



Unit 25 Extension Council Meeting
Wednesday, September 13, 2022
Edwards County Extension Office
350 N. 7th Street
Albion, IL 62806
5:30 p.m.

MINUTES

Members Present: Rhiannon Anderson, Justine Basnett, Jim Brewer, Terry Bruce, Julie Clodfelter, Kaci Haag, Michelle Pillar, Tonya Potts, Doug Raber, Jan Ridgley

Members Absent: Kelley Biggs, Paul Bruinsma, Haleigh Buchanan, Sara McGehee, Don Robbins

Staff Members Present: Tara Buerster & Samantha Gaither

CALL TO ORDER

Tara Buerster called the meeting to order at 5:35 p.m. Due to this being the first meeting of the new Council, each member introduced themselves, where they work, and their knowledge of Illinois Extension.

COUNCIL ORIENTATION

Tara Buerster provided a 10-minute Extension Council Orientation presentation that included the mission, history, staffing, funding sources, roles of Council members and goals for the upcoming year.

OFFICER NOMINATIONS & ELECTIONS

Jan Ridgley made a motion to nominate Jim Brewer as Chair of the Council, with Doug Raber seconding the motion. All were in favor; the motion carried. Kacie Haag self-nominated herself for the Vice-Chair position, Justine Basnett seconded the motion. All were in favor; the motion carried. Jim Brewer made a motion to nominate Justine Basnett as Secretary, Terry Bruce seconded the motion. All were in favor; the motion carried. Officers for the 2022-23 year will be as follows:

Chair – Jim Brewer

Vice Chair – Kacie Haag

Secretary – Justine Basnett

APPROVAL OF MINUTES

The March 22, 2022 minutes were reviewed by the group. Terry Bruce made a motion to approve the minutes, Kacie Haag seconded the motion. All were in favor; the motion carried.

FINANCIAL REPORT

Tara Buerster presented the FY23 Budget Summary, the Unit Financial Report with expenses through July of 2022, and the local funding collection report. Terry Bruce made a motion to accept the reports as presented, Michelle Pillar seconded the motion. All were in favor; the motion carried.

OLD BUSINESS

County Office Spaces – Tara Buerster shared with the Council the new Office Space for Edwards County on 5th Street and that the lease will become effective April 1, 2023. She also shared that she is working on agreement with the Edwards County Farm Bureau for more frequent use/storage space at the Edwards County Farm Bureau meeting room/basement. Mrs. Buerster also shared that she is currently looking for alternative office space for the Richland County Extension Office with assistance from Council Member Terry Bruce.

Needs Assessment Review – Tara Buerster shared the results of the Needs Assessment Survey conducted in April of 2022. A total of 508 individuals responded with the response broken down by counties as follows: Edwards County – 66.67%, Lawrence County – 11.39%, Richland County – 9.49%, Wabash County – 6.96%, and Wayne County – 5.49%. The purpose of the assessment was to aid in identifying a second Educator position for the Unit and give current programming (4-H, SNAP Education, and Master Gardener) information on programming needs within their area. The highest priority items according to the survey were:

52.11% - Creating and enhancing employment in the county in food production and agriculture industry.

51.12% - Preparing today's youth for tomorrow's jobs.

49.88% - Helping our county maintain a healthy and sustainable environment for work, living, and play.

48.77% - Helping communities create jobs and be a great place to live.

48.59% - Assisting farmers in agriculture production and profitability.

47.51% - Ensure safe food supply.

47.34% - Conducting research and educational programs to build healthy and strong families.

46.54% - Help communities improve accessibility to quality food.

46.53% - Help youth develop leadership, citizenship, and other life skills.

NEW BUSINESS

Open Meetings Act – Tara Buerster reminded the group that all Council members will need to take the Open Meetings Act training, one time during their term. She shared with the group whose certificates she had on file and stated she would send out the training link again, following the meeting.

Engaging Diverse Audiences – Tara Buerster shared with the Council that we as Extension are asked to focus on serving underserved or at-risk audiences. She asked each Council member to think of an individual or group that understands or serves an underserved or at-risk audience that Extension could be reaching out to and serving whether it be through 4-H or other programming we can bring in to our communities.

Approval Check Signors for In/Out Accounts – The list of proposed check signors was presented to the Council by Tara Buerster. Doug Raber made a motion to approve the check signors as presented, with Terry Bruce seconding the motion. All were in favor; the motion carried. Check signors are as follows:

Edwards County

Tara Buerster

Samantha Gaither

Kathy St. Ledger

Doug Raber

Lawrence County

Tara Buerster
Samantha Gaither
Kacie Haag
Debbie McDaniel

Richland County

Tara Buerster
Samantha Gaither
Deborah Mitchell
Tammy Williams

Wabash County

Tara Buerster
Haleigh Buchanan
Samantha Gaither
Katrina Glick
Tonya Potts

Wayne County

Tara Buerster
Samantha Gaither
Paul Bruinsma
Melinda States
Pat Vaughan

Lawrence County Junior Fair Board Agreement – Tara Buerster and Samantha Gaither shared an update with the Council on the proposed facility usage agreement for the 22-23 year for Extension Activities at the Lawrence County Junior Fairgrounds.

Engaging Diverse Audiences – Tara Buerster reminded the Council that the Unit needs to focus on serving underserved or at-risk populations. Mrs. Buerster thanked the Council for the list of places to possibly approaching about programming, within the Unit and reminded the Council to share any new locations or sites they become aware of.

STAFF REPORTS

County Director - Tara Buerster shared with the group a brief update on 4-H and Master Gardener numbers. She reminded the group of the Wayne County 4-H Coordinator vacancy and to please share with those who might have an interest in the position. A few upcoming programming items were shared including the End of Life Planning Seminar Extension has put together with the Richland Homemakers Education Association and the Poverty Simulation the Unit is assisting with for ROD#20 in Eldorado. Tara also shared with the group that we have a new Assistant Director for the Region, Doug Harlan.

Youth Development Educator – Sam Gaither reviewed programming for the Unit, Ambassadors group is being formed for the Unit for the 22-23 year along with a few Unit Activities/Events that will be added to this 4-H year. She reviewed the summer shows/fairs and how members did at State Fair competition. Mrs. Gaither also shared with the group about her Needs Assessment with local schools and programming that hopes to be

developed from that. She also reviewed upcoming workshops, events, and achievement nights for each county along with upcoming State events for local 4-H members.

PUBLIC COMMENT

No public comment was made.

FUTURE MEETING DATES

The next Council Meeting will be November 22, 2022 at 5:30 p.m. at the Edwards County Farm Bureau Meeting Room Basement, 15 S. 5th Street, Albion, IL 62806. This will be our holiday meal/meeting with Unit Staff.

ADJOURN

Terry Bruce made a motion to adjourn the meeting, Doug Raber seconded the motion. All were in favor; the motion carried. The meeting adjourned at 7:40 p.m.