

# MEETING

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, September 4, 2018

7:30 PM

Jefferson County Extension Office

Call the meeting to order and roll call – Steve

Present: Barbara Kistler, Betty Coop, Sharie Leazer, Steve Burgmeier, John Peck, Eric Miller, Paul Miller, Jeff Dunbar, Tony Adrian

Also present: Sue Henderson, Ashtin Walker, Taylor Trudell, Kelly Speas, Ron Bower, Lori Padgett, Rachel Wonderlich, Anna Bruen

Absent: none

2. Approval of Agenda – Steve

3. Secretary's Report – Barbara

a. Approval of minutes from August 7 and 22, 2018: Kistler moved to approve minutes of 8/7 & 8/22 with correction of spelling of Ashtin's name on the 8/07 minutes. All council members approve.

4. Treasurer's Report – Paul

a. Approval of Vouchers: P Miller moved to approve #12182 – 12209, 9 DD's and 2 EFT's...All council members approved.

b. Review of financial reports: P Miller presented report.

Guest: Anna Bruen – 4H Strategic Plan: Committee has been working on this since January 2018; Strategic areas were highlighted:

Communication

Programming: including programming for all entities/youth of Jeff Co, which includes MUM, local businesses, local school system; specialized programming (transportation issues as well), visiting with the elderly, etc

Volunteer Recruitment/Retention: Keeping present volunteers and getting new volunteers for specialized programming

CYC Wonderlich advised that a quarterly presentation be made to the Council to apprise of progress.

This will be an agenda item for October

5. Reports:

Staff and program specialists- All staff, Extension Council Committees

- STAFF: Reports provided

- Ron Bower - OA

- Taylor – Hort

- Ashtin – After School Coordinator

- Rachel – 4H/Day Camps

- i. Personnel- no movement since August 22 . Will do exit report instead of 6 month review .

- ii. Fiscal – n/a

- iii. Programming- meeting by next September meeting

- iv. Other appointed committees – strategic planning (see above)

100 year celebration committee –

The Chair appointed Ron Bower as chair for this. Ron will pick other council and community members to assist. All council members approved.

c. Regional- time clock plus update by Henderson

Club finances to operating update: later in meeting

Listening Session with John Lawrence Sept 10 meeting: Burgmeier and Kistler to attend, possibly Coop

Iowa Extension Council Association

4-H and Youth Committee n/a

Fair board n/a

6. Unfinished Business

- Consideration of insurance and inventory list
  - Motion to accept inventory list by Adrian to accept list as amended. All council member approved
  - Motion to increase insurance from \$109K to \$150K and remove liability insurance by P Miller. Motion withdrawn by P Miller. Peck made a motion to increase insurance coverage \$109K to \$150K. All council members approved.

7. New Business

- Consideration of meeting room policy and procedure
  - Policy to be adopted for back room use to be signed by those entities scheduling backroom. This will be an agenda item for October
- Consideration of selling of head gate and purchase of fan
  - Head gate purchased a year ago which never been used. Seller will buy back at original price. Fans for 'Denny's Barn' will be purchased at a later date. Peck made a motion to sell head gate to original seller for the original \$4,100. All council members approved.
- Consideration of internet and phone company change and system
  - Tabled for October meeting after meeting with phone company.
- Consideration of tort budget amendment – set hearing date and time
  - Public meeting on Tort Budget Amendment at October 2 meeting. All council members approved.
- Consider letter to 4-H clubs regarding checking account changes
  - Per State 4H office, clubs will move their accounts to the Extension office by deadline. Burgmeier recommended a meeting with club leaders and the fiscal committee to present to clubs. Fiscal committee will set meeting date with CYC in November.
- Consideration of scholarship reallocation: Request by Scholarship Recipient to decide if scholarship dollars should be returned in light of the fact that the student received an internship/all-paid education. Motion by Dunbar to

postpone disbursement until the Spring Semester if disbursement is needed for recipient Stetson Spees. Amendment made by Peck to disburse funds for disbursement to Summer Classes/May. All council members approved. Amendment also passed by all present council members.

8. Open Forum for Public Comments
9. Next meeting date is October 2 at 7:30 PM with the following agenda items:
10. Adjourn: Peck moved to adjourn at 9:15 PM

Respectfully submitted by Barbara Kistler