K·STATE
Research and Extension

Suggested Calendar for Routine Board Meeting Agenda Topics

Please note that the agenda items for each month will vary by county or district. Local programming will necessitate the addition of other topics for discussion and action. See the Board Leadership modules for supplemental information to present each month.

January
- Councils complete routine first of the year business.
- Review *Excellence in Board Leadership* Board Assessment.
- Review *Board Leadership Modules Year End Summary*.

February
- Present report from Partnership Meetings.
- Make contribution to Kansas Citizens for Extension Education.
- Review agent job descriptions, agent action plans, and the *Agent Performance Review Module*.

March
- Establish calendar, in consultation with area director, for budget development.

April
- Plan an orientation for new district board members.

May
- Review legislative action affecting K-State Research and Extension.

June
- Brainstorm nominees for Extension Appreciation Award.
- Counties begin securing nominations for program development committees using the *Recruiting Board and PDC Members Module*.

July
- Districts review membership of program development committees; and as needed, appoint new members using the *Recruiting Board and PDC Members Module*.
- Districts complete routine first of the year business.
- Develop district budget.
- Select date, location for election and plan strategy for marketing extension council elections.
- Review progress toward securing nominations for extension council elections.

August
- Hold district budget hearings**.**

September
- Counties finalize nominees for extension councils.
- Plan annual extension council meeting.
- Finalize selection of Extension Appreciation Award.

October

- Review *Equipment Replacement Plan* and discuss possible end of the year major purchases.
- For local units with calendar year salaries, work with area director to establish salaries.

November

- Complete agent Performance Reviews.
- Discuss applying to host a K-State Research and Extension intern.
- Approve Agent Action Plans for new program year.
- Approve Agent Professional Development Plans for next calendar year.
- Review and consider approval of *Financial Review Reports* of all Extension affiliated groups.

December

- Plan an orientation for new county board members to be held in December or January.
- Make arrangements for a financial audit.
- Complete the *Excellence in Board Leadership Assessment*.
- Complete the *Board Leadership Modules Year End Summary*.