

IOWA STATE UNIVERSITY
Extension and Outreach

**MINUTES OF THE ORGANIZATIONAL MEETING
OF GUTHRIE COUNTY AGRICULTURAL EXTENSION COUNCIL**

Wednesday, January 17, 2018, Guthrie County Extension & Outreach Office

A. OPENING BUSINESS

- a. Called to Order by: **Barb Gigar** at 7:00 pm
- b. Roll Call:

Kim Durst	<input type="checkbox"/>	Barb Gigar	<input checked="" type="checkbox"/>	Jim Clark	<input type="checkbox"/>
Jim Calvert	<input checked="" type="checkbox"/>	Mike Thomas	<input checked="" type="checkbox"/>	Sheree McClellan	<input checked="" type="checkbox"/>
Anna Kastner	<input checked="" type="checkbox"/>	Bret Hodges	<input checked="" type="checkbox"/>	Chad Sheley	<input checked="" type="checkbox"/>

Staff Present: **Mary Ebert and Krista Downing**

B. Conflict of Interest (state if applicable)

(If you have a conflict on any agenda item & will not be participating in discussion or voting on that item)

CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any noncontroversial subjects.

All items are attached following the consent agenda.

- a. Agenda
- b. Minutes of the January 11th and 17th Council meeting
- c. Upcoming events
- d. Staff reports
- e. Committee Reports
- f. Website stats

Moved by **Jim Calvert** to approve Consent Agenda Items. Seconded by **Chad Sheley**. Motion carried **6 to 0**.

PUBLIC FORUM

The Guthrie County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to five minutes. There will be no action taken at this meeting but concerns may be an agenda item at future meetings. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.

Pam Olerich attended to discuss 4-H Legislative day at the capital, Extension Council Conference, among other items happening in Extension.

I. FINANCIAL REPORT

- 1. Approval of vouchers

Check #14519-14564 Bills \$18,489.93
Deposits \$6,131.09

IOWA STATE UNIVERSITY

Extension and Outreach

Moved by **Jim Calvert**, seconded by **Mike Thomas** to approve vouchers. Motion carried **6 to 0**.

2. Approval of Work Budget

Bret Hodges moved that the FY2019 Extension Education Operating Budget be approved for \$295,664 in expenditures with a tax request of \$228,660 with \$220,893 from property tax and \$7,767 from utility excise tax. The council treasurer is directed to officially publish that the FY2019 budget public hearing is scheduled for March 12, 2018 at 12:30 p.m. at the Guthrie County Extension Office, 212 State Street, Guthrie Center, Iowa. Seconded by **Chad Sheley**. Motion carried **6 to 0**.

C. OLD BUSINESS

1. Hiring a Summer Program Assistant & Summer Part-Time Help

Hiring Anna Lauritsen at 40 hr/week and \$10/hr. for the Summer Program Assistant and wants approval for the staff for overtime if needed. Moved by **Chad Sheley** seconded by **Mike Thomas**. Motion carried by **6 to 0**.

Discussion was also had about paying Beth Irlbeck for her help during County Fair as she has been coming back to help for the past 4 or more years.

2. COC Update

Approved during approval of consent agenda.

3. Update on remodel

- Review heating & cooling bids

Moved by **Mike Thomas to go with Remsburg in Audubon**, seconded by **Calvert**. Motion carried **6 to 0**.

- Adding phone and internet hook ups to the back rooms

Moved by **Chad Sheley to get a bid and if it was around \$1500 we can go ahead and add them to all three rooms**, seconded by **Mike Thomas**. Motion carried **6 to 0**

- Decide on new flooring in the back area

Moved by **Mike Thomas to add vinyl to the back**. **Jim Calvert amended the motion to defer to the committee**, seconded by **Chad Sheley**. Motion carried **6 to 0**.

Will add a keypad to the back door.

D. NEW BUSINESS

1. Suggestion for ISU Extension and Outreach Week (April 16-21)

We will be hosting an Open House on April 20th from 12:00 pm to 3:00 pm where the public can come into the office, tour the remodel, meet County Specialists, meet our new Office Coordinator, and celebrate Extension Week. We will advertise for this and hand out personal invites to our partners and around town.

2. Approval of volunteer list

Moved by **Jim Calvert** to approve the volunteer list and bring any new volunteers that need added to the next meeting, seconded by **Bret Hodges**. Motion carried **6 to 0**.

IOWA STATE UNIVERSITY
Extension and Outreach

3. Professional Development- "MOU with ISU" approval

Moved by **Chad Sheley** to renew our agreement with ISU that goes from July 1st, 2018 to June 30th, 2020, seconded by **Jim Calvert**. Motion carried **6 to 0**.

E. OTHER ITEMS

1. IECA Report
2. Fair board Report

F. ADJOURN -

Motion to adjourn by **Sheree McClellan**, seconded by **Anna Kastner**. Motion carried **6 to 0**.

The meeting adjourned at **8:55 pm**.

2018 Committee List:

Legal/Financial – * Jim Calvert, Bret Hodges, Barb Gigar
Policy/Personnel – *Chad Sheley, Barb Gigar, Sheree McClellan
Program/Marketing – *Jim Clark, Anna Kastner, Kim Durst
Equipment/Facilities –*Mike Thomas, Anna Kastner, Bret Hodges
Fairboard – Jim Clark
Regional Council – Jim Calvert
IACEC Liason – Barb Gigar
4-H Youth Committee – Bret Hodges (Anna Kastner as a back-up)
*(*Designates Chair)*

Refreshments

January- Mary Ebert
February- Barb Gigar
March- Jim Calvert
April- Anna Kastner
May-
June- Chad Sheley

July- Kim Durst
August- Bret Hodges
September- Mike Thomas
October-
November- Sheree McClellan
December- Christmas Supper

The next meeting will be Wednesday, March 21, 2018, at 7:00 p.m. at the Guthrie County Extension and Outreach Office. Jim Calvert has refreshments.

Sheree McClellan

2-21-18

Secretary, Guthrie County Agricultural Extension Council