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Thanks Again,

Carlán Cardenas

Office Manager/Support Staff
CSU Extension, Custer County
P. O. Box 360
Westcliffe, CO 81252
719-783-2514

From: Cheryl Laramore [<mailto:clpar55@yahoo.com>]

Sent: Friday, February 10, 2017 3:35 PM

To: CoopExt Custer <coopext_custer@Mail.Colostate.edu>

Cc: Donna Hood <rdh@apaintedview.com>; Young, Robin <Robin.Young@colostate.edu>; Marlissa Gonzalez <marsilla98@hotmail.com>

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Cc: Polly Miller; Audrey Gluschke; Donna Hood
Subject: Re: Lookey what I found & Colo law regarding Polly dismissal

WOW!! Good job! Then Robin illegally was added to our account and the bank was wrong to accept it and not notify us!

I just found a Colorado State Statue for Non-Profits that say Polly can't be removed without due process!

7COLORADO REVISED STATUTES 2011

TITLE 7, LABOR AND INDUSTRY, ARTICLE 121-27

Article 126-302. Termination, expulsion, or suspension. (1) Unless otherwise provided by the bylaws, no member of a nonprofit corporation may be expelled or suspended, and no membership or memberships in such nonprofit corporation may be terminated or suspended except pursuant to a procedure that is fair and reasonable and is carried out in good faith.

(2) For purposes of this section, a procedure is fair and reasonable when either:

(a) The bylaws or a written policy of the board of directors state a procedure that provides:

(I) Not less than fifteen days prior written notice of the expulsion, suspension, or termination and the reasons therefor; and

(II) An opportunity for the member to be heard, orally or in writing, not less than five days before the effective date of the expulsion, suspension, or termination by a person or persons authorized to decide that the proposed expulsion, termination, or suspension not take place; or

(b) It is fair and reasonable taking into consideration all of the relevant facts and circumstances.

(3) For purposes of this section, any written notice given by mail must be given by first-class or certified mail sent to the last address of the member shown on the nonprofit corporation's records.

(4) Unless otherwise provided by the bylaws, any proceeding challenging an expulsion, suspension, or termination, including a proceeding in which defective notice is alleged, must be commenced within one year after the effective date of the expulsion, suspension, or termination.

(5) Unless otherwise provided by the bylaws, a member who has been expelled or suspended may be liable to the nonprofit corporation for dues, assessments, or fees as a result of obligations incurred or commitments made prior to expulsion or suspension.

On Feb 13, 2017, at 3:53 PM, McKenzie Huffman <cvtmckenzie@gmail.com> wrote:

SO I love research. Look what I found in the CSU Extension Agent Employee handbook!!!! ::insert cackle:: Read to the end. I have highlighted the good stuff. :-
O

<http://www.ext.colostate.edu/staffres/handbook/sec9-fiscal.pdf>

LOCAL NON-APPROPRIATED ACCOUNTS Basis University officials, specifically Internal Auditing and General Counsel, have determined that inasmuch as all of the county funds are generated by the county and expended by the county, county non-appropriated funds should not be commingled with university CSU extension funds. Since CSU Extension employees have oversight and signatory authority for these accounts, it has been deemed appropriated that CSU Extension has the authority and responsibility to establish policies and procedures to keep these funds segregated and provide guidance for proper handling. Policy This policy applies only to County/Area Extension offices. Off-campus and on-campus specialists are not to establish any bank account. The off-campus regional specialists and departmentally based on-campus specialists are CSU employees and report to a regional director or department head. All off-campus and on-campus specialists must process all funding through approved university accounts. The county/area director is a CSU employee and is responsible for the management of nonappropriated funds. The director ensures that accurate records are kept and that the funds are used properly. All expenditures of non-appropriated funds shall be made solely for program enrichment purposes to include the purchase of unbudgeted equipment, supplies, travel, etc. For example, the county buys seedling trees and then charges the citizens who want to purchase them, or 4-H enrollment fees are charged and then sent to CSU (State 4-H program) or are used to enhance the 4-H program in the counties. Each county CSU Extension office may establish only one checking account to handle all relevant non-appropriated, non-university locally generated funds. At the discretion of the area director or regional director, a checking account to serve the needs of the entire area may be established. The bank in which the account will be established will be determined jointly by the county/area director and the appropriate regional director. The purpose for and the intent to establish the account will be reviewed and approved by the respective Board of County Commissioners and the county/area extension Advisory Council. The words "Colorado State University," "CSU," or any individuals name shall not be included in the title of the checking account name. For clarity and uniformity the following titles are recommended but are not mandatory: For counties: (County Name) Extension Fund For areas: (Area Name) Area Extension Fund In addition to a checking account, a cash fund of up to \$50 is authorized. The cash fund is authorized mainly to provide sufficient cash to accept revenue and make change for sales of publications, etc. No expenditures should be made from the cash account. An exception to the policy is allowable for amounts of less than \$2.00, but these should be kept to a minimum. The county/area director will determine the need and the size of the cash fund. The cash fund will be established from funds available prior to establishing the checking account or by writing a check in an amount to create the cash fund. Procedures for cash fund operations are included in the accounting manual. Shortages or overages in the cash fund should be recorded in an account for that specific purpose and an entry made at the time the money is deposited. Shortages and overages transactions, if any, should be kept separate for the non appropriated account transactions. The following shall apply to cash funds: - Cash should be kept in a locked location. - Only one individual should be responsible for the cash box. - No expenditures shall be made from the cash fund. - No advances, loans or IOU's shall be made from the cash fund. For Non-Appropriated activity, accurate records must be kept, good accounting procedures should be followed and the funds should be handled in a business-like manner. An accounting manual is provided for each office, which explains the procedures to be followed. Excess funds should be deposited and not accumulated. A deposit should be made at least weekly, or when the excess funds accumulated in the cash account exceeds 50% of the authorized cash fund amount. Amounts accruing in excess of costs shall be utilized for program enrichment as soon as practical. Examples of appropriate purchases are purchases of unbudgeted equipment, supplies, etc. Examples of expenditures which are not considered appropriate are those of a personal or employee nature, such as office coffee and treats, gifts, flowers, office parties and dinners. As the operation of these funds will not be structured to accommodate the handling of income taxes, social security, etc., payments for services should not be paid from these accounts. If payments for services need to be made, payments should be processed through the normal county system and the county/area Extension office should repay the county. No payments for services or reimbursement for travel should be made directly to any state, including CSU and CSU Extension, employees from the county/area Extension office. If the occasion arises where

such an employee is to be paid for services or travel, a letter must be written explaining the circumstances. The letter and a reimbursement check must be sent to the appropriate agency that will actually be making this payment. Lump sum payments to independent consultants, speakers and lecturers may be paid directly from the fund. IRS form 1099 is required for accumulated annual payments to one consultant in excess of the current IRS limit. If this can't be accomplished locally, payments to consultants may be made through the university to insure that the 1099 is issued as required by law. The CSU Extension fiscal office will then bill the County for the amount of the payment and the County may reimburse CSU Extension for that amount from the Non-Appropriated account. An individual is considered an employee if that individual receives instruction, guidance or supervision in performing their service. If it is determined that the individual should be treated as an employee, that individual should be paid through the CSU payroll system. Again, the CSU Extension fiscal office will bill the county for the payments made. Non-appropriated account funds may be used to reimburse CSU Extension. In the conduct of CSU Extension programs, it is desirable and necessary to work with numerous groups and organizations. However, such groups should not be dependent on CSU Extension to be responsible for or handle any of the group funds. Nor should CSU Extension be responsible for accounting for receipts or expenditures thereof. Examples of the kind of funds which should not be handled through the authorized local non-appropriated funds are: - Sale and/or purchase of 4-H livestock - Dairy Herd Improvement Associations - General community associations (e.g. breed associations, seed clubs, etc.) - Home economic associations and clubs - 4-H foundations and councils. Such groups have their own treasurers. Extension staff should have no authority to withdraw funds from or write checks on any association accounts except as noted below. Regular County Extension Budget, Weed Districts, and County Fairs may require extension staff to withdraw funds and/or write checks as prescribed by local/area policy. The regional director shall be responsible for relieving departing employees of the fund responsibilities and for assuring the understanding and acceptance of fund responsibility by new employees.

Best,

McKenzie Huffman

719.530.1596

P.O. Box 1405

Westcliffe, CO 81252

Donna Hood

From: McKenzie Huffman <cvtmckenzie@gmail.com>
Sent: Monday, February 13, 2017 5:27 PM
To: Cheryl; Donna Hood; Polly Miller; Audrey Glutsche
Cc: cvtmckenzie@gmail.com
Subject: and here would be a good one to print for tomorrow Donna

<http://extension.colostate.edu/docs/staffres/handbook/sec5-glossary.pdf>

Please follow the link!!

Best,

McKenzie Huffman

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Donna Hood

From: McKenzie Huffman <cvtmckenzie@gmail.com>
Sent: Monday, February 13, 2017 5:44 PM
To: Cheryl Laramore
Cc: Donna Hood; Audrey; Polly Miller
Subject: Re: Lookey what I found & Colo law regarding Polly dismissal

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P.O. Box 1405

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Donna Hood

From: Jay Printz <jdp@jdprintz.com>
Sent: Monday, February 13, 2017 6:38 PM
To: Donna Hood
Subject: Re: Lookey what I found & Colo law regarding Polly dismissal

Audrey Gluschky left a message on my phone. I have not responded to her. She heard we have a meeting w/ Robyn on Thurs, and she want to add her two cents. I won't respond, you can if you want
Jay

 Sent with [Mailtrack](#)

On Mon, Feb 13, 2017 at 6:35 PM, Donna Hood <rdh@apaintedview.com> wrote:
FYI I will be sending you both a series of emails for information regarding meetings for this week.

Begin forwarded message:

From: McKenzie Huffman <cvtmckenzie@gmail.com>
Subject: **Re: Lookey what I found & Colo law regarding Polly dismissal**
Date: February 13, 2017 at 5:44:08 PM MST
To: Cheryl Laramore <clpar55@yahoo.com>
Cc: Donna Hood <rdh@apaintedview.com>, Audrey <agluschke@aol.com>, "Polly Miller" <bob4polly@gmail.com>

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