

Notice of Organizational Meeting of the Monroe County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Monroe County Agricultural Extension Council will be held at 6:00 p.m. on the 30th day of January, 2020, at the Monroe County Extension Office in Albia, Iowa.

It is important that all members attend this meeting.

Business items will include the following:

1. Election of extension council officers
2. Date of regular council meetings
3. Committee assignments and appointment to other boards and committees
4. Official newspapers
5. Fiscal procedures
 - a. Depository
 - b. Authorization for signing checks and electronically transferring funds
 - c. Bonding of treasurer and staff
 - d. Other as appropriate
6. Approval of Policies, meeting conduct, volunteers and financial reports
 - a. Personnel and fiscal policies
 - b. Meeting attendance expectations
 - c. Adopting Roberts Rules of Order
 - d. Approval of cumulative volunteer list
 - e. Financial reports that will be provided before each meeting

The regular monthly meeting will be held upon completion of the organizational meeting agenda. Agenda will include:

1. Call the Meeting to Order- Chair
2. Roll call and Introductions
3. Approval of Agenda- Chair
4. Open Forum- an opportunity for any public present
5. Secretary's Report-Secretary
 - a. Minutes of December 12th, 2019 meeting
 - b. Approval of Minutes
6. Treasurer's Report-Treasurer
 - a. Approval of vouchers
 - b. Review of fiscal reports
7. Reports
 - a. Fair board
 - b. Iowa Extension Council Association

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- c. Regional
 - d. Extension Council Committees; Personnel, Fiscal, Programming
 - e. Monroe County 4-H Foundation
8. Old Business
 - a. Consideration of Club Financials
9. New Business
 - a. Consideration of Employee Assistance Program
 - b. Consideration of FY21 Budget
 - c. Consideration of continuing Farmer's Market and employee
 - d. Approval of volunteers, if any
10. Items for the next meeting
11. Adjourn

... and justice for all

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