

Marais des Cygnes Extension District - Governing Body/Board Meeting
Paola Office, 913 N Pearl Street, Suite 100 - Mound City Office, 115 S. 6th Street
Monday, December 1, 2025
6:30 p.m. via Zoom

Agenda

Call to Order

Roll Call

Minutes – November 2025

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 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 November 1-30, 2025 MdC Financial Summary.

Staff Reports – Kaitlin Bruner

Director Comments – In December I will be sending an e-mail to the new board meeting and working to arrange the swearing in of the new members.

Old Business:

- ❖ Staffing Plan – Job descriptions, approval to hire Office Professional and staffing plan for MdC District
- ❖ Phone/Internet bid from Gateway Fiber (Kwikom)
- ❖ Support Staff update, executive session, if needed.
- ❖ Clothing is still in a holding pattern due to no Brand Kit from K-State yet.
- ❖ Other items

New Business:

- ❖ Board Leadership Module – To be sent during the month for board and staff review.
- ❖ 4-H summer intern
- ❖ Extension Master Gardner's Financial Review
- ❖ 4-H Club Financial Reviews
- ❖ Silo Shakedown – Office closed December 15 for meeting
- ❖ Other items

Next District Board Meeting – January 5, 2025 via Zoom 6:30 p.m. This will be the yearly joint and organizational meeting K-State, Extension Districts, and U.S. Department of Agriculture Cooperating. All educational programs and materials available without discrimination on the basis of race, color, religion, national origin, sex, age, or disability.