

May 12th, 2022 Van Buren Extension Council Meeting

Called to order at 7 pm.

Council in attendance – Steve Duke, Jenny Gardner, Tim Gilchrist, Kathy Noll, Chrissy Westercamp. Sandra Coffman arrived at 8 pm and left at 8:30 pm

Council not in attendance – William Whitaker, Sarah Tedrow, Twyla Peacock

Staff present- Cindy Hall, Tonya Irvin, Jennifer Plowman

Guest attending – Nehemiah Westercamp, Elijah Westercamp

Tim Gilchrist made the motion to approve the agenda. Chrissy Westercamp seconded the motion. Passed unanimously.

No public forum comments.

The secretary's report was reviewed from the previous meeting. Kathy Noll made the motion to approve the minutes and Tim Gilchrist seconded the motion. Motion passed unanimously.

The treasurer's report was reviewed. Checks from 6245 to 6273 for a total of \$11,225.25 were reviewed. Electronic funds transfers totaled \$1,929.98 Direct deposits totaled \$55,495.30. The motion to accept the treasurer's report was made by Jenny Gardner and seconded by Kathy Noll. Passed Unanimously.

Staff made their reports-

Several questions were asked about the new office and procedures. Emergency contact for the fair board is Cale Plowman and Blaine Smith for any issues that come up. We will install smoke alarms in our office spaces. Sign placement was discussed but nothing decided. Personal will be able to adjust office heat, but not in floor heating. Douds Stone is donating the rock for the shed. Removal of the sign at the old office was discussed. Tonya will contact possible people to remove. The locks on the door to the conference room are acceptable.

Extension week was a success. Jennifer Plowman handed out popcorn at the Farmington Library and Tonya Irvin handed out popcorn at the 1st Iowa State Bank. They were well received by the public and had positive comments. Door prizes were handed out.

Tonya Irvin attended new staff orientation.

Scott Saunders, IT from campus, will be here Thursday, May 19th and the 20th to unhook the old office and hook up the new office. Internet access will be limited during that time frame.

Tonya Irvin will be out of the office Friday, June 20th and return June 23rd.

No reports were given by the extension council committees, the regional manager or the Iowa Extension Council Association.

A motion was made by Chrissy Westercamp to accept all the reports given. Kathy Noll seconded the motion. Passed unanimously.

Old Business-

SESS Insurance- No update

MOU Extension/FFA/ Fair Board – The MOU was given to Samantha Goodwin, FFA instructor to have the school approve.

Nominating Committee names were discussed. Stacy Richards, Ann DeHart, Bruce Whitaker and Daryl Kruse will be contacted to be on the committee. Tim Gilchrist made the motion to accept the nominating committee names. Kathy Noll seconded. Passed unanimously.

Old misc bank accounts - Kathy Noll made the motion to have Tonya Irvin close the account #235770 containing \$10,789.12 and account #230656 containing 7.68 at 1st Iowa State Bank and transfer these funds to account #3072161. Passed unanimously.

Moving of shed – Weaver was unable to move the shed. Will contact Jake Boyd about landscaping to repair the grass and possibly move the shed. Tim Gilchrist made the motion to contact Jake Boyd about the landscaping and movement of shed up to the cost of \$1,500.00. Motion was seconded by Kathy Noll. Motion passed unanimously.

New Business –

Nehemiah Westercamp and Elijah Westercamp gave brief presentations on their experiences. Nehemiah was selected for the National 4-H Conference and Elijah was selected as a Healthy Living Ambassador.

A motion by Tim Gilchrist was made to hire Nancy Carr as the external bookkeeper. She will be paid \$27 an hour for 6-10 hours per month. She will start after May 15, 2022. A review will be done after 6 months. The motion was seconded by Kathy Noll and passed unanimously.

A motion was made by Tim Gilchrist to revoke bookkeeping and bank privileges from Amber DeRosear at 1st Iowa State Bank and give Nancy Carr these same privileges upon hire. . The transition will be made between May 15 and June 15. The motion was seconded by Kathy Noll. Passed Unanimously.

The council was encouraged to think of options for the poultry show if a live show is not possible due to the avian flu. Several options were discussed including painting a board chicken, having the exhibitors make a display of their projects and making a presentation to the judge.

A motion was made by Chrissy Westercamp and seconded by Jenny Gardner to renew the membership to the Iowa Extension Council Association. Passed unanimously.

Volunteer charge accounts were discussed. Currently, volunteers are having to spend their own money and wait for reimbursement, which could take weeks. A motion was made by Jenny Gardner to amend the policy for volunteer charging. Volunteers will be allowed to charge items with prior approval at Boyds Grocery, Wasko Hardware, Dutchmans, and Moore Grocery and must turn in the receipt within 5 business days and the club will not be allowed to spend more than what is in their account. If a receipt is not in the office within 5 business days the charge will be denied. The motion was seconded by Chrissy Westercamp and passed unanimously.

Transferring office items was discussed. 3 quotes were received for moving furniture and supplies. Volunteers are busy due to the weather and cannot commit to getting the move completed. Jenny Gardner made the motion to hire Family Discount Furniture due to their availability and price per hour. Kathy Noll seconded the motion and passed unanimously.

All items of value have been sold for a total of \$683.00 Tim Gilchrist made the motion to put that money in the 4-H endowment fund. Motion was seconded by Jenny Gardner. Motion passed. Chrissy Westercamp voted no.

Cammie Withridge was hired as the summer intern for day camps and county fair. She will be paid \$10.00 and work between the dates of June 13 and July 30, 2022. Chrissy Westercamp made the motion to hire Cammie at \$10 and hour for the 6 weeks time frame. Motion was seconded by Kathy Noll. Motion passed unanimously.

The council reviewed the rule/schedule book for the 2022 fair. Several issues remain concerning livestock classes and superintendent listings. Due to time constraints of the fair, a motion was made by Jenny Gardner to accept the fair book without any mention of stall fees or herdsmanship and with only the addition of the fair board schedule of activities. Tim Gilchrist seconded the motion. Motion passed unanimously. Changes to classes, rules, and superintendents will be discussed at length at the first meeting following the 2022 fair.

Fiscal Policy – Will be reviewed at a later date.

Stall fees were discussed only because a council member was at the fair board meeting. The council has had no official notification of stall fees being collected. The council is strongly against stall fees. It was a general consensus that the council has nothing to do with the stall fees, including notification of exhibitors and collecting the fee.

Nancy Carr has requested to have direct deposit from payroll from 1st Iowa State Bank. Motion was made by Chrissy Westercamp to add Nancy Carr to the direct deposit. The motion was seconded by Kathy Noll. Motion passed unanimously.

Our physical address will be changing with the office. A motion by Kathy Noll is as follows, "Please notify 1st Iowa State Bank and all other parties of our change of physical address to 20493 Highway 1, Keosauqua, Iowa. We give Tonya Irvin permission to fill out and sign paperwork needed to change the address at 1st Iowa State Bank and all other interested parties." Chrissy Westercamp seconded the motion. Motion passed unanimously.

Items to be discussed at the June meeting include but not limited to stall fees, poultry show, moving of the office, signage.

Steve Duke made the motion to adjourn the meeting at 10 pm and Tim Gilchrist seconded the motion. Passed unanimously.

Jennifer Gardner
5/26/22

