

Minutes of the Organizational Meeting and Regular Meeting of Dubuque County Agricultural Extension Council

Date January 6, 2020 Time 6:00 PM Location Dubuque Office

- I. Call the Meeting to Order
- 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. Cindy Kohlmann Nominated by Mary Lou Baal
- 2. _____ Nominated by _____

Those voting for candidate #1- _____

Those voting for candidate #2 - _____.

Approved By Consenses

Elected Cindy Kohlmann

Meeting handed over to duly elected chairperson _____

ii. Vice Chair

- 1. Ron Calonder Nominated by Bill Watters
- 2. _____ Nominated by _____

Those voting for candidate #1 - _____

Those voting for candidate #2 - _____

Approved By Consenses

Elected Ron Calonder

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iii. Secretary

1. Deb Mahoney Nominated by Ron Calonder
2. _____ Nominated by _____

Those voting for candidate #1 - _____

Those voting for candidate #2 - _____

Approved By Consenses

Elected Deb Mahoney

iv. Treasurer

1. Bill Watters Nominated by Cindy Kohlmann
2. _____ Nominated by _____

Those voting for candidate #1 - _____

Those voting for candidate #2 - _____

Approved By Consenses

Elected Bill Watters

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 Ron Calonder to approve Consent Agenda Items. Seconded by Mary Lou Baal. Motion carried 8 to 0

c. Regular council meeting date and time

Regular council meeting date 4th Monday of the Month and time 6:00 p.m.

Moved by Bill Watters Seconded by Matt Simon

Motion carried 8 to 0

(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

d. Committee Assignments

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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>Bill Watters</u>	* <u>Mary Lou Baal</u>	* <u>Jared McGovern</u>
<u>Matt Simon</u>	<u>LuAnn Krapfl</u>	<u>Ron Calonder</u>
<u>Jared McGovern</u>	<u>Matt Monahan</u>	<u>Deb Mahoney</u>
		<u>Cindy Kohlmann</u>

Moved by Mary Lou Baal Seconded by Bill Watters
 Motion carried 8 to 0

e. Appointments to Other Committees and Boards (optional)

Regional Council (add blank for 2)	<u>Cindy Kohlmann & Deb Mahoney</u>
Iowa Extension Council Association Liasion	<u>Jared McGovern</u>
Other (fairboard, 4-H Committee)	<u>Ron Calonder & Deb Mahoney</u>
Other	_____
Moved by <u>Cindy Kohlmann</u>	Seconded by <u>Ron Calonder</u>
Motion carried <u>8</u> to <u>0</u>	

f. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be
Dyersville Commerical and Cascade Pioneer
 Moved by Bill Watters Seconded by Ron Calonder
 Motion carried 8 to 0

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

The depository for the county extension district will be Dubuque Bank & Trust, with all receipts deposited in said bank. Maximum to be on deposit is \$500,000. The County Extension District (will -or- will not) authorize an agency account. 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: Bill Watters & Cindy Kohlmann Members authorized to transfer funds and/or access the bank account electronically: Laura Klatt, Paul Mariman & Lori Meierotto. A group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters 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 Deb Mahoney Seconded by Matt Simon
 Motion carried 8 to 0

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- h. **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 Mary Lou Baal 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 Matt Simon.

Motion carried 8 to 0.

V. Regular Meeting

- a. **Approval of Work Budget (if presented at this meeting)**

Matt Simon moved that the FY 21 budget be approved for \$947,750 in expenditures with a tax request of \$534,500 with \$522,595 from property tax and \$11,905 from utility excise tax. The council treasurer is directed to officially publish that the FY 21 budget public hearing is scheduled for 6:30 p.m. p.m. at Dubuque County Extension Office(location).

Seconded by Bill Watters

Motion carried 8 to 0.

(Edit and reuse above motion if levying for tort or unemployment.)

- b. **Old Business**

- i. Discussion on the reorganization plan. Deadline is February 2nd. Will need a vote at the next meeting.
- ii. Building rental committee needs to meet prior to our next Council meeting and present their findings to the group.
- iii. Building owner Tom Kane is open to extending our current lease agreement for 6 months until we have a resolution for our lease contract.

- c. **New Business**

VI. Agenda Items for Next Meeting

VII. **Date/Time/Location of Next Meeting** January 27th 6:00 p.m. Extension office.

VIII. **Adjourned** Deb Mahoney Motioned at 7:00 pm, Second By Matt Simon.

Motion carried 8 to 0.

Secretary, Deb Mahoney **Agricultural Extension District**