

**NOTICE OF THE ORGANIZATIONAL MEETING AND REGULAR MEETING OF
DES MOINES COUNTY AGRICULTURAL EXTENSION COUNCIL**

Organizational Meeting January 3, 2024 5:30 PM
1700 West Mt. Pleasant Street, West Burlington, IA
Oath of Office: Newly Elected Council members

1. Call the Meeting to Order (Barb Kerr)
2. Approval of Agenda
3. Roll Call by acting Secretary
4. Organizational Meeting
- a. Election of Council Officers
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - v. Elected Officers assume responsibilities and sign certification of organization by four officers.
- b. Approval of Organizational Consent Agenda Items
 - i. Personnel and fiscal policies (need formal review at another council meeting)
 - ii. Adopting Roberts Rules of Order
 - iii. Financial reports provided before each council meeting
 1. Balance sheet
 2. Council revenue and expense statement
 3. Bank reconciliation
- c. Set Regular council meeting date and time (1st Wednesday) (5:30 p.m.)
- d. Public Notice of Meetings
 - i. This council requests staff to post public notices of council meetings on the Des Moines County Extension office bulletin board.
- e. Committee Assignments
 - i. Budget
 - ii. Program and Marketing
 - iii. Personnel
 - iv. Building and Equipment
 - v. Other County specific committees: Youth Committee, Fair Board
- f. Approval of Master Volunteer List
- g. Approval of Official Newspapers Burlington Hawkeye, Burlington Beacon (not eligible), Des Moines County News
- h. Approval of Fiscal Procedures (all of the following into one motion)
 - i. Depositories-Financial Institutions- Mediapolis Savings Bank
 1. To include Maximum amount on deposit \$300,000
 - ii. F & M Bank & Trust

1. To include Maximum amount on deposit \$300,000
 - iii. Authorization for signing checks and electrically transferring funds for budgeted expenses between regular scheduled council meetings as authorized in fiscal policy 3.4.
 - iv. Members authorized to sign checks:
 - v. Members/Staff authorized to transfer funds/or access the bank account electronically – Amber DeRosear
 - vi. 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.
 - vii. Custody of public record and open record request-authorize Regional Director
 - viii. Provisional volunteer approval authorization following a satisfactory background screening by Regional Director with full approval at the next council meeting.
5. Approval of Office Holidays (Following Iowa State University holiday schedule) New Years, MLK Day, Memorial Day, 4th July, Labor Day, Veteran’s Day, 2-Thanksgiving, 2-Christmas. Additional holidays approved with Governor’s recommendations.
 6. Adjourn Organizational Meeting

Regular Meeting

1. Call the meeting to order (Chairperson)
2. Approval of the order of the agenda
3. Approval of Council Minutes from December 6th meeting
4. Approval of voucher report and Treasurer report - bank balance
 - a. December Vouchers: # - , DD # - , EFT IPERS/IRS
5. Staff Reports
6. Business
 - a. Lawn mowing contract renewal-no change in rate Kevin Byerly
7. New Volunteer Approvals
8. Date of next council meeting February 7th, 2024
9. Adjourn Council Meeting