

Notice of Organizational Meeting of the Van Buren County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Van Buren County Agricultural Extension Council will be held at 7:00 p.m. on the 24th day of January, 2024 at Farm Bureau Room in the Fairview Barn in Keosauqua, Iowa

Organizational Meeting

1. Call the meeting to order
2. Roll Call and Introductions
3. Approval of Agenda
4. Election of Officers
5. Regular Council meeting date and time
6. Public Notice of Meetings
7. Committee Assignments
8. Appointments to other boards and committees
9. Approval of Master Volunteer List
10. Approval of Provisional Volunteers
11. Designate Custodian of Public Record and Open Requests
12. Official Newspapers
13. Fiscal Procedures
 - A. Depository
 - B. Authorization for signing checks and electronically transferring funds
 - C. Bonding of treasurer and staff
 - D. Agency Account
14. Approval of County Fiscal Policy
15. Approval of financial reports to come before the council at each meeting
16. Approval of County Personnel Policy
17. Approve Meeting Method

Regular Meeting

A. Public Comments - An opportunity for any members of the public to speak

The Van Buren County Extension Council allows time for the public to present information or opinions on any topic to the elected council. Each participant will be limited to five (5) minutes. This is not a discussion with the council and no action will be taken at this meeting. Ideas shared may become agenda items at future meetings. No defamation of character or profanity will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum. The person addressing the council will be required to share their name and address. The extension council chairperson has the right to modify or combine speakers if the same information or opinion is being delivered.

B. Secretary's Report

- Minutes of the previous meeting

C. Treasurer's Report

- i. Approval of Vouchers and EFT payments
- ii. Approval of Financial Statements

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

D. Reports

- i. Staff and Program Specialists
- ii. Regional Director
- iii. Iowa Extension Council Association
- iv. Extension Council Committees
 - Personnel
 - Fiscal
 - Program
- v. 4-H Foundation
- vi. Fair Board

E. Approval of Volunteers**F. Unfinished/Ongoing Business**

- i. Fair Rules: County Born & Owned (Breeding Female & Market Animal) Class Addition Approval.

G. New Business

- i. Fair Assistant Job Posting
- ii. Employee Benefit: "Calm" App
- iii. New Computer Purchase (Jennifer)
- iv. Martha Davidson Resignation & Banking Access
- v. Office Coordinator Hiring

H. Agenda items for the next meeting**I. Next Meeting**

- February 28, 2024 at 7:00 PM in the Farm Bureau Room of the Fairview Barn

J. Adjourned