

Cornell Cooperative Extension Board of Directors

May 22, 2012

Present: Sue Peters, Earl Myers, Glenn Pontier, Pedro Tweed, Pam Rourke, Danielle Gaebel, Joan Howard, Tracey Argent, Cindy Gieger, Steve Mogel, Lee Reidy, Mary Marsters, Heidi Derven

Meeting was called to order at 7:42 pm

Introductions

- Two new Board members (Pedro & Danielle)

Minutes of March Meeting

- Motion made to accept the minutes of the March meeting made by Pam, seconded by Earl, all in favor, passed

Correspondence

- Resignation of Paul Hahn from Ag Program Committee and Board due to new job
 - o Ag Committee will need to appoint a new member to the Board

Financial Update

- End of first quarter we have a positive balance
 - o Expenses are on target
 - o Waiting on a credit from Cornell for the IT – T-1 Line
- Grants
 - o Waiting to hear about the Buzz on Biz Grant
 - Grant was awarded to the Hospital, we are waiting to hear what portion will be contracted out to CCE (Bonnie)
- We have collected 19% of our revenue and spent 17%
- Exploring a line of credit so we can front any grants awarded (\$100,000)
 - o Will have a pay back plan for any withdrawals
 - o Motion to accept the plan to get a line of credit made by Glenn, seconded by Pedro, all in favor, passed.

Staffing

- Elizabeth Higgins has accepted the position of Ag Issue Leader
 - o For two months Liz will be working 4 days/week in Sullivan 1 day/week in Ulster
- Trish Westenbroek, Sr. Ag Resource Educator has resigned to work for the USDA internationally.
- Jaime Churchill will be working 3 days a week on 4-H and the fair
- Hosting the Edible Gardens coordinator – hired by Catskill Mountain Keeper and Workforce Development

Legislative Report

- Ag Advisory Board
 - o Goals & policies
 - o Liz will represent CCE
 - o Mid-June will be the first meeting
 - o Jen Mall will be working on the Red Meat plant
 - Micro Enterprise Grant with planning
 - o 86 business proposals
 - Working with the Chamber to write grants that will be awarded to 12 of the 86
 - IDA will try to help with funding the remaining 74
 - o Patterns for Progress is working with the IDA for consulting the County
 - o Cheese Mobile was purchased by a farmer in Cochection
 - o Creamery grant is being explored

Fundraising Committee Report

- Golf brochure shared
 - o Sponsors are needed
 - o Board members need to recruit players and sponsors
- 100 Year campaign
 - o Raise \$100,000
 - o Calendar of events is in the works – hope to have for next Board meeting
- Next meeting is May 29th at 5:30 pm – everyone is invited, meetings only last 1 hour

Constitution Committee

- Revised and approved by Cornell
- Distributed
 - o Yellow changes – us
 - o Purple changes – Cornel
- Odd vs. Even # of members
 - o If something has that close a vote it should be thought through more
- Major change is going from a partially elected; partially appointed (program committee members) to an all elected Board.
 - o Members would be assigned to different committees
- Changes must be approved by the membership
 - o Will go out in the Extension Connection and as a separate mailing to all members that do not receive the newsletter
- Will advertise for people to apply to fill open spots
 - o Application, position description, request resume and bio
- Cornell wants the Constitution revised every 3 years
- Operating Guidelines (formally known as By-Laws) will be worked on next
- This will hopefully increase community involvement and open the Board to a more diverse population
- Motion to accept the proposed Constitution made by Pam, seconded by Sue, all in favor, passed

Executive Director Report

- Building Updates/Upgrades are being worked on
 - o Working with the County to replace some of the windows
 - o Possible lease agreement
- Board Training
 - o Did not receive a good response
 - o Only 7 replied they would attend
 - o Where do we go from this point
 - o Pat is willing to come in and do a training during a scheduled meeting
 - o Goal is to have all PC members hear the same thing at the same time
 - What is expected from each member
 - Welcome suggestions
- Accreditation – Cornell is reviewing our our management practices
 - o HR
 - o Board
 - o Finance
 - o Performance Reviews
 - o Policies
- Contract with Ulster – expires on June 15th – working with Personnel & Finance on goals for the next six months

Executive Committee Update

- Would like to continue the contract with Ulster County for leadership until December 31st
- Motion to extend the contract until 12/31 made by Earl, seconded by Glenn, all in favor, passed.

Executive Director Search

- We need to put together a sustainability plan and submit to our CER
- Priorities in a new ED
- There will be 14 open ED position by the end of the year
 - o Regionally – Rockland and Dutchess
- Full-time vs. Part-time (hold some programming responsibilities)
- Salary concerns
- Motion to proceed with the search made by Steve, seconded by Glenn, all in favor, passed
- Joan will send letter of intent for a full-time ED to Charlie Fausold

Affirmative Action & Diversity Plan

- Shared - Inclusion plan for 2012
- Motion to accept the plan made by Pam, seconded by Steve, all in favor, passed

Holidays for 2012

- Personnel & Finance approved
- Close office the week between December 25th and January 1st when Cornell University is closed

- Motion to approve made by Cindy, seconded by Pedro, all in favor – Glenn opposed, passed.

Motion to adjourn at 8:35 pm made by Sue, seconded by Pam, all in favor passed.