



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

**October 3, 2020**

The Board of Directors of the Iowa Extension Council Association met via video conference on October 3, 2020. President Jamie David called the meeting to order at 9:00 a.m. Board members present include Paul Gieselman, Connie Casson, Lori Donahoe, Alyson Palmer, Linda Schluter, Joy Prothero, Kim Rinker, Mollie Scott, Kelly Jared, Bertha Lammers, Al Ralston, Bruce Clark, Mary Greiman, Roberta Hersom, Le Ann Lawler, Melissa McEnany, Brian McNulty, Gwen Hanson, Jamie Thompson, Emily Schwickerath, and Michael Ryan. Also present were Vice President John Lawrence, Andrea Nelson, Terry Janssen, Jennifer Vit, and Julie Baumler.

A moment of silence was held for Jayne Lupkes and Dave Turner, former IECA Board Members.

The following addition was made to the agenda: Memorial gift for Jayne Lupkes and Dave Turner.

Connie Casson moved to approve the minutes from June 13, 2020. Michael Ryan seconded the motion. The motion carried.

Lori Donahoe gave the treasurer's report. We have a balance on hand of \$26,069.17. Lori moved to approve the treasurer's report and the following bill: Whitfield & Eddy - \$257.50 for legal services. Mary seconded the motion. The motion carried.

Lori reported that the exec committee has been discussing whether it would make sense for the association to have a credit card. At this point in time, Lori is reconsidering whether it's worth the effort. It was decided to take no action at this time.

The board discussed posting our IECA income statement report on IECA website. Mollie moved to table this discussion until our next board meeting. Al seconded the motion. The motion carried. In the meantime, Lori will work with Kim Rinker to identify a suggested plan to ensure members have access to the reports, if requested.

An ISU Extension and Outreach update was given by Dr. John Lawrence, Vice President for Extension and Outreach. Structured for Success was launched on July 1. Two Directors of Field Operations have provided ongoing training with regional and county directors, as well as answering a lot of questions.

The Two-Way Scorecard communications tool was sent out on Oct. 1 to council members and staff members. The goal is for it to serve as a vehicle for communications between extension partners. Each county will receive a summary report and raw data will be available via CyBox for those wanting to see the detail. John asks each council to complete the tool and then also provide feedback to make sure that the reports are providing the information needed to help with communications.

Area meetings for staff have been taking place. Staff at the meeting discussed priority setting for recovery from the pandemic. Topics also apply to the recession, derecho recovery, and drought recovery. The six issues identified cut across program areas. John has encouraged staff within the system to think about how these areas integrate and how we can all work together to address these areas. Subject matter expertise has been engaged to identify resources for those topics. Councils have been asked to work on an action plan for their county to determine which topics they would like to give extra emphasis to. This should help councils as they budget. The goal is to have these action plans developed by Nov. 1 and to be able to specifically identify how Extension is working on these topics and how we are making an impact.

The Virtual Education Taskforce is compiling what we are learning and identifying how we can do better virtual education and meetings.

Joy asked that Extension and Outreach administration work on better communications to prepare councils for changes coming forward. Many counties were surprised by the changes of the county audit process (and expense) and we should prevent that surprise from happening in the future.

A County Services update was shared by Andrea Nelson, Asst. Vice President for County Services. Andrea shared the FYE2020 financial assessment for county funds. The total funds brought in by county extension districts this year was \$24,975,768. Overall, most counties are financially healthy and efforts continue to be made to identify strategies to keep them healthy.

Jennifer Vit gave the IECA Executive Director Report, including the following items.

- Jennifer has been working on communications for the roll-out of the “My Data” database system system for contact information for extension.
- She encouraged council members to complete the Two-Way Scorecard Communication Tool and provide feedback if board members hear how councils feel about it.
- We are offering Background Screening trainings this month. Some regional directors have been added to the system in those counties where they are supervising staff. Counties have the option to use the Direct Advantage feature for processing the checks which allows the volunteers/employment candidates to enter their own information. It costs \$1.25 more per person, but we feel like this is a low cost considering the amount of staff time saved.
- All councils have been asked to identify a Custodian of Public Record. This is someone responsible for coordinating access to public information. This could be a county staff person, regional director, council member, or citizen. There will be a training in December.
- Board members should mark their calendars for:
  - Extension Council Conference – March 13 in Ames.
  - Legislative Day – Feb. 17.
- New Council orientation will be held on Dec. 5 for most regions, with a few regions holding their meetings later.
- Jennifer is working on identifying ways that we can better communicate with council members. She requested input from the board members for ideas to help us communicate better with council members.

The board reviewed the Board Process Issues document. Joy moved to approve the following changes to the board process issues:

- Under *Role of Executive Committee*, add “The Executive Committee consists of the four officers (president, president-elect, secretary and treasurer) plus the three committee chairs

(Human Resources & Member Services; Finance, Policy, & Legislation; and Communications and Networking).

- Reviewed and confirmed a \$2,000 spending limit of the executive committee.
- Board quorum was changed to 50% + 1 of the board membership (rather than a specific number).

Mary seconded the motion. The motion carried.

One of President Jamie David's goals for IECA this year is to set a new strategic plan for the board. Jennifer and Jamie have been talking with Nancy Franz to see if she would be willing to help us out as facilitator for the discussion. Nancy is a former extension worker. She understands extension and councils. County Services has offered to pay for Nancy Franz's services as facilitator, but would ask the association to pay for mileage. Mike moved to approve moving forward with the strategic plan in person with the association paying board member mileage and meeting expenses. Linda seconded the motion. The motion carried. Jennifer and Jamie will work with Nancy to develop a plan.

The committees met and reported back.

The Finance, Policy & Legislation Committee selected Joy as their chair. They recommended leaving the budget the same as this past year. Julie will report percentage of budget each meeting.

Joy moved to send a memorial gift of \$50 each to the 4-H Foundation county funds (Worth and Fayette Counties) in memory of Jayne Lupkes and Dave Turner, for a total of \$100. Paul seconded the motion. The motion carried. The committee recommends adding a memorial policy for board members moving forward. Jennifer will send a note to the families and to the councils in Worth and Fayette County.

Paul Gieselmann volunteered to serve on the legislative day planning committee with 4-H staff members, Jennifer, and Julie. He will schedule the legislative pages to attend and will also recommend inviting Lieutenant Governor Adam Gregg.

Mary Greiman will chair the Communications & Networking Committee. They discussed ideas for communications and website ideas.

The Human Resources & Member Services Committee appointed Michael Ryan as chair. They discussed options for the extension council conference – potentially going to a virtual conference with a much more limited scope. Connie Casson and Linda Schluter will serve as co-chairs. Mary Greiman and Al Ralston also volunteered to be on the committee. Michael moved have a virtual conference with no charge. Al seconded the motion. The motion carried.

The next meeting date is set for Saturday, Jan. 9.

Michael moved to adjourn the meeting. Joy seconded the motion. The motion carried.

Respectfully submitted,



Connie Casson, IECA Secretary