

**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 December 4, 2023**

**6:30 p.m. via Zoom**

Agenda

Call to Order

Roll Call

Minutes – November

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 and 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, 2023 of the MdC Financial Summary.

Staff Reports – SNAP-Ed, 4-H and FCS update from agents

Director Comments

Old Business:

- ❖ Mound City Building Remodel
- ❖ Performance Reviews – All paperwork for the reviews are completed and filed contracts with the KSRE Office, and in-person reviews will be held with each agent, director and board chair on December 13.
- ❖ 4-H Summer Intern Program – We were accepted!
- ❖ Other items

New Business:

- ❖ Excellence in Board Leadership Assessment – Filed with KSRE
- ❖ Financial Reviews – EMG & 4-H
- ❖ Professional Development Day for all staff and any board members that would like to attend.
- ❖ Office Policy – Please find it attached. The staff will be going over this at their December Professional Development Day, but we would encourage you to look it over and provide any feedback or changes that you would like to see made at the January Joint Meeting.
- ❖ Other items

Next Marais des Cygnes Extension District Board meeting will be held January 2, 2024 at 6:30 p.m. LaCygne Library with dinner provided.