Shawnee County Extension Executive Board
Minutes
Tuesday, February 11, 2020
6:00 pm meeting

1. Call to order at 6:04 pm by Chairperson Amy Miller

2. Roll call – Tracey Taylor
   Board members present: Dave Bartels, Laura Moore, Angela Dake, Molly Drimmel, Barbara Coultis, Linda Croucher, Amy Miller, Tracey Taylor, Director: Cindy Evans, Agents: Leroy Russell, Candis Meerpohl, Ariel Whitely-Noll

3. Agenda items – additions/deletions/approval  No additional agenda items.

4. Public Comment – No public comment

5. Communications – No communications

6. Consent Agenda Items**
   a. Reading and approval of January minutes (2019 Board)  Laura moved to approve the 2019 Board January minutes. 2nd by Dave.  Motion passed.
   b. Reading and approval of January minutes (2020 board)  Barbara moved to approve the 2020 Board January minutes. 2nd by Molly.  Motion passed.
   c. Treasurer’s report
      Net Balance from Last Report $523,175.48
      Bank Deposits this Month $152,377.43
      University Checks Received this Month $5,455.38
      Total Receipts $681,008.29
      Total Expenditures this Month $57,525.54
      Balance in CD’s and/or Savings $660,830.14

7. Reports
   a. PDCs – All PDC’s met at the Joint PCD Meeting in January.
   b. Agent Report– Ariel Whitely-Noll, Horticulture Agent
      Ariel highlighted the Garden Show which is set for February 21-23, 2020.
      Lesley Haywood is the new coordinator for the Master Gardeners. Her hours will be Tuesday, Thursday, and Friday.
   c. Director Report – Cindy Evans
      Cindy reported that the AED was used last Friday. She thanked the Board for their decision to get the AED.
      She also reported we had an employee leave employment.
      She also reported that all agents went to a Civil Rights review in Douglas County last week.

8. Board Training – Parliamentary Procedure Tips
   Cindy provided training on Parliamentary Procedure and gave us tips on procedures.
9. Unfinished Business  - No unfinished business

10. New Business
   a. Motion to approve the consent agenda.
      Dave moved to approve the consent Agenda. 2nd by Linda. Motion passed.
   b. Approval of 4-H Volunteer – Candis Meerpohl, 4-H Agent
      Barbara moved to accept Melissa Thompson as a 4H volunteer. 2nd by Angela. Motion passed.
   c. Approval of audits for Extension Related Groups – Cindy Evans
      Linda moved to approve the audit of the Tecumseh Troopers and the Shawnee County 4-H Events Council. 2nd by Dave. Motion passed.
   d. Approve request for out of state travel – Cindy Evans
      *Agents rotate attendance at national meetings. Cindy is requesting to attend the National Association of Community Development Professional meeting in May.
      Molly moved to allow up to $1700 for Cindy to attend the National Association of Community Development Professional meeting in May. 2nd by Angela. Motion carried.
   e. Set date of October 13th for Board meeting, elections, salary discussion and agent performance reviews.
      Angela moved to set the date of October 13 for Board meeting, elections, salary discussion and agent performance reviews. 2nd by Linda. Motion carried.
   f. Set date of November 17th for annual meeting at Glaciers Edge Winery.
      Molly moved to set the date of November 17th for the annual meeting at Glaciers Edge Winery. 2nd by Barbara. Motion carried.
   g. Establish membership of Budget, Personnel and Nominating committees.
      Following is a list of the committees the Board Members volunteered to serve on:

<table>
<thead>
<tr>
<th>Budget</th>
<th>Personnel</th>
<th>Nomination</th>
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</thead>
<tbody>
<tr>
<td>Dave</td>
<td>Tracey</td>
<td>Molly</td>
</tr>
<tr>
<td>Barbara</td>
<td>Angela</td>
<td>Laura</td>
</tr>
<tr>
<td>Linda</td>
<td>Amy</td>
<td>Sherri</td>
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<tr>
<td>Amy</td>
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<td>Amy</td>
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</tbody>
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11. Adjournment – Barbara moved to adjourn the meeting. 2nd by Dave. Motion passed.

Next Board Meeting: Tuesday, March 14th

Submitted by,

____________________  ____________________
Tracey Taylor, Secretary   Amy Miller, Chair