

Shawnee County Extension Executive Board Meeting Minutes
Tuesday, April 11, 2023

1. Angela Dake called the meeting to order at 5:35 PM.
2. Twyla Hernandez, secretary, called roll call. Members present: Mary Blubaugh, Barbara Coultis, Angela Dake, Angela Dailey, Twyla Hernandez, Christi McKenzie, Sherri Scheideman, Mary Tyler.
3. Agenda items: Candis Meerpohl added item E to new business- Approval of the 2022 Extension Council Audit.
4. Public Comment: None
5. Communications: Thank you card from Extension office.
6. Consent Agenda Items:
 - a. Reading and asking for corrections of March minutes. The minutes were sent out by email for review.
 - b. Treasurer's Report: Barbara Coultis
Net balance from last report: \$737,579.54
Bank deposits this month: \$6,312.50
University checks received this month: \$8,576.07
Total receipts: \$752,468.11
Total expenditures: \$75,107.95
Net Balance this month: \$677,360.16
7. Reports:
 - a. PDCs –
 - b. Agent Report– Leroy Russell reported on the agricultural/farmers training events and programs/events available.
 - c. Director Report – Candis Meerpohl, reported Special Event Insurance has been secured and will be able to hold all summer 4-H events. On March 22nd the new full time Horticulture Program Assistant Jennifer Leever started with the office. The Agent's quarterly reports have been provided to board members for review.
 - d. Any other Agents: Lane Wiens announced Saturday May 6th will be the Master Gardeners Plant Sale from 9am-noon at Ag Hall. Grace Wiens announced the 4-H Spring Livestock Show is Saturday May 6th.
8. Board Training-Candis Meerpohl discussed the Kansas Open Meetings Act.
9. Unfinished Business: none
10. New Business:
 - a. Mary Blubaugh moved to approve the consent agenda items. It was seconded by Barbara Coultis. Motion passed.
 - b. Extension Council CD Renewal-The Board reviewed a slide comparing current CD Specials. Currently there is \$150,000 in one CD and \$50,000 in another. Candis recommends making the smaller CD into \$100,000. Two CD's are kept in case

one has to be withdrawn early we wouldn't have to pay penalties on the whole amount. The \$50,000 increase would come from the sweep account. After much discussion Mary Blubaugh moved to put \$200,000 at Capital Federal for a 19-month term if interest rate is at or above 4.11% and \$50,000 at Silver Lake Bank for 12-year term at 3.8%. If rates are less than 3.8% at Capital Federal than both CD's will be kept at Silver Lake Bank. It was seconded by Angela Dake. Motion passed. Angela Dailey abstained from voting.

- c. Barbara Coultis recommended forming an Ad Hoc (temporary) Marketing Committee. Barbara moved to have a committee of 4 board members. It was seconded by Angela Dake. Motion passed. Barbara will send out an email to the board asking for volunteers for the committee.
- d. Candis Meerpohl discussed replacing the Extension Office telephones. ESI multiline cloud base phone service will give all but 1 phone. The cost would be \$694. The monthly charge would be \$358.89. Internet band width would need to be increased through Cox. This would raise the internet monthly cost to \$189.95. Total monthly cost would be \$548.84, which is about \$120 over what is budgeted. Sherri Scheideman recommended asking ESI for references to get more input on how well their system works. It was recommended to do further research on the phone system. Twyla Hernandez moved to table the agenda item of replacing the phone system. It was seconded by Angela Dake. Motion passed.
- e. Angela Dailey moved to approve the 2022 Shawnee County Extension Council Audit by James Gordon & Associates CPA. It was seconded by Barbara Coultis. Motion passed.

11. It was moved by Angela Dake and seconded by Sherry Scheideman to adjourn the meeting. Motion passed.

Next Board Meeting Tuesday May 9, 2023, via Zoom

Twyla Hernandez, Secretary

Christi McKenzie, Board Chair