

IOWA STATE UNIVERSITY

Extension and Outreach

NOTICE OF ORGANIZATIONAL MEETING OF THE WARREN COUNTY AGRICULTURAL EXTENSION COUNCIL

In compliance with the County Agricultural Extension Law, the organizational meeting of the Warren County Agricultural Extension Council will be held at 6:30 p.m. on the 9th day of January, 2019, at the Warren County Extension office in Indianola, Iowa.

It is important that all members attend this meeting.

Business items will include the following:

1. Election of Extension Council officers
2. Approval of consent agenda items
 - a. Continuation of current personnel and fiscal policies
 - b. Meeting attendance expectations
 - c. Adoption of Robert's Rules of Order
 - d. Approval of cumulative volunteer list
 - e. Financial reports that will be provided before each meeting
3. Date and time of regular council meetings
4. Committee assignments and appointment to other boards and committees
5. Official newspapers
6. Fiscal procedures
 - a. Depository
 - b. Authorization for signing checks and electronically transferring funds
 - c. Bonding of treasurer and staff

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

Agenda will include: 6:30 PM

- I. Open Regular Meeting
- II. Roll call
- III. Open Forum
- IV. Adoption of Agenda Items
- V. Approval of consent agenda items
 - a) Minutes of the November 20, 2018 Extension Council meeting
 - b) Staff and program specialist reports
 - c) Audience counts of past year's events
 - d) Upcoming Extension calendar

- e) Additions and deletions from approved volunteer and parent list
 - i. Volunteer Approval: 4-H Volunteers: Cynthia Moffitt – Shooting Stars, Kathryn Patterson – New Virginia Clover Kids
 - ii. Employee Approval: Paige O’Connor – 2019 Summer Intern, Cole Bickham – 2019 Summer Intern, Kristine Labertew – Office Assistant

VI. Treasurer’s Financial Report

- a) November 2018 Vouchers of \$24,765.93 numbered 12108- 12125 plus ACHs for approval and December 2018 Vouchers of \$ 19,901.97 numbered 12126 – 12146 plus ACHs for approval

VII. Council Committee and Administrative Reports

- a) Fiscal/Finance _____
- b) Personnel _____
- c) Marketing & Communications _____
- d) Program Selection Committee _____
- e) IECA _____
- f) 4-H Foundation _____
- g) Facility Committee _____
 - a. Wait until closed session
- h) Executive Director’s Report
- i) Regional Director’s Report
 - 1. Old Business
 - a. Facility Committee Update
 - b. Go to Closed Session to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.
 - 2. New business
 - a. Discuss/Action: Approve Employee Assistance Program Participation
 - b. Discuss/Action: Approve FY’20 Extension Council Working Budget
 - c. Discuss/Action: Schedule Date of FY’20 Budget Hearing
 - d. Discuss/Action: Water Rocks Donation
 - e. Discuss/Action: RISE Conference Contribution
 - f. Other
 - Discuss: Review 2018 Stakeholders Report
 - Discuss: Review FY’2019-2020 Memorandum of Understanding with ISU Extension and Outreach
 - Discuss: Updated Personnel Policy Next Steps

VIII. Next Meeting: February , 2018
Adjourn