

## Minutes of the Organizational Meeting of Clinton County Agricultural Extension Council

Date: January 18<sup>th</sup>, 2023

Time: 7:00pm

Location: Clinton County Extension Office

### I. Call the Meeting to Order

### II. Approval of Agenda

### III. Approval of Minutes

### IV. Organizational Meeting

#### Election of Council Officers

Nominations do not require a second.

#### Chair

1. \_\_\_\_\_ Nominated by \_\_\_\_\_

2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 \_\_\_\_\_

Those voting for candidate #2 \_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_

#### Meeting handed over to duly elected chairperson

#### Vice Chair

1. \_\_\_\_\_ Nominated by \_\_\_\_\_

2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 \_\_\_\_\_

Those voting for candidate #2 \_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_

#### Secretary

1. \_\_\_\_\_ Nominated by \_\_\_\_\_

2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 \_\_\_\_\_

Those voting for candidate #2 \_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_

*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.

**Treasurer**

1. \_\_\_\_\_ Nominated by \_\_\_\_\_

2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 \_\_\_\_\_

Those voting for candidate #2 \_\_\_\_\_

Motion carried by a vote of \_\_\_\_ to \_\_\_\_.

Elected \_\_\_\_\_

**V. Approval of Organizational Consent Agenda Items  
(for those councils who have approved the use of the consent agenda)**

Personnel and fiscal policies (need formal review at another council meeting)

Meeting attendance expectations

Adopting Roberts Rules of Order

Approval of cumulative volunteer list

Financial reports provided before each council meeting

- Balance Sheet
- Bank Statement
- Outstanding Checks
- Voucher Report
  - Visa Bill – Detailed Report
- Revenue & Expense Summary
- Revenue & Expense Detail

Moved by \_\_\_\_\_ to approve Consent Agenda Items.

Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

**VI. Regular council meeting date and time**

Regular council meeting date & time: **\_(3<sup>rd</sup> Wednesday of the month at 7pm)\_**\_\_\_\_\_

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

# IOWA STATE UNIVERSITY

Extension and Outreach

## VII. Committee Assignments

These committees will be organized (suggested) with the following members serving on each committee (\*Designates Chair):

### (a) Facility

\* \_\_\_\_\_

### (b) Finance

\* \_\_\_\_\_

### (c) Personnel

\* \_\_\_\_\_

### (d) Programming/Marketing

\* \_\_\_\_\_

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

## VIII. Appointments to Other Committees and Boards (optional)

4-H Foundation Board: \_\_\_\_\_

Master Gardener Board: \_\_\_\_\_

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

## IX. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be: **\_(The Clinton Herald)\_** \_\_\_\_\_ and **\_(The DeWitt Observer)\_** \_\_\_\_\_

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

## X. Fiscal Procedures (all of the following into one motion)

The depository for the county extension district will be: **\_(First Central State Bank)\_** \_\_\_\_\_, with all receipts deposited in said bank. Maximum to be on deposit is:

**\$\_(250,000)\_** \_\_\_\_\_.

# IOWA STATE UNIVERSITY

## Extension and Outreach

The County Extension District (will -or- will 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.

Any other members authorized to sign checks:

\_\_\_(**Council Chair: Jessie Jacobi**)\_\_\_\_\_

Members authorized to transfer funds and/or access the bank account electronically:

\_\_\_(**Council Chair: Jessie Jacobi & Treasurer: Brian Schmidt**)\_\_\_\_\_

A group surety bond purchased through Assured Partners (formerly known as LMC Insurance and Risk Management) provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

### XI. Designate Custodian of Public Record and Open Record Requests

(identify one staff member)

The official custodian of public record and open record requests for the Clinton County Agricultural Extension District will be: \_\_\_(**County Director: Samuel Genson**)\_\_\_\_\_.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

### XII. Adjourn the Organizational Meeting of Clinton County Agricultural Extension Council

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_.

### XIII. BEGIN REGULAR BUSINESS MEETING