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