



Unit 25 Extension Council Meeting  
Tuesday, March 28, 2023  
Edwards County Farm Bureau Meeting Room  
15 S. 5<sup>th</sup> Street  
Albion, IL 62806

5:30 p.m.

## **MINUTES**

**Members Present:** Rhiannon Anderson, Jim Brewer, Terry Bruce, Julie Clodfelter, Kacie Haag, Michelle Pillar, Tonya Potts, Doug Raber, and Jan Ridgley

**Members Absent:** Justine Basnett, Kelley Biggs, Paul Bruinsma, Haleigh Buchanan, Sara McGehee, and Don Robbins

**Staff Members Present:** Tara Buerster and Samantha Gaither

### CALL TO ORDER

Jim Brewer called the meeting to order at 5:30 p.m.

### 4-H AMBASSADORS PRESENTATION

The 4-H Ambassadors for Unit 25, which included members from Edwards, Lawrence, and Richland counties each made presentations to the Council on their 4-H experience and what 4-H means to them. 4-H Ambassadors are 4-H members who assist with 4-H events and speak at various groups about 4-H.

### APPROVAL OF MINUTES

January 24, 2023, minutes were reviewed by the group. Terry Bruce made a motion to approve the minutes as presented, Doug Raber seconded the motion. All were in favor, motion carried.

### FINANCIAL REPORT

Tara Buerster presented the Unit 25 Financial Report as of February 28, 2023. Kacie Haag made a motion to approve the financial report as presented, Rhiannon Anderson seconded the motion. All were in favor, motion carried.

### OLD BUSINESS

- a. County Office Spaces: Edwards County staff have moved to the new office building on 5<sup>th</sup> Street and Tara will give a tour of the new space to Council members following the meeting. Potential new Richland County office spaces are being looked at and reviewed by Tara. There are a couple of

potential options currently. Unit 25 will have some extra income for the office space lease due to the Regional Director planning to be housed in the Richland County office.

- b. Open Meetings Act Training: All council members are required to take the training. Tara has provided the link and information regarding the training. Some council members still need to complete training.
- c. Local Foods Small Farms Educator position – the second Educator position for the Unit is open with a close date of March 29<sup>th</sup>.
- d. Office Support Position for Wabash County – the position will be open and when filled will get us back to full staffing for Office Support, front line.
- e. Marketing EPC for the Unit – Several units currently have Marketing EPC positions and others are discussing adding Marketing EPC positions. Tara has submitted for the additional position and feels the current budget will sustain it. She is waiting for campus approval to do a search. The State Marketing team is also reviewing these requests.
- f. Council Vacancies for 2023-2025 term – The council reviewed terms of current members. We will have one vacancy to fill in each Wabash and Wayne for student terms. In Lawrence County we will need to replace Kacie due to her moving.

#### NEW BUSINESS

- a. New Phone System for Unit: The unit will be switching to Voice Over Internet Phones (VOIP) for all 5 offices and their system will be tied together. They will also be switching all offices to Wabash Fiber for internet, with the exception of Lawrence County, which will have to remain on Sparklight due to availability in that area.

#### STAFF REPORTS

County Director: Tara Buerster reviewed that she has purchased and received a poverty simulation kit for the unit. She reported she would be facilitating her first one, solo in May in McLeansboro for multiple ROEs. Updated the Council on MyPI training in partnership with Carle Richland Memorial Hospital and IECC TRiO Upward Bound. She also reported on IVAX grant for the SNAP program, locally. Staffing vacancies and numbers were reviewed and she shared with the Council her state commitments and travel schedule, out of unit.

Youth Development Educator: Samantha Gaither reviewed recent programming for each county in the Unit. Unit 25 currently has 837 members. Staff are winding down programming plans by June, to focus on summer shows and fairs.

Fair dates: Lawrence County, July 8-14, 2023

Wayne County, July 7 through July 15, 2023

Wabash County, July 15 through July 22, 2023

Richland County, July 22 through July 29, 2023

Edwards County, July 27 through August 4, 2023

Illinois State Fair in Springfield, August 9 through August 20, 2023

Doug Raber made a motion to accept the staff reports, with a second from Jan Ridgely, the motion passed.

#### PUBLIC COMMENT

No public comment was made.

#### FUTURE MEETING DATE

The Council agreed to try and keep meeting nights on Tuesday, for the 2023-24 Council year. Future meeting dates will be determined in the summer and sent to the Council.

#### ADJOURN

Motion made to adjourn meeting by Kacie Haag and seconded by Terry Bruce. All in favor, motion carried. The meeting adjourned at 7:30 p.m. Council members and staff then departed for the new Edwards County Extension office to tour the new facility.