Shawnee County Extension Executive Board Meeting Minutes
January 11, 2022, on Zoom
Immediately following the 5:30 Board Meeting

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2022 Board
1. Call to Order – Angela Dake, Board Chair, 5:44pm
2. Roll Call – Barbara Coultis, Secretary
3. Members present are the same as the 2021 Board meeting immediately before this, with the addition of Dave Bartels and Christi McKenzie
4. Board Orientation: Prior to this meeting, members watched a recorded video Board Organizational Meeting Module via YouTube
    a. Handouts available in your Board Notebook:
    b. Memorandum of Understanding Summary
        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

5. New Business: None
6. Laura moved to designate Silver Lake Banks for Extension Council funds for 2022. Dave seconded.   Motion passed.   *Silver Lake Bank is the official bank and we are in year two after completing an RFP process in 2019.*
7. Linda moved to adopt GAAP Waiver Resolution for 2022.   Brian seconded.   Motion passed.
8. Linda moved to adopt Shawnee County's 2022 Holiday Schedule for the Extension Office. Molly seconded.   Motion passed.
9. Review 2022 budget – no action
10. Laura moved to authorize Electronic Funds Transfer for bookkeeper and County Extension Director.   Christi seconded.   Motion passed.
11. Brian moved to set the Board's monthly meeting dates and times on the 2nd Tuesday of the month, at 5:30pm.   Molly seconded.   Motion passed.
12. Barbara and Laura volunteered to serve on Shawnee County Extension Foundation.
13. Alan moved to adjourn.   Christi seconded.   Motion passed at 6:05pm

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Barbara Coultis, Secretary   Angela Dake, Chair Person

Joint Program Development Committee (PDC) Tuesday, Jan 31, 6:30pm – 8:00 pm via zoom conference – watch for a meeting invitation and link to be sent January 26.

Next Board Meeting: February 8, 2022, 5:30 pm via zoom.