

Van Buren County Extension Council Meeting

March 22, 2023

1. **Call the meeting to order:** Steve Duke called the meeting to order at 7:02 pm
2. **Roll Call and introductions:** There were 9 council members present including: Steve Duke, Chrissy Westercamp, Jenny Gardner, Sarah Tedrow, Tammy Hoaglin, Kathy Noll, Sandi Coffman, Shelia Smith, and Jenny Baker
Staff Present: Cindy Hall, Jennifer Plowman
Public Present: Rachel Smith
3. **Approval of agenda:** Chrissy Westercamp moved to approve the agenda. Shelia Smith 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**
Jenny Gardner moved to approve the February meeting minutes, and March 1 special meeting minutes. Chrissy Westercamp seconded. The motion carried unanimously.
6. **Treasurer's Report**
 - A. Sarah Tedrow moved to approve Checks # 006524 to #006547 for \$7010.17, Electronic Fund Transfers (EFT) \$2481.98 (IPERS and Federal), Direct Deposit \$5420.11(2 pay periods in February), Total Expenses: \$14,912.23, Total Deposits \$1555.40. Kathy Noll seconded. The motion carried unanimously
 - B. Chrissy Westercamp moved to approve the financial statements. Jenny Baker 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: Rachel Smith gave the Fair Board Report
- E. Iowa Extension Council Association: Chrissy Westercamp gave her report

Tammy Hoaglin moved to approve the reports. Kathy Noll seconded the motion. The motion carried unanimously.

8. Old Business

A. Consent Agenda: No action taken

B. Extension Specialty Helpers/ Liaisons

- Beef/Dairy: Steve Duke and Jenny Baker
- Sheep: Sarah Tedrow and Sandi Coffman
- Goat/Dairy Goat: Sandi Coffman and Sarah Tedrow
- Swine: Sandi Coffman and Kathy Noll
- Small animal/dog/cat/rabbit/poultry: Chrissy Westercamp and Jenny Baker
- Horse: Kathy Noll and Jenny Baker
- Livestock Auction: Jennifer Plowman
- Static Judging: Jennifer Plowman and Steve Duke
- Static Exhibit Silent Auction: Jenny Gardner
- Communications: Jennifer Plowman and Chrissy Westercamp
- Clothing Event: Jennifer Plowman

It was discussed about having a consistent name for this position, Extension Rep

C. Office and Program Coordinator Hiring

The personnel committee recommended hiring Martha Davidson at \$15.50 an hour and she can start April 5th. Chrissy Westercamp moved to hire Martha Davidson at \$15.50 an hour starting on or after April 5th. Shelia Smith seconded the motion. The motion carried unanimously.

9. New Business

- A. **Extension Week:** No action taken.

- B. **Employee Assistance Program:** Shelia moved to participate in the employee assistant program, 3 employees totaling \$75. Kathy Noll seconded the motion. The motion carried unanimously.

- C. **Swine Weigh-in, Sheep and Goat Weigh in Sign-ups:** It was discussed about sign ups for weigh in. Extension Reps and Superintendent would be on the list. Additionally, Tammy Hoaglin signed up to help at swine weigh-in and Shelia Smith signed up to help at sheep and goat weigh-in.

- D. **Gravel and Landscaping around storage shed:** No action taken. Review of previous minutes from May 2022 recorded approval to spend up to \$1500 for gravel and landscaping.

- E. **Purchase of new filing cabinet:** Shelia Smith moved to purchase the 3-drawer filing cabinet from Bailey's Office Outfitters LLC for \$1255. Kathy Noll seconded the motion. Roll Call Vote: Steve Duke (yes), Chrissy Westercamp (yes), Jenny Gardner (no), Sarah Tedrow (yes), Sandi Coffman (yes), Kathy Noll (yes), Shelia Smith (yes), Jenny Baker (yes), Tammy Hoaglin (yes). Motion carried 8-1.

Kathy Noll moved to donate the old filing cabinet to the Van Buren County Ag Association. Tammy Hoaglin seconded. The motion carried unanimously.

- F. **Fair Ribbon Purchase:** Jenny Gardner moved to approve up to \$1,500 for purchasing ribbons for fair. Chrissy Westercamp Seconded. The motion carried unanimously.

- G. **Unified Policy-Establish committee to work on:** Chrissy Westercamp, Sandi Coffman and Kathy Noll will be on this committee.

- H. **New Volunteers:** Jenny Baker moved to approve Mackenzie Winslow-Baker, Doug Turner and Justin Boley as new volunteers. Sarah Tedrow seconded the motion. The motion carried unanimously.

- I. **Updated Volunteer List:** Kathy Noll moved to approve the updated volunteer list with listing fair board members. Tammy Hoaglin seconded the motion. The motion carried unanimously.

- J. **Review MOU with Fair board, VB County Community School District and Extension:** No action taken

- K. Review Lease agreement with Fair Board:** No action taken

 - L. Valuation Changes FY24 Budget- Residential Tax Rollback/Senate File 181:** Cindy Hall presented to the council that the residential tax rollback/Senate file 181 for FY24 will decrease our budget by \$1933.60. Cindy will work with staff to adjust the budget accordingly.
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- 10. **Next meeting items:** New Volunteers, Gravel and Landscaping for storage shed, Unified Policy committee report, pig kissing contest

 - 11. **Adjourn:** Sandi Coffman moved to adjourn the meeting at 8:39 pm. Tammy Hoaglin Seconded. Motion carried unanimously.

Date and Time of next meeting: Wednesday, April 26th, Extension Office 7:00 pm