Shawnee County
Extension Board Meeting
Tuesday, September 11, 2018

1. Call to order – Chad Bullock, Board Chairman
   The meeting was called to order by Chad Bullock at 6:00 pm.

2. Roll call – Amy Miller, Secretary
   Members present: Chad Bullock, Karen Perkuhn, Amy Miller, Michael Meyers, Luanne Webb, Bill Layes, Bruce Brown

3. Agenda items – additions/deletions/approval
   Cindy asked to add these items to the agenda:
   a. Sign memorandum of understanding of use of Farm Bureau on Wanamaker if our office would be damaged and staff needed to temporarily re-locate.
   b. Approval of hours for Fran McAdoo to cover for Michelle’s leaving
   c. Discussion of purchasing an AED for the Extension Office.

   Mike moved to accept the new agenda, Karen seconded, motion passes.

4. Public Comment- NONE

5. Special Presentation by Barry Boyles, Wendling, Noe, Nelson & Johnson LLC – Findings of the 2017 Audit of the Shawnee County Extension Council

   Motion to approve of the 2017 Audit of the Shawnee County Extension Council made by Karen. Motion seconded by Luann. Motion passes.

6. Communications- NONE

7. Consent Agenda Items**
   a. Reading and approval of August minutes
   b. Treasurer’s Report
      Net balance from Last Report $636, 991.49
      Total Receipts $646,130.46
      Total Expenditures this month $58,998.62
      Net balance this month $587,131.84
      Bank Balance $596,117.94

      Bill moved to accept the Consent Agenda items. Luanne seconded the motion.

   Motion passes.

8. Reports
   a. PDC Reports --Horticulture PDC met and approved programs & action Plans
      4-H PDC met and selected countywide leaders for Dog & Photography.
      Community PDC met and is working on getting members in Auburn to promote a PRIDE community and get playground equipment.
   b. Agent Report – Cindy Evans, County Extension Director
      KSU has developed an Entrepreneur Certificate with 10 modules through their Global Campus for $350. Network Kansas is offering 100 certificates at no charge. Communication has taken place with TCALC & Shawnee Heights High School.
c. Director Report—Cindy Evans
   Upstairs cabinetry is done, as well as the flooring.
   Outside lighting is partially completed and $2,100 has been spent.
   Cabinets in the downstairs break room are installed.

9. Board Leadership Development -- Agent Performance Review process opens September 11 and closes October 1. Cindy explained how to use the new evaluation website to complete agent performance reviews.

10. Unfinished Business

11. New Business
   a. Volunteer approvals for 4-H Jennifer Jackson & Debra Bahret applied to be 4-H volunteers.
      Karen moved to accept Jennifer Jackson & Debra Bahret as 4-H volunteers.
      Mike seconded the motion. Motion passes.
   b. Approve the 2017 Audit of the Shawnee County Extension Council
      Karen moved to approved the 2017 audit. Second by Luanne. Motion passes.
   c. Sign a memorandum of understanding with Shawnee County Farm Bureau to use each other’s site for Emergency Support Function for continuity of Operations
      Karen made a motion to sign the memorandum with Shawnee County Farm Bureau.
      Bill seconded the motion. Motion Passes.
   d. Approve hours for Fran McAdoo for an additional 80 hours to cover in Michelle’s absence until new office professional was hired.
      Mike moved to approve Fran’s hours. Karen seconded the motion. Motion passes.
   e. Discussion of a purchase of an AED for the Extension office.
      Karen moved to table the discussion for the AED until November.
      Bruce seconded the motion. Motion passes.

NOTE: Next Board Meeting Tuesday, October 23rd, 2018.

Mike made the motion to adjourn. Karen seconded the motion. Motion passes.

Amy Miller, Secretary
Chad Bullock, Chairperson