

**Minutes of the Organizational Meeting of the
Louisa County Agricultural Extension Council**

**6pm, Monday, January 13th
317 Van Buren, Wapello Iowa**

The Organizational Meeting was called to order by appointed chair Paul Gieselman at 6pm. Agenda was approved with the addition of consideration of the MOU with the Louisa County Fair to be added into the regular meeting agenda to follow the Organizational Meeting.

Election of Officers

Mark Carroll was nominated for Chair by Henry Hoopes, there being no other nominations, Carroll was elected. The gavel was handed to the newly elected chair at this time.

Henry Hoopes was nominated for Vice Chair by Joy Lekwa, there being no other nominations, Hoopes was elected.

Marsha Gerot was nominated for Secretary by Paul Gieselman. There being no other nominations, Gerot was elected.

David Wilson was nominated for Treasurer by Paul Gieselman. There being no other nominations, Gieselman was elected.

Approval of Organizational Consent Agenda Items

Moved by Gieselman to approve the Organizational Consent Agenda Items including Personnel and fiscal policies, which will need formal review at another council meeting; Adopting Roberts Rules of Order; Use of a cumulative volunteer list and continued use of consent agenda for regular council meetings which will include the following reports:

- Balance sheet
- Council revenue and expense statement
- Detailed list of Vouchers and Electronic Funds Transfers

Motion seconded by Hoopes; Motion passed unanimously.

Regular council meeting date and time

Moved by Lekwa, second by Gieselman to set the regular council meeting date as the 2nd Monday of each month in February and March and then move to every other month with council meetings anticipated in May, July, September and November with a light supper at 5:30 followed by a business meeting to adjourn at 6pm. Motion passed unanimously.

Committee Assignments (*Designates Chair):

(a) Finance/Budget

*David Wilson
Mark Carroll
Dana Howell

(b) Personnel

*Joy Lekwa
Henry Hoopes
Mark Cooley

(c) Program/Marketing

*Marsha Gerot
Paul Gieselman

Motion by Wilson to approve committees as delineated, second by Gieselman, motion passed unanimously.

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Mark Carroll was appointment to the Regional Council; Paul Gieselman accepted a continued appointment with the Iowa Extension Council Association; Mark Carroll will sit on the Louisa County 4-H Foundation Board and Mark Cooley and Joy Lekwa volunteered assistance with the Fair Board and 4-H Committee as needed.

Moved by Gieselman, second by Wilson to approve all special committee assignments.

Official Newspapers

The official newspapers for the county extension district will be the Columbus Gazette and the Wapello Republican. Moved by Lekwa. Seconded by Gieselman. Motion passed unanimously.

Fiscal Procedures

Moved by Lekwa, seconded by Wilson that the depository for the county extension district will be BANK, with all receipts deposited in said bank. Maximum to be on deposit is \$250,000. The County Extension District will not authorize an agency account. Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4. Chair Mark Carroll is also authorized to sign checks.

Members authorized to transfer funds and/or access the bank account electronically: Council members Mark Carroll and David Wilson in addition to staff members Kathy Jolly Vance and Kyler Waddle are authorized for electronic access as is Lori Meiriotto for the purposes of payroll.

A group surety bond is to be purchased through Earnest Insurance/Grinnell Mutual providing \$20,000 for the Treasurer as required by State Statute and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers is to be secured through LaMair-Mulock-Condon. Motion carried unanimously.

Regular Meeting

The regular meeting of the Louisa County Extension Council was brought to order by Chair Mark Carroll following the conclusion of the organizational meeting. Those present included Carroll, Marsha Gerot, Paul Gieselman, Henry Hoopes, Joy Lekwa and David Wilson. Others present included Janet Smith, Regional Director and Kathy Jolly Vance, County Director.

Moved by Gieselman, 2nd by Hoopes to approve the consent agenda including the approval of voucher number 11607 through voucher number 11710, EFT's for IPERS, State Treasurer/Treasury, Alliant and Payroll for a total of \$108,815.79 in expenses as well as deposits totaling of \$52,329.16. The BANK Checking account balance is \$135,209.57 the CD Balance at Washington State Bank is \$76,566.77, Petty Cash \$500 and Cash Box \$20.00 for a total cash balance of \$212,296.34. Motion passed unanimously.

Moved by Gieselman, 2nd by Wilson to choose Model 3 under the choices for the ISU Extension Structured for Success options and have Vance mail the choice to John Lawrence. Motion passed unanimously.

Discussion on the budget process ensued and the finance/budget committee will meet to prepare a budget proposal for the February 10th council meeting with intentions of holding the public hearing on March 9th, 2020.

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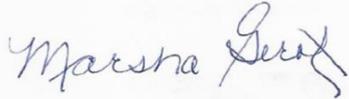
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Names were shared by council members to consider for filling the empty council seat. Vance will approach the nominees.

Moved by Lekwa, second by Gieselman to approve the Memorandum of Understanding with the Fair Board and the School Boards representing the FFA Chapters at Columbus, Winfield-Mt Union, Wapello and Louisa-Muscatine School Districts. Motion passed unanimously.

Staff reports were given in verbal form and that concluded the meeting of the Louisa County Extension Council. Motion to adjourn at 7:20pm by Gieselman, second by Hoopes.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Marsha Gerot". The signature is written in a cursive style and is positioned above the typed name.

Marsha Gerot, Secretary