

## **Minutes of the Organizational Meeting and Regular Meeting of Van Buren County Agricultural Extension Council**

**Date: January 9<sup>th</sup> Time: 7:00 p.m. Location: Van Buren County Extension office**

**I. Call the Meeting to Order**

Chairman Kisling called the meeting to order at 7:03 P.M. There were 7 council members present, including: Kisling, Cofman, Whitaker, Eden, Noll, Gilchrist, and Peacock. Westercamp and Plowman were absent.

Staff present: Henderson, Plowman, and Carr

**II. Approval of Agenda**

Gilchrist moved to approve the agenda. Noll seconded. Motion carried 7-0.

**III. Approval of Minutes**

Eden moved to approve the November minutes (there was no December meeting). Peacock seconded. Motion carried 7-0.

**IV. Organizational Meeting**

**a. Election of Council Officers**

Eden moved to keep the officers and committees the same as 2019 with Eden being added to the personnel committee. Noll seconded. Motion carried 7-0.

**i. Chair**

Elected--**Kisling**

**Chairperson Kisling continued with the meeting**

**ii. Vice Chair**

Elected--**Eden**

**iii. Secretary**

Elected --**Whitaker**

**iv. Treasurer--Peacock**

Elected--**Peacock**

**b. Approval of Organizational Consent Agenda Items (for those councils who have approved the use of the consent agenda)**

Eden moved to keep all other items for the organization procedures the same as for 2019. Noll seconded. Motion carried 7-0

Personnel and fiscal policies (need formal review at another council meeting)

Meeting attendance expectations

Adopting Roberts Rules of Order

Approval of cumulative volunteer list

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Financial reports provided before each council meeting  
Balance sheet  
Council revenue and expense statement  
Bank reconciliation

**c. Regular council meeting date and time**

Regular council meeting date second Thursday of each month and time 7:00 p.m.  
(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

**d. Committee Assignments**

These committees will be organized with the following members serving on each committee (\*Designates Chair):

(a) Fiscal/Legal	(b) Personnel	(c) Program/Marketing
*Kisling Whitaker Eden	*Eden Coffman Gilchrist Peacock	*Noll Westercamp Plowman

**e. Appointments to Other Committees and Boards (optional)**

Regional Council	Kisling & Eden
Iowa Extension Council Assc. Liaison	Westercamp
Other (fairboard, 4-H Committee)	Kisling & Coffman, Noll, Plowman, & Westercamp
Robert's Foundation	Kisling

**f. Official Newspapers (identify two for publication of published report)**

The official newspapers for the county extension district will be  
Van Buren County Register and Bloomfield Democrat

**g. Fiscal Procedures (all of the following into one motion)**

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

The County Extension District (will -or- will not) authorize an agency account. Duly elected treasurer, Peacock, 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.

Any other members authorized to sign checks: Sandra Coffman, Steve Kisling, and Amy Eden

Members authorized to transfer funds and/or access the bank account electronically:  
Steve Kisling

A group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters provides a \$20,000 bond for Treasurers as required by

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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.

- h. **Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports** (The following items are required for those councils without consent agenda approval.) Approve the county personnel and fiscal policies, adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation.

### V. Regular Meeting

#### a. Approval of Consent Agenda Items:

- i. Financial reports
- ii. Staff and program specialist reports
- iii. Upcoming calendar events
- iv. Additions and deletions from approved volunteer list
- v. Committee reports

#### b. Voucher Report Approval

**Checks # 5499 to #5534 for \$15,362.81 from November 20, 2019 to January 9, 2020**  
Moved by Eden. Seconded by Gilchrist, motion carried 7-0.

#### c. Staff, Specialists, and Regional Reports

Nancy reported Human Sciences has a new program catalog and gave each council member a copy of the catalog. Joy Rouse and Joyce Lash will be attending the February meeting to discuss Human Sciences programming. Sara's report was read. Jennifer's report was received by email.

#### d. Old Business

- 1. Structured for Success information was presented by Henderson. Eden moved to accept the Model 1 plan. Noll seconded. Motion carried 7-0.

#### e. New Business

- 1. Noll moved to approve employee vacation and because of work schedule, the office will be open January 20<sup>th</sup> but closed April 10<sup>th</sup>. Coffman seconded. Motion carried 7-0
- 2. Peacock moved to provide the Employee Assistance Program for staff at \$21 per year per full time employee. Eden seconded. Motion carried 7-0.
- 3. Gilchrist moved to approve the volunteer list with corrections to add Kaye Gilbert as Beef Superintendent and remove Alton & Mary Jane Mast as Rabbit Superintendents. Eden seconded. Motion carried 7-0.
- 4. Support for Water Rocks was tabled until the February meeting.

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5. Gilchrist moved for Jennifer to attend the CYC training at Johnson County for Fair Entry. Noll seconded. Motion carried 7-0.
6. Peacock moved to purchase a new storage building and name a building committee. The committee members are Kisling, Gilchrist and Whitaker. Noll seconded. Motion passed, 7-0.

**f. Approval of Work Budget (if presented at this meeting)**

Coffman moved and Eden seconded that the FY21 Extension Educational Operating budget be approved for \$185,592 in expenditures with a tax request of \$130,175 with \$128,520 from property tax and \$1,655 from utility excise tax. The council secretary or designee is directed to officially publish that the FY21 budget public hearing is scheduled for February 13 at 7:15 p.m. at the Van Buren County Extension office, 1313 1st Street, Keosauqua, IA. Motion carried 7 to 0

Coffman moved Eden seconded that the FY21 Extension Educational Unemployment budget be approved for \$7421 in expenditures with a tax request of \$2500 with \$2468 from property tax and \$32 from utility excise tax. The council secretary or designee is directed to officially publish that the FY21 budget public hearing is scheduled for February 13, at 7:15 p.m. at the Van Buren County Extension office, 1313 1st Street, Keosauqua, IA. Motion carried 7 to 0.

Coffman moved and Eden seconded that the FY21 Extension Educational Tort budget be approved for \$1507 in expenditures with a tax request of \$1700 with \$1679 from property tax and \$21 from utility excise tax. The council secretary or designee is directed to officially publish that the FY21 budget public hearing is scheduled for February 13, at 7:15 p.m. at the Van Buren County Extension office, 1313 1st Street, Keosauqua, IA. Motion carried 7 to 0.

**g. Agenda Items for Next Meeting**

Support for Water Works

- h. Date/Time/Location of Next Meeting February 13<sup>th</sup>, 7:00 p.m. at the Extension office**
- i. Whitaker will bring February refreshments**
- j. Coffman moved to adjourn the meeting at 8:00 p.m.; seconded by Noll. Motion carried 7-0.**

**Secretary, \_\_\_\_\_**  
**Agricultural Extension District**