

Notice of Organizational Meeting of the Davis County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Davis County Agricultural Extension Council will be held at 5:30 p.m. on the 10th day of January, 2022 at the Davis County Extension and Outreach Office in Bloomfield, Iowa.

It is important that all council members attend this meeting.

Organizational Meeting Agenda:

- I. Call the meeting to order
- II. Approval of Agenda
- III. Approval of Minutes (Secretary's Report)
 - a. Approval of meeting minutes from November 8th and 9th
- IV. Organizational Meeting
 - a. Election of extension council officers
- V. Approval of consent agenda items
 - Personnel and fiscal policies
 - Meeting attendance expectations
 - Adopting Roberts Rules of Order
 - Approval of master volunteer list
 - Financial reports provided before each meeting
 - Other as appropriate
- VI. Regular council meetings date and time
 - a. Second Monday of the Month at 5:30pm
- VII. Committee assignments
- VIII. Appointments to other boards and committees
- IX. Official newspapers
- X. Fiscal procedures
 - Depository

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- Authorization for signing checks and electronically transferring funds
- Bonding of treasurer and staff
- Other as appropriate

XI. Designate custodian of public record and open record requests

XII. Approval of policies, meeting requirements, meeting conduct, volunteers, and financial reports

The regular monthly meeting will be held upon completion of the organizational meeting agenda.

Regular Meeting Agenda:

XIII. Public Forum

XIV. Treasurer's Report

- a. Approval of Vouchers
- b. Review financial statements

XV. Reports

- a. Staff, Regional Director and Program Specialist
 - i. Cindy-
Nest Grants, Regional Meeting and Awards and Council Association Update
 - ii. Hailey-
Monthly Report
- b. Extension Council Committees:
 - Building and Grounds
 - Fiscal/Legal
 - Personnel
 - Programming
- c. 4-H and Youth Committee

XVI. Voucher report approval

XVII. Approval of work budget

XVIII. Old Business

- a. Consideration of Volunteer Approvals
- b. Consideration of Summer Intern
 - i. Last day to submit applications: 2/14/22

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- XIX. New Business
 - a. Consideration of purchasing ad at Bloomfield Livestock Market
 - b. Consideration of adding office coordinator to bank account
 - c. Consideration of approving 4-H Rule Changes
- XX. Agenda Items for Next Meeting
- XXI. Date/Time/Location of Next Meeting
- XXII. Adjourned