

Minutes  
Shawnee County Extension Executive Board Meeting for 2021 Board  
Tuesday, January 12, 2021

---

1. Meeting was called to order by Angela Dake, Board Chair, at 6:02pm via zoom conference.
2. Roll Call – Cindy Evans called roll and asked each attendee to say something about themselves.  
Board members present: Angela Dake, Laura Moore, Barbara Coultis, Linda Croucher, Brian Bayless, Molly Drimmel, Christie McKenzie, Alan Stahl, Eric Tolbert
3. Board Orientation: Cindy Evans presented the Board Organizational Meeting Module, which included the following subjects:
  - a. Memorandum of Understanding Summary
  - b. Responsibilities and Duties of the Extension Board
  - c. Kansas Open Meetings Act/ Kansas Open Records Act
  - d. Extension Extramural Funds Policy
  - e. Generally Accepted Accounting Procedures (GAAP) Waiver Resolution
  - f. Professional Scheduling Policy for Agents

New Business:

1. Laura moved to acknowledge receipt of retirement letter from Cindy Evans, Director. Eric seconded. Motion passed.
2. Linda moved to continue using Silver Lake Bank as the bank for Extension Council funds. Brian seconded. Motion passed.
3. Eric moved to adopt a GAAP Waiver resolution for 2021. Christi seconded. Motion passed.
4. Christi moved to adopt the Shawnee County Holiday Schedule for 2021. Molly seconded. Motion passed.
5. Board reviewed the 2021 budget. No action needed.
6. Laura moved to authorize electronic funds transfers for office bookkeeper and County Extension Director. Linda seconded. Motion passed.
7. Eric moved to set monthly meeting dates and times for the second Tuesday of the month with a starting time of 5:30pm. Brian seconded. Discussion was held. Motion passed.
8. Cindy asked for two board members to serve on Shawnee County Extension Foundation. Angela and Barbara volunteered. Laura indicated she would be willing to continue serving, as well.
9. Barbara moved to adjourn the meeting. Linda seconded. Motion passed.

---

Barbara Coultis, Secretary

---

Angela Dake, Chair

***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.***