NOTICE OF THE ORGANIZATIONAL MEETING AND REGULAR MEETING OF 
LEE COUNTY AGRICULTURAL EXTENSION COUNCIL 
BUDGET Meeting- January 13, 2020—5:00 PM 
Organizational Meeting to follow--January 13, 2020 6:00 PM 
414 Main Street, Donnellson Iowa

Oath of Office: Addison Loges and Mary Hellige

1. Call the Meeting to Order (Brad Vandenberg)
2. Approval of order of Agenda
3. Roll Call by acting Secretary
4. Organizational Meeting
   a. Election of Council Officers
      i. Chair
      ii. Vice Chair
      iii. Secretary
      iv. Treasurer
      v. Elected Officers assume responsibilities and sign certification of organization by four officers.

   b. Set Regular council meeting date and time (2nd Thursday)
   c. Committee Assignments
      i. Budget
      ii. Program and Marketing
      iii. Personnel
      iv. Building and Equipment
      v. Other County specific committees: Fair Partnership:

   d. Approval of Official Newspapers
   e. Approval of Fiscal Procedures (all of the following into one motion)
      ii. Authorization for signing checks and electrically transferring funds
      iii. Bonding of treasurer and staff (sent to county auditor)

   f. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports
      i. Approval of Fiscal Policy
      ii. Approval of Personnel Policy-(new template delayed)
      iii. Adopt Robert’s Rules of Order
      iv. Approve Cumulative Volunteer List-All Volunteers must be screened and be current within 3 years screening.
      v. Civil Rights Responsibilities-Data for Decision Makers

6. Adjourn Organizational Meeting

**Regular Meeting**

1. Call the meeting to order (Chairperson)
2. Approval of the order of the agenda
3. Approval of Council Minutes from November 11th meeting
4. Approval of voucher report and Treasurer report bank balance (initial bank reports and sign vouchers)
5. Old Business
   a. Tina Loges, Chris Lindner- Recognition for service of retiring council members
   b. Update on interviews for Food and Family Educator

6. New Business
   1. **FY21 working budget**
      a. FY22 Extension Education Operating budget be approved for $_______ in expenditures with total tax request of $285,000.
      b. FY22 Extension Education Tort budget—No budget, No request.
      c. FY22 Extension Unemployment budget be approved for $10,000 in expenditures with no tax request.
      d. FY22 Proposed hearing date, time, and place: February 10, 2021 at 5:00 pm at Lee County Extension 414 Main Street, Donnellson, IA (Set time and place for hearing on FY22 Budget and direct publishing in two newspapers at least 10 days but not more than 20 days prior to hearing)

2. Summer Intern-Youth programs/Camps-
3. Food Fixin’Pilot-focus Ft. Madison, Keokuk
4. 

7. Two Way Score Card discussion
8. Staff Reports
9. Set personnel meeting date: interviews and performance review, salary increases, personnel policy updates
10. Extension Council Conference Virtual March 13th, 2021
11. Virtual Legislative Meeting February 17th, 2021
12. Extension Week-April 12-17, 2021
13. Date of next council meeting February 13th, 2021
14. Adjourn Council Meeting