

Shawnee County
Extension Board Meeting Agenda
Tuesday, March 13, 2018
Minutes

Order of Business

1. Call to order by Chairperson Chad Bullock at 6:00 pm.

2. Roll call by secretary Amy Miller-

**Chad Bullock, Karen Perkuhn, Amy Miller, Michael Meyers, Cindy Bervert,
Luanne Webb, Bill Layes, Tracey Taylor, Bruce Brown**

**Director-Cindy Evans, Ariel Whitely-Noll, Leroy Russell, Lisa Martin, Susan
Fangman, Candis Meerpohl**

3. Agenda items – additions/deletions/approval

4. Public Comment -None

**5. Communications – Candis shared cards from 4-H children involved in her SPIN
club**

6. Consent Agenda Items**

a. Reading and approval of February minutes

b. Treasurer's report

Bill made a motion to accept the Consent Agenda. Karen Seconded. Motion passed.

7. Reports

a. PDCs

Community Development meeting April 4th

Agriculture horticulture meeting March 26th

4-H meeting March 23rd

b. Agent Report– Ariel Whitely-Noll

-Ariel graduated from new extension agent training.

-She completed new Master Gardener Response Line training

-Green House is flourishing and MG Plant sale is May 5th

c. Director Report – Cindy Evans

-Lisa, Ariel, & Cindy went to a Social Media bootcamp hosted by K-State for agriculture
& horticulture business

-Cindy shared details of questions & her answers from Commissioner Cook for Shawnee
County Extension's space requirements

d. Other

8. Board Leadership Development – Excellence in Board Leadership Assessment

-The Assessment was read by Chad and members of the Shawnee County Extension
board voted on the level of competency.

9. Unfinished Business

-Green House Heating system was installed and the county electrician installed the electrical system on Feb. 14, 2018. No council funds were necessary for these repairs.

10. New Business

a. Approve out-of-county requests by agents for travel and/or attendance at conferences and National Meetings

Mike made a motion to approve up to \$1000 for education, travel, and travelling expenses for Cindy, Ariel and Susan to attend the National Epsilon Sigma Phi meeting in Manhattan. Karen seconded the motion. Motion passed.

b. Review lease options for postage meter including the option to discontinue a lease

-Karen made a motion to discontinue the lease with Pitney Bowes for the postage meter. Cindy Bervert seconded the motion. Motion passed.

c. Approval of SNAP-ED grant participation – Lisa Martin

-Cindy Bervert motioned to approve the Snap-Ed grant participation. Bruce seconded the motion. Motion passed.

d. Review proposed revised policy for *Volunteer's Use of Extension Vehicle*

-Cindy Evans reviewed the use of the Extension Vehicle and behavior while using the vehicle.

-Karen made motion to accept the proposed revised policy for Volunteer's Use of Extension Vehicle. Luanne seconded the motion. Motion passed.

e. Review proposed *NEW Policy for Vehicle Safety* for all Extension staff

-Karen made a motion to accept the NEW policy for Vehicle Safety for all Extension staff. Tracey seconded the motion. Motion passed.

11. Adjournment

Cindy Bervert made a motion for adjournment. Karen seconded. Motion passed.

Amy Miller, Secretary

Chad Bullock, Chairperson

Next board meeting is April 10th

Meal prepared tonight by Cindy

****Some boards establish an item under new business called Consent Agenda and include such items as approval of minutes, treasurer's report, and other routine business items. The motion to approve the consent agenda results in approval of these items.**