

**Van Buren County Extension Council Meeting  
October 25, 2023**

1. **Call the meeting to order:** Steve Duke called the meeting to order at 7:00 pm
2. **Roll Call and introductions:** There were 8 council members present including: Steve Duke, Chrissy Westercamp, Jenny Gardner, Tammy Hoaglin, Sandi Coffman, Jenny Baker, Sarah Tedrow, and Kathy Noll.

**Staff Present:** Martha Davidson, Jennifer Plowman, and Cindy Hall.

**Public Present:** Rachel Smith, & Samantha Godwin

3. **Approval of agenda:** Chrissy Westercamp moved to approve the agenda. Sandi Coffman 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.*

- Jenny Gardner informed the council of fitting clinics she has organized for 2024. Beef will be June 8<sup>th</sup> & 9<sup>th</sup>; Sheep Goat and Swine will be June 22<sup>nd</sup> & 23<sup>rd</sup>.

**5. Secretary Report**

Chrissy Westercamp moved to approve June meeting minutes. Kathy Noll seconded. Steve Duke, Chrissy Westercamp, Sarah Tedrow, Tammy Hoaglin, Kathy Noll, Sandi Coffman, and Jenny Baker voted Yes. Jenny Gardner voted No. The motion carried.

**6. Treasurer's Report**

***September:***

Checks **#6695** to **#6708** for **\$3884.25.**

Electronic Funds Transfers (EFTs) **\$2422.83.**

Direct Deposits **\$4434.89.**

Total Expenses **\$10741.97.** Total Deposits **\$19020.74.**

Moved by Kathy Noll, seconded by Sarah Tedrow. The motion carried unanimously.

Sarah Tedrow moved to approve the financial statements. Kathy Noll seconded. The motion carried unanimously.

**7. Reports**

- A. Staff and program specialist reports – Jennifer Plowman gave a short report
- B. Extension council committees – Rules Committee to give report under old business

- C. Regional Director: gave a short report
- D. Fair Board – Kathy Noll gave a short report
- E. Iowa Extension Council Association

Jenny Baker moved to approve the reports. Jenny Gardner seconded the motion. The motion carried unanimously.

## 8. Old Business

### A. December Meeting Date:

Meeting moved to December 18<sup>th</sup> to accommodate the holidays. Sandi Coffman moved to approve the change of meeting date; Kathy Noll seconded the motion. The motion carried unanimously.

### B. Rules Committee Update:

An update was given. Any edits need to be sent to Jennifer Plowman by November 13<sup>th</sup> by noon.

## 9. New Business

### A. Check number 6662 written 7/31/23 to IRS VOIDED due to misbilling and correction by IRS:

Sandi Coffman moved to approve the voided check number 6662 written 7/31/23 to the IRS. Kathy Noll seconded. The motion was carried unanimously.

### B. 4-H Bookkeeping Journal Entry (wrong accounts):

Tammy Hoaglin made a motion to approve the zeroing out of account 608-2 "4-H Judges, Ribbons, and Awards" and move those expenses to tax account 608-1. Sandi Coffman seconded. The motion carried unanimously.

Sandi Coffman made a motion to approve the movement of two expenses totaling \$426.63 from account 602-2 to account 602-1. Kathy Noll seconded. The motion carried unanimously.

### C. Jennifer Facilitator Training \$150:

Training will be January 9<sup>th</sup> – 11<sup>th</sup> in Ames. Jenny Gardner moved to approve Jennifer's training in Ames with a cost of \$150 plus expenses. Chrissy Westercamp seconded. The motion carried unanimously.

### D. Christmas time off: December 22<sup>nd</sup> instead of December 26<sup>th</sup> (Beef weigh in December 27<sup>th</sup>)

Kathy Noll made a motion to approve the change of time off at Christmas to December 22<sup>nd</sup> instead of December 26<sup>th</sup>. Jenny Baker seconded. The motion carried unanimously.

### E. Approval of up to two additional 2023 Holidays if given to state employees by governor.

Jenny Gardner moved to approve two additional 2023 Holidays if given to state employees by the governor. Sandi seconded. The motion carried unanimously.

**F. Temporary Employee sharing Agreement with Davis County:**

Jenny Baker moved to enter a temporary staff sharing agreement with Davis County Extension for them to utilize Jennifer Plowman, Van Buren County CYC, as needed for 4-H duties after November 15, 2023. Van Buren County will invoice Davis County \$17.25/hour plus mileage to and from Keosauqua.

**10. Next meeting items:**

Personnel Committee to meet for recommendations before November meeting.  
Fiscal Committee to meet,  
Civil Rights Training: December

**11. Adjourn:** Sandi Coffman moved to adjourn the meeting at 9:32 pm. Jenny Baker Seconded.  
Motion carried unanimously.

*Date and Time of next meeting: Wednesday, November 29<sup>th</sup>, 2023, Extension Office 7:00 pm*

*Jennifer Gardner  
11/28/23*