

AGENDA

Shawnee County Extension Executive Board Meeting
TUESDAY, JANUARY 12, 2021
5:30 pm by Zoom Conference

2021 Board

1. **Call to Order** – Angela Dake, Board Chair
2. **Roll Call** – Barbara Coultis, Secretary
3. **Board Orientation:** Board Organizational Meeting Module
Handouts available in your Board Notebook:
Memorandum of Understanding Summary
Responsibilities and Duties of the Extension Board
Kansas Open Meetings Act/ Kansas Open Records Act
Extension Extramural Funds Policy
Generally Accepted Accounting Procedures (GAAP) Waiver Resolution
Professional Scheduling Policy for Agents

New Business:

4. Acknowledge receipt of retirement letter from Cindy Evans, Director.
5. Designate a bank for Extension Council funds.
Silver Lake Bank is the official bank and we are in year two after completing an RFP process in 2019.
6. Adopt GAAP Waiver Resolution for 2021
7. Adopt Extension Council Holiday Schedule for 2021
8. Review 2021 budget
9. Authorize Electronic Funds Transfer for bookkeeper and County Ext Director
10. Set monthly meeting dates and times
11. Identify two board members to serve on Shawnee County Extension Foundation
12. Adjourn

***Joint Program Development Committee (PDC) Tuesday, Jan 26, 5:30 – 7:00 pm
via zoom conference – watch for a meeting invitation and link to be sent January 19.***

Next Board Meeting: February 9, 2021, 5:30 pm via zoom. Meeting links are included in the board agenda emailed to board members the Thursday prior to board meeting.