

# AGENDA

EXECUTIVE BOARD MEETING  
TUESDAY, JANUARY 8, 2019  
EXTENSION MEETING ROOM

**5:30pm Meal/ 6:00pm Meeting**

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## ***2019 Board***

1. **Call to Order** – Karen Perkuhn, Board Chair
2. **Roll Call** – Amy Miller, Secretary
3. **Board Orientation:** Board Organizational Meeting Module  
Handouts:  
Memorandum of Understanding Summary  
Responsibilities and Duties of the Extension Board  
Kansas Open Meetings Act  
Extension Extramural Funds Policy  
Generally Accepted Accounting Procedures (GAAP) Waiver Resolution  
Professional Scheduling Policy
4. Designate a bank for Extension Council funds.
5. Adopt GAAP Waiver Resolution for 2019
6. Adopt Extension Council Holiday Schedule for 2019
7. Review 2019 budget
8. Authorize Electronic Funds Transfer for bookkeeper and County Ext Director
9. Set monthly meeting dates and times
10. Identify two board members to serve on Shawnee County Extension Foundation
11. Announcements - Reminder
12. Adjourn

***Virtual Partnership Meeting with Extension Administration , Wednesday, January 30  
(I will send a link to the online Zoom meeting when it is available.)***

***Joint Program Development Committee (PDC) Tuesday, Jan 29, 5:30 meal, meeting  
6:00 p.m.***

***Next Board Meeting: February 12, 2019, 5:30 p.m meal; meeting @ 6:00 pm***