

# Minutes of the Organizational and Regular Meeting of Van Buren County Agricultural Extension District Council

**DATE:** 24 JANUARY 2024    **TIME:** 7:00 PM    **LOCATION:** FARM BREAU ROOM – FAIRVIEW BARN

**1. Call the meeting to order: 7:07 pm by Steve Duke**

**2. Roll Call and Introductions**

**In person:** Steve Duke

**Zoom:** Chrissy Westercamp, Jenny Gardner, Sarah Tedrow, Kathy Noll

**Phone:** Tammy Hoaglin and Sandi Coffman

**Absent:** Jenny Baker, Shelia Smith

**Staff:** Cindy Hall (Zoom), Jennifer Plowman (in person)

**Guests:**

**No guests present**

**3. Approval of Agenda**

Moved by:

Jenny Gardner

Seconded By:

Kathy Noll

**Motion Carried**

7

To

0

**4. Election of Officers**

**Nominations do not require a second.**

General Consent: Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says: "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

Note to Secretary: Chair will call for Ayes, Nays, and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", All those voting "Nay, and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

**A. Chair**

Chrissy Westercamp

Nominated by:

Jenny Gardner

**Elected:**

Chrissy Westercamp

**There being no other nominations the candidate was elected.**

**Meeting handed over to duly elected chairperson**

Chrissy Westercamp

**B. Vice Chair**

Tammy Hoaglin

Nominated by:

Steve Duke

**Elected:**

Tammy Hoaglin

**There being no other nominations the candidate was elected.**

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

**C. Secretary**  
Kathy Noll  
Nominated by:  
Jenny Gardner

**Elected:**  
Kathy Noll

**There being no other nominations the candidate was elected.**

**D. Treasurer**  
 Sarah Tedrow  
 Nominated by:  
 Jenny Gardner

**Elected:**  
Sarah Tedrow

**There being no other nominations the candidate was elected.**

## 5. Regular Council Meeting date and time

Currently:	2024:
<b>Date:</b> 4 <sup>th</sup> Wednesday	<b>Date:</b> 4 <sup>th</sup> Wednesday
<b>Time:</b> 7:00pm	<b>Time:</b> 7:00 pm

Moved by:	<b>Seconded By:</b>	<b>Motion Carried</b>		
Sandi Coffman	Jenny Gardner	<b>7</b>	<b>To</b>	<b>0</b>

**6. Public Notice of Meetings-requests staff to post public notices of council meeting in Office**

Location, e.g., front door, bulletin board	2024:
Currently: <b>Location:</b> Front Door	<b>Location:</b> Front Door

Moved by:	<b>Seconded By:</b>	<b>Motion Carried</b>		
Steve Duke	Jenny Gardner	7	To	0

**7. Committee Assignments-No more than 3 per committee \*committee chair**

Fiscal/Legal Currently (2023)	Fiscal/Legal 2024
Duke	<i>Duke*</i>
Noll	<i>Noll</i>
Tedrow	<i>Tedrow</i>

Program & Marketing Currently	Programming 2024
Gardner	<i>Gardner*</i>
Hoaglin	<i>Hoaglin</i>
Smith	<i>Smith</i>

Personnel Currently	Personnel 2024
Westercamp	<i>Westercamp</i>
Coffman	<i>Coffman</i> *
Baker	<i>Baker</i>

Moved by:	Seconded By:	Motion Carried		
Jenny Gardner	Kathy Noll	7	To	0

## 8. Appointments to Other Committees and Boards

<b>Fair board Currently</b> Noll	<b>2024</b> <i>Noll</i>
<b>Iowa Extension Council Assoc.</b> Westercamp	<b>2024</b> <i>Westercamp</i>
<b>Roberts Foundation</b> Duke	<b>2024</b> <i>Westercamp</i>
<b>Facilities Currently</b> Westercamp	<b>2024</b> <i>Westercamp</i>
Hoaglin	<i>Hoaglin</i>
	<i>Duke*</i>
<b>MOU Currently</b> Gardner	<b>2024</b> <i>Gardner*</i>
Smith	<i>Smith</i>
Baker	<i>Baker</i>

Moved by:	Seconded By:	Motion Carried
Kathy Noll	Jenny Gardner	7 To 0

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## 9. Approval of Master Volunteer List

Moved by:	Seconded By:	Motion Carried
Steve Duke	Kathy Noll	7 To 0

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## 10. Approval of Provisional Volunteers

☒ **Allow** ☐ **Not Allow** Regional Director to provisionally approve volunteers between council meetings. Provisional volunteers could begin work if they've completed their paperwork and had a successful background check. All provisional volunteers would need to be approved at the next council meeting.

Moved by:	Seconded By:	Motion Carried
Steve Duke	Sarah Tedrow	7 To 0

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## 11. Designate Custodian of Public Record and Open Record Requests (Identify 1 staff member)

The official custodian of public record and open record requests for the county agricultural extension district will be:

*Cindy Hall*

Moved by:	Seconded By:	Motion Carried
Jenny Gardner	Kathy Noll	7 To 0

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**12. Official Newspapers (identify 2 for publication of published reports)**

Currently

2024

**Van Buren County Register****Van Buren County Register****Bloomfield Democrat****Bloomfield Democrat**

Moved by:

Seconded By:

Motion Carried

**Steve Duke****Tammy Hoaglin****7****To****0**

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**13. Fiscal Procedures (all of the following into one motion)**

- The depository for the county extension district will be First Iowa State Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$200,000
- The County Extension District does not authorize an agency account
- Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled council meetings, as authorized in Fiscal Policy section 3.4
- Nancy Carr may have online Non-Transactional information access with First Iowa State Bank Account Titled: Van Buren County Ag Extension
- Authorized to signed checks with First Iowa State Bank Account Titled: Van Buren County Extension Remain- Steve Duke, Sarah Tedrow and Shelia Smith
- For all ACH transfers (example but not limited to: Federal Taxes, State Taxes, IPERS, Pay Roll, Direct Deposit) with First Iowa State Bank Account Titled Van Buren County Ag Extension Steve Duke and Cindy Hall
- External Bookkeeper: Nancy Carr
- A group surety bond purchased through LMC insurance and Risk Management provides a \$250,000 bond for Treasurers as required by state statues and a \$250,000 employee dishonesty policy for all other council member, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Moved by:

Seconded By:

Motion Carried

**Jenny Gardner****Kathy Noll****7****To****0**

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**14. Approval of County Fiscal Policy**

Moved by:

Seconded By:

Motion Carried

**Steve Duke****Sarah Tedrow****7****To****0**

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**15. Approval of financial reports to come before the council at each meeting****Balance Sheet****Voucher Report****Revenue & Expense**

Moved by:

Seconded By:

Motion Carried

**Sarah Tedrow****Kathy Noll****7****To****0**

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**16. Approval of County Personnel Policy**

Moved by:

Seconded By:

Motion Carried

**Jenny Gardner****Kathy Noll****7****To****0**

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## 17. Approve meeting method-adopt Robert's Rules of Order

Moved by:  
**Steve Duke**

Seconded By:  
**Sarah Tedrow**

Motion Carried  
**7 To 0**

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## 18. Regular Meeting

**A. Public Comments**-An opportunity for any public present  
No Public present

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### B. Secretary's Report

Minutes of the previous meeting  
November 29, 2023

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Moved by:  
**Kathy Noll**

Seconded By:  
**Steve Duke**

Motion Carried  
**7 To 0**

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### C. Treasurer's Report

i. Approval of Vouchers and EFT Payments

#### November Vouchers

6731	THROUGH	6766	\$10,899.19
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#### December Vouchers

6767	THROUGH	6778	\$2,126.05
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#### EFT PAYMENTS

IPERS	Nov. \$903.08; Dec. \$869.79
US Dept. Treasury	Nov. \$937.52; Dec. \$879.06
Payroll	Nov. \$4727.99; Dec. \$ 4600.07
Treasures State of IA	Dec. \$546.00

#### VOID(s)

**6746** – Brenda Stewart (incorrect name on check)

**6755** – Breonna Stewart (printed on wrong check page)

**6756** – VB Telephone (printed on wrong check page)

#### DEPOSIT

Deposits	Nov: \$27,578.84; Dec: \$3463.03
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Moved by:  
**Sarah Tedrow**

Seconded By:  
**Kathy Noll**

Motion Carried  
**7 To 0**

ii. Approval of Financial Statements

Moved by:  
**Sarah Tedrow**

Seconded By:  
**Kathy Noll**

Motion Carried:  
**7 To 0**

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### D. Reports

i. Staff and Program Specialists

**Jennifer Plowman report emailed and reported on extra reminders for Beef ID**

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ii. Regional Director

**Cindy Hall reported about the strategic vision and direction**

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iii. Iowa Extension Council Association

Upcoming opportunities in packet

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iv. Extension Council Committees

- Personnel

**None**

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- Fiscal

**Worked on budget**

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- Program

**None**

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v. 4-H Foundation

None

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vi. Fair Board

**Meeting was moved to the 25<sup>th</sup> due to weather**

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#### **E. Unfinished/Ongoing Business**

i. Fair Rules: County Bred and Owned (breeding Female & Market Animal) Class Addition Approval

**Steve Duke Moved to approve the rules as presented for the County Bred and Owned Classes. Kathy Noll Seconded. Vote was unanimous 7 to 0**

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#### **F. New Business**

i. Fair Assistant Job Posting

**Jenny Gardner moved to approve advertising for the Fair assistant position. Tammy Hoaglin Seconded. Vote was unanimous 7 to 0**

ii. Employee Benefit: "Calm" App

**Steve Duke moved to approve to work with IECA to provide the "calm" app for employees. Tammy Seconded. The vote was unanimous 7 to 0**

iii. New Computer Purchase (Jennifer)

**Steve Duke moved to approve a computer purchase for Jennifer Plowman from Extension IT and spend up to \$1,500. Kathy Noll Seconded. The vote was unanimous 7 to 0**

iv. Martha Davidson Resignation & Banking Access

**Steve Duke moved to accept Martha Davidson's resignation with regrets and to remove her banking access to the account at First Iowa State Bank with the account name of Van Buren County Agricultural Extension Education Fund. Kathy Noll seconded. The vote was unanimous 7 to 0.**

v. Office Coordinator Hiring

**Steve Duke moved to table the office coordinator hiring until personnel committee can meet. Kathy Noll seconded the motion. The vote was unanimous**

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G. Agenda items for the next meeting

**Office Coordinator Hiring, Budget, Review Lease and MOU**

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## H. Next Meeting

- February 28, 2024 at 7:00 PM at the Farm Bureau room – Fairview barn

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## I. Adjourned at 8:43 pm

Moved by:

**Kathy Noll**

Seconded By:

**Steve Duke**

Motion Carried:

**7**

**To**

**0**

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**Secretary, Van Buren County Agricultural Extension District**