



CSU Extension Boulder County  
Advisory Board Meeting Minutes  
September 7, 2021

Meeting called to order at 5:37 PM via Zoom.

**Board Members:**

Present: Hallie Adams, Rob Alexander, Mary Mulry, Kate Newberg, Jay Ruggeri and Betsy Shehigian.  
Absent: Lanie Cavazos and Joshua Coffie. Quorum present? Yes

**Boulder County Extension Staff:**

Laura Larson and Dena Theis were in attendance.

**Approval of Agenda:**

Motion: Rob motioned that the September 7, 2021 agenda of the Extension Advisory Board as presented be approved, Hallie seconded that motion; all were in favor.

**Approval of Minutes:**

Motion: Rob motioned that the June 15, 2021 minutes of the Extension Advisory Board be approved as presented, Betsy seconded that motion; all were in favor.

**Director's Update:**

We do have our Community Needs Assessment survey results; the respondents of the survey mirror our current demographics for the county, which is largely white, female and over 65 years of age. The targeted focus groups that we interviewed likely did not answer our surveys (Latinx, LGBTQ folks and unserved senior populations). A lot of the focus group data that we got was about what other kinds of programming do you want to have happen. This will give us a nice compliment to the more limited more narrow focused survey results. The way CSU structured this we have 7 different issue areas that we were able to choose, most of it aligned with our current programming. We are at the beginning stages of trying to join the Extension Strategic Planning Goals format to this CSU format, which will lead to a more meaningful format to share with the Advisory Board once complete.

There are a few staff changes to report. Allison Appelhans, who is our half-time Community Garden and Website Manager, announced her last day will be mid-September 2021. This position will be challenging to fill. Therese Glowacki was hired to be our new Parks and Open Space Director. She has been with POS for 16+ years so she knows the department and will serve well as director. She has been very supportive of Extension.

We are still out of our office with hopes of a move-in time of mid-October. Not sure how the layout will be for move-in, how many of us will be in the office, how many will continue to work remotely. Laura is looking to be accommodating as much as possible with staff needs but to make sure we are effectively serving the public. Currently, we are open 3 days a week at the Clover Building with limited in-person services offered as a lot of our programming is still being done virtually. The county now has a mask

mandate for indoor areas. We are looking at continuing the 3 days per week once we are back at the Natural Resource Building for walk-in hours and will revisit at the end of the year.

### **New Business:**

- A. Review the membership (7-12 members)
  - a. Confirm who is staying on in 2022
  - b. Resource [CSU Extension Advisory Board Bylaws](#)

The Board shall consist of at least 7 but not more than 12 appointed members. Coming up we have some members whose one-year terms will be ending, please let Kate or Laura know if you are wishing to continue.

- B. Recruitment for new Board member will occur in January
  - a. Group Activity: Brainstorm ways to diversify board

Kate wanted to take some time to brainstorm ways we can diversify the Board. How do we recruit unserved unrepresented folks? Discussions were held regarding ideas on how to gain additional diversity to the Board. Could prove to be difficult to recruit during COVID times since we can't meet with people. Reach out to our community members. We may want to revise our description of the Extension Advisory Board, spruce up our website. Rob volunteered to look and offer some suggestions. Who are we currently not serving that we have goals of serving through our Extension Strategic Plan, and how do we better represent as a Board the unserved community? Discussions were held on verbiage, i.e. we are actively seeking to diversify our Board so that we adequately represent the demographics of the County. We are really hoping not to lose our current one-year term members, if interested to continue please fill out the application for membership.

- C. Annual Meeting with County Commissioners in December – Planning Discussion
  - a. Let Laura know any weekday dates during the first two weeks of December (Dec 1-17) that you are not available from 4:00-6:00 PM

As of now, all but Jay were open to those dates December 1-17 to meet with the County Commissioners. Jay will be absent November to December 7.

- b. Any suggested changes to how the meetings are undertaken?
  - i. Historically, Extension staff presented for 5 minutes on their area followed by Q&A

We have 2 new Commissioners for this years' annual presentation. Another Board meeting is suggested prior to the Commissioners meeting in December. This planning meeting will be devoted to exploring ideas where we can focus to advocate for Extension and serve the Commissions. Complete the areas of interest is good idea prior to planning date. Should have an overarching focus of the Advisory Board when presenting. For staff presentations, Laura would like to see it similarity done as in the past with introductions and talk about accomplishments in the last year within their program area. Hallie will send out last years' agenda for comparison. As of now, all but Jay will be able to attend planning discussions to be scheduled sometime in mid-November. Jay will be absent November to December 7.

### **Comments and Announcements:**

- A. Future Extension Advisory Board meetings will continue to be virtual. Once staff are back in the Natural Resource Building, our conference room will be able to host hybrid meetings. In consideration of broadening our board and maximizing participation of who can come, there may be some real benefits of staying virtual.

- B. Within Extension Strategic Planning Goals, Jay can possibly connect the dots between CSU Extension, the Boulder Valley School District and Elementary Schools. Jay and Betsy can work together with appropriate Extension staff to talk about bringing 4-H to an after-school program.

*(Goal 3: Increase services for diverse, underserved and marginalized populations in Boulder County using an equity lens: Strategy 8 Increase participation of LGBTQ youth and other diverse populations through outreach and development of inclusive 4-H programming by building relationships with partner agencies/schools and identify connections for underserved populations in Boulder County)*

### **Old Business:**

- A. Our [letter to Commissioners](#) sent July 1 and posted on CSU Extension Advisory Board website: <https://www.bouldercounty.org/government/boards-and-commissions/extension-advisory-committee/>
- B. More follow-up on prior Board meetings such as the document to discuss areas of interest is needed. Discuss options for prioritizing our focus; a general theme be basic to our mission and re-enforce that with current activity. To continue the momentum, what can we do to advocate for Extension and how can we better serve the Commissioners. Need specific ideas on how we can accomplish those things.

### **Review action items and decisions from today's meeting:**

- A. Review advisory board website and call for participation as Board member and propose better language/content (Rob for November meeting)  
<https://www.bouldercounty.org/government/boards-and-commissions/extension-advisory-committee/>
- B. Create agenda for the Nov. meeting & work w/Laura to schedule a prep meeting (Kate Nov 1)
  - a. Where this Board should focus and how to serve commissioners
  - b. Planning for December Commissioners meeting
- C. Work with commissioners to identify date/time for annual Extension presentation to Commissioners (Laura and Dena)
  - a. Doodle poll for Nov. 15 for next Board meeting
- D. Work together with appropriate Extension staff to talk about bringing 4-H to an after-school program (Jay and Betsy for January 2022)

### **The meeting adjourned 7:00pm**

Motion: Kate moved that we adjourn the meeting, Jay seconded that motion, all were in favor.

Minutes prepared by Dena Theis.

### **Boulder County Commissioners' Strategic Priorities**

2019-2023 Boulder County Commissioners' Strategic Priorities: Affordable Living, Climate Action, Equity & Justice, Land & Water Stewardship and Organizational & Financial Stewardship.

<https://inbc.boco.co.boulder.co.us/sites/bocc/Pages/Strategic-Priorities.aspx>