

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:

Date: Thursday, January 7, 2021

Time: 6:30 pm

Location: Cambridge Building on the Jefferson County Fair Grounds in Fairfield, Iowa

It is important that all Council members attend this meeting.

1. Call the meeting to order – Christine Engwall
2. Roll call and introductions
3. Approval of agenda
4. Secretary's Report
 - a. Approval of meeting minutes from November 5, 2020

5. Organizational Meeting

- a. Approval of consent agenda items
 - i. Operating norms
 - ii. Meeting attendance expectations
 - iii. Adopting Roberts Rules of Order
 - iv. Approval of comprehensive master volunteer list
 - v. Financial reports provided before each meeting
- b. Election of Officers
- c. Regular Council meeting date and time
- d. Committee assignments
- e. Appointments to other boards and committees
- f. Official newspapers
- g. Fiscal procedures
 - i. Depository
 - ii. Authorization for signing checks and electronically transferring funds
 - iii. Bonding of treasurer and staff
- h. Designate custodian of public record and open record requests

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

6. Regular Meeting

a. Open Forum

The Jefferson 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 5 minutes. If your concern is not listed in the agenda below, there will be no action taken at this meeting, but concerns may be an agenda items 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.

b. Treasurer's Report

- i. Approval of bills and vouchers
- ii. Approval of financial and budget reports

c. Reports

- i. Staff and Program Specialists
- ii. Extension Council Committees
 - Fiscal
 - Programming
 - Personnel
- iii. Regional Director
- iv. Iowa Extension Council Association (IECA)
- v. 4-H Foundation
- vi. Fair Board
- vii. Master Gardeners

d. Approval of FY22 work budget

e. Old Business

- i. Consideration of Holiday Event

f. New Business

- i. Consideration of Staff Enrollment in IECA's Employee Assistance Program
- ii. Consideration of Chamber of Commerce Sponsorship
- iii. Consideration of Support for Water Rocks!
- iv. Consideration of Quarter 1 Data from Two-Way Scorecard Communication Tool

g. Agenda items for next meeting:

h. Next meeting:

- Thursday, February 4, 2021 at 6:30 pm at the Jefferson County Extension Office

i. Adjourn

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