

Notice of Organizational Meeting of the Jefferson County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Jefferson County Agricultural Extension Council will be held at 6:30 p.m. on the 6th day of January, 2022 at the Extension Office in Fairfield, 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
- IV. Organizational Meeting - Election of extension council officers
- V. Approval of consent agenda items (could include the following)
 - 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
- VII. Committee assignments
- VIII. Appointments to other boards and committees
- IX. Official newspapers
- X. Fiscal procedures
 - Depository
 - 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 requirement, 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. Secretary's Report
 - Approval of November 4th Minutes
- XV. Treasurer's Report
 - Approval of November checks #s 13304 to 13326 and EFTs Totaling \$1,932.85

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- Approval of December checks #s 13327 to 13348 and ETFs Totaling \$4,218.06
- Review of financial reports
- XVI. Reports
 - Staff and program specialists (highlights only)
 - Extension Council Committees
 - o Personnel
 - o Fiscal
 - o Programming
 - o Strategic Planning
 - o 4-H and Youth Committee
 - o Fair board
 - o MOU – Update from Meeting
 - o Advisory
 - Regional Director and IECA
- XVII. Old Business
- XVIII. New Business
 - Consideration of New Volunteers
 - Consideration of Scholarships
 - Consideration of Fair Board/FFA/Extension MOU
 - Consideration of Office Hours Change
 - Consideration of Office Coordinator Hours
 - Consideration of AmeriCorps and/or Program Coordinator Position
 - Proposed FY23 Budget
 - Consideration of Painting Office
 - Consideration of QPR Workshop Fees
- XIX. Agenda Items for Next Meeting
- XX. Date/Time/Location of Next Meeting
- XXI. Adjourned

Secretary, _____ Agricultural Extension Council