



## **Minutes of the Board of Directors of the Iowa Extension Council Association**

**June 4, 2022**

The Board of Directors of the Iowa Extension Council Association met at the Boone County Extension office on June 4, 2022. Board members present include Paul Gieselman, Jamie David, Chrissy Westercamp, Kelly Jared, Bruce Clark, Mark Davitt, Tom Monroe, Kim Rinker, Le Ann Lawler, Alyson Palmer, Connie Casson, Dan Lamgo, Brent Ness, Jamie Thompson, Gwen Hanson, Al Ralston. Also Dr. John Lawrence, Andrea Nelson, Cindy Gannon, Rich Wrage, Jennifer Vit, and Julie Baumler.

President Paul Gieselman called the meeting to order at 10:00 a.m. There were no additions or corrections to the agenda.

Baumler updated the group on the spring board elections. Following are the election results:

- Region 1 – Ryan Freese
- Region 3 – Mary Greiman
- Region 12 – Kelly Jared
- Region 13 – Gwen Hanson
- Region 15-16-17 – Kasey Peters
- Region 20 – Tom Monroe
- Region 25 – no write-in candidates
- Region 27 – Paul Gieselman

Rinker moved to approve the minutes from February 21, 2022. Ness seconded the motion. The motion carried.

Baumler presented the treasurer's report in Michael Ryan's absence. The checking balance on hand is \$46,597.26. The following bills were presented:

- Whitfield & Eddy - \$855.50 for legal services,
- Julie Baumler for printing (\$192.55), accounting software subscription (\$33.37), and office supplies (\$185.60) = \$411.52 total
- MailChimp - \$36.38 for May subscription
- Assured Partners - \$975 for Directors & Officers Insurance

Jamie David moved to approve the treasurer's report and bills. Casson seconded the motion. The motion carried.

Baumler reported that 67 counties have paid 2022-23 dues as of June 2. Dues are due on August 1, 2022. There has been no negative feedback regarding the dues increase to date.

An ISU Extension & Outreach Update was shared by Dr. John Lawrence, Vice President for Extension and Outreach. He discussed the following items:

- The Memorandum of Understanding (MOU) between Iowa State University and county agricultural extension districts is set to end on June 30, 2023. An MOU committee has been

identified and will begin work next week to review the existing MOU for needed clarification and adjustments to improve upon the agreement.

- Gary Taylor is stepping down as director for Community and Economic Development. A search has been in progress, the position is now closed, and candidates have been scored. There will be interviews over the summer.
- An Extension Climate survey was administered to extension council members and staff earlier this spring. Around 400 surveys were returned from both staff and council members. The Leadership Team will be looking at those results, including an exploration of findings of council members compared to staff, results by program area, and county staff vs campus staff. The survey explores diversity, equity, and inclusion as well as the climate of working for or with extension and outreach in general. Casson noted that some of the council feedback on this survey might inform some of IECA's efforts to engage and serve council members.

Vit updated the group about the MOU Renewal Committee. The committee meets for the first time on Tuesday, June 7. Jennifer Vit, Dr. Lawrence, and Andrea Nelson, along with the following individuals, will serve on the 2023-2026 MOU Renewal Committee:

- Mary Beth DeWall, Dickinson County Extension Council member
- Lori Donahoe, Johnson County Extension Council member
- Dennis Goering, Polk County Extension Council member
- Paige Grandgeorge, Wright County Extension Council member
- Terry Janssen, Region 7 director
- Holly Loan, Clayton County director
- Tom Monroe, Scott County Extension Council member, IECA Board member
- Ben Pullen, senior field manager, 4-H Youth Development
- Hailee Sandberg, Linn County director
- Janet Smith, Region 27 director
- Jamie Thompson, Mills County Extension Council member, IECA Board member
- Barb Wollan, family wellbeing specialist, Human Sciences

The committee will be working on this throughout the summer with a hope to have a final draft back by the first of the year for councils to review and sign by June 2023. Council members are encouraged to read the existing MOU document closely to think about how it helps them and how it doesn't help them. Staff members are encouraged to help facilitate this with councils. It was suggested that the committee provide an FAQ to accompany the MOU to help ease the general understanding of the items in the document.

A County Services Update was shared by Andrea Nelson, Asst. Vice-President for County Services, which included the following items:

- The Region 17 (Story County) Director position has been filled with Donovan Olson, previous Region 4 Director. They are interviewing candidates this week for the Region 4 position.
- Check your email for information about area meetings in September and October. Council members are invited to attend, along with staff members.
- Councils should work with staff to conduct a carryover analysis, making financial projections between now and June 30 to identify if there will be carryover at the end of the fiscal year and if your council is within their published budget.
- Council elections are on the horizon. Nominating committees are being formed now. Council orientation of newly elected council members will be taking place in December and January. There will be both in-person and virtual options available.
- There is a program planning process being piloted this summer with 11 counties. The tool is designed to help councils work on program planning. Hopefully, by September this new tool will be available for the entire state. Andrea will report back to the board in the fall and will share this tool.

Vit and Casson discussed an update to the *Iowa 4-H Core Principles* document, now called *We Are Iowa 4-H: Organizational Fundamentals* Document. this guidance defines the role of councils in the 4-H program as providing the personnel and means for supervision. The 4-H Youth Development unit provides the program direction. It also identifies the roles of each individual/group that takes part in the 4-H program and also addresses the research theory behind 4-H programming. It positions 4-H well for programming beyond the traditional 4-H club format. There are 2 standard job descriptions (CYC and K-12 Coordinator) linked in the document that are available for councils to utilize when hiring personnel. Council members and staff should read through and understand this updated document.

The [2022-2025 IECA Action Plan](#) was discussed. The board learned about motivation theory and discussed how that might relate to our next implementation phase. Some items were referred to the board committees to take the lead. General discussion included regional meetings, IECA member benefits, new council member orientation, 3-minute videos, and council nominating committees.

Casson move to Appoint Dan Lamgo as Region 23 board member for remainder of term ending in 2024, Sterling Young as Region 4 board member for remainder of term ending in 2023 and Phil Masters as Region 25 board member for a full term ending in 2025. Ness seconded the motion. The motion carried.

Advice and observations from outgoing board members Jamie David and Alyson Palmer was shared.

Following a break for lunch, election of officers for 2022-23 was held:

- Palmer moved to nominated Connie Casson for president. Ness seconded the motion. The motion carried.
- Ralston moved to nominate Kelly Jared for president elect. Casson seconded the motion. The motion carried.
- Ness moved to nominate Dan Lamgo for secretary. Monroe seconded the motion. The motion carried.
- Ness moved to nominate Jamie Thompson for treasurer. Rinker seconded the motion. The motion carried.

The gavel was handed over to Casson and she called the meeting of 2022-2023 Board of Directors to order.

Gieselman moved to accept Board Process Issues as they stand for the upcoming year (attached). Hanson seconded the motion. The motion carried.

Monroe moved to naming Veridian Credit Union as the financial institution for IECA accounts for 2022-23. Lawler seconded the motion. The motion carried.

The board discussed the 2022 Extension Council Conference. The 2022 conference went well. The breakout sessions were very good. However, turnout was disappointing. The conference committee recommended trying a virtual conference every other year. There is still a desire to find ways to network, so we could potentially do that at the end of the conference in smaller breakout rooms. Conference Planning and Management will provide a financial summary once all of the registration fees paid have been paid. The board consensus was to host a virtual conference in 2023 in the winter months, with timing depending on when we host a legislative event. Le Ann Lawler agreed to serve on the conference committee. Baumler will seek out other board members interested in serving on this committee

Board committees met and reported back.

Committee Chair Paul Gieselman reported for Finance, Policy, & Legislation Committee. The following budget was set for FY2023:

<b>Category Description</b>	<b>FY23 Budget</b>
<b><u>INCOME</u></b>	
Membership Dues	\$ 30,720.00
EAP Payment	9,500.00
Extension Council Conf.	500.00
<b>TOTAL INCOME</b>	<b>\$ 40,720.00</b>
<b><u>EXPENSES</u></b>	
<b>General</b>	
Bank Charges	\$ 30.00
Copies	1,000.00
Misc.	500.00
Office Supplies	350.00
Postage	500.00
Travel	6,000.00
Insurance	975.00
<b>TOTAL General</b>	<b>\$ 9,355.00</b>
<b>Comm. &amp; Networking</b>	
Communications	\$ 1,200.00
<b>TOTAL Comm &amp; Networking</b>	<b>\$ 1,200.00</b>
<b>Human Resources &amp; Member Services</b>	
Council Conference	\$ 1,580.00
EAP	9,000.00
Legal Services	15,000.00
<b>TOTAL Human Resources &amp; Member Services</b>	<b>\$ 25,580.00</b>
<b>Finance, Policy, &amp; Legislation</b>	
Legislative Contacts	\$ 775.00
<b>TOTAL Finance, Policy, &amp; Legislation</b>	<b>\$ 775.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 36,910.00</b>
<b>OVERALL TOTAL</b>	<b>\$ 3,810.00</b>

Rinker volunteered to do a review of the FY2022 books. Baumler and Vit will work with Michael Ryan to facilitate the review.

The committee recommended doing local legislative coffees to share extension and outreach's impact with legislators this year. They also recommended offering a scaled back legislative event at the Capitol in 2023 targeted primarily at county extension council members

Committee chair Bruce Clark shared the Human Resources & Member Services Committee report. They proposed that a member benefits survey be revised (from the 2016 survey) and sent to councils to ask them to fill out as a group in the fall with results available by the January board meeting.

The following process was recommended for Executive Director Annual Review of Goals:

- Timing:
  - January: Send out the feedback form in January
  - February: Feedback forms returned
  - Early March: Share results with the executive director
- Distribution of feedback form
  - Electronic format
  - All IECA board members complete the form
  - President and/or president-elect compile the results
- Discussion of results
  - IECA officers (president, president-elect, secretary, treasurer) review results
  - President and president-elect meet with the executive director to share results
  - Full board receives a very general summary (meets/does not meet expectations) of the results at a full board meeting

Committee chair Gwen Hanson shared the Communication & Networking Committee report. They discussed content for some new 3-minute videos. They would like to target new council members following the November elections with a focus on engagement with an interview with IECA President Connie Casson. The video could be emailed directly to new council members. They also suggested using conference breakout session topics for 3-minute videos as a vehicle for introducing the topics and then guiding them to full video recordings from the conference.

The committee also recommended developing a welcome packet to new council members to be sent from IECA. It could include a small token gift (magnet, notepad), an invitation to the extension council conference, and the "top 5 things you need to know as a council member."

An Executive Director report was shared by Jennifer Vit, IECA Executive Director. She covered the following items:

- There are 96 counties participating in EAP this year with 384 county employees.
- IECA sponsored an EAP lunch and learn for managers and supervisors. The webinar *Communicating in Difficult Situations* was presented by EAP staff member Lars Peterson
- Kay Oskvig from Whitfield & Eddy Law will be providing a training for council members on July 25 at 6 pm. The content will be targeted to personnel committees and touching on personnel records, hiring, and firing.
- IECA has scheduled 2 council trainings about 4-H programs
  - August 31, 2022, 6:00 PM | *What Every Council Needs to Know About 4-H Part I: Community Clubs*, Jen Hargrove, Iowa 4-H | Details will be provided closer to the event
  - Date TBD – *What Every Council Needs to Know about 4-H Part II: K-12 Outreach*

The following county concerns and issues were shared by board members:

- Paul Gieselman shared that the southeast corner of the state held an HR learning day for staff and council members in that area. Kay Oskvig and ISU's HR specialist, Ruth Appleton presented that day. Other areas of the state might explore similar opportunities for their staff and councils.
- Vit has received some questions lately about whether or not chairs can vote. They can. She will be providing some brief information on parliamentary procedure in the upcoming council newsletter.
- Dan Lamgo shared that their council recently began offering a small life insurance policy to their county staff members as part of their benefits package. He reported that it was very well-received and appreciated by their staff members. They purchased it through a local agent at a relatively low cost.
- The board discussed acceptable ways to recognize volunteers. Councils need to be careful about using program money to "reward" volunteers. Gift cards, specifically, may only be used for program purposes. Councils can, however, find sponsors to provide gifts to volunteers. Nominating volunteers for local community/area/statewide awards and recognition programs would also be very appropriate.

Ness moved to approve board travel expenses for the day of \$2,148.12 and to approve a bill from Cyclone Awards in the amount of \$132.00 for board recognition items and board nametags. Jared seconded the motion. The motion carried.

The next meeting date will be held in September or October. Baumler will send a poll to identify a good date.

Gieselman moved to adjourn the meeting. Monroe seconded the motion. The meeting was adjourned.

Respectfully submitted,

Daniel Lamgo, IECA Secretary