

**Cornell Cooperative Extension Sullivan County**  
**Board of Directors**  
*July 24, 2012*

Meeting was called to order at 6:05 pm

Present: Glenn, Larry, Danielle, Sue, Joan, Earl, Steve, Tracey, Pat, Roxanne, Merina, Heidi, Pam

Motion to approve the minutes from the May meeting made by Sue, seconded by Earle, all in favor, passed

Correspondence - none

Financials:

- Golf Tournament was a great success
  - Positive Outcome
  - Great Raffles
  - Thank you to Heidi and Nicole who did a great job pulling everything together
- New Audit to be done
  - Received several quotes
  - Using firm that does Orange County Cooperative Extension
  - Motion to accept this proposal made by Pam, seconded by Steve, all in favor, passed.

Constitution and Operating Guidelines Committee Report

- Sent to membership for vote
- All replies received were yes votes
- Operating Guidelines now need to be updated to work with new Constitution
- Emailed to Board members
- Now will have 5 sub-committees: Personnel & Finance; Long Range Planning; Fund Development & Marketing; Programming Committee and a Special Committee (the President will appoint as needed)
- 4-H Youth Development will have a sub-committee under the Program Committee
- These Operating Guidelines will be reviewed annually
- Motion to accept made by Glenn, seconded by Pam, all in favor
- Nominating Committee
  - By August will have a nominating committee appointed
  - Working on Position Descriptions and application
  - Vote will be at Annual Meeting in December as opposed to Annual Dinner in October
  - Voting will be for Board members and Program Committee Members
  - All volunteers working with Youth will have to go through a background check
  - All Board Members at large will fill out their current terms

- All current program committee members will have to re-apply to be elected onto the new Program Committee
  - Discussion followed
  - Chair of Program Committee appoints people to PAC's
- All in favor, except Larry who is not opposed to the concept, just is not comfortable voting at this time.

#### Salary Classification Plan

- Currently no plan is in place
- Job categories are not being followed
- Position Descriptions are not in line with what work is being done
  - Community Educators – deliver programs, they do not write/design programs
- Review PD's and update where each employee should be accurately
- There are three salary cells depending on location of County
  - Sullivan is currently located in the second cell, but would be better suited to be in the second cell (Orange, Ulster)
  - Some staff members are not at minimum of Cell 3, they will need to be brought up to level
  - Would like to give a 3% increase (or raise to cell 3)
  - CCE can sustain this for this year and next but will have to look for more funding sources for the future
- Motion to accept the Salary Plan made by Glenn, seconded by Pam, all in favor, approved.

#### ED Report

- Ag Resource Educator interviews will be held at the end of August
- Grounds Update
  - New sign went up at the top of the driveway, MG's built a new flowerbed for the sign to sit into
  - Workforce Development youth are working on the grounds and the gardens
  - Some of the dead trees and limbs are going to be removed out back and around the side of the building
- Building Update
  - Windows and cement proposals are being worked on by the County
  - Basement is being cleaned out so we can rent out the space
  - Excess is being offered to the non-profit organizations that come to the Not for Profit Coffee Hour on Friday (file cabinets, old desks, etc.)
  - Press is being picked up tomorrow
  - As of Sept 30<sup>th</sup> FSA will no longer be renting space across the hall
  - Would like to move Ag Dept into the FSA space
  - Susan Dollard is working on getting CCE signs placed on Route 52 and 55 as well as at the bottom of the road

### Fundraising

- Monday at 5:30 pm will be the next meeting of the fundraising committee
- August 25<sup>th</sup> Catskill Harvest Market will be hosting a BBQ for CCE
- September 27<sup>th</sup> will be the first Friends of Extension Meeting
- Let Joan or Glenn know of anyone who you think might like to be on the committee

### Executive Director Search

- Cornell has approved the search
- Committee consists of Joan Howard, Earl Myers, Sue Peters, Glenn Pontier, Pam Rourke (P&F Comm), Sally Abrams and a rep from County Planning
- The new position description has been reviewed
- Qualifications have been decided
- Moving forward

### Staffing

- Liz Higgins was appointed to the County Ag Committee
- Jaime Churchill has been hired as a part-time educator to help with the 4-H program and the fair

### Board Training – Pat Claiborne

### Vision for the Next 5 Years

CCE being the bridge between groups of people and organizations  
Agency needs to become more of a resource to farmers and youth  
Efficient, modern, clean organization that is moving forward and expanding  
Work with other organizations and groups so services are not being repeated  
Bring CCE back to the educational resource that had the reputation of being  
More ag and food production programming  
Changing the way we communicate with the public – “Breaking Silos”  
Be Proud of what we are doing – community needs to know what we are doing  
Staff needs to know what other program areas are doing

### Next Steps

Hire Executive Director  
Intake reception when you come in the door  
Website Development  
More cross programming  
More programs/grants on childhood obesity  
NIFA  
Professionalism,

Motion to adjourn at 8:30 pm made by Steve, seconded by Earle. All in favor passed.