

Minutes of January 24, 2023 Van Buren Extension Council

The organizational meeting was called to order by Steve Duke at 6:35 pm.

Council members that were present were Jenny Baker, Sandra Coffman, Steve Duke, Jenny Gardner, Tammy Hoaglin, Kathy Noll (via tele-conference), Sarah Tedrow, Sheila Smith, Chrissy Westercamp.

Staff Present were Jennifer Plowman, Cindy Hall and Tonya Irvin.

Guest present include Alex Richards, Blaine and Rachel Smith, Cale Plowman, Angie Heisermann, Mike Baker, Samantha Godwin, Lisa Plecker and Nehemiah Westercamp.

Approval of the agenda was moved by Chrissy Westercamp and seconded by Sandi Coffman.

Unanimous vote.

The public forum was announced. Alex Richards spoke on a bad experience he and his daughter had at beef weigh in concerning the attitude and procedures of volunteers. (This was on the agenda and will be discussed later.) No other guest spoke.

Lisa Plecker, Van Buren Auditor, discussed Township Trustee and Clerk training. Lisa Plecker said the program would cost \$750 and ask if the Extension Council would sponsor the training. Jenny Gardner made the motion to pay \$750 for the training and Sarah Tedrow seconded the motion. Passed unanimously.

Nehemiah Westercamp spoke to the council about sponsoring him for the National 4-H Conference. The member is responsible for \$250 for the trip. He spoke about the conference and the opportunities it presents. Sarah Tedrow made the motion to sponsor Nehemiah Westercamp for \$250 and have him give a report after he returns. Sandra Coffman seconded the motion. Roll call vote. Jenny Baker- Y, Sandra Coffman- Yes, Steve Duke- Yes, Jenny Gardner- No, Tammy Hoaglin- Yes, Kathy Noll Yes, Sarah Tedrow- Yes, Sheila Smith- Yes, Chrissy Westercamp- abstained. Motion passed.

Elections of officers were completed. Steve Duke was nominated by Sarah Tedrow for Chairman.

Unanimous vote. Chrissy Westercamp was nominated for vice chairman by Jenny Gardner. Vote was unanimous. Jenny Gardner was nominated for secretary by Sandra Coffman. Vote was unanimous. Sarah Tedrow was nominated for treasurer by Chrissy Westercamp. Vote was unanimous.

The regular meeting date was set for the 4th Wednesday of the month at 7 pm. The motion was made by Sandra Coffman and seconded by Jenny Baker. Vote was unanimous.

Committee assignments are as follows:

Fiscal/Legal – Sarah Tedrow (chair), Steve Duke, Kathy Noll.

Personnel – Sandra Coffman (chair), Chrissy Westercamp, Jenny Baker. Program/Marketing– Jenny Gardner (Chair), Sheila Smith, Tammy Hoaglin. Motion was made by Sandra Coffman and Seconded by Jenny Gardner to accept the committee assignments. Vote was unanimous.

Appointment to other committees/boards:

Iowa Extension Council Association – Chrissy Westercamp
Fairboard Representative– Kathy Noll (Steve Duke alternate)

Roberts Foundation– Steve Duke

Facilities – Chrissy Westercamp, Tammy Hoaglin

MOU – Jenny Gardner (chair), Sheila Smith, Jenny Baker Motion was made by Sandra Coffman and seconded by Chrissy Westercamp. Vote was unanimous.

The official newspapers will be the Van Buren County Register and the Bloomfield Democrat. Motion by Jenny Gardner and seconded by Chrissy Westercamp. Vote was unanimous.

Fiscal Procedures

☐ The depository for the county extension district will be First Iowa State Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$200,000.00.

The County Extension District will not authorize an agency account.

Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4.

Nancy Carr and Tonya Irvir may have Online Non-Transactional Information access with 1 st Iowa State Bank account titled Van Buren County Ag Extension

Authorized to sign checks with 1 st Iowa State Bank account titled Van Buren County Ag Extension :

Remove: William Whitaker, Twyla Peacock, Kathy Noll, Sandra Coffman

Remain and/or Add: Steve Duke, Sarah Tedrow, Sheila Smith

For all ACH transfers, (example but not limited to: Federal Taxes, State Taxes, IPEERS, Pay Roll, Direct Deposit) with 1 st Iowa State Bank account titled Van Buren County Ag Extension: William Whitaker to be removed. Add the following: Chair: Steve Duke Regional Director: Cindy Hall;

External Bookkeeper: Nancy Carr

A group surety bond purchased through LMC Insurance and Risk Management provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

The Fiscal procedures were moved by Chrissy Westercamp Seconded by Sarah Tedrow. Vote was unanimous.

The official custodian of public record and open record requests for the county agricultural extension district will be Cindy Hall. Moved by Kathy Noll Seconded by Jenny Gardner. Vote was unanimous

Motion by Jenny Gardner to approve the county personnel and fiscal policies, adopting Robert's Rules of Order and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation.

Seconded by Sandra Coffman. Vote was unanimous.

Volunteer Lists were approved except for fair superintendents. The motion was made by Jenny Gardner to accept the volunteer list but NOT the fair superintendents. The motion was seconded by Chrissy Westercamp. The motion was made by Jenny Gardner to accept the volunteer list but NOT the fair superintendents. The motion was seconded by Chrissy Westercamp. Roll call vote.

Jenny Baker- Y, Sandra Coffman- Yes, Steve Duke- abstained, Jenny Gardner- Yes, Tammy Hoaglin- Yes, Kathy Noll Yes, Sarah Tedrow- Yes, Sheila Smith- Yes, Chrissy Westercamp- Yes. Motion passed.

A very brief discussion was had about the possibility of redefining roles of fair volunteers. Jenny Gardner mentioned clarifying the role of a single superintendent into three for each species: facility supervisor, show coordinator, and rule verification. This would help exhibitors and families identify who they need to ask for help during the fair. It was suggested that would require too many volunteers. The meeting moved forward with no action.

The regular meeting began.

Treasurers Report was reviewed. Checks from 006493 to 006508 for a total of \$2699.80. Electronic fund transfers (EFTs) for a total of \$2593.80. Direct Deposits of \$4742.67. Total Expenses of \$10,036.27. Motion was made by Kathy Noll and seconded by Sheila Smith. Vote was unanimous.

Reports were given by staff via written reports. See attached forms Tonya Irvin mentioned that firefighters would like training of solar and electric vehicle fires. . A motion by Jenny Baker and seconded by Tammy Hoaglin to accept the reports. Passed unanimously.

Chrissy Westercamp was awarded the Southeast Exceptional Volunteer Service Award.

Old Business

Fair Rule Changes were discussed. Discussion followed about livestock fitting, rule enforcement, possible variations of a rule, educational aspects of youth fitting, Youth survey results showing the youth favoring a no fit show, and possible consequences. Sandra Coffman made the motion to adopt the Iowa State Fair rules on fitting, which is allowing the exhibitor, immediate family (as defined by the Iowa state fair) and only current Van Buren County 4-H and FFA members to assist the exhibitor. The exhibitor must be actively participating in the process. Jenny Baker seconded the motion. Roll call vote followed. Jenny Baker – yes, Sandra Coffman – yes, Steve Duke- No, Jenny Gardner No, Tammy Hoaglin- Yes, Kathy Noll– Yes, Sarah Tedrow- yes, Sheila Smith – Yes, Chrissy Westercamp- Yes. Motion passed.

Consequences were discussed. Jenny Gardner made the motion to have a ribbon reduction on the first offence, and at the second offence, the exhibitor would be disqualified from the show and not allowed to sell in the sale. Sandra Coffman seconded the motion. Roll Call vote – Jenny Baker-No, Sandra Coffman – Yes, Steve Duke- No, Jenny Gardner – Yes, Tammy Hoaglin- Yes, Kathy Noll-No, Sarah Tedrow-No, Sheila Smith- No, Chrissy Westercamp- No. Motion did NOT pass.

Kathy Noll made the motion to give a verbal warning the first offence, and on the second offence a ribbon reduction. No mention of a 3rd offense. Sheila Smith seconded the motion. Roll call vote. Jenny Baker- Y, Sandra Coffman- Yes, Steve Duke- Yes, Jenny Gardner- No, Tammy Hoaglin- Yes, Kathy Noll- Yes, Sarah Tedrow- Yes, Sheila Smith- Yes, Chrissy Westercamp- Yes. Motion passed.

SESS Insurance was discussed again. It was previously voted that the SESS club pay for half of their insurance since that is standard procedure for other clubs. Cindy Hall provided an update that the SESS Insurance premium is \$427.40 for the SESS club to pay.

Issues at the beef weigh in were discussed. A committee was assigned to discuss and make a recommendation to the board on how to move forward. Jenny Gardner, Sandra Coffman and Sarah Tedrow agreed to be on the committee. A motion by Jenny Gardner was made to accept the committee. Sheila Smith seconded the motion. Passed unanimously.

FY24 Budget

Education Fund

Sarah Tedrow moved that the FY24 Education Fund budget be approved for \$202,239.90 in expenditures with a tax request of \$139,798 with \$138,183 from property tax and \$1615 from utility excise tax. The council treasurer is directed to officially publish that the FY24 budget public hearing is scheduled for February 22, 2023 at 7 p.m. at Van Buren County Extension Office. Seconded by Chrissy Westercamp. Motion passed unanimously.

Tort Fund

Kathy Noll moved that the FY24 Tort Fund budget be approved for \$2,800 in expenditures with a tax request of \$2,500 with \$2,469 from property tax and \$31 from utility excise tax. The council treasurer is directed to officially publish that the FY24 budget public hearing is scheduled for February 22, 2023 at 7 p.m. at Van Buren County Extension Office. Seconded by Sarah Tedrow. Motion passed unanimously.

No action needed for the unemployment Fund.

Agenda items for the February meeting include – Extension specialty helpers, SESS Program at the fair, fitting clinics Committee report on the beef weigh in issue, background checks, Static Exhibit sale rules, fair judges, Background information on public forum issues and consent to agenda items

The next meeting will be Feb 22, 2023 at 7 pm.

Sandra Coffman made the motion to adjourn at 8:54pm.

Sandra Coffman
Feb. 22, 2023