

## **Meeting of the Brookings County Extension Advisory Board**

January 14, 2016 12:00 p.m.

Brookings County Resource Center

Members Present: Richard Waldner, Alan Gregg, Stephne Miller, Deb Ford, Sonia Mack, Jennifer Pickard, Andy Dupraz

Members not present: Ron Parmely.

Guests Present: None.

Meeting called to order by Chairman Dupraz.

Motion to approve minutes from December 16, 2015 meeting made by Miller and second by Waldner.  
Motion carried.

### **Budget**

Discussed the bill from the Swiftel Center for the 4-H Winter Calf Show held in the holding barn. No Event Manager was available to open the doors for access to restrooms during the time requested for the Calf Show. Mack had to call for someone to come. For most of the show, an event manager was not present in the holding barn. Mack requested a copy of the bill from the Swiftel and it is due in two days, with charges for an Event Manager. Discussed how to handle the Event Manager fee charged on the bill. There was a minimal expense for set-up but most set up was done by 4-H.

Mack spoke with BMU and commercial rates for electrical are higher than residential. Water usage at the Resource Center seems to be high. During the summer plants are watered from the spicket on the county side. BMU water staff came yesterday to check for water leaks inside and leaky faucets outside. No leaks were found but Mack is continuing to investigate.

### **Brooking County Strategic Plan--Continued**

Mack has been in contact with Swiftel personnel about being able to view the facility scheduling calendar or at least be able to see the dates that are not available. Extension would like to have access to the calendar but we may need to purchase "user privileges" in order to view the calendar. Since last BCEAB meeting, Miller, Stacy Steffensen, and Mack met with Swiftel personnel. Both Swiftel and Extension are in favor of monthly communication. It was discovered during that conversation that Extension activities scheduled in rooms C and D are indeed bumped in favor of other income-producing activities.

Discussion was had about having an Extension Board member sign approval to pay bills. It was decided to recommend to the County Commission that Extension have two staff members sign to approve payment of bills rather than a board member. A motion to present to commission for two staff members to approve bills was made by Gregg and second by Waldner.

## Other

Mack discussed the situation with the front door. It doesn't fully latch which allows for voles to come in as well as heat to escape. No parts are available to repair this door anymore. Miller said she would ask Midwest Glass for a quote on a new door. In order to properly fix the door the concrete on the sidewalk will need to be removed and a new foundation be laid before the doorway approach/sidewalk can be replaced.

Next Meeting Date: To Be Determined.

Motion to Adjourn: Miller.

Respectfully Submitted,

\_\_\_\_\_, Secretary

Jennifer L. Pickard