

Meeting of the Brookings County Extension Advisory Board

October 4, 2018

Brookings County Outdoor Adventure Center

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

Members Not Present: Dupraz

Guests Present: None.

Meeting called to order by Vice Chair Parmely.

Secretary's Report: Minutes from the April 18, 2018 meeting were approved by Waldner with a second by Miller. Motion carried.

Budget

Financial Review: Ford motion to approve, with second by Houtman. Motion carried.

2019 Budget: Discussed the approved budget. Ford and Dupraz presented the budget to the Commissioners in June.

Retirement:

Susan Vander Wal will retire November 30th. Mack as a request to fill vacancy form which she will submit to hire someone. Mack said Susan has been voluntarily working 5+ hours per week for the last six years, unpaid. She would like to have more hours, but the budget was approved for 19.5 hours per week. Office open hours and noon hours will change as the new hire cannot be expected to volunteer time. Any work study student hired may not be able to keep the office open over the noon hour either. Discussed asking for 29.5-hour person for continuity and ability to keep the office open over the noon hour. A full-time employee shared by BCOAC and Brookings County 4-H is not ideal.

Volunteer Board Positions: Applications are due October 19th.

Commissioner Update:

Commissioners discussed reasons for the budget amount of 4-H Projects/Shooting Sports line item. Miller updated the Commissioners on 4-H paying expenses for moving the office from its own budget in 2017. Miller reported that she asked the commissioners to visit the 4-H office to learn what occurs during the year.

Other Items:

Little Leprechauns were bumped from their scheduled meeting room by BCOAC activities.

Mack has ordered a storage cupboard for the office.

Mack shared a recap of 4-H events that happened over the past 4-H year.

Mack will be attending two conferences this fall.

Pickard received an email from Michelle Delaney requesting that minutes of BCEAB be submitted without the watermark "Unapproved". The minutes submitted after meetings will no longer have the watermark but will include the date of the last meeting when the secretary's report is approved.

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Next Meeting Date: To Be Determined.

Motion to Adjourn: Ford.

Respectfully Submitted,

_____, Secretary
Jennifer L. Pickard