

## Van Buren County Extension Council Meeting

June 28, 2023

1. **Call the meeting to order:** Steve Duke called the meeting to order at 7:01 pm
2. **Roll Call and introductions:** There were 8 council members present including: Steve Duke, Chrissy Westercamp, Jenny Gardner, Tammy Hoaglin, Jenny Baker, Shelia Smith, Sarah Tedrow, and Sandi Coffman. Sarah Tedrow arrived at 7:12pm.  
**Staff Present:** Martha Davidson, Jennifer Plowman, and Cindy Hall  
**Public Present:** Kaela Bird, Camden Wells, Logan Plowman, Stefany Wells, Paula Bird, and Kiera Bird. Heather and Pailzey Mercer arrived at 7:14.  
**Fair Board:** Cale Plowman
3. **Approval of agenda:** Jenny Gardner moved to approve the agenda. Chrissy Westercamp seconded. The motion carried unanimously.

#### 4. Public Forum

*The Van Buren County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. If your concern is not listed in the agenda below, there will be no action taken at this meeting, however, concerns may be an agenda item at future meetings. The council will not answer questions, clarify comments, nor discussion on other items of business during the meeting, unless previously arranged. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.*

#### 5. Secretary Report

Shelia Smith moved to approve May meeting minutes; Chrissy Westercamp seconded. The motion carried unanimously.

#### 6. Treasurer's Report

- A. Checks # 6590 to #6606 for \$7060.84,  
Electronic Fund Transfers (EFT) \$1,908.07,  
Direct Deposit \$4976.10, Total Expenses: \$13,945.01,  
Total Deposits \$20,732.01.  
Moved by Jenny Baker, seconded By Sarah Tedrow. The motion carried unanimously
- B. Sarah Tedrow moved to approve the financial statements. Tammy Hoaglin seconded. The motion carried unanimously.

## 7. Reports

- A. JR Trip Update: *Students came to thank council members for the support of the trip, and each said their favorite part of the trip.*
- B. Staff and program specialist reports
- C. Extension council committees
- D. Regional Director: Cindy Hall gave her report
- E. Fair Board: Cale Plowman gave a short report
- F. Iowa Extension Council Association: nothing to report
- G. Personnel Committee: Met and gave report under new business

Sandi Coffman moved to approve the reports. Shelia Smith seconded the motion. The motion carried unanimously.

## 8. Old Business

## 9. New Business

- A. New Volunteers:** Josiah Westercamp was presented to be approved. Sandi Coffman moved to approve Josiah Westercamp as a new volunteer, Sarah Tedrow seconded the motion. Duke yes, Gardner yes, Tedrow yes, Hoaglin yes, Coffman yes, Smith yes, Baker yes. Westercamp abstained.
- B. Volunteers for fair Auction:** Will Whitaker, Steve Duke, Tammy Hoaglin, Kathy Noll and Martha Davidson will be assisting with the Fair Animal Auction.
- C. Helper Rule & Definition:** To clarify Rule 6 of the General Rules shall read: *All helpers must be current and active Van Buren 4-H/FFA members. Helpers include: Leading, Haltering, and Holding in the show ring.*
- D. July & August Meetings:** There will be no July council meeting. Next council meeting will take place August 23<sup>rd</sup>, 2023.
- E. Disposal of Office Chairs:** Jenny Gardner moved to get rid of two unused office chairs. The better of the two will be donated, and the other will be thrown away. Shelia Smith seconded; the motion carried unanimously.
- F. Employee Hours for Fair:** Jenny Gardner made a motion to approve Martha Davidson 40 hours of overtime, Jennifer Plowman 80 hours of overtime and Anna Goudy 40 hours of overtime during the 3 weeks around the Fair. Shelia Smith seconded the motion and the motion carried unanimously.
- G. Employee Raises:** The Personnel Committee recommended to increase Jennifer Plowman's hourly wage +.75 (\$16.50 to \$17.25), and Nancy Car's hourly wage +\$1.00 (\$27.00 to \$28.00) to go into effect as of July 1<sup>st</sup>, 2023. Jenny Gardner made a motion to approve this recommendation, Chrissy Westercamp seconded; the motion carried unanimously.

## 10. Next meeting items:

- 11. **Adjourn:** Sandi Coffman moved to adjourn the meeting at 8:37pm. Jenny Baker Seconded. Motion carried unanimously.

*Date and Time of next meeting: Wednesday, August 23<sup>rd</sup> 2023, Extension Office 7:00 pm*