

**LINN COUNTY AGRICULTURAL  
EXTENSION COUNCIL ORGANIZATIONAL MEETING OF JANURARY 4, 2021**  
*This meeting was held via zoom due to the COVID-19 pandemic and Public Health guidelines to  
maintain distance of 6 feet or more*

**Call to order-** Vice chair David McDonald called the meeting to order at 5:13pm

**Roll Call-** Present: David McDonald, Michael Anderson, Leland Freie, Dan Pickar, Dennis Jordan, Dan Abel, Dana Nichols, Megan Fagle, Mike Olinger

**Approval of Agenda-** Motion to approve, Dennis Jordan, second Mike Anderson, motion carried

**Organizational meeting-**Vice chair David McDonald presided, reviewed general consent and notes to secretary; nominations do not require a vote if there are no other nominations, if a split vote, chair will call for ayes and nays and those who abstain, with names recorded. Chair- Dennis Jordan nominated by Dana Nichols (no other nominations)

**Meeting handed over to newly elected chairperson Dennis Jordan**

Vice-Chair- Dana Nichols, nominated by Dennis Jordan (no other nominations)

Secretary-Leland Freie, nominated by Dennis Jordan (no other nominations)

Treasurer- Mike Anderson, nominated by Dennis Jordan (no other nominations)

**Approval of Organizational Consent Agenda items** (for those councils who have approved the use of the consent agenda) motion to approve using the consent agenda, Dana Nichols, second, Dan Pickar motion carried.

**Motion to approve consent agenda items-** Personnel and fiscal policies, Meeting attendance and conduct expectations, Adopting Roberts Rules of Order, Approval of cumulative volunteer list, Meeting minutes, staff reports, **Motion** to approve, Dana Nichols, second, Leland Freie, motion carried

Regular council meeting date- 2<sup>nd</sup> Monday of the month at 5pm, motion to approve, Michael Olinger, second, Megan Fagle, motion carried

**Committee Assignments-**

~**Cultivating Partnerships**, Leland Freie, Dennis Jordan, Dana Nichols

~ **Expanding Reach** Leland Freie, David McDonald, Dana Nichols

~**Demonstrating Impact-** Dan Abel, Megan Fagle, Dan Pickar

~ **Empowering Staff and Volunteers (also personnel)**-Mike Anderson, Megan Fagle, Mike Olinger

~ Fiscal committee – Council chair and Treasurer

**Approval of committee assignments-** motion to approve, Megan Fagle, second, Mike Anderson, motion carried

**Appointments to other Committees and Boards-** Chair to Linn County 4-H Foundation, Dan Abel 'Fair Association', Mike Anderson 'Stipend and Scholarship Committee' Motion to approve, Mike Olinger, second Dan Abel, motion carried

**Official Newspapers (identify two for publication of published report)** The Gazette, and Linn Newsletter, motion to approve, David McDonald, second Mike Olinger, motion carried.

**Fiscal Procedures- Depository** for county extension district will be Hills Bank, Marion, Iowa with all deposits in said Bank. Maximum to be on deposit is \$1,000,000  
Duly elected treasurer is directed to sign operating fund checks for budgeted expenses between regularly scheduled council meetings as authorized in Fiscal Policy section 3.4.

**Other council members authorized to sign checks-** Council Chair, Vice Chair, Secretary

**Members authorized to transfer funds and/or access to bank account electronically-**

Council chair, Vice Chair, Treasurer, Secretary

A group surety bond purchased through LMC insurance and Risk Management provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Motion to approve by David McDonald, second, Michael Olinger, motion carried.

**Designate Custodian of Public Record and Open Record Request**


The official custodian of public record and open record requests for the county agricultural extension district will be Office Assistant Janice Savel, motion to approve, Dan Nichols, second Megan Fagle, motion carried

**Agenda items for next meeting-** Approve working budget and public budget hearing date

**Date/time/Location of next meeting-** January 11, 2021 at 5pm via zoom

**Motion to adjourn-** Mike Olinger, second, Dana Nichols, motion carried

Respectfully submitted,

 \_\_\_\_\_, Secretary  
Leland Freie