

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 9th day of January 2023 at Davis County Extension Office in Bloomfield, Iowa.

It is important that all members attend this meeting.

Organizational Meeting includes the following:

Call the Meeting to Order

Roll Call by acting secretary

Approval Of Agenda

Election of extension council officers

- Chair
- Vice-chair
- Secretary
- Treasurer

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

Regular council meetings date and time (second Monday @ 5:30)

Committee assignments

Appointments to other boards and committees

- Youth Committee
- Fair Board
- Buildings and Grounds

Official newspapers

Fiscal procedures

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

Designate custodian of public record and open record requests

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

- 1) **Secretary's Report** Lindsey Helton, Secretary
 - Approval of the November meeting minutes
- 2) **Treasurer's Report** Carolyn Scott, Treasurer
 - Approval of vouchers
 - Review financial statements
- 3) **Reports**
 - Staff & Program Specialists
 - Extension Council Committees: Building/Grounds, Fiscal/Legal, Personnel, Programming
 - 4-H & Youth Committee
 - Fair Board
 - County 4-H Foundation
 - Regional Director
 - Iowa Extension Council Association
- 4) **Old Business**
 - a. Window Project – Drywall and Wiring
- 5) **New Business**
 - a. New Volunteers
 - b. Concrete
 - c. Fair Rule Changes
 - d. FY 24 Budget
- 6) **Next Meeting:** February 13, 2023, @ 5:30
- 7) **Adjourn**

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