

MINUTES
Trempealeau County Extension Education and Communication Committee

Mike Nelson, Chair

1. Meeting called to order by Mike Nelson at 9:05 a.m. in the Trempealeau County Government Center in the Packer Room on May 17, 2011.
2. Notice was posted according to open meeting law requirements.

Committee members present:

X George Brandt
X Robert Duellman
X Arild Engelian
X Olin Fimreite
X Michael Nelson

Others present:

X Steve Okonek
X Cyndy Jacoby
X Pat Malone
X Megan Stuessel
X Dave Suchla
X Mark Smick
X Mary Anderson
X Ron Henry
X Jamie Kabus

3. **MOTION: Adopt agenda as (printed)**
(Engelian/Duellman : **PASSED**).
4. **MOTION: Adopt minutes of the April 18, 2011, meeting as (printed)**
(Brandt/Fimreite : **PASSED**).
5. **MOTION: Approve agents' out-of-county travel requests**
(Brandt/Engelian : **PASSED**).

See attached Out of County Travel Request.

6. **Report from 4-H Executive Board:** Megan Stuessel reported on the numerous activities in the 4-H program. She reported that the Fair Booklet, compiled by Megan, Dennis Frame and Kellen Nelson is completed with about 97 pages. She distributed the May 4-H Newsletter "Clover dispatch with 12 pages full of 4-H accomplishments and activities. She also distributed an activity booklet on 2011 campout at Pietrek Park, which will be the 30th one. Many specialists will provide nature study classes. Megan reported that the Leader's Board is expected to provide some startup funds for the new Ettrick Eagles 4-H Club.

7. **Extension Programming Updates – Okonek, Malone, Jacoby:** **Steve Okonek** reported that he completed the last PAT (pesticide application training) management at the end of April. He is working with Cyndy Jacoby on the Community Gardens Project in Arcadia. Steve is also providing assistance to the Community Grazers Organization. Steve is also working with AMPI (Associated Milk Producers Inc.) on a methane/bio-gas project. **Pat Malone** is working with a sustainable development Group in Trempealeau County. She is working on the regional needs assessment for United Way. She participated in a Tele-Conference "Doing More with Less" which emphasized the need for partnerships between local and county governmental groups. Pat also has completed a needs assessment for a non-profit group, completed a TCCTV questioner for viewers and is working on a grant for the Trempealeau County Criminal Justice Council. **Cyndy Jacoby** has been busy coordinating TCCTV activities. She is working on a

program for Better Health for Care Givers, is planning a Community Gardens and is scheduling a food preservation class and in sense she will be working with the Health and Human Services with the distribution of locally grown food for the low income.

8. **2011 Extension Budget:** Cyndy reported that at present the 2011 extension budget expenditures are in line with the budgeted amount.
9. **2010 Extension Budget Summary:** Cyndy reported that the completion of the 2010 budget is complete and they are about \$10,000.00 below the budget. Dave Suchla, Executive/Finance Committee suggested the possible use of this excess go to the TCCTV budget. After discussion **Fimreite made a motion seconded by Engeliem to authorize Chairman, Mike Nelson to appear before the Executive/Finance Committee to request the \$10,000.00 be returned by University Education Committee to be used for TCCTV expenses. Motion carried.**
10. **District Director Q & A:** Deb Jones, Western District Director was present. She works with fourteen counties. She indicated that there is a hiring freeze for a County Agent. She talked to the Dean and he has authorized a regular contract with benefits. Steve currently works 50% time. Deb will rewrite Steve's appointment by June 30th. The WACEC District 5th Annual meeting will be held at Three Bears Lodge in Warrens on June 6th.
11. **TCCTV survey plans:** Pat has completed the TCCTV questionnaires and will work out the details with TCC (Tri-County Communications Cooperative) for sending the survey to the viewers.
12. **2011 TCCTV Budget:** The 2011 TCCTV budget expenditure created a long discussion. The unemployment compensation for Matt Galewski, former Director, is taken out of the TCCTV 2011 Budget and it is eating away at the \$22,800.00 that was additionally approved by the Executive/Finance Committee. Paul Syverson was called in and he said the normal procedure is to take the unemployment compensation from the department's budget. Some of the committee suggested that it's taken out of the county's unemployment fund. After much discussion **Brandt made a motion seconded by Engeliem to request that the matter be taken to the Executive/Finance and request that they take Matt's unemployment compensation out of the county's unemployment fund. Motion carried with Fimreite and Duellman voting no.**
13. **\$22,800.86 Budget Detail for planning (55610.999 no detail):** See Notes Above
14. **2010 TCCTV Budget Summary:** The 2010 expenditures are within the amount budgeted.
15. **TCCTV Fundraiser:** Because of the numerous obstacles regarding the proposed TCCTV Fund raising Auction, Coordinator Arlena Schott has postponed the event until fall. Rick Joten reported they are a month behind in the TCCTV Fund Drive due to shortage of help. Volunteers are urgently needed to assist with various things including the bulletin board.
16. **RC&D – TCCTV Assistance Agreement Update:** Mary Anderson, River Country RC&D (Resource, Conservation and Development) Specialist who was contracted by the committee to research and write a grant for TCCTV funding was present for a report. She was a bit upset as she had to wait three hours before she got on the agenda. The committee assured her that at her next appearance a specified time will be given. Mary had researched seven potential grant possibilities, after a long discussion **Brandt made a motion seconded by Engeliem to authorize Mary Anderson working with a sub-**

committee of Mike Nelson, Rick Joten and Michelle Olcott to select the three best grant options and narrow those down to one for a grant application. Motion carried.

17. **TC high school summer interns – 3 applicants:** Rick Joten, Cyndy Jacoby, and Jamie Kabus will be interviewing and recommending the most qualified of the three high school summer intern applicants.
18. **UW La Crosse intern – 1 applicant:** No response from the UW La Crosse intern applicant as of today's committee meeting.
19. **Equipment Proposal:** Rick Joten reported on the need to purchase equipment that needs replacement. Rick and Ron Henry reported that on the need for a green screen for background scenery to enhance studio shows. Rick also has a need for software to compensate for various cameras and there is a need for a light kit. With over \$5,000.00 available in the 2011 TCCTV budget for studio equipment and with \$47,740.00 available in the budget from non-tax levy sources. (TCC and contributions) the committee authorized the use of funds needed to replace upgrade or improve TCCTV equipment.
20. **Schedule issues:** The arrow shopper does not now print the TCCTV schedule. The TCCTV program schedule is on the TCCTV website.
21. **TCCTV May/June Programming Report:** there is a need for volunteers for secretarial skills, filming and editing. Ron Henry continues to volunteer his time and talents to assist TCCTV.
22. **TCCTV Calendar:** Cyndy informed the committee that a calendar is on the TCCTV door to inform the public of the studio status. With three part-time employees there are times when no one is in the studio.
23. **Next meeting date** was set for June 21 at 9:00 a.m., in the Trempealeau County Government Center.
24. **Discussion on Volunteer Policies, Procedures and current issues:** Cyndy Jacoby distributed TCCTV equipment and operating procedures (materials attached). The committee because of the long meeting took no action. Mark Smick, Executive Finance Committee Member discussed the possibility of consolidating some county board committees as a cost saving measure. Mark Smick and Dave Suchla both Executive/Finance Committee Members requested a closed session as the next meeting with the County Extension Education and Communication Committee. Chairman Mike Nelson set up the closed session for 9:30 a.m. at the June 21, 2011 Meeting.
25. **MOTION: Adjourn meeting at 1:06 a.m. (4+hour meeting)**
(Brandt/Engelien : PASSED).

Olin Fimreite, Secretary
Agriculture and Extension Education Committee