

**Cornell Cooperative Extension of Sullivan County**  
**Board of Directors Minutes**  
*November 27, 2012*

Present: Glenn Pontier, Sue Peters, Roxanne Churchill, Tracey Argent, Lydia Reidy, Steve Mogel, Joan Howard, Donna Willi, Pam Rourke, Tara Van Horn, Earl Myers

Meeting called to order at 6:40 pm

Motion to accept the minutes from the September meeting made by Glenn, seconded by Donna, all in favor, passed

#### Financials

- Introduction of the new Accounts Manager in Tara Van Horn
- Hoping to end the year even or with a healthy deficit
- County appropriation for last quarter has not been billed
- Applied to Catskill Hudson Bank for line of credit -
  - o We were not approved due to lack of collateral
  - o Will be applying to Jeff Bank, First Niagara & TD

#### Staffing Update

- Tara Van Horn was hired as the new Accounts Manager
- Cassi Schweighofer was hired as the Livestock Educator
  - o 75% adult – 25% youth

#### Search Committee

- Held phone interviews
- Decided to interview three candidates in person

#### Fundraising Committee Report

- Working on the 100<sup>th</sup> year of Extension in Sullivan County Journal
  - o Cost, benefits, etc. are all being explored
- Early next year we will be holding a Friends of Extension Meeting
- 2014 Calendar will preview historical photos from//of CCE from the past 100 years
- Quilt raffle tickets will be ready to sell at the Annual Meeting

#### Executive Directors Report

- Building
  - o Window bids have been submitted
    - P&F Committee approved a bid with proof of insurance and references
  - o HVAC – working to make the building more energy efficient
    - Looking to find someone to spearhead the project
  - o Cement Project
    - Bid specs were stalled by the County DPW
    - SWCD did drawings and specs on recommendation of DPW
- SBN
  - o Cornell has decided to assign which Counties will work together on the SBN

- Our new SBN will include: Sullivan, Ulster, Orange, Dutchess, :Rockland, Putnam & Westchester
- This will take place October 2013
- In January there will be a meeting for Board members
- An RFP to be the lead in each SBN is due to Cornell by April
- Eastern NY Hort
  - Cost for Sullivan County will be around \$7,500
  - Team will cover from Clinton to Westchester Counties
  - Applying for grants on a regional Basis
- Annual Meeting
  - December 11<sup>th</sup>
  - NYS Commissioner of Agriculture will be the guest speaker
- CCE Holiday Party
  - 6:00 pm on December 20<sup>th</sup>
- Staff Evaluations
  - Will be completed by end of year
- December 24<sup>th</sup>
  - President of Cornell sent out an email to all employees that December 24<sup>th</sup> will now be a paid holiday
  - P&F Committee made a motion to give the day off, but to review all the holidays on a yearly basis
  - Should be done each November
  - Motion to accept closing on December 24<sup>th</sup> made by Steve, seconded by Donna, all in favor, passed.

Motion to adjourn at 8:48 made by Glenn, seconded by Donna, all in favor, passed.

Respectfully submitted by Tracey Argent

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SULLIVAN COUNTY LEGISLATURE