

Minutes of the Organizational Meeting of Clinton County Agricultural Extension Council

Date: January 20, 2021 Time: 7:11 pm Location: Clinton County Extension Office, DeWitt, IA

I. Call the Meeting to Order

a. **Key:** P = Present, O = Online/Virtual, A = Absent

Council: Chuck Goddard: _P_ Paul Beeck: _P_ Barb Boeckmann: _A_
Karen Friis: _O_ Jessie Jacobi: _P_ Bonnie Oliver: _P_ Jena Petersen: _P_
Brian Schmidt: _A_ Dan Smicker: _P_

Staff: Sam Genson: _P_ Jeff Macomber: _O_ Other: __None__

II. Approval of Agenda

III. Approval of Minutes

IV. Organizational Meeting

a. Election of Council 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.

i. Chair

1. _Chuck Goddard Nominated by Bonnie Oliver _____

2. _____ Nominated by _____

Those voting for candidate #1-

Unanimous _____

Those voting for candidate #2 - _____

Motion carried by a vote of __7__ to __0__.

Elected _____

Meeting handed over to duly elected chairperson _____

ii. Vice Chair

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1. Jessie Jacobi Nominated by Dan Smicker _____
2. _____ Nominated by _____

Those voting for candidate #1 -
Unanimous
Those voting for candidate #2 - _____

Motion carried by a vote of 7 to 0.

Elected _____

iii. Secretary

1. Bonnie Oliver Nominated by Jessie Jacobi
2. _____ Nominated by _____

Those voting for candidate #1 - Unanimous
Those voting for candidate #2 - _____

Motion carried by a vote of 7 to 0.

Elected _____

iv. Treasurer

1. Brian Schmidt Nominated by Jena Petersen
2. _____ Nominated by _____

Those voting for candidate #1 - Unanimous
Those voting for candidate #2 - _____

Motion carried by a vote of 7 to 0.

Elected _____

b. 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
- Council revenue and expense statement
- Bank reconciliation

Moved by Dan Smicker to approve Consent Agenda Items.

Seconded by Jena Petersen

Motion carried 7 to 0

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c. Regular council meeting date and time

Regular council meeting date 3rd Wednesday of every month and time 7pm

Moved by Jessie Jacobi Seconded by Dan Smicker

Motion carried 7 to 0

d. Committee Assignments

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

(a) Fiscal/Legal	(b) Personnel	(c) Program/Marketing
* <u> Brian Schmidt</u>	* <u> Jena Petersen</u>	* <u> Jessie Jacobi</u>
<u> Dan Smicker</u>	<u> Bonnie Oliver</u>	<u> Barb Boeckmann</u>
<u> Paul Beeck</u>	<u> Karen Friis</u>	<u> Bonnie Oliver</u>
<u> Jena Petersen</u>		

Facility
 Dan Smicker
 Chuck Goddard
 Paul Beeck

Moved by Jena Petersen Seconded by Paul Beeck

Motion carried 7 to 0

e. Appointments to Other Committees and Boards (optional)

Regional Council (add blank for 2) _____
Iowa Extension Council Association Liasion _____
Other (fairboard, 4-H committee, etc.) Jessie Jacobi
Other: Master Gardener Barb Boeckmann

Moved by Dan Smicker Seconded by Jena Petersen

Motion carried 7 to 0

f. 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 Paul Beeck

Motion carried 7 to 0

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

The depository for the county extension district will be First Central Bank in DeWitt, with all receipts deposited in said bank. Maximum to be on deposit is \$ 250,000.

The County Extension District (will -or- **will not**) authorize an agency account.

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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: ____ Chuck Goddard (Council Chair)_____

Members authorized to transfer funds and/or access the bank account electronically:____ Brian Schmidt, Chuck Goddard_____

group surety bond purchased through 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.

d. Staff Authorizations: In order to delegate processes and ensure efficient operations for budgeted expenses between regularly scheduled meetings and deposit funds, the following staff authorizations are granted: _____ Amber DeRosear, Samuel Genson, and Kathy Tobin _____

i. Bookkeeper: On Line Banking in accordance with Section 3 of the Fiscal Policy access to the full capability of GP and handles all payroll and tax information.

ii. Office Assistant: Inquiry access to GP, permission to make deposits according to Section 3 of the Fiscal Policy, and print checks.

iii. County Director: On Line Banking in accordance with Section 3 of the Fiscal Policy, inquiry access to GP and permission to make deposits.

Moved by __ Dan Smicker _____ Seconded by __ Jessie Jacobi _____

Motion carried _7_____ to _0_____

h. Designate Custodian of Public Record and Open Record Requets (identify one staff member)

The official custodian of public record and open record requests for the county agricultural extension district will be ____ Samuel Genson _____.

Moved by _Bonnie Oliver _____ Seconded by __ Dan Smicker _____

Motion carried _7_____ to _0_____

~~i. **Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports** (The following items are required for those councils without consent agenda approval.)~~

~~Motion by ____ N/A _____ to approve the county personnel and fiscal policies, adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation.~~

~~Seconded by ____ N/A _____.~~

~~Motion carried _____ to _____.~~

Secretary, _____ Clinton County Agricultural Extension District