

Minutes of the Regular Meeting of Wapello County Agricultural Extension District

Date: 26 October 2020

Time: 7:00 PM

Location: Wapello Extension Office

1. Call the Meeting to Order: Elaine Heisdorffer, Chairperson

2. Roll Call & Introductions:

X	Cartwright, Paul	X	Heisdorffer, Elaine	X	Kesselring, Glen
X	Kivlahan, Mary	Z	Kramer, Joyce		McAntire, Martha
X	McMullin, Doug	X	McNabb, Jolene		Thompson, Stan

X	Heisdorffer, Jessica OA	X	Leager, Craig REED	X	Lanman, Hilary PWAP
X	Emery, Cindy CYC		Anders, Kelli LFC		Lawrence, Cicely NEST
	Duff, Lisa Prog. Coord.		Valdez, Toni Prog. Asst.		

3. Approval of Agenda: Elaine Heisdorffer, Chairperson

Moved by:

Glen

Seconded by:

Paul

Motion Carried:

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

Duane Bass

5. Secretary's Report: Jolene McNabb, Secretary

➤ **Minutes of Previous Meeting**

Moved by:

Mary

Seconded by:

Doug

Motion Carried:

6	TO	0
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6. Treasurer's Report: Mary Kivlahan, Treasurer

➤ Approval of Vouchers & EFT Payments

• Vouchers

15049	through	15077
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• EFT Payments

IPERS	\$2,169.64
US Dept Treasury	\$2,699.44

Moved by:

Doug

Seconded by:

Joyce

Motion Carried:

6 TO 0

➤ Approval of Financial Statements

Moved by:

Glen

Seconded by:

Mary

Motion Carried:

6 TO 0

7. Human Sciences Team Presentation

Gave a presentation on the Human Sciences Team

8. Reports

a. Staff and Program Specialist

Got all the staff reports via email. Hilary wanted to say thank you for the opportunity to do the food box program.

b. Extension Council Committees

Personnel-nothing to report. Fiscal everything is looking good. Programing got some ideas tonight from the presentation.

c. Regional

Thank you everyone who did the score card. Council member training is 12/9/2020 in Fairfield.

d. Iowa Extension Council Association

Email's

e. 4-H Foundation

Meeting November 11, 2020

f. Expo Board

A lot of discussion on the Enchanted Forest. November 21, 2020 is the Enchanted Forest. 15 Vendors will also be available. Drive through Nights-n-lights. Discussion on the heating and cooling in the gym. Got a \$10,000 grant and Diva's for dollars gave about \$7,000.

g. Master Gardeners

October 5, 2020 checked the progress on the downtown area.

h. MOU Committee

Working on getting something set up.

9. COVID 19 Action Plan Draft: Seen a draft of the recovery action plan.

10. Old Business

a. Consideration of November 2020-Office Operations Plan:

No changes to the plan. Doug made a motion to approve the Office Operations Plan with the addition of no renting of the gym, etc. Mary seconded it. Motion carried 6 to 0.

b. Foundation Grant Update:

We didn't get the Grant.

11. New Business

a. Consideration of New Volunteers:

None

b. Consideration of Personnel Policy language clarification regarding holiday leave & pay:

Craig wanted clarity on the wording.

c. Consideration of Quote from cleaning company Professional Janitorial Service:

Revisit this next month.

d. Consideration of purchase of zoom equipment:

Paul made a motion to go ahead and purchase the zoom equipment. Doug seconded it. Motion carried 6 to 0.

e. Consideration of 4-H Club Fundraiser:

Paul made a motion to accept both fundraisers. Doug second it. Motion carried 6 to 0.

f. Consideration of Direct Deposit:

Jolene made a motion to do the Direct Deposit. Doug Seconded it. Motion carried 6 to 0.

12. Agenda items for next meeting

Expo book

13. Next Meeting

▪ **Date**

11/30/2020

▪ **Time**

7 pm

14. Adjourned

Moved by:

Mary

Seconded by:

Paul

Motion Carried:

6	to	0

Secretary, Wapello County Agricultural Extension District
Jolene R. McNabb