

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: __P Paul Beeck: _P Barb Boeckmann: __A Ann Eisenman: __P Karen Friis: _A_

Marlin McCormick: _P_ Gayle Powell: __P Brian Schmidt: __P Dan Smicker: _P_

II. Approval of Agenda

III. Organizational Meeting

Election of Council Officers

Nominations do not require a second.

Chair

1. Jessie Jacobi _____ Nominated by __Dan Smicker__

2. _____ Nominated by _____

Those voting for candidate #1 __All present_____

Those voting for candidate #2 _____

Motion carried by a vote of __5__ to __0__.

Elected _____Jessie Jacobi_____

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. __Brian Schmidt__ Nominated by __Marlin McCormick__

2. _____ Nominated by _____

Those voting for candidate #1 __All present_____

Those voting for candidate #2 _____

Motion carried by a vote of __6__ to __0__.

Elected _____Brian Schmidt_____

Secretary

1. __Gayle Powell__ Nominated by __Dan Smicker_____

2. _____ Nominated by _____

Those voting for candidate #1 __All present_____

Those voting for candidate #2 _____

Motion carried by a vote of __6__ to __0__.

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Elected _____ Gayle Powell _____

Treasurer

1. _____ Marlin McCormick _____ Nominated by _____ Dan Smicker _____

2. _____ Nominated by _____

Those voting for candidate #1 _____ All present _____

Those voting for candidate #2 _____

Motion carried by a vote of ___6 to ___0__.

Elected _____ Marlin McCormick

**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 _____ Dan Smicker _____ to approve Consent Agenda Items.

Seconded by _____ Ann Eisenman _____

Motion carried ___6___ to ___0___

V. Regular council meeting date and time

Regular council meeting date ___3rd Wednesday_____ and time ___7 PM_____

Moved by _____ Gayle Powell _____

Seconded by _____ Paul Beeck _____

Motion carried ___6 to ___0_____

VI. Public Notice of Meetings

This council requests staff to post public notices of council meetings in _____ Extension office location, e.g., front door, bulletin board.

Moved by _____ Ann Eisenman _____

Seconded by _____ Marlin McCormick _____

Motion carried ___6___ to ___0_____

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 |
| * ___ Marlin McCormick___ | * ___ Dan Smicker___ | * ___ Gayle Powell___ |
| ___ Paul Beeck___ | ___ Gayle Powell___ | ___ Marlin McCormick___ |
| ___ Ann Eisenman___ | ___ Karen Friis___ | ___ Barb Boeckmann___ |
- Moved by ___ Ann Eisenman___ Seconded by ___ Gayle Powell___
 Motion carried ___ 6 ___ to ___ 0 ___

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 _____ Marlin McCormick: 4H Foundation _____

Moved by ___ Gayle Powell___ Seconded by ___ Ann Eisenman___
 Motion carried ___ 6 ___ to ___ 0 ___

IX. Approval of Master Volunteer List

Moved by ___ Dan Smicker___ Seconded by ___ Ann Eisenman___
 Motion carried ___ 6 ___ to ___ 0 ___

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 ___ Dan Smicker___ Seconded by ___ Ann Eisenman___
 Motion carried ___ 6 ___ to ___ 0 ___

XI. Designate Custodian of Public Record and Open Record Requests

Approval of ___ Samuel Genson – County Director_ as the official custodian of public record and open record who requests for the county agricultural extension district.

Moved by ___ Marlin McCormick___ Seconded by ___ Dan Smicker___
 Motion carried ___ 6 ___ to ___ 0 ___

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

The official newspapers for the county extension district will be

___DeWitt Observer _____ and ___Clinton Herald_____

Moved by ___Dan Smicker_____ Seconded by _____Ann Eisenman_____

Motion carried __6__ to __0__

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

- **Bank #1.** Approve 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_____.
- **Bank #2.** Approve the depository for the county extension district will be _
- DeWitt Bank & Trust_, with all receipts deposited in said bank. Maximum to be on deposit is \$__250,000_____.
- *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: Jesse Jacobi and Ann Eisenman.____
- Authorize council members and staff to transfer funds and/or access the bank account electronically: Chairperson: Jessie Jacobi and Treasurer: Marlin McCormick._____
- 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 _____Gayle Powell_____ Seconded by ___Dan Smicker_____

Motion carried __6__ to __0__

XIV. Approve meeting method

Motion by_____Dan Smicker_____ to adopt Robert’s Rules of Order.

Seconded by ___Ann Eisenman___ Motion carried __6__ to __0_____.

Adjourned: 7: 35 pm