

## **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 2<sup>th</sup> day of January, 2018, 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. Date of regular council meetings
  - c. Committee assignments
  - d. Appointment to other boards and committees
  - e. Official newspapers
  - f. Fiscal procedures
    - a. Depository
    - b. Authorization for signing checks and electronically transferring funds
    - c. Bonding of treasurer and staff
    - d. Other as appropriate
  - g. 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

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

- IV. Secretary's report.
  - a. Minutes of previous meeting
- V. Treasurer's Report
  - a. Approval of voucher report
  - b. Review of financial reports for month
- VI. Reports:
  - a. Staff and program specialists
  - b. Extension Council Committees- Personnel (consider employee 3 month wage Adjustment), Fiscal, Programming
  - c. Regional
  - d. Iowa Extension Council Association

- e. 4-H and Youth Committee
- f. Fair board
- g. MOU and strategic planning

7:30 PM Hearing for Unemployment expense

VII. Old business

- a. Consideration of Scholarship application
- b. Discuss joint meeting with youth committee
- c. Consideration of office tech

VIII. New business

- a. Consideration of amendment of unemployment expense
- b. Consideration of FY 19 budget proposal
- c. Consideration of 4-H volunteers
- d. Consideration of revised CYC job description
- e. Consideration of purchase of EAP -\$21 for 14 months
- f. Consideration of summer assistants and day camp assistant for summer of 2018
- g. Consideration of copier changes
- h. Consideration of MOU- ISU
- i. Consideration of NAE4HA Membership

IX . Public comment

- X. Agenda Items for the Next Meeting
- XI. Date/Time/Location of Next Meeting
- XII. Adjourned.

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

... and justice for all

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