This is your call for the regular meeting of University of Illinois Extension – Unit #10 Council to be held Monday, August 28, 2023 at 6pm at the Warren County Extension Office, 1000 N Main St Monmouth, IL and also via zoom

**Agenda**

1. Call to Order
	* Roll Call
2. Public Comment\*
3. Introductions – Janice McCoy or regional director will be joining us.
4. Election of Officers
	* Chair, Vice Chair, Secretary, and Financial Reporter
	* Appointment of Committee Members –Ann Knowles will be our representative to the McDonough County Buildings and Grounds Committee.
5. General
	* Approval Minutes May 2023
	* End of Year Fiscal Reports FY 2023
	* FY 2024 Budget
	* Staffing
		1. Over the summer we moved Wendy Ferguson to the Marketing EPC position and have just completed interviews for a Hort EPC and plan to make an offer soon.
		2. We also had a failed search for a CED Educator
		3. We had 4 fabulous summer extra help employees – Erin Curley, Sarah Riggins, Peyton Jack and Paige Nimrick.
	* Council Reports
	* Staff Reports
	* Announcements/Upcoming Programs
6. Old Business
7. New Business
	* The Role of an Extension Council Member
		1. Open Meetings Act Training
		2. Serve as our mouth and ears….let others know about the good work Extension does and let Extension know about issues in the community we might be able to address.
		3. New virtual training – Janice McCoy can explain a bit more – October?
	* Concurrence of the Holiday Schedule
		1. Office will be close December 21st at 4:00pm and reopen at 8am on January 2nd.
		2. Other Holidays: Sept 4, Nov 23-24, January 15, May 27, June 19, and July 4
	* Approval of Extension Council Meeting Dates
		1. November 27, January 29, March 25, and May 20
	* Moving to one In/Out Account
		1. There is not a bank that serves all 4 counties.
		2. Dealing with several different policies and procedures
		3. One employee will handle all funds so they can keep on top of all the rule changes.
		4. One audit
		5. Funds would be transferred to Clocktower Bank in Macomb after this year’s audits are performed - October
	* Signature Card Approvals – We need to approve all of these so that we can get new cards for this year’s audits? Then we would just keep the McDonough County list in the future.
		1. Henderson County – Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, Carrie McKIllip and Bobby Allaman. Remove Jill Cook.
		2. Knox County - Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, and Carrie McKIllip should be approved as signatures.
		3. McDonough County - Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, and Carrie McKIllip should be approved as signatures.
		4. Warren County - Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, and Carrie McKIllip should be approved as signatures.
8. Adjournment

The next meeting is scheduled for November 27th in Warren County.

\*Those interested in speaking to the Extension Council under Public Comments must contact Lisa Torrance 24 hours prior to the meeting for details regarding their presentation.