

Notice of Organizational Meeting of the Clarke County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Clarke County Agricultural Extension Council will be held at 5:00 p.m. on the 16th day of January, 2023 at the Clarke County Extension Office, 709 Furnas Drive, Ste 1 in Osceola, Iowa.

It is important that all members attend this meeting.

Organizational Meeting includes the following:

Election of extension council officers

Approval of consent agenda items (could include the following)

- Personnel and fiscal policies
- Meeting attendance expectations
- Adopting Roberts Rules of Order
- Approval of master volunteer list
- Financial reports provided before each meeting
- Other as appropriate

Regular council meetings date and time

Committee assignments

Appointments to other boards and committees

Official newspapers

Fiscal procedures

- Depository
- Authorization for signing checks and electronically transferring funds
- Bonding of treasurer and staff
- Other as appropriate

Designate custodian of public record and open record requests

Approval of policies, meeting requirement, meeting conduct, volunteers, and financial reports

The regular monthly meeting will be held upon completion of the organizational meeting agenda. Agenda will include:

- Public Forum
- Minutes of previous meeting (December 19, 2022)
- Financial and bookkeeping reports
 - Voucher approval
- Budget Approval
- Fiscal Committee
- Personnel Committee
 - CYC Hiring Recommendation
 - Statement re: Personnel Matters
- 4-H

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Extension and Outreach

- Youth Committee Recommendation for Meeting Requirements
- Fair Board
- REED Update
- New business
 - Model 3
- Old business
 - Establish committee to retain bookkeeper
- Adjournment

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