

**2017 Shawnee County Extension Council Board
Minutes
January 9, 2018 6:00 P.M.**

1. Chair Cindy Bervert called the meeting to order.
2. Roll Call: Secretary Debbi Childers called roll and reported a quorum was present. Those present: Chair-Cindy Bervert, Vice-Chair Karen Perkuhn, Secretary Debbi Childers, Members: Chad Bullock, Carol Marple, Luanne Webb, Amy Miller and Mike Meyers. Bill Layes was absent. Agents Present: Susan Fangman, Lisa Martin, Leroy Russell, Candis Meerpohl and Ariel Whitely-Noll. Director Cindy Evans was also present.
3. Item 9.D appointment of expanded member to Community Development PDC was added to the agenda as Item 9.D
4. Karen made the motion, seconded by Carol to accept the December minutes. Motion passed unanimously.
5. Public Comment
6. Secretary Debbi Childers read communication relating to the resignation of Cathie Best from 2018 Community Development PDC & Callie Hobkirk, 4-H Office Professional
7. Reports:
 - a. Treasurer
 - b. Leroy Russell mentioned the Farm Show is going on and presented several activities that he welcomed board members to attend. Those activities included Winter Livestock Meetings, Coffee Cookies & Conversation, 2018 Soybean Schools, Experiment Field Crop Update.
 - c. Susan Fangman, Family & Consumer Sciences Agent Susan reported on the most recent enrollment for Medicare Part D.
 - d. Director Cindy Evans discussed filling the soon to be vacated 4-H Office Professional.
8. Unfinished Business
 - a. Cindy Evans reported on the annual financial reports. Carol made the motion to approve the Shawnee County Extension Foundation financial statements, seconded by Karen. Motion passed unanimously
9. New Business
 - a. Luanne made the motion, seconded by Mike to accept the treasurer's report. Motion passed unanimously.
 - b. Review 2017 Inventory and signature by chair. Cindy noted this year they have provided the insurance carrier with a photo inventory. Mike made the motion, seconded by Karen to authorize the Chair to sign the 2017 Inventory. Motion passed unanimously.
 - c. Carol made the motion, seconded by Amy to appoint Sandy Atwood to fill Community Development PDC position vacated by Cathie Best. Motion passed unanimously.
 - d. Karen made the motion, seconded by Mike to appoint Debbi Childers as an expanded member to the Community Development PDC
10. Carol made the motion, seconded by Debbi to adjourn the meeting.

Meeting Adjourned.

January 9, 2018
2018 Shawnee County Extension Executive Board

Call to Order at 6:30 pm by Chad Bullock.

Roll Call-Secretary Amy Miller called roll. Members present were: Chad Bullock, Karen Perkuhn, Amy Miller, Michael Meyers, Cindy Bervert, Luanne Webb, Tracey Taylor & Bruce Brown. Bill Layes was not present.

-Cindy Evans presented the Board Orientation by Powerpoint.

The Hand Outs: Memorandum of Understanding Summary

Responsibilities and Duties of the Extension Board

Kansas Open Meeting Acts

Open Records Act

Extension Extramural Funds Policy

Generally Accepted Accounting Procedures (GAAP) Waiver Resolution

Professional Scheduling Policy

New Business.

4. Designate a bank for Extension Council Funds

Karen made a motion to accept Community Bank for Extension Council Funds. Seconded by Cindy Bervert. Motion passes.

5. Adopt GAAP Waiver Resolution for 2018

Cindy Bervert made a motion to accept the GAAP Waiver Resolution. Karen seconded the motion. Motion passes.

6. Adopt Extension Council Holiday Schedule for 2018

Tracey Taylor made a motion to accept the schedule for 2018. Bruce Brown seconded the motion. Motion passes.

7. Review 2018 Budget

Cindy Evans explained the budget and expenditures for the upcoming year.

Karen made a motion to accept the 2018 budget. Mike seconded the motion. Motion passes.

8. Authorize Electronic Funds Transfer for bookkeeper and County Extension Foundation

Mike moved to accept the authorization for electronic funds transfer for the bookkeeper & County Extension Council. Cindy Bervert seconded. Motion passes.

9. Set monthly meeting dates & times

Karen made a motion to accept the 2nd Tuesday of the month for Shawnee County Extension -Board meeting. Luanne seconded the motion. Motion passed.

10. Identify two board members to serve on Shawnee County Extension Foundation

Cindy made a motion to accept the nominations of Karen Perkuhn and Cindy Bervert to serve on the Shawnee County Extension Education Foundation. Karen seconded. Motion passes.

11. Announcements-

Area Partnership meeting Jan. 25, 2018

Joint Program Development Committee meeting Jan 31, 2018

Next Board meeting Feb 13, 2018

Listening Meeting Feb 12, 2018

12. Adjourn

Motion made by Mike to adjourn. Seconded by Karen. Motion passes.

Meeting adjourned.

Amy Miller, Secretary

Chad Bullock, Chairperson