Minutes

Attendance: Pat Kosmach, DuPage; Lucille Poroli, Will; Ana Espinoza, Kane; Wayne Mundsinger, Kendall; and Extension staff members Margaret DeNard, Joe Toman, Ruth Couwenhoven, Cathie Condon, Richard Hentschel, Drusilla Banks and Betty Barsley-Marra.

Absent: Tanesha Pitman, Cook; Mike Morris, McHenry; Larry Williams, Kankakee; and Laurel Dahl, Lake.

In the absence of Tanesha Pittman and James Oliver, Joe Toman presided.

Introduce new member: Ruth introduced Lucille Poroli from Will County…the new member on the Council. Everyone then introduced themselves and their county.

Review/ approval of minutes from previous meeting. It was moved (Poroli) and seconded (Kosmach) to approve the minutes as presented.

Old Business

• Fund-Raising—Toman clarified council involvement in fund-raising. Councils (as an entity) are not to be involved in fund raising. Individual council members can be involved in fund raising with other organizations such as 4-H Foundations.
  o General rules for units:
    ▪ No restrictions on types of fund-raising except for raffles. Raffles are not a good idea…too many restrictions and tax reporting.
    ▪ Should try to do all fund-raising through 4-H Foundation or “Friends of Extension” groups.
    ▪ Raffles should be avoided; golf outings are acceptable.

• Single Parent Programs—Betty Barsley-Marra, Matteson Center Educator, presented an outline of the parenting programs in which the Family Life educators are involved. She explained that this team not only presents to single parents, but also other types of family structures. Barsley-Marra passed out folders with information and materials that address parenting education and relationships programming. She also talked about upcoming projects, such as the Matteson Center website that one can go to for programming information, materials in Spanish, and in 2008 a new program, “Living Single in a Coupled World.”

Sharing

County reports were shared during lunch. Ruth Couwenhoven presented Kankakee County’s report on behalf of Larry Williams and Cathie Condon presented Cook County’s report on behalf of Tanesha Pittman. Those people present at today’s meeting, shared reports about their respective counties. All reports are saved in a separate document: “sharing” minutes.
There was discussion about outside funding of projects and programming and about grant writing. The members were informed that the NE Region subscribes to the Donors Forum for access to information about foundations and for assistance in grant writing. The Donors Forum website is: www.donorsforum.org.

- *Nutrition Education*—Drusilla Banks, Extension Specialist for Food Science and Nutrition Programming, reported on her responsibilities as a Northeast Region Specialist. She discussed the outcome of her meetings with the County directors in the region regarding programming needs in the Northeast Region on Nutrition and Wellness. Staffing is a major concern, as is funding of positions.

- *Green Industry Programming*—Richard Hentschel, Extension Specialist, has an office in the Midwest Golf House and he was invited to speak to the committee about Extension’s role in this industry. Live research is taking place on the property there in Lemont, and Extension is also involved in the Bachelor of Science in Horticulture in Chicagoland pilot program.

**Old Business (continued)**

- *ESL Programming*—Discussion has been tabled for a future meeting. Dr. Oliver is working on forming a committee to explore this issue.

- *Council Reports*—Reviewed the types of financial reporting forms the different counties use and discussed choosing one format for all units to use. The form can also be modified and adapted for use in the counties’ annual reports. The form that the committee recommends is the one that can be found in the Council Guide. It is Appendix 7 of the *Extension Finances* section. The complete guide can be found on Extension’s Councils website: [http://web.extension.uiuc.edu/publicdocs/councils/ExtensionCouncilGuide.pdf](http://web.extension.uiuc.edu/publicdocs/councils/ExtensionCouncilGuide.pdf). The form can be downloaded by county directors at: [https://my-s.extension.uiuc.edu/documents/8070404070407/TrustFinancialRpt-FY07.xls](https://my-s.extension.uiuc.edu/documents/8070404070407/TrustFinancialRpt-FY07.xls).

**New Business:**

- *Admin Update*
  - **Personnel Update:**
    - Campus staff: Glenn Seeber retired. The position has been modified into two separate positions. John Horton, Assistant to Director, Budget & Financial Analysis and Marilyn Brengle, Assistant to Director, Extension Field Operations.
    - New Staff: Chelsey Byers, Unit Educator Adult Life & Aging, Kankakee Unit
    - Changes in Position:
      - Nigel Austin left to take the Associate Regional Director position in the East Central Region.
      - Susan Grupp—Extension Educator, Environmental Science—June 1
      - Christina Foster—Extension Field Specialist SEL—August 16
- Jim Schuster—State Specialist on campus as of October 1
- **Resignations / Retirements:**
  - Gary Bretthaur, Kendall County, retired in August.
  - Theresa Walker, Cook County, resigned.
  - Ruth Couwenhoven, NE Region, announced her retirement effective November 30. Council will be working with Cathie Condon.

- **Fiscal / State Budget FY08**
  - The county board match—same as last year.
  - Youth Educator Line—Funding cut completely. Hearings have been held to override the Governor’s line item veto. The House has voted to override…it is now in the Senate. Hearings are being held statewide, and participation at these hearings is appreciated.
  - Cook County—same funding as last year.

**Other Business**
- **Staff Retreat:** September 27-28, 2007 (African culture) Held at the Hyatt in Lisle. Toman gave an overview of the two day event; some photos were included in member packets. Keynote speaker was Spencer Wells of National Geographic talking about the Genographic Project.
- **Marketing Update**—Margaret DeNard handed out copies of all the counties’ annual reports for everyone to view. She will be working with county directors on the 2007 report soon and will ask that they think about methods of distribution. A companion piece to the annual report is being worked on whereby a theme is developed and packets sent to the press and other media outlets.
  - DeNard is working on a CD media guide that would be included in press packets.
  - She and Dr. Oliver are working on bring Extension programming to churches.
  - She is continuing with her “Making the Most of Marketing” series.
- **Civil Service Hiring Update**—Secretary Tests—Two of our regional office secretaries recently participated with other regions to pre-test the new secretary tests online. Each test had some of the general math and language questions, but also questions on computer software, etc. Different tests at each level had different questions, but all were relevant to the computer skills we need. The questions on these pre-tests will be reviewed & combined and hopefully we will be able to give the on-line updated tests to all applicants sometime in the next year.
- **Staff Training:**
  - **Evaluation training:** Beginner training will be October 29-30, 2007 and the Intermediate class is November 1-2, 2007 (The Beginner session is the pre-requisite for the Intermediate).
  - **Secretary In-Service:** This is scheduled for Friday, October 26, at Lake Katherine in Palos Heights. Kay Doll will be doing “Prioritization” training incorporating the concepts of Stephen Covey’s 7-Habits of Highly Effective People.
Spanish Training: On-going face-to-face classes are now being held. We brought back the same teachers we had last year. We have both beginning and conversation (advanced) classes at both Matteson Center and DuPage Unit locations. There are 23 participants in the beginning classes. There are 14 participants in the conversation (advanced) classes. These include both academic and non-academic staff members.

Fiscal Training: With the imminent departure of Ruth Couwenhoven, fiscal training has been scheduled for dates in October and November.

- State Advisory Council Report—Tanesha Pitman: No report at this time. They will be meeting next week, October 8 & 9th. Ana Espinoza has been appointed as a new member on this council and this will be her first meeting.

- Resource Development / Partnerships—Discussion followed regarding opportunities and avenues for outreach. Suggestions include: churches, Lions clubs (and similar organizations), chambers of commerce, and libraries. Consideration for what qualifies for matching funds should always be kept in mind.

- Other

  Committee members asked about training for local councils. Currently, there is an online manual: (http://web.extension.uiuc.edu/publicdocs/councils/ExtensionCouncilGuide.pdf). It can be found at the Extension Councils website. The recommendation to reinstate training and do an orientation with new members will be shared with Dr. Oliver and with county directors.

It was moved (Kosmach) and seconded (Mundsinger) to adjourn the meeting.

- Next Meeting

  o The next meeting is scheduled for April 4, 2008, location to be determined.