

# IOWA STATE UNIVERSITY

## Extension and Outreach

### Lee County Extension Council Meeting

March 15, 2017 beginning at 6:00 p.m.

414 N. Main Street

Donnellson, Iowa 52625

**Call the meeting to order-** The meeting was called to order at 6:17 p.m. by Chris Lindner.

**Approval of Agenda-** Motion by Brad Vandenberg, seconded by Vicki Kokjohn to approve the agenda as presented. Motion carried 7 to 0.

**Roll Call-** Present: Tina Loges, Dave Lowenberg, Tricia Knipper, Brad Vandenberg, Vicki Kokjohn, Chris Lindner and Rick Tebbs. Absent: Steve Newberry and Tom Mohrfeld. Also attending were Janet Smith, Emily Benjamin, Whitney Weisinger and Lee Ann Shaffer Smith.

**Minutes-** After review of the minutes, Brad Vandenberg made a motion, seconded by Dave Lowenberg that the minutes of the 2/15/17 meeting be approved. Motion carried 7 to 0.

**Approval of Vouchers:** After review of the vouchers, Tina Loges made a motion, seconded by Rick Tebbs to approve payment of items beginning March 15 2017 including voucher number 14344 and ending March 8, 2017 through voucher number 14379, direct deposits DD00668-DD00680, 2 EFT's (IPERS/S Treasury) totaling \$37,862.55. Motion carried 7-0.

**Treasurer's Report:** Rick Tebbs reported on February 28, 2017 NOW Account of \$10,982.03 and a Money Market Account of \$187,670.49. Vicki Kokjohn made a motion, seconded by Tina Loges that the Treasurer's report be accepted. Motion carried 7-0.

**Staff Reports:** Staff reports were presented by Whitney Weisinger, Emily Benjamin, Lee Ann Shaffer Smith and Janet Smith, see Dropbox for full reports.

**Emily Benjamin's Resignation:** Emily Benjamin tendered her resignation to the ISU Lee County Extension and Outreach Council effective March 28, 2017 to pursue a position with ADM Grain Solutions in Burlington, Iowa. Dave Lowenberg made a motion, seconded by Vicki Kokjohn to accept with regret Emily's resignation effective March 28, 2017. Motion carried 7-0

**Computer and Cell Phone equipment for Emily Benjamin:** Emily would like to purchase her current laptop and take over the payments on her current cell phone. Motion was made by Brad Vandenberg, seconded by Tina Loges to allow Emily to take over the cell phone payments as well as purchase her laptop at the cost of \$435.00. The computer will be wiped of all required material prior to Emily's last day. Motion carried 7-0.

**Approval of Office Desks:** Whitney Weisinger presented information regarding the purchase of a reception desk and a work station for the new front area of the office. The price for the desk is \$5361.50 which includes delivery and installation. Motion was made by Tina Loges, seconded by Vicki Kokjohn to purchase reception desks and work station. Motion carried 7-0.

**Approval of Square Credit Card Reader:** Whitney Weisinger presented information regarding the purchase of the Square Credit Card Reader. There is no fee to purchase, no long term contract and no hidden fees. The only fees involved is 2.75% of a purchase goes back to Square. Square accepts VISA, Mastercard, Discover and

American Express. Motion made by Brad Vandenberg, seconded by Vicki Kokjohn to move forward with the purchase of the Square Credit Card reader. Motion carried 7-0.

**Approval to Close Office:** Emily Benjamin will now be available and in the office on March 27th, no need for closure.

**Approval of New Clover Kids Leaders:** Motion made by Brad Vandenberg, seconded by Vicki Kokjohn to approve Jennie Adkins and Tara Gerdes as the new Clover Kids leaders. Motion carried 7-0.

**Building Remodel Update-** Whitney Weisinger updated the council on the building remodel project. Whitney proposed the need to repaint the walls due to streaking that appeared after the walls were wiped down and cleaned as well as scraps caused by contractors. Whitney also mentioned the water heater and the lack of hot water in the building. Council members will take a look at the water heater after the meeting. Motion was made by Dave Lowenberg, seconded by Brad Vandenberg to use remaining paint and repaint the walls to fix streaks and other scraps from the remodeling project. Motion carried 7-0.

**Approval of Hiring a Summer Intern:** Janet Smith discussed the hiring of a summer intern. Vicki Kokjohn made a motion, seconded by Brad Vandenberg to approve the hiring of a summer intern for the dates of June 1, 2017 to August 18, 2017 for approximately 20 hours per week at the rate of \$10.00/hr. Motion carried 7-0.

**Conversation with Council Members March 2017:** Watched video featuring Bob Dodds and Cathann Kress regarding updates to the Iowa State Extension and Outreach.

**Next Council Meeting-** The next Council meeting will be April 19, 2017 at 6:00 p.m. It will be held at the Lee County Extension Office.

**Adjournment-** Vicki Kokjohn made a motion, seconded by Tina Loges, that the meeting be adjourned. Motion carried 7-0.



Tricia Knipper  
Lee County Extension Council Secretary