

Meeting of the Brookings County Extension Advisory Board

March 7, 2018

Brookings County Outdoor Adventure Center

Members Present: Ford, Mack, Dupraz, Waldner, Miller, Houtman, Pickard

Members Not Present: Parmely.

Guests Present: None.

Meeting called to order by Chairman Dupraz.

Waldner motioned to approve the agenda, Ford second. Motion carried.

Secretary's Report

Motion to approve minutes from January 10, 2018: Motion by Miller, second by Waldner. Motion carried.

Budget

Financial Review

Bills have been submitted for February and will be paid for next week.

Shooting Sports purchased some cabinet/lockers and rolling totes from Lowe's, but the bill was not received in time to be paid in 2017 so will be paid from the 2018 budget.

Utilities are coming to the BCOAC. Phone bills come for each line. Cook's bill for garbage and recycling also comes to the BCOAC. Commissioners will need to discuss how bills will be split.

Motion to approve financials: Ford, second by Waldner.

Summer Interns

Dupraz and Susan Robbins assisted Mack with interviews. Morgan Ackerman is returning, and Jeanette Klein has accepted the second position. Mack has submitted necessary information to SDSU to process payroll. She is planning for 14 weeks of work for the interns, beginning this week and ending the week after Achievement Days.

4-H/FFA Feeding SD Food Packing Event

Mack reported that the SD 4-H Promotion and Expansion Council is working with Brookings County 4-H to pack meals. The date is planned for April 28th and will take place in the Archery Range at the BCOAC. The FFA advisory board is creating a Signup Genius to help pack the goal of 50,000 meals. Cost for each meal is \$0.25. Brookings County 4-H raised about \$800 in the penny war at the 2017 Achievement Days to go towards purchasing the meals. The meals are distributed throughout South Dakota.

Signage Update

Mack reported that the signage image to be installed on the north and south sides of the building has been approved by the Brookings County Outdoor Adventure Center Advisory Board. Mack said that the 4-H Clover signage needs to include SDSU Extension logo. Mack presented photo mock-ups for the outdoors facing Windows and the indoor-door window. Mack has received Commission approval for the outdoor window. Motion to allocate budget resources up to \$450 to purchase and install window signs inside and outside by Ford, Houtman second.

Storage Trailer

Mack said she visited with a local family who has a 53-foot trailer they are willing to sell. They also mentioned that they would be willing to donate transport and storage of the trailer. She will be following up with the

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family. Perkins is currently storing Achievement Day items and would like a 60-day notice to terminate the storage agreement.

Commissioner Update

Miller reported that the BCOAC has received permission to backlight the logo on the north side of the building. Brookings City Council has denied backlighting the south-side logo. Miller said that signage for Archery and Gun ranges will be added on the north side of the building.

Miller commended Mack on making the new office look and feel very nice.

Other Items

Mack said that there will be panic and lockdown buttons installed at the BCOAC in case of emergencies.

Dupraz reported that the archery range fees have been decreased.

Miller reported that there is a signed contract with SD GF&P and construction will begin anytime. The archery lockers have been moved into the archery range to make way for construction.

Mack moved some cabinets from the Archery Range into the office area. New countertop will be installed soon.

Mack has received approval to host the Special Foods contest at the Sioux Valley FCS rooms in the school in Volga.

Mack has reported that she has been doing outreach at two area Hutterite Colonies through the Deubrook School District. She works with three different classrooms.

Mack reported that the smart TV hasn't been ordered yet.

Next Meeting Date: April 18th, 2018 at 11:30 a.m.

Motion to Adjourn: Mack.

Respectfully Submitted,

_____, Secretary
Jennifer L. Pickard