

**UW Extension, Arts and Culture Committee  
Minutes of the Regular Meeting  
July 10, 2013**

**Members present:** Judy Ashford, Joan Smoke, John Dietz, Donna Stehling

**Members absent:** Mark "Smooth" Detter

**Guests Present:** Al Anderson

**UWEX Staff Present:** Sue Nagelkerk, Jenny Erickson, Danielle Varney

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**Call to Order**

The meeting was called to order at 9:00AM by Chair Ashford.

**Certification of Open Meeting Notice**

Requirements of the Open Meeting Law were met.

**Approval of Agenda**

Motion made by Dietz, second by Smoke to **approve** the agenda. Motion carried.

**Approval of Minutes of Last Meeting**

Motion made by Stehling, second by Dietz to **approve** the minutes of the regular meeting of June 11, 2013. Motion carried.

**Public Comment:** None

**Communications**

- Jim Allen, Sauk County Development Corporation, had mentioned to Jenny Erickson that there is an arts organization from Illinois looking to purchase approximately 150 acres of land in the Sauk County area. They pull junk out of rivers and make objects of art out of them for display.
- Donna Stehling mentioned that they are getting ready to put together an agenda to get the Rails-to-Trails project going.

**Review 2013 Budget and Approval of Vouchers**

**UW Extension:** Motion was made by Stehling, second by Dietz to **approve** the vouchers for the month of June in the amount of \$2,078.28. Motion carried.

**Arts & Culture:** Motion was made by Dietz, second by Smoke to **approve** the vouchers for the month of June in the amount of \$3,251.00. Motion carried.

Jenny Erickson went through both budget financial reports as we have completed the first half of the year to see where the department spending has been. Both UWEX and Arts & Culture are in good shape for the remainder of the year.

**UW Extension, Arts & Culture Updates/Reports**

- The Wisconsin Arts Board (WAB) Regranting grant contract papers were signed and the check has been received and deposited with the Sauk County Treasurer. Kerry Beghin gave Lynn Zick the correct revenue code to deposit the check as future revenues and the amount will be applied to the 2014 Arts & Culture revenue account for the 2014 AHHP grant cycle.
- All of the 2013 AHHP grants have been paid, all Good Idea Grants have been paid and the carry forward from 2012 to 2013 has been paid out, so all of those line items are current.

**Discussion, possible action: UWEX, Arts & Culture Program and Priorities Review for 2014 Budget**

**UWEX:** As per conversation at the May 11, 2013 committee meeting, a statement was added under the *Elements of Countywide Mission Fulfilled* regarding the county, state, and federal partnership that funds UW Extension agents spelled out in the UWEX, Arts and Culture Program and Priorities Review. Discussion ensued with the suggestion to make the font larger on that statement and bold it for easier viewing during the budget process.

Motion was made by Smoke, second by Stehling to **adopt** the addition of the statement regarding funding partnerships as presented on the 2014 Budget Program and Priorities Review document. Motion carried.

**Arts & Culture:** No changes made since the June 11, 2013, meeting. Motion by Stehling, second by Dietz to **adopt** the 2014 Budget Program and Priorities Review document. Motion carried.

**Discussion, possible action: 2014 UW Extension Budget and 2014 Arts & Culture Budget**

Budget forms and documents were received by the department on July 9<sup>th</sup>; therefore, there is nothing for the committee to review or work on yet. The budget forms are due to Accounting on August 5, 2013 before the next UW Extension, Arts & Culture Committee meeting, however, Kerry Beghin has given oral assurance that it will be acceptable to have the final version of the budgets submitted after the oversight committee meeting on August 14, 2013. Administrative reviews will be done the week of August 26<sup>th</sup>.

Paul Wolter has contacted the department regarding the Sauk County Historical Society's outside agency request forms and is planning to present at the August committee meeting. The Sauk County Fair Board will also be asked to present at that meeting.

**Discussion, possible action: 4-H Youth Development Agent Position Description and Authorization to proceed with hiring process**

The position description used when Christian Malsatzki was hired was put into the new Cooperative Extension format; no changes to content, just a new look. Upon approval of the position description by the committee, Matt Hanson, Southwest Region Director, will get the document posted to begin the hiring process by July 19, 2013. The position will be posted for approximately 4-1/2 weeks and first interviews will take place shortly after that. There will be no "interim agent" process this time.

Sue Nagelkerk and Jenny Erickson sent a letter to Matt Hanson and Rick Klemme regarding the disparity of salaries between program area agents. As per discussion at the June 11<sup>th</sup> meeting, there will be a letter of commendation for Christian from the committee; Sue Nagelkerk will write a draft.

Motion was made by Smoke, second by Dietz to **approve** the 4-H Youth Development position description and authorize UW Extension to proceed with hiring of 4-H/Youth Development Agent. Motion carried.

Jenny Erickson will notify Matt Hanson to proceed.

**Discussion, possible action: Request for second Aldo Leopold Foundation 2012 AHHP grant extension**

Aldo Leopold Foundation has requested a second extension to file their final report from their 2012 AHHP grant. The project is not yet complete due to unforeseen complications with the company that they contracted with to make the resin-embedded signs. Shipping will not take place until July 15, 2013. No action deemed necessary.

**Agents Monthly Reports**

**Danielle Varney, WNEP Coordinator**

- No approved federal Farm Bill yet; funding for SNAP-Ed still unsure
- Danielle presented a narrative of her plan-of-work for fiscal year 2014
- Danielle received an 80% response rate from the Lake Delton Elementary School on the surveys that she ran in the Wisconsin Dells schools, which she felt was incredible
- WNEP sets a number of required "teaching events" for each of their educators (225 for Sauk County), however, there has been a change in what qualified as a teaching event. The minimum time is now 15 minutes, so what qualified as an event at Food Pantries previously (contact with patrons waiting in line or display boards) no longer can be counted. Teaching events at Food Pantries will be limited to those that have adequate space to hold classroom-style teaching sessions.

**Jenny Erickson, CNRED Agent**

- Jenny worked with Steve Koenig, Sauk County Parks Director, on the Comprehensive Outdoor Recreation Plan (CORP) which is being presented on July 11, 2013. The hope is to tie municipal parks and recreation plans with the county plan to make a stronger document to be used when applying for stewardship grants.
- She reported on her strategic planning work with the Baraboo District Ambulance Service.

**Consideration of Applications for Good Idea Grants**

None

**Upcoming Meeting:** Wednesday, **AUGUST 14, 2013 @ 9:00AM – UWEX Conference Room – 3<sup>rd</sup>**  
Floor of West Square Building

**Future Agenda Items**

- 2014 Budget submission forms
- Sauk County Historical Society and Sauk County Fair Board appearances

**Adjournment**

Motion was made by Dietz, second by Smoke to adjourn the meeting at 10:42 AM. Motion carried.

Respectfully Submitted,

Joan Smoke, UW Arts and Culture Committee Secretary  
Lynn Zick, Recording Secretary

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