

**Marais des Cygnes Extension District  
Governing Body/Board Meeting  
Paola Office, 913 N Pearl Street, Suite 100  
Mound City Office, 115 S. 6<sup>th</sup> Street**

**Monday, January 6, 2025  
6:30 p.m. at the LaCygne Library**

Agenda

Call to Order

Roll Call

Minutes – December 2024

Additions to Agenda

Motion to Approve Consent Agenda –

- A. Authorize the monthly payroll payment of all office professionals, employed by the Marais des Cygnes Extension District #16 via electronic direct deposit on the last day of the month.
- B. Authorize the payment of all routine monthly or regularly occurring bills via EFT (electronic Funds transfer), check or via bank cash management system.
- C. Authorize the District Extension Director to complete or authorize payment of the following items: 1. Prepare checks and vouchers and continue the use of the 8-6 and 8-7 monthly financial statements for the district. Treasurer's Financial Report – Receipts/Expenses December 1 - 31, 2024 MdC Financial Summary.

Staff Reports

Director Comments -

Old Business:

- ❖ Website
- ❖ Other items

New Business:

- ❖ Board Leadership Modules – One will come each month with the board items for members to review and discuss at the meeting.
- ❖ Farm Credit Grant (Abbie) and Hunger Free Kansas Grant (Franny)
- ❖ Bathroom sink at Paola location
- ❖ Forest Service & spare office renovation
- ❖ Replace office furniture in Paola (office chairs, 3 desks, lobby chairs, and misc. items)
- ❖ Other items

## Organizational Meeting for the District – 2024

1. Election of District Governing Body (Board) officers by and from the membership of the Governing Body for a one-year term.  
Chair - Secretary –  
Vice Chair - Treasurer -
2. Approve PDC for the **Program Development Committee (PDC)** for the district.
3. Approve the **Memorandum of Understanding with Kansas State University**.
4. Motion to **designate a bank** for Extension District Funds. (Currently Landmark National Bank) Designate signers for the account.
5. Motion to **authorize the monthly payroll payment** of all office professionals, program assistants and part time workers employed by the Extension District via electronic direct deposit on the last day of the month.
6. Motion to **authorize the payment of all routine monthly or regularly occurring bills via EFT** (electronic funds transfer).
7. Motion to **set regular meeting dates and times**. Currently 1<sup>st</sup> Monday at 6:30 p.m. with locations of Paola or Mound City offices, LaCygne Library, other designated locations **or via Zoom**.
8. Motion to continue **Consent Agenda** to include such items as approval of treasurer’s report, and payment of warrant checks and EFT’s. One motion to approve the consent agenda results in approval of these items. (Minutes will be a stand-alone item.)
9. Motion to adopt **GAAP Waiver Resolution** (see handout).
10. Motion to **Designate Freedom of Information Office** – Currently Tracy Lindsey
11. **Marais des Cygnes Extension District Office Policy**
12. Approve **Holiday Schedule** for 2025.
13. Approve cell phone reimbursement plan. Currently \$50 per month for agents and \$25 per month for all support staff. Paid quarterly.
14. Approve **inventory** for the Marais des Cygnes Extension District.
15. **Equipment Replacement** for 2025 –
  - Computers - Budgeted \$3000 each: Abbie Powell, Tracy Lindsey, and Julie Ramsey
  - Mound City Copier – Budgeted \$6000, already approved for \$4,395
  - Ipad – Budgeted \$1000 each: Franny Eastwood and Abbie Powell

16. **Uniform Facsimile Signature of Public Officials Act** - Use of a facsimile signature for the chair and secretary, treasurer is still required to sign.

17. The following handouts for review –

- Responsibilities and Duties of the Executive Board & Extension Council and District Laws
- Guidelines for Expanding PDC's
- Kansas Open Meeting Act and Kansas Open Records Act
- Equal Employment Opportunity Policy
- Extension Extramural Funds Policy
- Employee Leaves, Holiday, FMLA, & Other Absences for Employees of Kansas State University
- MdC Credit Card Policy
- Emergency Contact Plan for the District
- Telecommuting Agreement

Motion of consent agenda of the Organizational Meeting for the Marais des Cygnes Extension District to approve above items 1 – 17.

Next District Board Meeting – February 3, 2025 via Zoom at 6:30 p.m.

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