

Board of Directors

March 27, 2012

Minutes

Present: Sue Peters, Earl Myers, Cindy Gieger, Joan Howard, Glenn Pontier, Merina Donahue, Heidi Derven, Donna Willi, Larry Bracken, Cora Edwards, Pam Rourke, Joan Howard, Lee Reidy, Mary Marsters, Tracey Argent, Roxanne Chrurchill

Meeting called to order at 6:55 pm by Joan Howard

Motion to accept the minutes of the January meeting as presented made by Sue, seconded Larry, all in favor, approved.

Introductions

AR/BR

- Motion to approve Joan signing the AR made by Donna seconded by Earl, all in favor, passed
- Motion to approve Joan signing the BR made by Pam, seconded by Larry, all in favor, passed

Finance

- State of financial position shared
- Budget for 2010, 2011 and proposed 2012 shared
 - o 2012 Budget includes the van lease, new positions, etc.
- GL Transaction listing
 - o These accounts need to be written off as bad debt
 - o Due diligence was don't to try to collect these (some were errors)
 - o Motion made to write these off by Donna and seconded by Larry, all in favor, passed
- Designated Funds
 - o These funds are set up for a specific purpose
 - o Board manages and approves how these funds are spent
 - o There are currently no notes on these funds, descriptions shared
 - o Each account will have to provide a yearly budget provided by the group associated with the fund and a CCE Educator
 - o Changes to presented descriptions – 4-H Livestock Auction should be governed by the 4-H Auction Committee not the Livestock PAC
 - o Motion to accept the Designated Funds and the notes as presented with the Livestock Auction changed made by Glenn, seconded by Sue, all in favor, passed
- Budget
 - o Ended the year with a slight deficit
 - o 2012 Budget has a \$50,000 shortage which was put into Grants and Contracts
 - Looking for more private foundation grants
 - o We will be losing the FSA rent
 - o Motion to approve the 2012 Budget made by Pam, seconded by Glenn, all in favor, no opposed – Obtained – Cindy and Cora would like time to review.
- Year End Financials
 - o Motion to accept the Year End Financials made by Glenn, seconded by Earl, all in favor, no opposed

Board Training

- Three major priorities decided on at the January meeting were:
 - o Review of Constitution
 - o Review Program Committee Structure
 - o Review Operating Guidelines
- Constitution or Operating Guidelines must state how often Program Committees must meet and how many people will be on each Program Committees
- Board Members first priority is to represent the Board and the organization not an individual program area or program committee

Constitution Committee

- Committee is meeting to review the Constitution
- Changes will be voted on by all CCE members
- Committee is recommending that the Board goes to a Directly Elected (At-Large) Board, there will be no more members appointed by Program Committees – The Board will appoint members to serve on the Program Committees
- Motion to present a Constitution at the May meeting with a Directly Elected Board of Directors made by Glenn, seconded by Donna, all in favor, passed

Legislative Report

- Feel we are heading on the right track
- Lack of movement on moving Ag forward in the County
- Trying to encourage all agencies that receive County money to use local vendors

Fundraising Committee

- Developing a Fundraising Plan
- Giving Programs & Fund Development are being discussed
- Exploring new fundraising opportunities
- Working on an Implementation procedure
- Next meeting is April 2nd at 5:30 pm
- Motion to accept the principal of a fund raising committee and that they can move forward made by Donna, seconded by Sue, all in favor, passed

Executive Director Report

- Financial position is figured out, now working on restructuring and programming
- Ag Position closed on 3/25
 - o 5-6 good candidates
 - o Putting together an Interview Committee
- Looking to collaborate with other areas and agencies to attract more funders
- Working to start a Not-for-Profit Institute
- Planning on meeting with College to start working closer with them as well as BOCES
- P&F Committee is working on a restructuring plan

Motion to adjourn at 8:50 pm made by Sue, seconded by Larry, all in favor, passed

Respectfully submitted by Tracey Argent

