

# Minutes of the Regular Meeting of Wapello County Agricultural Extension District

**DATE:** 28 NOVEMBER 2022 **TIME:** 6:30 PM **LOCATION:** WAPELLO COUNTY EXTENSION OFFICE

## 1. Call the meeting to order-Paul Cartwright, Chairperson

## 2. Roll Call and Introductions

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Angle, Allison   | <input checked="" type="checkbox"/> Cartwright, Paul          | <input checked="" type="checkbox"/> Conrad, Randy       |
| <input checked="" type="checkbox"/> Ellis, Stephanie | <input checked="" type="checkbox"/> Heisdorffer, Elaine       | <input type="checkbox"/> Kendrick, Clint                |
| <input type="checkbox"/> McMullin, Doug              | <input checked="" type="checkbox"/> Witt, Clint               | <input checked="" type="checkbox"/> Reed-Appel, Melissa |
|  |   |   |
| <input checked="" type="checkbox"/> Hall, Cindy      | <input checked="" type="checkbox"/> Heisdorffer, Jessica      | <input checked="" type="checkbox"/> Emery, Cindy        |
| <input type="checkbox"/> Duff, Lisa                  | <input checked="" type="checkbox"/> McMillian-Sherwood, Karie |   |

## 3. Approval of Agenda-Paul Cartwright, Chairperson

- Moved by:
- Seconded by:
- Motion Carried:  

6	TO	0
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## 4. Open Forum-An opportunity for any public present

## 5. Secretary's Report-Allison Angle, Secretary

- Minutes of the previous meeting
- Moved by:
- Seconded by:
- Motion Carried:  

6	TO	0
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## 6. Treasurer's Report-Stephanie Ellis, Treasurer

- Approval of Vouchers and EFT Payments

### VOUCHERS

15635	THROUGH	15680
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### EFT PAYMENTS

IPERS	\$4733.55 (EFT 128 & 132)
US Dept. Treasury	\$6054.38 (EFT 129 & 131)
Treasurer State Of IA	\$1425.00 (EFT 130)
Travel/Expenses	\$1740.10 (EFT 123-127 & 133-137)
Payroll	\$23,817.56 (DD 125-130 & 131-137)

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- Moved by:  
**Randy Conrad**
- Seconded by:  
**Clint Witt**
- Motion Carried:  
**7** **TO** **0**

- Approval of Financial Statements

- Moved by:  
**Randy Conrad**
- Seconded by:  
**Elaine Heisdorffer**
- Motion Carried:  
**7** **TO** **0**

## 7. Reports

### a. Staff and Program Specialists

**Staff reports were emailed out.**

- Hailey Burgher**  
**Presented different programs offered that she can help us with in Wapello County.**
- Karie McMillian-Sherwood**  
**Discussed the survey she is putting out in the community to see the needs in Wapello County to see what we should offer. She is working with Hailey Burgher on programs she can work with Wapello County on to get certified to be able to bring the programs needed in Wapello County. Provided a NEST program overview.**

### b. Extension Council Committees

- Personnel**  
**Met about the personnel policy**
- Fiscal**  
**Nothing right now, but will be scheduling a fiscal meeting for the budget**
- Programming**  
**Nothing at this time**

### c. 4-H Foundation

**No change. Meeting in March.**

### d. Expo Board

**Had their enchanted forest fundraiser, roughly \$3500-4000. Will be taking down some trees and wreaths to South Ottumwa Savings Bank to sell at the Church Street Stroll. They are doing a Valentines Day Haunt in February. Eric is the new lead for the Haunted House.**

### e. Master Gardeners

**N/A**

### f. MOU Committee

**N/A**

### g. Iowa Extension Council Association

**Not planning on a 2023 Extension Council Conference in person, but planning something virtual.**

### h. Regional Director

**Budget prep, new council members on boarding, working with staff to get their budgets for the next year. Council training opportunities are coming up and all council members should have received an email from Jennifer Vitt to sign up.**

## 8. Old Business

### a. New Volunteers

Shae Lee-Heisdorffer made a motion to approve this volunteer, Witt seconded the motion.

## 9. New Business

### a. 2023 Expo Book

Everything in the book that is in green will be removed and everything in yellow are new additions to the book. Witt Made a motion to approve the entire book, except the swine and the Family Consumer section, Ellis seconded the motion. Motion passed 7 to 0.

### b. 2023 Master Gardener Scholarships

Offering reimbursement for enrollment, which is \$150. Motion by Melissa Appel to offer 5, \$100 scholarships for Wapello County Residents for the master gardeners program, and work with registrants on a payment plan. Seconded by Allison Angle. Motion passed 7 to 0. Amendment by Melissa Appel to add the Wapello County Resident. Seconded by Randy Conrad. Motion Passed 7 to 0.

### c. Personnel Policy

Clint Witt made motion to approve changes to the personnel policy, seconded by Randy Conrad. Motion passed 7 to 0.

### d. Changing Credit Card Companies

Motion to use Success Bank in Bloomfield for new credit cards by Randy Conrad, seconded by Melissa Appel. Motion passed 7 to 0.

### e. Changing Bank Account for Agency Account

Transfer from US Bank to Community First Credit Union, motion by Stephanie Ellis, seconded by Clint Witt. Motion approved 7 to 0.

### f. Regional Meeting office Closure

In January there will be area awards and regional all day professional development, no specific date yet. Motion to close the office for this day by Melissa Appel, seconded by Clint Witt. Approved 7 to 0.

### g. Growing Together Grant

Local Master Gardeners working with local food banks to do a garden with both groups to donate the produce back to the food bank.

### h. Hooves and Hats Fundraiser Request

Work at sporting events to get donation back to club. This would be at EBF Schools. Motion by Clint Witt, Seconded by Randy Conrad. Motion Approved 7 to 0.

## 10. Agenda items for the next meeting

Swine and FCS portions for Expo Meeting.

## 11. Next Meeting

- January 30, 2023 at 6:30 PM at the Wapello County Extension Office

## 12. Adjourned

- Moved by:

Randy Conrad

- Seconded by:

Melissa Appel

- Motion Carried:

7 TO 0

Secretary, Wapello County Agricultural Extension District

Allison Angle