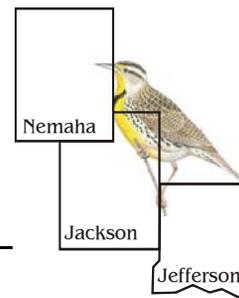


# Meadowlark Extension District 7

## News



November 15, 2005

### **Meadowlark Extension District #7 Progress**

**October 29, 2004-** A discussion meeting is held in Holton with Jim Lindquist, Northeast Area Extension Director and county extension agents from Atchison, Jefferson, Jackson and Nemaha counties. The purpose of the meeting is to answer questions from agents and discuss the process of forming a extension district.

**November 17, 2004-** County agents meet in Holton again following a planning session for regional 4-H days. After more discussion regarding districts it is decided to hold a discussion meeting with all counties interested and set a date for December 13.

**December 13, 2004-** County Commissioners, County Extension Councils and Extension Agents from Atchison, Jefferson, Jackson and Nemaha Counties gather in Holton to hear a presentation on forming a extension district by Northeast Area Extension Director Jim Lindquist. After the presentation, county commissioners and extension council members meet together and discuss the topic of forming a district. The consensus from the meeting is that some counties want more time to learn more about forming a district and don't want to move forward too quickly.

**February 23, 2005-** County extension agents from Jefferson, Jackson and Nemaha counties continue their discussion about the process of forming a district. Agents feel that in order to make a district successful they must plan and organize the 4-H program correctly. Agents meet in Oskaloosa with Northeast Area 4-H Specialist Diane Mack to formulate the framework for a successful district 4-H program.

**March 15, 2005-** County extension agents from Jefferson, Jackson and Nemaha counties meet in Manhattan with Area Director Jim Lindquist to discuss and develop a draft staffing plan for operation in a district.

**April 28, 2005-** County extension agents from Jefferson, Jackson and Nemaha counties meet in Seneca with soon to be River Valley Extension District Agents Ross Mosteller and Glenda Keller to discuss the organization and administrative steps they are dealing with in their district that will become effective July 1, 2005.

**May 18, 2005-** County extension agents meet to further discuss the formation of the Extension District. Agents make plans for meeting with office professionals, continue to discuss 4-H responsibilities, agent work assignments and look at a time line for board and county commissioner approval of the district resolution.

**June 15, 2005-** County Extension Agents and Office Professionals meet in Oskaloosa to get acquainted and discuss the formation of the extension district. Various Office Professional tasks and duties were reviewed and discussed. For more visibility it was decided to make a display that would be set up at all three counties' fairs.

**July-August 2005-** County Extension Councils move forward with the passage of a resolution to form a district on July 11. The 60 day protest period passes without a successful petition filed. Counties can now begin to plan for a transition towards a extension district.

**September 14, 2005-** Agents meet in Seneca to discuss extension agent programming assignments and develop a tentative staffing plan for review, discussion and recommendation for approval to the official district board. Future meeting dates for interim board meetings and Office Professional meeting are discussed and set

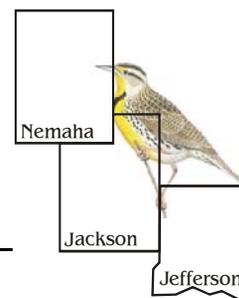
**September 28, 2005-** First Interim District Board meeting is held in Holton. The group approves a joint operational agreement and agrees to the name of Meadowlark Extension District. The operational agreement spells out instructions on how to operate as a municipality. Plans are made to present the operational agreement to county commissioners for their approval. County Extension Councils are asked to begin collecting the needed paperwork required by the Attorney General to make the district official.

**October 10, 2005-** County Commissioners in all three counties unanimously approve the operational agreement as presented.

**October 26, 2005-** The first all district staff meeting is held. The day is dedicated to developing a successful district wide 4-H program and discussion is held on putting together a district wide office policy. Calendar dates are coordinated for future staff and interim board meetings. Agents decide to attend the county extension council annual meetings being held in the future district to meet current PDC members. In order to get to know family members the group decides to hold a all staff and family holiday get together on December 21.

# Meadowlark Extension District 7

## Progress Report



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February 27, 2006

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**November 15, 2005** Second Interim District Board Meeting is held in Valley Falls. Committees were formed on key topics for the district to run smoothly as possible. Compiled District Information notebooks were handed out to Interim Board Members and Agents for reference.

**November 30, December 5 and 6, 2005** Agents attend the County Extension Council annual meetings in all three counties to visit and introduce themselves to board and PDC members.

**December 12, 2005** Nemaha County submits a District office space agreement to County Commissioners for their consideration and approval. The commissioners sign the agreement and agree not to charge rent for our Seneca office location.

**January 12, 2006** Agents meet in Holton to work on a 4-H Program Management plan for the district and begin working with Kira Everhart-Valentin, Field Operations Marketing and Communications Graduate Assistant for K-State Research and Extension to begin formulating a District Marketing Plan.

**January 27, 2006** A all staff District meeting is held in Oskaloosa to continue work with Kira Everhart-Valentin on a District marketing plan. Office professional responsibilities are discussed and assigned.

**February 13** Interim District Director and Jefferson County Agents attend the Jefferson County Commission Meeting to discuss a proposed office space agreement for the Oskaloosa office. Commissioners discuss and review the agreement and then sign off and agree not to charge rent for the Oskaloosa office. Jackson County Extension and County Commission will discuss the issue sometime in March.

**February 27** The Nemaha County Extension Council will meet for monthly business and review qualified applications for the vacant agent position and interviews will then be scheduled. Discussion will also be held on the nomination of four people to be appointed to the Meadowlark Extension District Board from Nemaha County.