

# Proceedings of the Pennington County Extension Advisory Board

July 1, 2019

The Pennington County Extension Advisory Board met on Monday, July 1, 2019 in the meeting room at the Walter Taylor 4-H Building, 601 E Centre St., Rapid City, South Dakota. Matthew Odden called the meeting to order at 5:37pm with the following Board Members present: Commissioner Mark DiSanto, Matthew Odden, Patty Brunner, Joyce Bowman, Dallas Vos, Alan Van Bochove. SDSU Extension 4-H Youth Program Advisor Regina Bakley, and Staff Assistant Kimberly Suckow were in attendance.

*Note that while SDSU Extension 4-H Youth Program Advisor Regina Bakley attended, and Staff Assistant Kimberly Suckow attended, they are not appointed to the Extension Advisory Board and did not vote on matters presented to the Extension Advisory Board.*

## **Review and Approval of Agenda**

MOVED by Mark DiSanto and seconded by Alan Van Bochove to approve the agenda as presented.  
Motion passed: 6-0

## **Review and Approval of the Minutes from April 8, 2019**

Mark DiSanto noted a correction to the spelling of Jane Amiotte's name. MOVED by Mark DiSanto and seconded by Joyce Bowman to approve the minutes with the correction. Motion passed: 6-0

Reviewed Vouchers

Kimberly Suckow handed out a spreadsheet with 2019 year to date expenses. The approved budget for 2019 is \$88,745. Total expense at the end of May is \$21,023.33 which leaves \$67,721.67 in the budget for the remainder of the 2019 calendar year. Kim estimates that Extension will be \$19,063.15 below budget by year end. The primary reason for this is because the 4-H Youth Program Advisor position has been open for most of the current fiscal year.

## **Old Business**

### **New 4-H Youth Advisor**

Regina Bakley was introduced as the new 4-H Youth Program Advisor.

### **2020 Budget Approval**

The 2020 budget request was submitted to the Pennington County Commissioners on June 21, 2019. The request went well and the Advisory Board is hopeful that the budget will be approved as submitted.

## **New Business**

### **Jane Amiotte / Program Report / 4-H Youth Program Advisors Report**

Kimberly Suckow handed a report on behalf of Jane Amiotte who was not able to attend the meeting. The program report included programming activities since the last meeting as well as list of upcoming events for July thru October. Kimberly noted that drivers are needed for the summer workshop series (July 8 to Aug 1). Mark DiSanto volunteered for several dates.

### **Regina Bakley / 4-H Youth Program Advisors Report**

Regina recently accepted the position of 4-H Youth Program Advisor. She is getting up to speed with the Horse show, Dog show, Camp Bob Marshal, and Achievement days. Regina asked the board for feed back on the Pennington County 4-H Newsletter. Options for the newsletter were discussed. Regina also recommended starting a “4-H Friday” email which would include relevant topics and deadlines for the upcoming week.

### **Request for key from EFNEP**

Kimberly Suckow presented a letter to the board from Kimberly Wilson, Family & Community Health Field Specialist, requesting a key to the Walter Taylor Building. She also summarized EFNEP’s use of the kitchen. The letter referenced ownership of a refrigerator, freezer, stove, and other preparation equipment. Ownership of the appliances in the kitchen is not clear. Kimberly will research ownership of the appliances. MOVED by Alan Van Bochove and seconded by Dallas Vos to give EFNEP a key for the doors to the meeting room and note. Motion passed: 6-0

### **Request for temporary key from Black Hills Home Explorers**

Kimberly Suckow informed the board that BHHE requested a key for the time they will be using the Walter Taylor Building during the fair. They will need the key from August 16-26. MOVED by Patty Brunner and seconded by Mark DiSanto to give BHHE a key noting the specific dates of August 16-26<sup>th</sup> and document the key that was issued in the log book. Motion passed: 6-0

### **Wishlist / reallocate budget dollars**

Kimberly Suckow presented the board with a list of items Extension would like to purchase with money in the budget that was not spent because of the open 4-H Advisor position. A discussion followed. Mark DiSanto asked Kimberly to check with the Pennington County Commissioners Office regarding the availability of projectors that were recently replaced. The board recommended adding office lights, auditorium lights, and rewiring outlets and stage lights to the list. Kimberly will update the list and email it to the board. The board will vote on the list with an email response.

### **Judging Day Meal / Sponsors and serving ideas**

Matt Odden informed the board that the Chamber Ag Committee will not be serving lunch after judging at Achievement Days. West River Electric has sponsored the food for the meals in the past. Kimberly will follow up with West River Electric regarding a sponsorship and check the cost of serving hot dogs or pizza for the Judging Day meal.

### **Thank you to Kimberly and Jane**

Matt Odden thanked Kimberly and Jane for the extra work they did to keep the Extension Office operating smoothly after Mathew Olson left. All board members agreed.

### **ADJOURN**

MOVED by Mark DiSanto and seconded by Dallas Vos to adjourn the meeting. Motion passed: 6-0

*The next meeting of the Extension Advisory Board is Oct 7, 2019 at 5:30pm.*

Minutes submitted by Alan Van Bochove.