**Frontier County Extension Board Meeting Minutes**

**January 30, 2023**

The Frontier County Extension Board held its quarterly meeting on January 30, 2023 at 7:03 p.m. in NCTA Ag Hall conference room. The meeting was called to order by President Emily Lenz. The open meeting poster was noted. Roll call was answered by Emily Lenz, Carol Hanes, Karrie Woehrle, LouAnn Woods, Randy Sheffield who was a little late, Sami Scherbarth, and Nick Toberer. Helen Jurjens and Leighlynn Obermiller were absent. Also present was Extension Educator Kathy Burr, and Administrative Assistant Mandy Contrerez.

The minutes from the previous meeting were approved as read on a motion by Carol and a second by Nick. Motion passed unanimously.

Emily shared a virtual extension board presentation while the members ate. The training video that was watched was Rolls of the Extension Board.

The financial reports were presented and as of date we have used 57.32% of the overall budget. The 4-H council has a current balance of $9,111.24.

In the Vice President report Carol reported that she went to the County Commissioners about updated hours for the extension office. They were fine with whatever works best for the office.

In the Presidents report Emily stated that NACEB will be going to Lincoln on 3/28 from 7-4 to visit with State Senators about extension. Emily also reported that NACEB has a 6ft tall banner that highlights the different things that extension does for the County. The banner cost $275.00 and she would like the board to consider purchasing one to display at NCTA.

In the Extension Staff Reports: Ben was unable to attend. Emily’s NACEB report was included in the President’s report. Handouts were given with all Educators yearly summary reports. Kathy gave the 4-H youth educator report (see agenda for upcoming events).

In Old Business Carol and Mandy attended the Country Commissioners meeting about new office hours which will be 8:30-4:30 M-F year-round and Wednesdays only May-August 8:30-6:00 p.m. Karrie and Nick reported about 4-H Achievement Day. A refrigerator has been purchased for $389.00. One office chair has been purchased for Kathy, but Mandy is still looking for one. Mandy checked into the Postage Meter and we are stuck in a five year contract which will expire in October, 2026.

In New Business 2022-23 officers were elected. LouAnn moved and Sami seconded to keep the same slate of officers. Motion passed. The officers are: **President-**Emily Lenz, **Vice President-**Carol Hanes, **Secretary/Treasurer-**Karrie Woehrle. After the election extension board position description were handed out and signed by returning board members. Carol will accompany Kathy to the County Commissioners meeting on March 29 to present the list of members and the Annual Report. NACEB Legislative Day was changed from February 8-9 to March 28th if interested in going let Kathy know. Some expenses will be reimbursed by the County. Kathy has written up a job description for the summer intern, and upon discussion Randy suggested promoting the position at career fairs in Lincoln. Emily also had the idea to offer housing through use of a dorm room at the College. Kathy will look into it. A new computer doesn’t need to be purchased this year, but Kathy shared that the University will not be cost sharing the purchase of a new computer, this new policy starts this year. It is time for the Administrative Assistant Yearly Evaluation Carol and Sami volunteered to sit down with Mandy and Kathy at an agreed upon time. Karrie moved and Carol seconded to spend $275 for banner, the money will come out of line item for new equipment. Roll call vote Carol-yes, Karrie-yes, LouAnn-yes, Randy-yes, Sami-yes, Nick-yes, Helen and Leighlynn were absent.

The next meeting will be April 24, 2023, at 7 p.m.

At 8:49 p.m. LouAnn moved, and Sami seconded to adjourn the meeting, motion passed unanimously.

Respectfully submitted,

Karrie Woehrle, Secretary