



CSU Extension Boulder County  
Advisory Board Meeting Minutes  
January 10, 2024

Meeting called to order at 5:30 PM via Zoom.

**Board Members:**

Present: Hallie Adams, Rob Alexander, Nick Cappello, Mary Mulry, Kate Newberg, Rich OKeefe, Kirsten Ruiz, and Jay Ruggeri. Quorum present? Yes

**Boulder County Extension Staff:**

Laura Larson and Dena H were in attendance.

**Approval of Agenda:**

Agenda of the Extension Advisory Board was presented.

**Approval of Minutes:**

Motion: Jay motioned that the June 20, 2023, minutes of the Extension Advisory Board be approved as presented, Hallie seconded that motion; all were in favor.

Motion: Jay motioned that the September 14, 2023, minutes of the Extension Advisory Board be approved as presented, Rich seconded that motion; all were in favor.

**Director's Update:**

- *Current CSU and County staffing*
  - Agriculture Specialist Ravinder Panag will start January 29, 2024. The position works with County Commissioners on crafting policy, advising on best practices and research methodologies, history of working with producers and public speaking. Adrian Card, the former Agriculture Agent now a CSU Statewide Specialist, has been available to answer questions during this transition. He is still engaging with Boulder County.
  - Received funding from Parks and Open Space to hire two hourly front desk receptionists to assist with coverage, who started January 2<sup>nd</sup>.

## **Open Discussion:**

### A. Planning for Commissioners meeting January 18<sup>th</sup>, 4-6pm

- Meeting will be in person at the Extension office.
- Kate will not be at the meeting, Hallie will cover.
- Laura will give a brief introduction.
- Staff will present on their programs and answered questions from Commissioners.
- Each board member gave a brief intro and why they joined the board, etc. Kate will send out sample template.
- Plan on having light refreshments.

Discussions were held on brainstorming topics around meeting: last year format was excellent, each board member presented why supporting extension is important to them. The board members are serving as advisories to the commissioners and message how vital it is to keep going in our county. Each board member could speak how they are passionate about different areas of Extension and its programming, and let the commissioners know the different locations that are represented. Could ask the commissioners what values of the strategic priorities we can bring to them, if there some are connections that we are not aware of, who can we connect within other Boulder County departments. The board is there to advise the commissioners about all things Extension. How can we be the best liaison to support them, make sure we state that we are here, we are willing, and we are able and eager to advise/assist the commissioners at any time.

Dena will send out last year slide show, annual report and strategic planning goals to the advisory board.

### B. Staff on board

With Extension, learning two different institutions and working with new partners, has been the primary focus of new hires. We have been doing a lot of teambuilding over the last several months, that has been very helpful to get staff working together effectively. As we work on our new strategic planning, we are looking at expanding audiences, doing more localized programming for different parts of the county, building up the quality of our offerings, making sure we have language access and taking down barriers. Elevating the profile of Extension so more people know about our services, building capacity for unserved audiences, naming the work we have already started.

### C. Curious on enrollments with 4-H

Board is curious about participation in the 4-H program. A request for more detailed information on which areas are experiencing growth and which are declining. The Board would like to have a better understanding of participation trends, historical data, and specific figures for various program areas and regions to inform future strategies.

## **Old Business:**

None

## **The meeting adjourned**

Minutes prepared by Dena.

### **Template for brief introduction at commissioners' meeting**

Try to keep your introduction to **less than 3 minutes** so Commissioners have plenty of time to ask the Board and Staff questions.

Hello commissioners, my name is [insert name]

I have been a member of the Extension Advisory Board since [insert how long you have been on Advisory Board] and enjoy being on the advisory board because [insert a few words or 1 sentence here]

I am most interested in Extension's [insert program name or aspect of the mission that resonates for you] because I care about [insert 1 – 3 sentences including how you engaged with Extension]

Optional: Thank the commissioners for supporting Extension.

### **Example introduction**

Hello commissioners, my name is Kate Newberg, and I am currently the Chair of the Extension Advisory Board and I have been on the board since fall 2020. As a Board we strive to support Extension and keep you, the Commissioners, informed through touchpoints like today, and the letter we sent you in July.

I enjoy being on the advisory board because I strongly believe Extension offers valuable services, programs, and reliable information for all Boulder County residents. And, as you heard from staff today, they are actively reaching out to the LatinX population which I enthusiastically support.

I am most interested in Extension's small acreage program because it has taught me how to better manage my five-acre property. I've learned how to identify and eradicate noxious weeds without using pesticides. And, living in the foothills, I also appreciate having quick, online access to good, fact-based information from Extension to learn about wildfire mitigation and fire-resistant landscaping.

I want to say thank you for supporting CSU Extension Boulder County!