

**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**

**Tuesday December 5, 2022**

**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, 2022 of the MdC Financial Summary.

Staff Reports

Director Comments

Old Business:

- ❖ Audit – They have been to the Paola office to review files and have requested a few items from Tracy, now we are just waiting for the final audit results.
- ❖ 4-H Summer Intern Program (Karla)
- ❖ Other items

New Business:

- ❖ Board Leadership Modules
- ❖ Office Policy Revision – Current policy attached
- ❖ Personnel matter
- ❖ Other items

Next Marais des Cygnes Extension District Board meeting will be held January 3 at 6:30 p.m. at the LaCygne Library.