

**Minutes of the Regular Meeting of the
Wayne County Agricultural Extension Council
January 18, 2017 6:30 p.m.**

In compliance with the County Agricultural Extension Law, the organizational meeting of the Wayne County Agricultural Extension Council will be held at 6:30 PM on the 18th day of January, 2017, at Wayne County Extension Office in Corydon, Iowa.

It is important that all members attend this meeting.

Business items will include the following:

- I. Call the meeting to order 6:37, Hornaday, Murphy, Jones, Winslow, Arnold, Dodson, Dyer, Rockhold, Sue Henderson
- II. Approval of Agenda Murphy approved, Jones 2nd: Approved 8-0
- III. Organization meeting begins:
 - a. Election of extension council officers (chair, vice chair, secretary, treasurer) See Formal Outline
 - b. Approval of
 - Personnel and fiscal policies
 - Meeting attendance expectations
 - Adopting Roberts Rules of Order
 - Approval of cumulative volunteer list
 - Financial reports that will be provided before each meeting
 - Balance sheet, council revenue and expense statement, bank reconciliation
 - c. Date of regular council meetings
 - d. Committee assignments
 - e. Appointment to other boards and committees
 - f. Official newspapers
 - g. Fiscal procedures
 - a. Depository
 - b. Authorization for signing checks and electronically transferring funds
 - c. Bonding of treasurer and staff
 - d. Other as appropriate

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

- IV. Open forum for public comment – No one present
- V. Secretary's report.
 - a. Minutes of previous meeting-Winslow motioned to approve, Murphy 2nd; approved 8-0
With changes.
- VI. Treasurer's Report
 - a. Approval of voucher report—Murphy motioned to approve, Arnold 2nd: approved 8-0
 - b. Review of financial reports for month
- VII. Reports:
 - a. Staff and program specialists
Council selection of 4-Her to represent Wayne for Legislative Day at the Capitol and an Extension Council member to accompany. –No actions because we had no information.
 - b. Extension Council Committee

1. Personnel—Report of staff evaluations from November 2016.
 2. Fiscal—Committee met in December.
 3. Programming – updated plan enclosed
- c. Regional-Council Member Agreement signed. March 4, Extension Council Conference. Open meeting handbook, pins from Iowa State. Resource notebook.
 - d. IACEC
 - e. 4-H and Youth Committee
Showmanship, Independent Member Agreement, Premier Exhibitor - Arnold
 - f. Fair board –Mark attended Fair board meeting with our proposed Agreement of Duties between fair board, Extension/4H and both with discussion. Mark and Patty will get together and type up what was proposed. We can approve it next meeting.
 - g. County 4-H Foundation

VIII. Old business

- a. Insurance Quotes and Inventory List—Sue presented quotes from LMC, MDL, Cook and Farm Bureau No action tonight. Table to February.

IX. New business

- a. Proposal of FY18 budget—Arnold moved to approve, Winslow 2nd; 8-0 approved ; Rockhold motioned to approve the Tort Liability, Winslow 2nd; 8-0 approved; Hearing date for February 15, 2017, at 7:15 pm.
- b. Change in Personnel handbook to reflect payroll every 2 weeks—make sure it is updated in the Personnel Handbook.
- c. **AmeriCorps, Issues Paper**-Winslow moved to approve hiring 2 Americorps workers again this summer; Jones 2nd, 8-0 approved.
- d. Railing by back entrance—Table to next month.
- e. Who may use the meeting room—continue with adults only, using the front door, until we get a railing for the back.
- f. Handy man-Winslow moves to hire someone (a Palmer) to remove snow, Arnold 2nd; 8-0 approved.
- g. Confirm the terms of the building loan—This is no longer an issue, the mortgage is filed, the papers have been signed. Please do not put this on the agenda again.
- h. High School Student doing work study with Connie: Winslow moved to approve, Dodson 2nd; 8-0 approved.

X. Agenda Items for the Next Meeting—Agreement of Duties with Fairboard, Insurance Quotes, Approval of Depository, who can sign checks and transfer money, Personnel Policy Handbook update, Guardrail.

XI. Date/Time/Location of Next Meeting: February 15, 2017, 6:30 pm.

XII. Adjourn –9:15 pm.