

## 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

- Complete routine first of the year business. See [Board Organizational Meeting Module](#).
- Review [Excellence in Board Leadership Board Assessment](#) for planning purposes.

### February

- Review agent job descriptions, agent action plans, and the [Agent Performance Review Module](#).
- Review the office policy handbook.

### March

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

### April

- Begin discussion on budget needs for next year.
- Recruit board members for districts.

### May

- Review legislative action affecting K-State Extension.

### June

- Counties finalize recommended budget.
- In odd numbered years, June 1 is the filing deadline for candidates to run for the governing board.

### July

- Develop district budget.
- Counties select date, location for election and plan strategy for marketing extension council elections.

### August

- Districts hold Budget Hearing when not exceeding the Revenue Neutral Rate.
- Brainstorm nominees for Extension Appreciation Award.
- Counties begin securing nominations for program development committees using the [Recruiting Board and PDC Members Module](#).

### September

- Counties finalize nominees for extension councils.
- Districts hold Budget Hearing if exceeding the Revenue Neutral Rate.
- Plan annual extension council annual 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 regional director to establish salaries.
- Complete agent performance reviews.

### **November**

- 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.
- Districts review membership of program development committees; and as needed, appoint new members using the [Recruiting Board and PDC Members Module](#).
- In odd numbered years, Extension District Governing Body board members are elected.

### **December**

- Plan an orientation for new board members to be held in December or January.
- Make arrangements for a financial audit or review, depending on audit requirements.  
Complete the [Excellence in Board Leadership Assessment](#).