

Organizational Meeting and Regular Meeting of Jefferson County Agricultural Extension Council

Date: **Tuesday, January 8, 2019** Time: 6:30PM Location: 2606 W. Burlington, Fairfield, IA

- I. Call the Meeting to Order**
- II. Roll call**
- III. Approval of Agenda**
- 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. _____ Nominated by _____
- 2. _____ Nominated by _____

Those voting for candidate #1- _____
Those voting for candidate #2 - _____.

Motion carried by a vote of ____ to ____.

Elected:

Meeting handed over to duly elected chairperson

ii. Vice Chair

- 1. _____ Nominated by _____
- 2. _____ Nominated by _____

Those voting for candidate #1 - _____
Those voting for candidate #2 - _____

Motion carried by a vote of ____ to ____.

Elected _____

iii. Secretary

- 1. _____ Nominated by _____
- 2. _____ Nominated by _____

Those voting for candidate #1 - _____
 Those voting for candidate #2 - _____

Motion carried by a vote of ____ to ____.

Elected _____

iv. Treasurer

- 1. _____ Nominated by _____
- 2. _____ Nominated by _____

Those voting for candidate #1- _____
 Those voting for candidate #2 - _____

Motion carried by a vote of ____ to ____.

Elected _____

b. Regular council meeting date and time

Regular council meeting/date: 6:30 pm 1st Tuesday/month and time: 7:30 PM
 Daylight Savings time.

Moved by _____ Seconded by _____

Motion carried

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

c. Committee Assignments

These committees will be organized (suggested) with the following members serving on each committee (*Designates Chair):

(a) Fiscal/Legal

(b) Personnel

(c) Program/Marketing

*Paul Miller
 Betty Coop
 Sharie Leazer

*Steve Burgmeier
 Jeff Dunbar
 Eric Miller

* Barbara Kistler
 John Peck
 Tony Adrian

Moved by _____ Seconded by _____

Motion carried _____ to _____

d. Appointments to Other Committees and Boards (optional)

Regional Council: n/a

Iowa Extension Council Assc. Liaison: n/a

Other (Fairboard: John Peck, 4-H Committee: Sharie Leazer

Other _____

Moved by _____ Seconded by _____

Motion carried

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

The official newspapers for the county extension district will be

Fairfield Daily Ledger and Richard Clarion Plainsman

Moved by _____ Seconded by _____

f. Fiscal Procedures (all the following into one motion)

The depository for the county extension district will be First National Bank of Fairfield, IA and Iowa State Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$250,000.00.

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: P. Miller & Leazer

Members authorized to transfer funds and/or access the bank account electronically:

P. Miller & Leazer

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 _____ Seconded by _____

Motion carried

g. 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 _____ 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. List other?

Seconded by _____ .Motion

Regular Meeting

3. Secretary's Report – Secretary
 - a. Approval of minutes from November 6, 2018.
4. Treasurer's Report – Treasurer
 - a. Motion to approve of checks for November #12255 to #12290 and \$4271.49 EFT
 - b. Motion to approve of checks for December #12291 to # and EFT
 - c. Review of financial reports
5. Reports:
 - Staff and program specialists-
 - Extension Council Committees -
 - Personnel-
 - Fiscal-
 - Programming
 - Other appointed committees –
 - Fairboard Repairs –
6. Unfinished Business
 - Consideration of purchase price of fan
 - Consideration of internet and phone company change and system Lisco or Natel
 - Consideration of After School paid employee
 - Consideration of maturing CD

7. New Business

- Consideration of the Fairfield Area Chamber of Commerce member dues.
New pricing
- Consideration of FY 20 budget proposal and set hearing date
- Consideration of selling of pop machine
- Consideration of sharing cost of “Stay Independent: A Healthy Aging Series” program with Sara Sprouse and the Fairfield Public Library.
- Consideration of 2019 Southeast Iowa Farm Show
- Consideration of Scholar Application
- Consideration of \$2500 for leadership program in fall of 2019
- Consideration of Staff Medical Insurance
- Consideration of Maternity Policy Proposal

8. Open Forum for Public Comments

9. Next meeting date is Tuesday, February 5, 2019 at 6:30 PM with the following agenda items – budget hearing and FY 20 budget **This meeting will take place in the Cambridge Building**

10. Adjourn Motion by