

AGENDA

Shawnee County Extension Executive Board Meeting
TUESDAY, JANUARY 14, 2025
Immediately following the 5:30 Board Meeting
Extension Meeting Room

2025 Board

1. **Call to Order** – Sherri Scheideman, Board Chair
2. **Roll Call** – Mary Tyler, Secretary
3. **Board Orientation:** Board Organizational Meeting Module
Handouts available in your Board Notebook:
Memorandum of Understanding Summary
Responsibilities and Duties of the Extension Board
Kansas Open Meetings Act/ Kansas Open Records Act
Extension Extramural Funds Policy
Generally Accepted Accounting Procedures (GAAP) Waiver Resolution
Professional Scheduling Policy for Agents

New Business:

4. Designate a bank for Extension Council funds.
Silver Lake Bank is our current official bank.
5. Adopt GAAP Waiver Resolution for 2025
6. Adopt Extension Council Holiday Schedule for 2025 we have to decide between Kansas holiday and Shawnee County Holiday schedule.
7. Review 2025 budget (No Action Needed, A Change to the budget would go through K-State and County Commissioners)
8. Authorize Electronic Funds Transfer for Joanne Dommer, bookkeeper and Candis Stiles, County Ext. Director
9. Set monthly meeting dates and times *We have been meeting on the 2nd Tuesday of the month at 5:30pm. In November we would have to change the date because of Veteran's Day.*
10. Identify two board members to serve on Shawnee County Extension Foundation
11. Consider out of state travel request for Candis Stiles to attend the Extension Leadership Conference in Savannah, GA Feb. 19-21, Candis will present
12. Consider grant application for SNAP-Ed program, Sofia will present
13. Adjourn

Joint Program Development Committee (PDC) Wednesday, Jan 29, 6:00pm – 8:00 pm

Next Board Meeting: February 11, 2026, 5:30 pm in person.

Meal Coordinated by Candis Stiles