

**Shawnee County Extension Executive Board Meeting Minutes**  
**Tuesday February 10<sup>th</sup>, 2026 5:30, Extension meeting via zoom**

- 1.** Twyla Hernandez, Board Chair called meeting to order at 5:32 pm
- 2.** Roll call - Mary Tyler, Secretary. Members present Angela Dake, Barbara Coultis, Christi McKenzie, Laura Moore, Lisa Pfannenstiel-Garrison, Mary Tyler, Twyla Hernandez.
- 3.** Agenda items – additions/deletions/approval I do have an item to add for New Business. Consider taking the desktop printer in Candis’ office off office inventory and place on VITA inventory.
- 4.** Public Comment
- 5.** Communications – Letter from Extension Administration congratulating the Shawnee County Extension Board on their Board Leadership assessment.
- 6.** Consent Agenda Items\*\*
  - a. Additions or corrections of January minutes (2025 Board)
  - b. Additions or corrections of January minutes (2026 board)
  - c. Treasurer’s report By Candis Stiles Net Balance \$787,703.30, Bank Deposits \$174,008.91, University Checks \$7,745.07, Total Receipts \$969,457.28, Total Expenditures \$64,389.17, Net balance \$905,068.11
- 7.** Reports
  - a. PDCs –Ag/Hort PDC met.
  - b. Agent Report– Grace Wiens, 4-H Youth Development Agent gave her report.
  - c. Director’s Report Terrie Casey begins on Monday Feb. 16<sup>th</sup>. Sofia and Candis presented to the county commissioners on January 26<sup>th</sup> it went well! The banking request for bid went out in January to the following banks: Bennington State Bank, Capitol Federal Savings, Central National Bank, Community Bank, CoreFirst Bank, Equity Bank, Heritage Bank, Instrust Bank, Kaw Valley Bank, Landmark National Bank, Silver Lake Bank.
  - d. Any other Agent Announcements - None
- 8.** Unfinished Business
  - a. Approval of audits for Extension Related Groups Presented by Grace. Audits presented are Grove 4-H, Riverside 4-H, Silver Lake 4-H, and 4-H Horse Club. Angela Dake made motion to approve, Laura Moore seconded, motion carried.
- 9.** New Business
  - a. Motion to approve the consent agenda. Christi McKenzie made a motion to approve, Barbara Coultis seconded, motion carried.
  - b. 2026 Out of State Travel Requests- These were posted on the Board Member site, total of the 4 requests to Extension Council is \$693 with Sofia’s being completely covered by EFNEP. Barbara Coultis made a motion to approve all four requests, Laura Moore seconded, motion carried.
  - c. Host Site Agreement for Summer Interns presented by Grace. Angela Dake made motion to approve, Christi McKenzie seconded, motion carried.
  - d. EFNEP 2027 Program MOU presented by Sofia. Lisa Pfannenstiel-Garrison made a motion to approve, Barbara Coultis seconded, motion carried.

e. Extension Council CD maturing Feb. 17<sup>th</sup>. Decide when and where to renew and if the board would like to add funds to the CD. Silver Lake Bank has agreed to match CapFed rate of 3.9% for 14 months. Lisa Pfannenstiel- Garrison made motion to open a CD at Silver Lake Bank in the amount of 100,000, 3.9% for 14 months. Angela Dake seconded, motion carried.

f. Establish membership Extension board Budget, Personnel and Nominating committees, Max of 3 board members per committee, not including the chair who serves on all 3 committees

**Budget** Christi McKenzie, Laura Moore, Mary Tyler Twyla Hernandez

**Personal** Angela Dake Barbara Coultis, Lisa Pfannenstiel Garrison, Twyla Hernandez

**Nominating** Chad Bullock, Jill Rice, Twyla Hernandez

g. Decide if we can move a printer from Candis's Desktop to be moved from Office inventory to VITA inventory. Christi McKenzie made motion to move a printer from Extension Council inventory to VITA inventory, Barbara Coultis seconded, motion carried.

**10. Adjournment** Laura Moore made a motion to adjourn, Christi McKenzie seconded, Motion carried.

Next Board Meeting: Tuesday, March 10<sup>th</sup>

Extension Meeting Room, 5:30

Dinner will be ready at 5pm

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Mary Tyler Secretary

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Twyla Hernandez Board Chair