

Planning Ideas for Quarterly County Extension Council Meetings

Timing	Reports/Tasks	Program Ideas
<p>Summer June, July, or August</p>	<ul style="list-style-type: none"> • Orientation for new members • Budget report from EDB treasurer • Programmatic highlights from agents (share one success story each) • Nominating committee report and elections (if applicable) • Committee reports from council committees and/or appointment of committees for the new year 	<ul style="list-style-type: none"> • Recognize outgoing leaders (officers, committee chairs, etc.) • Hold a picnic/celebration of the Extension year • Discuss/brainstorm ideas for a CEC project or program in the new year • Include an ice breaker activity to aid council members in learning about one another
<p>Fall September or October</p>	<ul style="list-style-type: none"> • Budget report review and discussion • Determine nominees for EDB positions (two nominees for each member to be appointed are due to County Judge Executive by November 1st) • Committee reports from council committees • Review meeting summary from summer State Extension Advisory Council meeting (invite area delegate if feasible) 	<ul style="list-style-type: none"> • Each agent provides a 1–2-minute report on a summer program and shares impact data from the program • Include a short learning session/activity to build or enhance leadership skills
<p>Winter January or February</p>	<ul style="list-style-type: none"> • Provide budget input to the EDB • Council membership review, share/showcase updated membership map and/or have a membership recruitment strategy discussion • Share print copies of “Report to the People” and present highlights • Committee reports from council committees 	<ul style="list-style-type: none"> • Include a short learning session/activity about marketing Extension
<p>Spring March, April, or May</p>	<ul style="list-style-type: none"> • Review proposed budget from EDB and provide final input • Review plan of work, discuss potential updates (rough draft due May 1; final draft due June 30) • Committee reports from council committees, especially membership recruitment committee • Nominating committee report and elections (if applicable) • Review and discuss strategies to reach underserved audiences and ensure program participation is inclusive (info to inform finalizing the affirmative action plan and affirmative action report) • Share information and encourage Randall Barnett Award application • Review meeting summary from winter State Extension Advisory Council meeting (invite area delegate if feasible) 	<ul style="list-style-type: none"> • Recognize outgoing members • Include a short learning session/activity focused on communications skills