

CCE of SC Board of Directors

January 25, 2011

Minutes

1. Meeting was called to order at 7:05 p.m.
2. Present: Eliz Huggler, Marc Jaffe, Joan Howard, Sally Kavleski, Walter Stein, Larry Bracken, Glenn Pontier, Sue Peters, Andy Hahn, Steve Mogel, Joseph Walsh, Amanda Speer, Bridget Lounsbury, Tracey Argent
3. Welcome & Introductions
4. Election of Officers
 - Nominating Committee has presented a slate of officers and we will be open to nominations from the floor
 - President – Committee nominates Marc Jaffe; floor nomination of Larry Bracken
 - * Marc and Larry each presented their platform then left the room, discussion followed with remaining Board
 - * Paper ballot was completed, tally as follows –
Marc 6;
Larry 2
 - Vice President – Committee nominates Joan Howard, no nominations from the floor; nominations closed
 - Treasurer – Committee nominates Andy Hahn, no nominations from the floor; nominations closed
 - Secretary – Committee nominates Eliz Huggler, no nominations from the floor; nominations closed
 - Committee Appointments
 - Personnel & Finance Committee – Joan (FCS); Andy (Ag & Treasurer); Eliz (At-Large Director); Sue (4-H); Marc (President)
 - Marketing & Fundraising – Glenn, Walter, Steve
 - Strategic Planning – Marc, Joan, Larry, Walter
5. 2011 Appointments & Motions
 - Motion made by Joan and seconded by Eliz to appoint Tracey Argent Assistant Treasure with the stipulation that she is limited in signing only fair and emergency checks. All in favor, passed
 - Motion made by Joan, seconded by Walter that any check over the amount of \$2,500 must be signed by the Treasurer. All in favor, passed
 - Motion made by Steve and seconded by Eliz to delegate responsibility to the Personnel and Finance Committee for transacting business between meetings of the Board of Directors (serves as Executive Committee), all in favor, passed
 - Memorandum's of Agreement
 - A/R – Yearly Agreement between the County of Sullivan and CCE
 - B/R – Yearly Agreement between Cornell University and CCE

CCE of SC Board of Directors

January 25, 2011

Minutes

Sullivan County

- President signed both agreements
 - Motion made by Walter seconded by Sue to set the mileage reimbursement rate to correspond with the current IRS Rate, all in favor, passed
 - Motion made by Eliz, seconded by Joan to keep our banking as is; checking and savings accounts with Catskill Hudson Bank and our CD with Jeff Bank. Andy and Larry opposed, remaining in favor, passed.
6. Correspondence
- Thank you letter was read for the diapers donated by the Family & Consumer Science Program Committee
 - Thank you letter to Amanda was read for all her hard work in making the Veterans Awareness Day a success
 - A request was read to the Board requesting permission to present a proposal to write a grant with CCE to do a pictorial history of Dairy Farms in Sullivan County
 - CCE will administer the Grant
 - Motion was made by Walter and seconded by Glenn that the presentation should be made to the Ag Program Committee and they would make a recommendation to the Board. All in favor, passed.
7. Certification Presentation
- A certificate was presented to Sally Kavleski from the Family and Consumer Science Program as Volunteer of the Year 2011.
8. Legislative Report
- No Legislators were present; article on County funding for affiliated agencies was distributed showing that the Legislator funded CCE at the same level as 2011
9. Executive Directors Report
- Board Orientation – there will be an orientation for the new and existing Board and Program Committee Members in the next few weeks
 - Holiday Date Approval (see attached) – a list of holidays requested by the staff was presented 13 ½ total days – Motion made by Larry, seconded by Sue to accept these days was made, all in favor, passed.
 - Shared Business Network Review & Update
 - Cornell asked the Counties across the State to group together to pool their resources in Human Resources, Accounting and IT.
 - After much consideration we joined the Catskill Mid-Hudson Group with Ulster, Dutchess, Putnam, Greene and Columbia Counties
 - Each SBN group had to put together a proposal for Cornell to approve in order to get funded. Our SNB was only 1 of 3 across the State to be funded on the first round.
 - The goal of our SBN is to pool resources and make existing staff

CCE of SC Board of Directors

January 25, 2011

Minutes

specialists in the areas of HR and Accounting and to possibly consult out for IT services.

- MOU's should be ready to be signed by the March Board Meeting and a Regional Board Meeting should be held in the near future.
- Vacation Accrual Account Requests
 - Requests: Bonnie 2 days; Marylin 3 days; Marianna 5 days
 - Motion made by Steve and seconded by Larry to accept these requests, all in favor, passed.
- Program Committee Reports
 - Marc suggested that the Program Committee Chairs each present a short report to the Board on what that Program Committee is working on, their recent highlights, low lights and needs (decisions, support, help, etc._
 - This should only be a couple of minutes per Committee
- Agenda Order
 - Marc suggested moving the order of the agenda at each meeting so all staff presentations come at the start of the meeting. All staff are welcome to attend the whole meeting, but this change would allow those that would like to leave that option.
 - Our staff work many nights on educational programs and this would give them the opportunity to leave earlier.
 - It was stressed that all staff are welcome to attend any and all Board Meetings if they chose to do so
- Executive Director Search
 - Search Committee met in mid-December and set-up a search plan, timeline, advertising plan, etc.
 - Cornell put a hold on our hiring
 - A response to this hold was sent by Marc as Board President to Dr. Helene Dillard, Director of Extension
 - Dr. Dillard's response is attached
 - Discussion followed on 224 funds, Hold Harmless Agreement, Dr. Dillard's questions, Do we want to look into hiring an ED that could grow into a shared ED
 - Consensus at this time is we do not want to explore any option except hiring a full-time Sullivan County Executive Director, motion made by Eliz, seconded by Joan, all in favor.
 - Marc will draft a letter to Dr. Dillard and forward to the Board members for their input before he sends it.
- 10. Personnel & Finance Committee Report
 - Motion made by Sue, seconded by Steve to authorize the transfer of money from the savings account to the checking account as needed throughout the year, all in favor, passed.

CCE of SC Board of Directors

January 25, 2011

Minutes

- Audit
 - the 2010 audit has been scheduled to start in mid-April by Knack, Pavloff and Associates
- November Financials
 - 4th Quarter billing does not show on the Nov Financials
 - Still on track for a \$30,000 loss
 - We are running on an austerity budget
- 2011 Budget
 - Balanced
 - Hoping to increase enrollment and program participation this year
 - 2% salary increase across the Board
 - Four individuals will be receiving a small equity increase to bring them up to par with the rest of the salaries
 - Conservative on the income side
 - Realistic on the expense side
 - Two positions that were ended last June have not been added back in
 - Original 2010 salary line did not reflect the furlough
 - ED position and new Ag position will not receive the COLA raises
 - Motion to accept the 2011 Budget as presented was made by Larry, seconded by Liz, all in favor, passed

11. Other Business

- Motion was made by Joan and seconded by Liz to accept the November Meeting Minutes as presented, all in favor, passed.
- Re-Organization of CCE Sullivan County
 - All information on the re-org will be sent to the Board so everyone is up to speed on the proposal to re-organize the Team Coordinator positions
- Table until March

12. Adjourn

- Motion was made by Steve, seconded by Joan to adjourn the meeting at 10:55 p.m., all in favor, passed.

Respectfully submitted by Eliz Huggler and Tracey Argent