

## Van Buren County Extension Council Meeting

April 26, 2023

1. **Call the meeting to order:** Steve Duke called the meeting to order at 7:05 pm
2. **Roll Call and introductions:** There were 6 council members present including: Steve Duke, Chrissy Westercamp, Jenny Gardner, Kathy Noll, and Jenny Baker. Sarah Tedrow arrived at 7:09pm.  
**Staff Present:** Jennifer Plowman, Martha Davidson, Cindy Hall arrived at 7:08pm  
**Public Present:** Nehemiah Westercamp, Blain Smith
3. **Approval of agenda:** Chrissy Westercamp moved to approve the agenda. Kathy Noll 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.*  
Nehemiah Westercamp reported national 4-H conference in Washington DC, and thanked council for the scholarship to attend.
5. **Secretary Report**  
Kathy Noll moved to approve the March meeting minutes, Jenny Baker seconded. The motion carried unanimously.
6. **Treasurer's Report**
  - A. Jenny Gardner moved to approve Checks # 006548 to #006567 for \$8,297.72, Electronic Fund Transfers (EFT) \$1,997.71, Direct Deposit \$3250.62, Total Expenses: \$13546.05, Total Deposits \$6641.34. Chrissy Westercamp seconded. The motion carried unanimously
  - B. Jenny Baker moved to approve the financial statements. Kathy Noll seconded. The motion carried unanimously.

## 7. Reports

- A. Staff and program specialist reports- emailed to council members
- B. Extension council committees- None
- C. Regional Director: Cindy Hall gave her report
- D. Fair Board: Blain Smith gave the Fair Board Report
- E. Iowa Extension Council Association: Chrissy Westercamp gave her report

Chrissy Westercamp moved to approve the reports. Sarah Tedrow seconded the motion. The motion carried unanimously.

## 8. Old Business

- A. **Unified Policy:** Jenny Gardner moved to approve unified policy with the change of allowing only 2 make up items instead of 4, this will go into effect September 1, 2023. Chrissy Westercamp seconded the motion. The motion carried unanimously.

## 9. New Business

- A. **Program Fee Account Balances:** Sarah Tedrow moved to use up to \$4,000 from the tax sub fund to zero out negative program fee accounts (109, 508, 604, 608, 612, 617 and 618). Second by Kathy Noll. Motion carried unanimously.
- B. **Martha Bank Access/Credit Card:** Kathy Noll moved to give Martha Davidson, Office & Program Coordinator, authorization to online non-transactional access at to the Van Buren County Agricultural Extension District account at First Iowa State Bank. Second by Chrissy Westercamp. Motion carried unanimously.

Jenny Baker moved to provide Martha Davidson, Office & Program Coordinator, a credit card for the Van Buren County Agricultural Extension District account through TCM Bank. Second by Chrissy Westercamp. Motion carried unanimously.

- C. **Fair Book:** Kathy Noll moved to approve the 2023 Fair Book with corrections. Chrissy Westercamp seconded the motion. Motion carried unanimously. Corrections included the addition two rabbit classes and removing the cow-calf class.
- D. **Pig Kissing Contest:** No action taken
- E. **Fiscal Policy:** Jenny Gardner moved to approve the fiscal policy as presented with authorization of policy 3.2E to authorize the purchase of apparel for staff and council members for up to \$50 per person per year. Second by Chrissy Westercamp. Motion carried unanimously.

- F. 4-H Hall of Fame:** Jenny Gardner moved to nominate Richard Gardner for the 2023 4-H Hall of Fame representing Van Buren County. Sarah Tedrow seconded the motion. Motion passed unanimously.
  
- G. Fair Assistant:** Jenny Gardner moved to hire Anna Goudy as the 2023 Fair Assistant at \$10, starting after July 1st 2023.
  
- H. Authorized Business Officer (credit card):** Kathy Noll move to add Jennifer Plowman, CYC, and Cindy Hall, Regional Director, as authorized business officers for the T&C Bank Credit Cards. Jenny Gardner seconded the motion. Motion passed unanimously.

**10. Next meeting items:**

- 11. Adjourn:** Sarah Tedrow moved to adjourn the meeting at 9:05pm. Jenny Baker Seconded. Motion carried unanimously.

Date and Time of next meeting: Wednesday, May 24<sup>th</sup> 2023 , Extension Office 7:00 pm