

Minutes of the Organizational Meeting of Clinton County Agricultural Extension Council

Date 1-19-2022 Time 7:03pm Location Clinton County Extension Office in DeWitt, IA

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. Jessie Jacobi Nominated by Brian Schmidt

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 6 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 handed over to duly elected chairperson

Vice Chair

1. Jena Petersen Nominated by Paul Beeck

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 6 to 0.

Elected Jena Petersen

Secretary

1. Bonnie Oliver Nominated by Jessie Jacobi

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 6 to 0.

Elected Bonnie Oliver

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. Brian Schmidt Nominated by Dan Smicker
- 2. Nominated by
- Those voting for candidate #1
- Those voting for candidate #2
- Motion carried by a vote of 6 to 0 .
- Elected Brian Schmidt

**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 Dan Smicker to approve Consent Agenda Items.
Seconded by Paul Beeck
Motion carried 6 to 0

VI. Regular council meeting date and time

Regular council meeting date 3rd Wednesday_ and time 7:00pm
Moved by Dan Smicker
Seconded by Paul Beeck
Motion carried 6 to 0
(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

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VII. Committee Assignments

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

(a) Facility

* __Dan Smicker__ __Jessie Jacobi__ __Paul Beeck__

(b) Finance

* __Marlin McCormick__ __Brian Schmidt__ __Paul Beeck__ __Karen Friis__

(c) Personnel

* __Bonnie Oliver__ __Jena Petersen__ __Karen Friis__

(d) Programming/Marketing

* __Dan Smicker__ __Bonnie Oliver__ __Barb Boeckmann__

Moved by __Brian Schmidt__ Seconded by __Paul Beeck__

Motion carried __6__ to __0__

VIII. Appointments to Other Committees and Boards (optional)

4-H Foundation Board: __Jessie Jacobi__

Master Gardener Board: __Barb Boeckmann__

Moved by __Dan Smicker__ Seconded by __Paul Beeck__

Motion carried __6__ to __0__

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 __Dan Smicker__ Seconded by __Brian Schmidt__

Motion carried __6__ to __0__

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__.

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:

__Jessie Jacobi_____

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

__Jessie Jacobi, Brian Schmidt, and bookkeeper Amber DeRosear_____

A 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.

Moved by _Dan Smicker_____ Seconded by _Brian Schmidt_____

Motion carried _6_____ to _0_____

XI. Designate Custodian of Public Record and Open Record Reqsuts

(identify one staff member)

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

Moved by _Dan Smicker_____ Seconded by _Paul Beeck_____

Motion carried _6_____ to _0_____

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

Motion by __Dan Smicker_____

Seconded by __Brian Schmidt_____.

XIII. BEGIN REGULAR BUSINESS MEETING