

Draft

I ILLINOIS™ Extension

Unit 19 Council Meeting

September 16, 2021

Location: Mattoon Public Library

6:00-New Member Orientation (Only New Extension Council Members)

6:30-Business Meeting Begins

- I. Call to Order by Interim County Director, Cheri Burcham
- II. Council Member Roll Call. Those in attendance were: Council members Gerry Bertrand, Ben Bushue, Madison Reeder, Grant Wade, Tammie Vickery, Jim Sparks, Brenda Stone, Kiley Vanderport, and Maria Moran; County Board members Nancy Purdy and Gary Gergeni; and Extension staff member Kim Morrison.
- III. Approval of April 8, 2021, Meeting Minutes
 1. Approved as written
- IV. Welcome and Introductions of New Members and Guests
 1. Lots of favorite foods, it turns out we all love food!
- V. Extension Updates: Interim County Director, Cheri Burcham
 1. Fiscal
 - I. Printed reports distributed
 - II. Annual Budget Plan reviewed
 - I. Running a deficit budget this year. Expenses are greater than revenue currently.
 - I. There are carryover funds from last year to help
 - III. Trust Report
 - I. Have received county board funds in July and August
 - II. Have received all of the CBM/state matching funds for FY 20 and anticipate FY 21 first installment to come soon
 - IV. Expenditures
 - I. Smith-Lever funds have been used to cover some of the otherwise budgeted expenses.
 - V. Cheri is available to answer questions from council members later as they review the budget on their own.
 2. Personnel
 - I. Meredith Epley is the new SNAP Ed Extension Educator for Unit 19
 - II. Looking for a County Director for Unit 19, as well as office support person for Coles County office
 3. Facilities
 - I. Nothing to report. All properties are safe, and leases still have years remaining
 4. Educator Updates
 - I. Kim Morrison highlighted a few events from summer programming.
 - I. Covid did have some minor impacts over the summer, but nothing drastic.
 - II. 3 counties had interns over the summer (3 interns total)
 - III. Great success and experiences at the state fair
 - IV. Enrollment for this year is now open. The online enrollment system has some bugs that are being worked out. EPC's are on top of this.
 - V. Leader retreat planned for later in the year. An officer retreat to come as well.
 - VI. Photo contest flyer distributed.

- I. Open to 4-H members in the counties within Unit 19
 - II. Multi-county events have proved to be fruitful and helpful
 - VII. FarmBot is a precision agriculture simulation
 - I. There is a large, raised garden bed table at Cross County Mall that will automatically plant, water, test soil, etc. It will be operated by the team that has put it all together. Should be operational before the end of September.
 - VIII. Question regarding social media. Each county has a Facebook page, as well as each Unit.
 - II. Cheri shared other updates regarding educational opportunities. Flyers distributed for some of these events. Information is also posted on social media.
 - III. Master Gardener program is going strong. Master Naturalist training is in its sixth week. A few Master Gardeners received state awards this year.
- VI. SNAP-Ed
 - 1. Written report submitted by Mary Beth Massey
 - I. In progress and ongoing
- VII. Family Life
 - 1. Several handouts submitted
 - I. See Cheri's handout regarding mental health awareness program
 - II. Chronic health program that needs a minimum number of people to start. Start date has been pushed back to November.
 - III. FCS webinar participation was strong via Zoom during Covid-19 shutdown
 - IV. Poverty simulation will be held in Windsor (October 29, 2021)
 - I. Volunteers are welcomed and appreciated. Contact Cheri if available and interested.
- VIII. Old Business
 - 1. Each county's doors are still open to this point, masks are required. Programs continue with precautions in place.
- IX. Election of Officers by Chair, Cheri Burcham
 - 1. Chair
 - I. This person prepares for and facilitates the meetings.
Provide agenda, preside at the meeting.
Appoint committees as needed.
Ensure all materials are distributed as needed.
 - II. Brenda Stone nominated Maria Moran to serve a 1 year term as Chairperson, second by Grant Wade. Motion carries.
 - 2. Vice-Chair
 - I. Maria Moran nominated Jim Sparks to serve as Vice Chairperson, seconded by Madison Reeder. Motion carries.
 - 3. Secretary
 - I. Brenda Stone nominated Grant Wade to continue serving as Secretary, second by Gerry Bertrand. Motion carries.
 - 4. Financial Reporter
 - I. Maria Moran nominated Tammie Vickery to serve as Financial Reporter, second by Kiley Vanderport. Motion carries.
 - 5. Need to appoint individuals for the extension board (2 men, 2 women)
 - I. Their work is to discuss the budget preparations with county boards (in the Spring)
 - I. Tammie Vickery,
 - II. Male names:
 - II. Will discuss at a future meeting when more members are present and Cheri will send more of an explanation of the that board by e-mail.

- X. New Business
 - 1. Program identification work groups activity
 - I. Brainstorming session
 - I. Marketing Methods
 - I. Social Media: Facebook, Instagram
 - II. Text Messaging possibly?
 - III. Occasional Newsletter via email
 - I. Need to expand email lists, how?
 - IV. Info shared with churches – through flyers or other digital means
 - V. Physical mailing – postcards? Quarterly?
 - VI. Local High/Schools may have methods for sharing information
 - II. Programming/Education needs for our area residents
 - I. Education about scams: identity theft, etc.
 - II. Awareness about mentoring and tutoring school kids
 - I. Youth or R.S.V.P.
 - III. Life skills programs: How to fill out a job application, attend a job interview, job etiquette
 - IV. Computer classes/training
 - V. Budgeting training for people of all ages
 - VI. Teaching families about life scheduling/healthy routines
 - 2. Open Meeting Acts Training – all council members must complete the online training. Cheri will send the link for the training when it is back up and running.
- X. Decision of future meeting dates
 - I. December 2nd, 2021 @ 6:00 p.m. Location will be the Mattoon Public Library, if available.
- XI. Other items
 - I. None
- XII. Adjournment

DRAFT