

Notice of Organizational Meeting of the Van Buren County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Van Buren County Agricultural Extension Council will be held at 7:00 p.m. on the 9th day of January, 2020, at 1313 1st Street in Keosauqua, Iowa.

It is important that all members attend this meeting.

- I. Call the meeting to order and roll call – Steve Kisling**
- II. Approval of agenda – Steve Kisling**
- III. Secretary’s Report – Will Whitaker**
 - a. Approval of minutes from 11/14/2019
- IV. Organizational meeting**
 - a. Election of extension council officers
 - b. Regular council meetings date and time
 - c. Committee assignments
 - d. Appointments to other boards and committees
 - e. Official newspapers
 - f. Fiscal procedures:
 - Depository
 - Authorization for signing checks and electronically transferring funds
 - Bonding of treasurer and staff
 - Other as appropriate
 - g. Approval of policies, meeting requirement, meeting conduct, volunteers, and financial reports
- V. Regular monthly meeting**
 - a. Treasurers Report –
 - b. Approval of checks # to # of \$
 - c. Review of January financial reports

The regular monthly meeting will be held upon completion of the organizational meeting agenda. Agenda will include:

- d. Treasurers Report:**
 1. Approval of checks # to # of \$
 2. Review of January financial reports
- e. Reports:**
 1. Staff and program specialist reports
 2. Extension Council Committees
 3. Personnel

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Extension and Outreach

4. Fiscal
5. Programming
6. Regional and IECA – Sue
7. Fair Board

f. Old Business

1. Consideration of Structured for Success Model

g. New Business

1. Consideration of Employee Vacation & Holiday change
2. Consideration of Employee Assistance Program
3. Consideration of approval of volunteers
4. Consideration of support for Water Rocks!
5. Consideration of CYC to Johnson County for Fair Entry Trg.
6. Consideration of new building
7. Consideration of FY21 Budget

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