

**Shawnee County Extension Executive Board**  
**Minutes for Tuesday, October 11, 2022**

1. Call to order – Angela Dake
2. Barbara Coultis called roll. Present: Angela Dake, Laura Moore, Barbara Coultis, Linda Croucher, and Christi McKenzie. With 5 of the 9 members attending, quorum was reached
3. Agenda items – We added #7 c. Board Training on Agent Performance reviews
4. Public Comment - None
5. Communications – Read thank you letter from Joanne Domme
  
6. Consent Agenda Items
  - a. Reading and approval of September minutes
  - b. Treasurer’s report
    - Net Balance from Last Report: \$702,501.52
    - Bank Deposits This Month: \$3,104.57
    - University Checks Received This Month: \$7229.07
    - Total Receipts: \$712,835.16
    - Total Expenditures: \$61,167.82
    - Net Balance This Month: \$651,667.34
  
7. Reports
  - a. PDCs – the 4-H and Community Vitality PDCs gave brief reports on their meetings.
  - b. Director Report - Candis Meerpohl spoke about the elections, the upcoming Annual Meeting, and the Impact video.
  - c. Board Training was a video on Agent Performance Reviews. Candis will send us links for the reviews. We will have 2 weeks to finish the reviews.
  
8. Unfinished Business
  - Barbara reminded the agents that the library still has open slots available for brochures, and also asked if our website had a calendar with all the public events and activities listed.
  
9. New Business
  - a. Laura moved to approve the consent agenda. Linda seconded. Motion passed.
  - b. Barbara moved to allow the office to apply for a Summer 4-H Intern. Christi seconded. Motion passed. (Summary: We can apply to be a site to host a dept. of education intern. We did not apply last year and the interns across the state did education programming under 4-H. There is not cost for the intern or educational materials they use. The sites are responsible to have office space for the interns, help them coordinate youth programming and have reporting requirements. Applications for interns are due to the Kansas 4-H office by Nov. 18<sup>th</sup>.)
  - c. Christi moved to close the office Nov. 10<sup>th</sup> and allow the staff work remotely. Laura seconded. Motion passed. (Summary: Nov. 10<sup>th</sup> and 11<sup>th</sup> is the Blizzard Bash Demo Derby at the Events Center. It gets too loud to hear customers, and there is no parking for our customers because of how they line up the cars. The office is already closed on the 11<sup>th</sup> for Veteran’s Day.)
  - d. Christi moved to allow the Master Gardener Association to have a set of office keys to the front door. (This would give them access to bathrooms and the Master Gardner office for weekend programs.)
  - e. Linda moved to approve the agent action plans for 2022-2023. Barbara seconded. Motion passed.
  - f. Laura moved to approve the Agent Professional Development Plans for 2023. Linda seconded. Motion passed.

- g. Barbara moved to accept the results of the election for PDC members. Laura seconded. Motion passed. Elected to the Ag and Natural Resources PDC is Mary Blubaugh, David Anderson and Kevin Siek. Elected to the Community Development PDC is Cayla King, Johnathan Sublet and Christi McKenzie. Elected to the Family and Consumer Sciences PDC is Jene Yoder, Mary Tyler and Jana Patton. Elected to the 4-H Youth Development PDC is Renae Hansen, Karen Brantingham and Tracy Keegan.

10. Christi moved to adjourn. Laura seconded. Motion passed.

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Barbara Coultis, Secretary

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Angela Dake, Chair Person

**Next Board Meeting:  
Tuesday, November 8<sup>th</sup>, 5:30pm, Upstairs Meeting Room  
Annual Meeting, Nov. 17<sup>th</sup> Doors Open at 5:30pm, Program at 6:00pm  
Heritage Hall**