

## **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 PM on the 4<sup>th</sup> day of January, 2017, at Jefferson County Extension Office in Fairfield, Iowa.  
It is important that all members attend this meeting.

Business items will include the following:

- I. Call the meeting to order
- II. Approval of Agenda
- III. Organization meeting begins:
  - a. Election of extension council officers (chair, vice chair, secretary, treasurer)
  - b. Approval of
    - Personnel and fiscal policies
    - Meeting attendance expectations
    - Adopting Roberts Rules of Order
    - Approval of cumulative volunteer list
    - Financial reports that will be provided before each meeting
      - Balance sheet, council revenue and expense statement, bank reconciliation
  - c. Date of regular council meetings
  - d. Committee assignments
  - e. Appointment to other boards and committees
  - f. Official newspapers
  - g. Fiscal procedures
    - a. Depository
    - b. Authorization for signing checks and electronically transferring funds
    - c. Bonding of treasurer and staff
    - d. Other as appropriate

The regular monthly meeting will be held upon completion of the organizational meeting agenda. Agenda will include:

- IV. Open forum for public comment
- VI. Secretary's report.
  - a. Minutes of previous meeting
- VII. Treasurer's Report
  - a. Approval of voucher report
  - b. Review of financial reports for month
- VIII. Reports:
  - a. Staff and program specialists
  - b. Extension Council Committee

- c. Personnel
- d. Fiscal
- e. Programming – updated plan enclosed
- f. Regional
- g. IACEC
- h. 4-H and Youth Committee
- i. Fair board
- j. County 4-H Foundation

IX. Old business

- a. Review of County Director's wage – job description enclosed
- b. Committee assignment for MOU with fair board – sample MOU enclosed
- c. Committee assignment for youth strategic plan
- d. Approval of hire of janitor

X. New business

- a. Office procedure for council meetings
- b. Word change from "hours paid" to "hours worked" in personnel policy – page 17
- c. Postage meter contract
- d. 4-H and Youth committee rule changes – enclosed
- e. 4-Her to be selected for visit to capitol

XI. Agenda Items for the Next Meeting

XII. Date/Time/Location of Next Meeting

XIII. Adjourned.

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Secretary, \_\_\_\_\_ Agricultural Extension Council

... and justice for all

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