



**REPORT OF OFFICE CONFERENCES**

Date: 1/04/2016 County: Zavala District: 12

Conference Began at: 10:00 a.m. and Adjourned at: 10:45 a.m.

Agents Absent: \_\_\_\_\_

Reasons for Absence: \_\_\_\_\_

Presiding Agent: Marcel Valdez, CEA-ANR/PL

**Goals & Highlights**

- \*Discussed International Spinach Conference Planning Calendar
- \*Participate in the 2016 Spinach Variety Field Day at Del Monte Farms on January 27, 2016
- \*Promote 4-H Program and recruitment efforts with 4-H Clover Kids Rabbit Show on Friday January 8, 2016
- \* Established Agricultural Results Demonstrations for Spinach Varieties and Fungicide Evaluations on Spinach
- \*Prepare and submit news releases promoting Extension Research Demonstration work in the county
- \*Assist Stockshow Board with the 2016 Zavala County Junior Livestock Show
- \*Develop Timely News Releases on Food Safety Topics and upcoming food safety educational programs

**Program Planning**

- \*Review current plan task and add unplanned tasks as necessary
- \*Plan 4-H County Council Meeting Agenda
- \*Meet with spinach and vegetable improvement committee to plan spring results demonstrations
- \*Plan Agricultural Literacy-Science of Agriculture event for Friday January 8, 2016

**Resource Management**

- \*Review County Extension Office County Budget expenditures and remaining balances to date
- \*Review Monthly financial status of all 4-H club accounts in the county
- \*File Documents with County Clerk for land donated to the Zavala County 4-H and Youth Development program
- \*Submit 2015 Certificate of Expenditures document from county auditor to district 12 AgriLife Extension Office
- \*Assist 4-H Club Managers to Submit e-postcard file to IRS for all active 4-H accounts

**Accountability & Interpretation**

- \*Prepared, edit and distribute monthly reports to Zavala County Commissioners Court.
- \*Discuss with support staff updates, new links and other information to be added or deleted from the Zavala County Extension Webpage.
- \*Review, edit and release various news releases to local news media outlets for program interpretation
- \*Finalize Zavala County AgriLife Extension Annual Report and prepare for distribution to Commissioners Court and other stakeholders in the county and state elected officials.

**Professional Development**

- \*Self-Study: Review commodity newsletters and other publications that will keep the agent and support staff updated on various issues and topics
- \*Attended State AgriLife Extension Conference-College Station January 12-14, 2016
- \*Completed system required course as needed
- \*Complete assigned train trac training and exams pending

**Announcements & Miscellaneous Office Management Items**

- \*Update Extension Website on weekly basis as needed to maintain current information regarding Extension events, information and deadlines for clientele
- \*Discussed topics pertaining to office management and discuss any support staff training opportunities.
- \*Review December and January upcoming Deadlines for submission of reports and other documents
- \*Review and post county approved holidays for 2016