Unit 25 Council Meeting Minutes
September 25th, 2018 @ 6:00p.m.

- **Called to Order**
  - 6:00PM by Rebecca Perry

- **Welcome and Introductions**
  
<table>
<thead>
<tr>
<th>Rebecca Perry</th>
<th>Victoria Goad</th>
<th>Kimberly Fisher</th>
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<tbody>
<tr>
<td>Katrina Glick</td>
<td>Nancy Bunting</td>
<td>Tammy Williams</td>
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<tr>
<td>Kathy St. Ledger</td>
<td>Mandy Loveland</td>
<td>Lindsi Tiffany</td>
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<tr>
<td>Deb Mitchell</td>
<td>Kevin Ochs</td>
<td>Shawna Zeilstra</td>
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<td>Carol Jo Beadles</td>
<td>Todd Hocking</td>
<td>Amanda Hutchcraft</td>
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<tr>
<td>Morgan Newell</td>
<td>Julie Ritchey</td>
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  Absent: Pat Vaughan, Matthew Moore

  - Everyone introduced themselves to Region 3 Director, Julie Ritchey.

- **Approval of Minutes**
  - Motion By: Katrina Glick
  - Second By: Kim Fisher
  - Carried: Y

- **Extension Updates by Morgan Newell**
  - Fiscal Updates – Morgan Newell informed us the county board match came through and updated us on state funding as well.
  - Personnel Updates – The EPC in Edwards County has begun and has received a lot of positive feedback. The Snap Ed position for Edwards/Wayne has been opened and interviews are scheduled.
  - Programming Updates – Leah and Steve gave a program update at the last meeting and additional updates are attached in a packet for us to review.

- **Organizational Updates by Morgan Newell**
  - Approval of Bank Signatories – Due to fiscal/university policies, EPCs will not be authorized on checking accounts. Reviewed and voted on a list of approved signatories in the surrounding counties.
    - Motion By: Victoria Goad
    - Second By: Kathy St. Ledger
    - Carried: Y
  - Vote on Council Officers – Chair, Rebecca Perry; Vice Chair, Carol Jo Beadles; Secretary, Shawna Zeilstra
• Motion to approve Council Officers By: Katrina Glick  
  Second By: Todd Hocking  
  Carried: Y
  o Review of Annual Plan and Operating Procedures – Morgan Newell provided us with an extension council annual plan and operating procedures to review.
  o Discuss Upcoming Needs Assessment – Morgan Newell discussed the community needs assessment survey and would like us to review it prior to the January meeting to have a further discussion at that time.

• Old Business/New Business
  o Morgan Newell informed us of the 2018 Holiday Hours that the extension offices will be closed from December 24th – January 1st and will reopen with normal hours on January 2nd.

• Council Training: Region 3 Regional Director, Julie Ritchey

• Adjournment
  o Time 7:30p.m.
    ▪ Motion By: Victoria Goad
    ▪ Second By: Carol Jo Beadles
    ▪ Carried: Y