MINUTES OF THE ORGANIZATIONAL MEETING
OF WAYNE COUNTY AGRICULTURAL EXTENSION COUNCIL

Date: January 15, 2014        Time: 7:36 p.m.        Location: Corydon, Iowa

The following council members were present: Joyce Brown, Tom Schilling, Randy Downs, Dan May and Elizabeth Polsdofer. Sue Henderson, Regional Extension Education Director, was also present.

Election of Council Officers

Chair
1. Elizabeth Polsdofer nominated by Randy Downs Seconded by Tom Schilling.

Those voting for this candidate: Brown, Schilling, Downs, May, and Polsdofer.

Moved by Randy Downs that nominations cease, seconded by Tom Schilling.

Motion carried by a vote of _5_ to _0_.

Elected Elizabeth Polsdofer

Vice Chair
1. Lance Lange nominated by Randy Downs Seconded by Dan May.

Those voting for this candidate: Brown, Schilling, Downs, May, and Polsdofer.

Moved by Randy Downs that nominations cease, seconded by Dan May.

Motion carried by a vote of _5_ to _0_.

Elected Lance Lange

Secretary
1. Tom Schilling Nominated by Dan May Seconded by Elizabeth Polsdofer.

Those voting for this candidate: Brown, Schilling, Downs, May, and Polsdofer.

Moved by Dan May that nominations cease, seconded by Elizabeth Polsdofer.

Motion carried by a vote of _5_ to _0_.

Elected Tom Schilling
Treasurer
1. **Joyce Brown** Nominated by **Dan May** Seconded by **Randy Downs**.

Those voting for this candidate: **Brown, Schilling, Downs, May, and Polsdofer**.

Moved by **Dan May** that nominations cease, seconded by **Randy Downs**.

Motion carried by a vote of _5_ to _0_.

Elected **Joyce Brown**

**Meeting handed over to duly elected chairperson** **Elizabeth Polsdofer**

**Regular council meeting date and time**
Regular council meeting date **3rd Wednesday** and time of **6:00 p.m**.
Moved by **Dan May** Seconded by **Joyce Brown**
Motion carried _5_ to _0_.

**Committee Assignments**
These committees will be organized: (a) Fiscal/Legal (b) Personnel (c) Programming/Marketing

<table>
<thead>
<tr>
<th>Fiscal</th>
<th>Personnel</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td><em>Joyce Brown</em></td>
<td><em>Dan May</em></td>
<td><em>Lance Lange</em></td>
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<tr>
<td>Randy Downs</td>
<td>Tom Schilling</td>
<td>Elizabeth Polsdofer</td>
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<tr>
<td>Shelly Hornaday</td>
<td>Judd Dent</td>
<td>Brentt Snow</td>
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</tbody>
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Moved by **Dan May** Seconded by **Joyce Brown**
Motion carried _5_ to _0_.

**Appointments to Other Committees and Boards**
Fair Board Representative **Lance Lange**
Regional Council **Shelly Hornaday**
IACEC Liaison **Randy Downs**
4-H Committee **Judd Dent**
Building Committee **Randy Downs, Judd Dent, and Lance Lange**

Moved by **Randy Downs** Seconded by **Joyce Brown**.
Motion carried _5_ to _0_.

**Official Newspapers**
The official newspapers for the county extension district will be
*The Times Republican* and *The Seymour Herald*
Moved by **Randy Downs** Seconded by **Dan May**.
Motion carried _5_ to _0_.

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Fiscal Procedures
The depository for the county extension district will be Corydon State Bank, with all receipts deposited in said bank. Maximum to be on deposit is $275,000.
The County Extension District Will authorize an agency account.
Duly elected treasurer 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: Chair – Elizabeth Polsdorfer

Members authorized to transfer funds and/or access the bank account electronically:
Treasurer – Joyce Brown

Council designee Joyce Brown will facilitate purchase of treasurer and staff bond in the amount of $20,000. Bond will be purchased through ISU Office of Risk Management, LaMair – Murlock – Condon Co. We will reduce bond amount from $25,000 to $20,000 and add $250,000 employee dishonesty at the total cost of $163.58 for one year.

Moved by Randy Downs Seconded by Dan May
Motion carried 5 to 0

Motion to approve county personnel and fiscal policies (need formal review at another council meeting)
Moved by Randy Downs Seconded by Dan May
Motion carried 5 to 0

Meeting attendance expectations
Moved by Tom Schilling Seconded by Dan May
Motion carried 5 to 0

Adopting Roberts Rules of Order
Moved by Dan May Seconded by Randy Downs
Motion carried 5 to 0

Approval of cumulative volunteer list
Moved by Dan May Seconded by Joyce Brown
Motion carried 5 to 0

Financial reports provided before each council meeting
Moved by Randy Downs Seconded by Joyce Brown
Motion carried 5 to 0

Regular Monthly Meeting

Minutes of previous meeting (Minutes of Oct.22 and Nov. 26)

Randy Downs motioned to approve the minutes, Joyce Brown seconded. Motion carried with a vote of 5 to 0.
Financial reports (October, November, and December)

**Voucher Report Approval**

Checks # 8593 to # 8656 for $ 27,719.94 (10/15/13 – 1/15/14)
And # 9001 to 9021 for $4,947.19

Also Void Operating checks #8657 – 8999
Void ECI Agency checks #3191 – 3250
Void Shine Agency checks #1038 – 1250 due to the new accounting system.

Randy Downs motioned to approve the financial reports and vouchers. Dan May seconded. Motion carried with a vote of 5 to 0.

**Old Business**

1. **Designer from Ames** – Randy said that the designer suggested Extension move into the south side and SCICAP take north side. Sue said to visit other county offices. Discussions with the electrical contractor should take place before the issue is discussed with Jim Smith of SCICAP. It was decided that we should request bids for electrical.

2. **Performance review dates** – Tom and Dan will do next month.

**New Business**

1. **Day Camps for summer 2014** – Temporary, part-time help. We need to advertise for 5 or 6 day camps with 2 at the fair (same as last year).

2. **Building committee discussion**
   a. **Awnings** – Start searching for people to fix.
   b. **Gutters** – Fix to get to street without going across the gravel.
   c. **Electrical** – See ‘Designer from Ames’
   e. **SCICAP move to north side?** - Yes
   
   1. **Discussion with Jim Smith/SCICAP** – see ‘Designer from Ames’
   f. **Move interior wall?** Undecided.
   g. **Should building committee tour other Extension offices?** Yes.

3. **Smart Choice Program 11/25/13**, there were 6 participants. Joyce Brown moved to give Joyce Lash $100 to do the program. Randy Downs seconded. Motion passed 5 to 0.

4. **Extension History, Fair Board History, stipend?** Wait and talk to Patty to see if someone from local genealogy committee is interested for 2018, the 100 year county fair celebration.

5. **Employee Assistance program** – No motion

6. **Request for mileage for new volunteers to go to required training** – Request made by Patty Warren for 1-day, Saturday training. Required to travel an hour. Randy Downs made a motion to pay mileage for 1 trip to meeting with carpooling strongly recommended. Joyce Brown seconded the motion. Motion passed with a vote of 5 to 0.
7. **Policy change regarding primary clubs** – Has this been to 4-H and Youth Committee?? Need to go there first to develop a recommendation.

8. **4-H Online regional follow-up training Feb 19 and 20 in Albia** – The follow-up training is requested by Patty Warren. Randy Downs made the motion to allow Patty to attend. Dan May seconded the motion. The motion carried with a vote of 5 to 0.

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

Randy Downs moved that the FY2015 budget be approved for $205,528 in expenditures with a tax request of $81,125 with $79,012 from property tax and $2,113 from utility excise tax. Joyce Brown, the Council Treasurer, is directed to officially publish that the FY2014 budget public hearing is scheduled for February 19 at 7:00 p.m. at Family Resource Center in Corydon.

Seconded by Joyce Brown

Motion carried __5__ to __0__

**Other New Business**

1. Legislative Day is February 26, 2014

**Agenda Items for Next Meeting**

1. Building Update

**Date/Time/Location of Next Meeting**

February 19, 2014, 6:00 p.m., at the Family Resource Center

**Motion to Adjourn**

Randy Downs motioned to adjourn, Dan May seconded, Motion carried 5 – 0.

**Meeting Adjourned**

_____________________________ Tom Schilling, Secretary