

Shawnee County Extension Executive Board Meeting Minutes

Tuesday, March 14, 2023

(Meeting conducted by Zoom)

1. Christi McKenzie called the meeting to order at 5:30 PM.
2. Twyla Hernandez, secretary, called roll call. Members present: Mary Blubaugh, Barbara Coultis, Angela Dake, Molly Drimmel, Twyla Hernandez, Christi McKenzie, Sherri Scheideman, Mary Tyler.
3. Agenda items: Candis Meerpohl added item D to new business- need approval to add Jarvis Doleman. Angela Dake added item D under reports-luncheon. It was moved by Angela Dake and seconded by Shery Scheideman to approve the additions to the agenda. Motion passed.
4. Public Comment: None
5. Communications: None
6. Reports:
 - a. PDCs – Community Vitality and 4-H PDC’s met and had good meetings.
 - b. Agent Report– Grace Wiens, 4-H Youth development, went over the 4-H Board report with included: January Jamboree on 01/08/23 had 66 youth participate. They had added an educational element. Club Days on 02/26/23 had 42 4-H youth participate with 57 presentations. 20 of those youth qualified for Regionals. Discussed Project Library and the volunteer course she has attended.
 - c. Director Report – Candis Meerpohl, updated on Event Insurance and Phone System. As of 03/13/23 we have insurance for the Archery practices and all the paperwork is submitted for Horse and Livestock Policies. We should have insurance by the time the next clinic on April 12th. The Archery insurance was \$682.50 and covers 20 archers for the entire year. She did get a quote on replacing the ESI phone system. She still needs to research other phone systems and figure out what the internet bill would be from Cox. The new phone system is web based.
 - d. Angela Dake announced the luncheon for Extension staff will be this Thursday March 16th. Will set up at 11:30 and will serve from 12-1.
7. Board Training-Civil Rights Discussion Guide- Candis Meerpohl reports all board members were sent a link to KSRE’s Civil Rights training video prior to the meeting. The Civil Rights Discussion Guide was reviewed, and the discussion guide was completed together as a group. This completes our yearly review requirements.
8. Consent Agenda Items:
 - a. Reading and approval of February minutes. The minutes were sent out by email for review. Correction to Angela Dake’s name was made. Twyla moved to approve the minutes. Was seconded by Barbara Coultis. Motion passed.
 - b. Treasurer’s Report: Barbara Coultis
Net balance from last report: \$780,941.39
Bank deposits this month: \$2,837.87
University checks received this month: \$5,717.38
Total receipts: \$789,496,64
Total expenditures: \$51,917.10
Net Balance this month: \$737,579.54
It was moved by Sherry Scheideman and seconded by Twyla Hernandez to approve the treasurers report. Motion passed.
9. New Business:
 - a. Lisa Martin presented and reviewed the SNAP-Ed grant. It was moved by Angela Dake and seconded by Mary Tyler to approve the grant. Motion passed.
 - b. Grace Wiens sent the considered rule changes for 4-H Divisions of the Shawnee County Fair via email prior to the meeting. They were reviewed and discussed. It was moved by Twyla Hernandez and seconded by Sherry Scheideman to approve the changes. Motion passed.
 - c. Candis Meerpohl proposed raising the credit card spending limit for Susan, Leroy, Grace, and Lane. Currently agents have \$1,000 credit limit and the director has \$5,000. It was moved by Angela Dake and seconded by Twyla Hernandez to approve the increase on the credit card limit to \$5,000 per agent. Motion passed.
 - d. Candis Meerpohl discussed appointing Jarvis Doleman to the Community Vitality PDC. He will fill the vacant spot left by the passing of David Bawden last year. Jarvis will fulfill the 2-year term this year and then can be re-elected for another term. It was moved by Sherry Scheideman and seconded by Barbara Coultis to appoint Jarvis Doleman to the Community Vitality PDC. Motion passed.
10. It was moved by Sherry Scheideman and seconded by Twyla Hernandez to adjourn the meeting. Motion passed.

Next Board Meeting Tuesday April 11, 2023, in the Extension Meeting Room