Sample County Extension Council
Meeting Agendas

PLAN A
First Meeting

Part 1:

1. Introduction – purpose and role of CEC
2. CES overview and mission – strategic plans, etc
3. Structure of CEC
4. Review of organizational procedure for CEC and position descriptions
5. County situational information
   a. Rural Profile of Arkansas
   b. Kids Count
   c. Potential audiences
   d. Recent census
   e. Rural Profile of Arkansas Families (check with Lynn)
6. Review of CEC recommendations of previous year
7. Distribute and approve minutes of last year’s meeting
8. Review of program accomplishments of previous year
9. Identify current issues
10. Present slate of officers for CEC
11. Elect officers for CEC for current program year
12. Select appropriate issue/program subcommittees
13. Appoint chair and vice chair of each subcommittees
14. Set subcommittee meeting dates
15. Set date of second CEC meeting

Part 2:

County Extension Council
Program/Issues Subcommittee Meeting

1. Introduction – purpose and role of CEC
2. CES overview and mission – strategic plans, etc
3. Structure of CEC
4. Review of organizational procedure for CEC and position descriptions
5. County situational information appropriate to committee
   a. Review of program/issues subcommittee recommendations of previous year
6. Distribute minutes of last year’s meeting
7. Review of program accomplishments of previous year
8. Identify current issues
9. Prioritize issues
10. Review next step in CEC process
11. Adjourn

CEC Chair
Agent
CEC Chair
Agents
CEC Secretary
Agents
Chair
Chair
Chair
Chair
Chair
Chair
Subcommittee Chair
Agent
Subcommittee Chair
Agent
Subcommittee Chair
Subcommittee Chair
Subcommittee Chair
Subcommittee Chair
Subcommittee Chair
Part 3:

County Extension Council
Second Meeting

1. Welcome and introduction

2. Meal and/or refreshments

3. Reading of minutes of first meeting of CEC

4. Reports of program/issues subcommittee meetings

5. Prioritizing recommendations of subcommittees

6. Development of county plan

7. Recommend ad hoc committees as appropriate

8. Discuss, plan, and assign responsibilities for interpretive event

9. Recognize outgoing officers and retiring members

10. Adjourn
County Extension Council
PLAN B

Part 1:

County Extension Council
Program/Issues Subcommittee Meeting

1. Introduction – purpose and role of CEC
   Subcommittee Chair
2. CES overview and mission – strategic plans, etc
   Agent
3. Structure of CEC
   Subcommittee Chair
4. Review of organizational procedure for CEC and position descriptions
   Subcommittee Chair
5. County situational information appropriate to committee
   Agent
6. Review of program/issues subcommittee recommendations
   Subcommittee Chair
   of previous year
7. Distribute minutes of last year’s meeting
   Subcommittee Chair
8. Review of program accomplishments of previous year
   Agent
9. Identify current issues
   Committee
10. Prioritize issues
    Committee
11. Review next step in CEC process
    Subcommittee Chair
12. Adjourn
    Subcommittee Chair

Part 2:

1. Introduction – purpose and role of CEC
   CEC Chair
2. CES overview and mission – strategic plans, etc
   Staff Chair/Agent
3. Structure of CEC
   CEC Chair
4. Review of organizational procedure for CEC and position descriptions
   CEC Chair
5. County situational information
   Agents
   a. Rural Profile of Arkansas
   b. Kids Count
   c. Potential audiences
   d. Recent census
   e. Rural Profile of Arkansas Families (check with Lynn)
6. Review of CEC recommendations of previous year
   CEC Secretary
7. Distribute and approve minutes of last year’s meeting
   CEC Secretary
8. Review of program accomplishments of previous year
   Agents
9. Reports of program/issues subcommittee meetings
   Subcommittee Chair
10. Prioritizing recommendations of subcommittees
    CEC
11. Development of county plan
    CEC
12. Recommend ad hoc committees as appropriate
    CEC Chair
13. Discuss, plan and assign responsibilities for interpretive event
    CEC Chair
14. Recognize outgoing officers and retiring members
    CEC Member
15. Adjourn
    CEC Chair