

The May 9, 2016 Extension Council meeting was called to order by Doug Harlan at 6:35 p.m.

Those present: Meggan Holt, Raeann Huffman, Megan Barth, Kathleen Bell, Scott Burnsmier, Carol Ropp, Judy Coffey, Ray Spencer, Randy Shumard and Betsy Barnick . Also present: Doug Harlan, Doug Gucker, Sherry Fulton, Amy Leman, Emily Steele, and Caitlin Huth.

A quorum of the Council was not present. Therefore, the March 2016 Extension Council minutes were not voted upon. Angela moved and Pete seconded to approve the minutes. Motion passed.

Doug provided the Council with a FY 2016 budget update. He stated that Extension expected to receive no FY 2016 state funding. This includes GRF funding for the 30% of each educator's salary and County Board Match. Doug stated that the total deficit to the Unit was just over \$500,000. Scott Burnsmier asked if there were plans to cut expenses for the Unit's FY 2017 budget. Doug said that he had already talked to the staff – on May 9 at the Unit's staff meeting – regarding decreasing expenses. However, he said that cost cutting measures would only save the Unit tens of thousands of dollars – not enough needed to make up the funding shortfall. If the Unit implements cost savings measures to make up the \$500,000 deficit, those measure would have to result in staff layoffs. Doug told the Council that the Unit has \$2 Million in carryover. He said that he was confident of being able to “weather this storm” for three years before he would have to consider implementing staff layoffs. He did tell the Council that his FY 2017 budget did include state GRF and County Board Match money. Doug said that Extension Administration had directed the County Directors to prepare their FY 17 budgets with those figures in it.

Doug Harlan provided the Council with the fiscal report. The Unit is doing very well. All three Counties are under budget in regard to expenses. Collected income is slightly low. However, Doug said that the April and May Fiscal Reports would show income at a near 100% collection rate. He said the low income collection amount is normal for a March report. He said that the Unit normally finalizes all income collection in the months of April and May. Doug also said that income is short because of the lack of state funding. Doug asked if there were any questions regarding the fiscal report. There were none.

Doug provided the Council with an update regarding the Unit's Civil Rights Compliance Review. He said that the Unit had done very well. There were no big issues found during the review. Doug said that he would not have the final audit report until June. He did say that the staff had some work to do regarding documenting recruitment efforts and in collecting demographic data. He asked the Council if they felt the Unit was reaching all of the underserved audiences in the three counties. The Council felt that the staff was making all reasonable efforts to do so.

Identifying Program Needs: Doug led a discussion regarding identification of programming needs specifically for the Unit's DIY series of programs. Doug told the Council the staff was

planning on repeating its DIY programming again in 2017 along with a Holiday DIY program series in October and November of 2016. The Council had a robust discussion regarding possible topics for the program series. They included Basic Sewing, Basic Wood Working, Knitting, Making a Home Energy Efficient, Canning Vegetables, Making Short YouTube Videos, Candy Making, Making Yogurt, Pickling, Alternatives for Holiday Wrapping Paper, Basic Quilting, Basics Need to Set up House, and Basic Home Repair. The staff will review these topics and develop a plan of work for the program series.

Emily Steele made a presentation to the Council regarding the Unit's program marketing efforts. She showed the Council several short videos the marketing staff had made to promote programs. She also provided copies of some of the more recent marketing pieces sent out. Emily updated the Council on the Unit's Social Media marketing efforts and provided data regarding the success of those efforts.

Program highlight: Doug Gucker – Local Food Systems and Small Farms: Doug showed a video of program highlights from the past year to the Council. He told the Council that programming efforts for 2017 would continue to focus on Local Foods and Small Farms, but there would also be an increase focused on Commercial Agriculture programming. Doug said that the U of I was losing most of its capacity on campus to provide commercial agriculture programs. He said he was unsure about the types of programs that would be offered at this time. Doug said he plans to develop the program plan of work over the next couple of months. He asked for questions from the Council. There were none.

#### Program Updates

Doug Gucker: Pointed out his report in the book. He did not have anything further to add.

Jennifer Nelson: Was not present. She is out on maternity leaving. Doug Harlan pointed out her report in the Council member's binders.

Amy: 4-H Youth Development (Macon County): Discussed the success that Macon County Robotics teams have had at both the state and World Competitions. She also discussed the success of the 4-H Health Jam program.

Sherry Fulton 4-H Youth Development (DeWitt and Piatt County): Sherry also discussed the success of the Robotics program in Piatt County. Piatt County had several teams participate in state level competitions. Sherry also highlighted the success of the 4-H Food Competition for both DeWitt and Piatt County Teams. She said that 4-H Health Jam had also been a success in Piatt and DeWitt Counties.

Caitlin: Caitlin highlighted the Food Sanitation Classes and Testing she has been working on the past couple of months. Caitlin referred the Council to her written report for further program highlights.

Doug Harlan: Doug had no further updates for the Council. He did thank the Council for their support this past year. He said that the next meeting in September would begin a new Council year.

With no other business, Ray Spencer motioned to adjourn the meeting and Randy Shumard seconded the motion. The motion passed. The meeting adjourned at 7:45 pm. Next meeting is scheduled for September in Decatur.