

Shawnee County Extension Executive Board Meeting Minutes
Tuesday November 10th, 2025, Extension Meeting Room

1. Sherri Scheideman, Board Chair called meeting to order at 5:45pm
2. Roll call - Mary Tyler, Secretary. Members present Angela Dake, Angela Dailey, Chad Bullock, Jill Rice, Laura Moore, Lisa Pfannenstiel-Garrison, Mary Tyler, Rick Miller, Sherri Scheideman
3. Agenda items – Addition/deletions/approval – addition of Approval of Extension appreciation awards.
4. Public Comment - None
5. Communications – None
6. Consent Agenda Items
 - a. Review and/or Corrections of October board meeting minutes.
 - b. Treasurer's report by Laura Moore
Net balance \$788,668.56, Bank deposit \$175,483.37, University checks received \$5,163.38, Total receipts \$969,315.31, expenditure \$50,958.78, Net Balance \$918,356.53.
7. Reports
 - a. PDCs – None
 - b. Director Report – Candis Stiles Terrie Looney has accepted to be our Ag and Natural Resources Agent. She will begin on Feb. 15th. Our celebration breakfast will be Dec. 3rd in the Extension Office Meeting room. Our December board meeting is a zoom. The LAST board meeting for the 2025 board is in January on the 13th! I was able to open a 4% CD with Silver Lake Bank for a one-year term on Nov. 3rd.
 - c. Any other Reports- Sofia gave an EFNEP Statewide impact report
8. Unfinished Business None
9. New Business
 - a. Motion to approve the consent agenda Angela Dailey made motion to approve, Angela Dake seconded, motion carried.
 - b. Discussion if the board would like to close the office Dec. 25th -Jan 1st to fall in line with K-State holiday closure. Days already on County Holiday Schedule are Dec. 24-25 and Jan 1st. The board had previously allowed staff to close the office on Dec. 26th and Jan 2nd with staff taking their leave. Chad Bullock moved to approve the office closure with pay Dec. 25-Jan 1, Jill Rice seconded, motion carried.
 - c. Possible purchase of computers for Atalie Tompkins and Jennifer Leever (Estimate \$2370.) Laura Moore made motion to approve, Chad Bullock seconded, motion carried.
 - d. Possible purchase of new tires & alignment for the Chevy Traverse Angela Dake moved to approve to get Yokohama tires from Harolds Tire, Chad Bullock seconded the motion, motion carried.
 - e. Discuss approving updated Employee Handbook for Shawnee County Extension Office A new handbook was edited by the personnel committee and is recommended to the board. Chad Bullock moved to approve the new employee handbook effective January 10th, Lisa Pfannenstiel-Garrison seconded, motion carried.
10. Adjournment Laura Moore moved to adjourn, Jill Rice seconded, motion carried.
Next Board Meeting: Tuesday, December 9th, 5:30pm Zoom

Reminders: Celebration Breakfast Dec. 3rd at 7:30am in the upstairs meeting room
Joint PDC meeting January 26th at 6pm

Mary Tyler Secretary

Sherri Scheideman Board Chair