

Shawnee County Extension Executive Board Meeting Minutes
Tuesday, February 14, 2023
(Meeting conducted via Zoom)

1. Christi McKenzie, chair, called the meeting to order at 5:30 pm.
2. Twyla Hernandez, secretary, called roll call. Members present: Mary Blubaugh, Barbara Coultis, Angela Dailey, Angela Dake, Molly Drimmel, Twyla Hernandez, Christi McKenzie, Sherri Scheideman, Mary Tyler.
3. Agenda items: Candis Meerpohl announced the board training will be Risk Management.
4. Public comment: none
5. Communications: Candis Meerpohl read a letter from K-state that the board received Merit of achievement.
6. Consent Agenda Items:
 - a. Reading and approval of January minutes (2022 & 2023 Board)
 - b. Treasurer's report-Barbara Coultis
Net balance from last report: \$699,747.86
Bank deposits this month: \$153,788.90
University checks received this month: \$4,819.83
Total receipts: \$828,346.14
Total expenditures: \$47,404.75
Next Balance this month: \$780,941.39
7. Reports:
 - a. PDC- Leroy reported on how the Farm Show went and the Coffee & Cookies Program.
 - b. Agent report-Candis Meerpohl, Community Vitality, coached 3 youth from Omni Circle Youth group in January for the entrepreneur challenge.
 - c. Director report-Candis Meerpohl discussed the need to purchase special event insurance as current insurance does not cover animal events or archery. Currently is in underwriting with an insurance company but will take 30 days. Also having an independent agent looking into a quote. Minimum will be \$3,600. Angela Dake moved to allow \$5,000 for Special Event Insurance. Seconded by Sherri Scheideman. Motion passed. Discussed how the Joint PDC meeting went. The Annual Meeting date may possibly be set for November 8, 2023, as Carla is available this date.
8. Board Training: Risk management slide show and discussion.
9. Unfinished Business:
 - a. Approval of audits for Master Gardeners and Extension Foundation. Twyla Hernandez moved to approve the audits. Seconded by Angela Dailey. Motion passed.
10. New Business:
 - a. Angela Dake moved to approve the consent agenda. Seconded by Barbara Coultis. Motion passed.
 - b. Lane has requested an out of state travel request for the International Gardener Conference in Olathe, KS. Estimated cost is \$1,000. Candis has requested an out of state travel request for the National Extension Professional Conference in Billings, MT. Estimated cost is \$1,795. Sherry Scheideman moved to approve the requests. Seconded by Mary Tyler. Motion passed.
 - c. Discussed the proposed cost recovery policy. Twyla Hernandez moved to approve the cost recovery policy. Seconded by Angela Dailey. Motion passed.
 - d. Committees set:
Budget committee: Sherry Scheideman, Angela Dailey, Mary Tyler, Christi McKenzie
Personnel Committee: Angela Dake, Twyla Hernandez, Mary Blubaugh, Christi McKenzie
Nominating Committee: Barbara Coultis, Molly Drimmel, Angela Dake, Christi McKenzie
11. Sherry Scheideman moved to adjourn. Seconded by Twyla Hernandez. Motion passed.

Next Board Meeting Tuesday, March 14, 2023 at 5:30 PM via Zoom

Twyla Hernandez, Secretary

Christi McKenzie, Board Chair