

October 13, 2022 Van Buren County Extension Council Meeting

The meeting was called to order at 7:pm by Will Whitaker.

Council members in attendance – Will Whitaker, Steve Duke 7:10PM), Jenny Gardner, Sarah Tedrow (7:10PM), Tim Gilchrist, Sandi Coffman, and Chrissy Westercamp.

The members that were absent- Kathy Noll and Twyla Peacock

There were no guest.

Staff in attendance were Jennifer Plowman and Cindy Hall.

The agenda was approved with a motion from Tim Gilchrist and seconded by Chrissy Westercamp. Passed Unanimously.

The secretary report from September was accepted with a motion by Sandi Coffman and seconded by Tim Gilchrist. Motion passed unanimously.

The treasurer report was reviewed. A motion by Tim Gilchrist and seconded by Sarah Tedrow to accept the treasurer report/vouchers with checks from 006413 to 006426 for a total \$5512.95, electronic funds transfers for a total of \$2796.66, and direct deposits totally \$2292.98. Motion passed unanimously.

The motion to accept all the financial statements was made by Jenny Gardner and seconded by Chrissy Westercamp. Passed unanimously.

The rules and fairbook committee made a report of their discussion. A summary was made and the entire document will be sent to all council members to review and comment on.

Jennifer Plowman reported from the fair board meeting. The fair board approved the use of paid employees using a golf cart on gravel roads only. Details of cost will be gathered and presented at a future council meeting. The fair board also decided that stall fees in 2023 will not be used for herdsmanship due to judging issues. Stall fee money in 2023 will be used for bedding costs. Fair clean up will be the last Monday of the fair. The Van Buren fair will be July 16-24, 2023.

Jennifer Plowman is also starting a 4-H SPIN club which is for all youth grades 4th-12th. Each meeting will be a different topic of interest. Registration will be required. **Please see attached sheet for schedule and topics.**

Cindy Hall reported on county program plan of work ideas. Ideas from council included investing/investments, financial literacy for adults, food preparation, and tax issues. Preliminary discussion on FY23 budget planning.

Old Business

SESS Insurance was discussed again. SESS did not contact anyone on the committee of their meeting so no one attended to discuss their payment of their insurance. No contact was made with extension legal

council last month. Cindy Hall will contact legal council to get direction of ownership of equipment if the club is disbanded.

The 4-H advisory Committee was discussed with suggestions from Jennifer Plowman. The committee will be 7 total members. This committee will work with the youth council as partners. The volunteers will be under the direction of the extension council. Each member will pass a background check and approved by the extension council. A motion was made by Steve Duke to approve the new 4-H Advisory Committee. The motion was seconded by Sandi Coffman. Motion passed unanimously.

New Business

The following new volunteers were approved. James Thomas for SESS, Sheila Smith for Friendly Four Corners and Jakki Estock for Blazing Trails. Motion made by Chrissy Westercamp and seconded by Steve Duke. Passed unanimously.

Staff attendances at meetings were discussed. After discussion of office closing times and length of council meetings, Jenny Gardner made the motion to have all business regarding staff be completed no later than 8:30 pm and all staff can leave at 8:30 pm. Tim Gilchrist seconded the motion. Passed unanimously.

Static exhibit location was discussed. Last year, 2022, they were in the Roberts Building due to the uncertainty of completion of the Fair View Building. The council would like to have the exhibits in the building due to ease of location, security, and the convenience on judging day. Steve Duke or Will Whitaker will ask the fair board at their October meeting and report to council.

Discussion of a fair board liaison was had if Jennifer Plowman is unable to attend the meeting. Steve Duke will attend and if he is unable, then Will Whitaker will attend.

Our check policy was discussed. A motion was made by Steve Duke and seconded by Chrissy Westercamp to have a single signature check after all current checks are used. The county director, which is now Cindy Hall, will review all checks. When the checks are reordered they will be single signature checks. Passed unanimously.

Gift card policy was reviewed . Changes are highlighted. The following was moved - 3.2 B The extension council requires prior approval for any single purchase in excess of \$750.00 or any expenditures not included in the approved budget. 3.3 A.1 The extension council DOES NOT authorize the purchase of gift cards. The motion was moved by Sandi Coffman and seconded by Jenny Gardner. Passed unanimously.

Sarah Sprouse, Human Science director, ask the council for scholarships for the ServSafe programs. A motion was made by Steve Duke and seconded by Sandi Coffman by approve 10 scholarships, on a first come, first serve basis. The attendee will pay the fee up front, but will be reimbursed when the program qualifications are met. Passed unanimously.

Civil Rights training will be held at a later date for the council.

Agenda items for next meeting on Nov 10th include but not limited to- fair rule changes, new members on the council after elections, MOU with FFA and fair board.

Motion to adjourn by Tim Gilchrist at 9:20 pm.

Jennifer Gardner