

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, June 13th, 2023

1. **Call the meeting to order and roll call:** Eric Miller 6:35pm
 - a. Present: Laurie Bennett, Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
 - b. Absent: Barb Kistler
 - c. Present: Cindy Hall, Courtney Burkhalter, Hillary Lanman, Jeri Crile
 - d. Absent: Tammy Jones (after 7pm)
2. **Approval of Agenda:** Eric Miller
 - a. Susie Drish Motion to approve agenda
 - b. Approve: Laurie Bennett, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
3. **Open Forum for Public Comments**

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. Unless the item is on the agenda, there will be no action taken at this meeting. Concerns may be an agenda item at future meetings. The Council will not ask or answer questions, clarify comments, nor explain their position on actions taken during this public comment period. Participants may not engage in discussion on other items of business during the meeting. No defamation of character or slander will be tolerated and office personnel issues will be directed to the proper chain of command and not discussed in this forum.
5. **Secretary's Report:** Sherri Mineart
 - Review of minutes from May 16th, 2023.
 - Laurie Bennett made a motion to approve minutes of 5.16.23
 - Approve: Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
7. **Treasurers Report:** Drew Johnson
 - Approval of May checks #'s 13676 to 13710 and EFT 's Totaling \$2,834.06.
 - Susie Drish made a motion to approve checks
 - Approved: Laurie Bennett, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
 - Review of May 2023 financial reports
 - Carryover Status
8. **Reports:**
 - Staff and program specialists (highlights only)
 - Extension Council Committees
 - Personnel – working on July reviews
 - Fiscal – no report
 - Programming – attended Farmers Market, taught food safety 5.20.23, First two day camps – well attended. Programming committee met earlier this evening.
 - Staff report – audit week of 6/24. Helping out with Fair, and purchases for Fair.
 - Strategic Planning – no report
 - 4-H and Youth Committee – stock show university July 3 and 4 - great turn out, preparing for Fair.
 - Fairboard

- MOU – no report
- Advisory – no report
- Regional Director and IECA Updates
 - Statewide a lot of training on My Data. Synch with My4Honline.com. Regional Directors will be able to run more reports. Cindy setting up new templates.

9. Old Business

- Fair Photographer Update – Samantha Haney will take photos animals/static projects. Second photographer is not responding.
- Fair Volunteer Duties for Council
 - Cindy will send schedule for dates/times agreed to tonight.

10. New Business

- Consideration of Volunteers
 - Laurie Bennett motion to approve list
 - Approve: Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Adult Program Fees – discussed earlier this evening at Program Committee meeting.
- CYC hours at the Iowa State Fair
 - List will be coming out soon to sign up, Hillary did 5 days (different areas) in 2022
 - 5 days with 3 days paid. Non-paid days: vacation can be used. Different by county.
 - Iowa State Fair August 10 – 20.
 - Susie Drish Motion for 24 paid hours for Hillary to work at Iowa State Fair.
 - Approve: Laurie Bennett, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Ag Conference in Des Moines – Staff Attending
 - Courtney attending. Laurie Bennett motion adding Hillary – paying registration and fee
 - Approval: Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Disposal of old laptops
 - Take to Ames and recycle
 - Eric Miller Motion to dispose of laptops at ISU.
 - Approve: Laurie Bennett, Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Sherri Mineart, Mark Yule
- Hand washing station for Cambridge Building (4-H Youth Committee Breakfast Sales)
 - Couple more coats of varnish and hand washing station will be complete
 - Need handwashing sign
- Program Fee/Non-Fee Journal Entries
 - Laurie Bennett Motion to approve \$2989.40 (3) incubator purchases move from program free to non-program fee non-sub account fund.
 - Approval: Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

11. Next meeting date is **Tuesday, July 18th at 6:30 PM with the following agenda items:**

12. Adjourn Mark

Motion to adjourn: Mark Yule 7:35pm

Approval: Laurie Bennett, Susie Drish, Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart