

Shawnee County Extension Executive Board Meeting Minutes
Tuesday January 14th, 2025, Extension Meeting Room
2025 Board

- 1.** Rick Miller Vice Chair called meeting to order at 6:04pm
- 2.** Mary Tyler, Secretary. Members present Angela Dake, Angela Dailey, Chad Bullock, Jill Rice, Laura Moore, Mary Tyler, Rick Miller, Lisa Pfannenstiel- Garrison
- 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.
Laura Moore made motion to continue banking with Silver Lake Bank, Chad Bullock seconded,
Motion passed.
- 5.** Adopt GAAP Waiver Resolution for 2025 Lisa Pfannenstiel- Garrison made motion to Adopt
GAAP Waiver, Jill Rice seconded, Motion passed.
- 6.** Adopt Extension Council Holiday Schedule for 2025 we must decide between
Kansas holiday and Shawnee County Holiday schedule. County Holiday Schedule has 11
holidays, the State holiday schedule has 10. The only difference is the County takes
Christmas Eve and the State does not. Angela Dailey Made motion to adopt the county holiday
schedule, Angela Dake Seconded, motion passed.
- 7.** Review 2025 budget A Change to the budget would go through K-State and County
Commissioners. Budget was reviewed.
- 8.** Authorize Electronic Funds Transfer for Joanne Dommer, bookkeeper and Candis
Stiles, County Ext. Director This does not make Joanne or Candis check signers or give us
the ability to close accounts. Laura Moore made a motion to approve, Mary Tyler seconded,
Motion passed.
- 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 to
Monday 10th Meeting date. It is the date we vote on Agent contracts and those must be back to
K-State by the 15th of the month to take effect in Mid-December. Jill Rice made a motion to keep
our 2nd Tuesday of the month meetings at 5:30pm and move our Nov. date to Nov. 10th, Angela
Dake seconded, Motion passed.
- 10.** Identify two board members to serve on Shawnee County Extension Foundation We
have two board members now, Mary Tyler and Angela Dake.
Laura Moore made motion to identify Angela Dake and Mary Tyler as the board representatives
for the Extension Education Foundation board, Chad Bullock seconded, motion passed.
- 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 The Flight, Hotel
and Registration will be paid by the Kansas ESP association that Candis serves as chair for.

The county would only have to cover per diem and travel to and from the airport. Angela Dake made a motion to approve, Angela Dailey seconded, motion passed.

12. Consider grant application for Hunger Free Kansas Mini Grant, Sofia will present. Chad Bullock made motion to approve, Angela Dailey seconded, Motion passed. Jill Rice and Laura Moore recused themselves from the vote.

13. Adjourn Laura Moore made a motion to adjourn, Jill Rice seconded, Motion passed.

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

Next Board Meeting: February 11, 2026, 5:30 pm in person. Anticipated Interviews for the FCS Agent Position.

Mary Tyler Secretary

Sherri Scheideman Board Chair