

Minutes of the Organizational Meeting and Regular Meeting of Clinton County Agricultural Extension Council

Date: January 17th, 2024

Time: 7:00 pm

Location: Clinton Country Extension Office

I. Call the Meeting to Order

Jessie Jacobi:___ Paul Beeck:___ Barb Boeckmann:___ Ann Eisenman:___ Karen Friis:___
Marlin McCormick:___ Gayle Powell:___ Brian Schmidt:___ Dan Smicker:___

II. Approval of Agenda

III. 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 _____

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.

Meeting is handed over to the newly 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 _____

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 _____

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

Personnel and fiscal policies *(need formal review at another council meeting)*
Adopting Roberts Rules of Order
Financial reports provided before each council meeting

- Balance sheet
- Council revenue and expense statement
- Bank reconciliation

Moved by _____ to approve Consent Agenda Items.
Seconded by _____
Motion carried _____ to _____

V. Regular council meeting date and time

Regular council meeting date _____ and time _____
Moved by _____
Seconded by _____
Motion carried _____ to _____

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

VI. Public Notice of Meetings

This council requests staff to post public notices of council meetings in _____ office location, e.g., front door, bulletin board.
Moved by _____
Seconded by _____
Motion carried _____ to _____

VII. Committee Assignments

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

(a) Fiscal/Legal	(b) Personnel	(c) Program/Marketing
* _____	* _____	* _____
_____	_____	_____
_____	_____	_____

Moved by _____ Seconded by _____
Motion carried _____ to _____

VIII. Appointments to Other Committees and Boards (optional)

Regional Council (add blank for 2) _____
Iowa Extension Council Association Liasion _____
Other (fairboard, 4-H committee, etc.) _____
Other _____

Moved by _____ Seconded by _____
Motion carried _____ to _____

IX. Approval of Master Volunteer List

Moved by _____ Seconded by _____
Motion carried _____ to _____

X. Approval of Provisional Volunteers

Allow (not allow) county director or 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 _____ to _____

XI. Designate Custodian of Public Record and Open Record Requests

(identify one staff member)

Approval of (Currently: Samuel Genson – County Director) as the official custodian of public record and open record who requests for the county agricultural extension district.

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Moved by _____ Seconded by _____
Motion carried _____ to _____

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

The official newspapers for the county extension district will be _____ and _____
Moved by _____ Seconded by _____
Motion carried _____ to _____

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

- **Bank #1.** Approve the depository for the county extension district will be Currently: First Central State Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$_____.
- **Bank #2.** Approve the depository for the county extension district will be Currently: DeWitt Bank & Trust, with all receipts deposited in said bank. Maximum to be on deposit is \$_____.
- *If you council has any investments, e.g., certificates of deposit, list here.*
- **CD with DeWitt Bank & Trust**
- **Will or will not** authorize an agency account.
- Authorize newly elected treasurer to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled council meetings, as authorized in Fiscal Policy section 3.5.
- Authorize other council members to sign checks: Chairperson & One other
- Authorize council members and staff to transfer funds and/or access the bank account electronically: Currently: Chairperson & Treasurer
- Approve the employee dishonesty insurance policy through Assured Partners provides coverage on employees, council members, volunteers, and treasurers up to \$250,000 per occurrence and fulfills the requirement by state statute to have at least a \$20,000 bond for treasurers. Certificate of insurance is available through Assured Partners. Certificate is provided to county auditor.

Moved by _____ Seconded by _____
Motion carried _____ to _____

XIV. Approve meeting method

Motion by _____ to adopt Robert’s Rules of Order.
Seconded by _____.
Motion carried _____ to _____.