



CSU Extension Boulder County  
Advisory Board Meeting Minutes  
March 19, 2019

The Extension Advisory Board members in attendance were Bonnie Ballantyne, Laine Cavazos, Matt Hess, Caroline Himes, Mary Mulry, and Nadejda Sena. The Extension staff in attendance were Laura Larson and Donna Lee.

Laura called the meeting to order at 6:00 PM in the Conference Room at the Natural Resources Building following a light dinner to welcome new members. Before jumping into the agenda, Laura explained how she and Dan Wolford (previous Committee Chair) reworked the bylaws to reflect more accurately what this Board is chartered to do and to provide a common understanding of what this Advisory Board is.

**I. Welcome to New Members and Introductions**

Laura invited everyone to introduce themselves and to say why they wanted to serve on this Board, what communities they are connected to and how they envision being able to promote Extension in the community. The members shared their stories and it became clear they have diverse backgrounds and interests making this Board an even more valuable asset to Extension.

Laura read the Mission of CSU Extension: To empower Coloradoans to address important and emerging community issues using dynamic, science-based educational resources. She then talked about the need to embrace information flowing back and forth, therefore, she envisions these meetings being more about that than Agents reporting to the Board on Extension programs only. Laura encouraged the Board to create an elevator pitch so they are prepared when they are out in the community because she believes they are all well informed about Extension. Laura explained that staff are working diligently on the website to make improvements, fix broken links, add new material and her vision is that it will eventually be able to reveal all the opportunities for the community to get involved with Extension. She wants to educate around technology available and wants the Board to be one of Extension's resources. She stated that 4-H is looking for ways to outreach around family-centered programs through networking and collaboration. A suggestion was made to look into collaborating with the Boulder Community Foundation.

**II. Director's Report**

Laura explained the Strategic Planning process staff has engaged in with Boulder County Parks and Open Space (the Department in which Extension resides) and provided members with a draft copy of the Boulder County Extension Strategic Planning Goals. She further explained how staff had met to brainstorm how Extension can better refine and align with the Parks and Open Space Strategic Plan and the Extension goals came out of these sessions. Laura also stated how she has spent much of her time educating POS about what we do so a different strategic vision can be created so Extension is more integrated. POS is revisiting their mission to ensure Extension is an integral part of the Department as well. The Strategic Plan is still in draft form but Laura expects it to be finalized in April or May.

Laura talked about how staff are attempting to meet the needs of the community by having Fact Sheets and newsletters such as Family Matters translated into Spanish. Laura discussed the need for the community to provide feedback because no coordinated efforts currently exist. She believes Extension is breaking new ground in addressing the diversity of our communities. Extension is making new efforts with partnering and incorporating the information gleaned so far.

Nadia and Bonnie both have marketing experience they are happy to share with Extension and are willing to do research as well. Laura expressed her appreciation for how excited everyone is about what Extension is doing.

### **III. Review of By-Laws and Proposed Changes**

Laura provided a copy of the revised By-Laws and talked about proposed changes including changing the name from the CSU Extension Advisory Committee to the CSU Extension Advisory BOARD (reflected in these minutes). She informed the members about the change she and the previous Chairman made to the total number of members that could serve on this Board from 20 to 12, with 6 Commissioner-appointed seats and up to 6 additional seats that Laura will appoint with based on the need for community representation in each of our program areas. A quorum will consist of at least 50% of those currently seated. She also stated that a new policy she has added is requiring members to attend at least 2 of the 3 meetings a year to remain in good standing on the Board. The number of meetings per year listed in the By-Law was changed from 4 to 3 as well, reflecting the actual number of held meetings over the past few years. Officers will consist of Chairperson, Vice-Chairperson (deleted "chairman") and Secretary.

### **IV. Election of Officers**

Caroline Himes volunteered to serve a one-year term as Chairperson and Matt Hess volunteered to serve as Vice-Chairperson and Bonnie Ballantyne volunteered to serve as Secretary. Matt Hess made a motion to appoint the

individuals as proposed. The motion was seconded and passed unanimously.

Laura agreed to send out a doodle poll to determine the best Tuesday or Wednesday of the month for most members to meet, in order to determine when to schedule the next meeting in June. Laura thanked everyone for being there and for agreeing to serve on the Advisory Board going forward.

**The meeting adjourned at 7:30 PM**

Minutes by Donna Lee