, and Warren Counties Extension Council was held at the Warren County Extension Office on August 26, 2024 at 6:00 p.m. Attendees attended both in person and via the virtual option due to ongoing COVID protocol.

In attendance were council members: Sabrina Wilson, Ross Vancil, George Mangalaraj, Kailey Foster, Richard Musser, Gina Sanberg, Danielle Defenbaugh, and Gorette Kupa.

Extension Staff: Carrie McKillip, Shelby Carlson, Lisa Torrance, Chris Enroth, Michelle Kim, and Tessa Hobbs-Curley

The Extension Council Business meeting was called to order at 6:09 p.m. by Lisa Torrance.

There was no public comment.

Meeting minutes from the August Council meetings were reviewed. Due to the lack of a quorum, minutes were not approved.

Fiscal Reports through December 2023 were presented to the board. Due to the lack of a quorum, minutes were not approved.

Lisa Torrance shared staffing updates with the Council. Updates included notes about summer help finishing up their time with Extension and the full time marketing coordinator being out for medical issues with Maggie Torrance working as extra help to address these needs. Lisa also shared that we were looking for insight into possible new positions including an NREE, 4-H Youth Development, or FCS educator.

Extension Council member George Mangalaraj shared updates related to robotics and his mentorship of a new team. Ross Vancil went to state fair with the YLT and was part of many aspects of the fair including the ribbon cutting, serving as Grand Marshall of the Fair, Ag Day Breakfast, and conducting a canned food drive. The YLT will host the Junior Leadership Conference November 2-3. Kailey was also able to attend the fairs and interview many members of the staff and 4-H Members. She is finishing up featuring the hall of fame nominees.

Staffing reports were shared verbally as well as through the “5 Things” document. A programming calendar was shared by Lisa Torrance.

**Old Business:**

All Council members should complete their Open Meetings Act training and send the certificate to Lisa Torrance.

Lisa shared the Civil Rights Audit document with Council. The response is due October 2. Lisa asked the council for ideas on where we can share information with the non English speaking population. George shared the link to the Western Illinois Dreamers and Sabrina mentioned Warren County United Way along with resource tables at Eagle View and Jamison Center.

**New Business:**

Upcoming Holidays where the office will be closed include September 2, November 28-29, December 24-January 1, January 20, May 26, and June 19. Lisa also shared that there was a chance that the offices will be closed on December 23, January 2-3, and June 20 pending staff leave.

Extension Council will meet on the following upcoming dates: November 25, January 27, March 24, and tentatively June 2.

We will need the following additions for Extension Council: Henderson- 2, Knox- Possibly 2, McDonough- 1, and Warren- 2.

\*Those interested in speaking to the Extension Council under Public Comments must contact Lisa Torrance 24 hours prior to the meeting for details regarding their presentation.