

Cornell Cooperative Extension
Sullivan County
Board of Directors
October 12, 2012

Present: Joan Howard, Roxanne Churchill, Merina Donahue, Larry Bracken, Earl Myers, Glenn Pontier, Donna Willi, Pam Rourke, Pete Tweed, Lee Reidy, Tracey Argent, Danielle Gaebel

Meeting was called to order at 6:55 pm

Minutes from the July Board Meeting – motion made to approve the minutes with the change: Salary Classification Sullivan move to second cell.

- Motion made by Larry, seconded by Glenn, all in favor, approved

Correspondence – Resignation letter from Heidi Derven

Financial Update

- On track with spending
- Working with Catskill Hudson Bank on a line of credit
 - o With some grants and contracts we need to layout the money before we are reimbursed
 - o Cornell has policies on how we can use the money
 - o Motion to accept the line of credit application made by Glenn, seconded by Larry, all in favor, passed
- Check signing
 - o Staff member signing checks will be Louise
 - o Board member will be Joan
- MOU's
 - o Merina's services
 - o Ulster Accounts Manager will be helping out once a week until we hire Heidi's replacement
 - o Motion to accept Earl, seconded by Donna, all in favor, passed
- Budget
 - o Submitted to the County
 - o Kitty Vetter asked us to come in with two budgets, one with a 2% decrease in funding and one with a 5% decrease
- Compliance Review
 - o Ed Dwyer is coming to do a review of our 2011 books
 - o The Orange County auditing firm will audit our 2012 books when we close them

Staffing Update

- Livestock Educator position closed on Friday, there were 6 applicants
 - o Ag is moving across the hall into the FSA Suite
- Accounts Rep position closed yesterday there were 20 applicants
- Executive Director position closes on October 15th

- Currently have 10 applicants
- Will request Rockland and Dutchess applicants that they do not hire
- Search committee will meet again when position closes to decide whom they would like to phone interview

Legislative Report – no representative in attendance

Fundraising Committee Report

- Committee has held several meetings including the Friends of Extension meeting
 - Have invited past Board Members and people in the community to serve on the Friends of Extension Committee
- Need a resolution to establish a Friends of Extension group to raise money on CCE's behalf
 - A resolution will show the County we are trying to raise funds and going back to our programming roots
 - Goal - \$100,000 by the end of 2014 (\$50,000 for facilities; \$50,000 for programming)
 - Would like to have a traveling historical exhibit to increase awareness of CCE's impact in the County
 - Gala Event
 - 2014 Calendar will have a history of CCE theme
 - Centennial Journal – committee: Danielle, Barabara Gref, Joan, Glenn
 - Would like to create a designated fund for the money raised
 - Any program area can come to the Board with a request for the programming money – proposal should include a purpose and budget
 - Some of the money raised will have to be used for the Centennial expenses
 - Motion made by Pam to create a Resolution and a Centennial Fund of which purpose is to support programming and the building and grounds. Seconded by Donna, all in favor, passed

Executive Directors Report

- Performance Reviews will be completed by year end
- The Statewide Strategic Plan will be used as framework for the Sullivan County plan
 - Supported Programs are listed
 - Staff will then come up with their own two year plans of work which should be reviewed annually
- Working on the rental of the downstairs office space
 - Would like to rent to another non-profit or educational organization if possible
 - Working on rearranging the main office
- Plan to replace the HVAC system is being discussed
 - Aileen Gunther gave CCE \$50,000 towards this
 - Would like to work with NYSERTA and NYSEG to make the building more energy efficient
 - Looking for consultants with ideas for this projects – please let us know if you have any ideas or contacts

- Cement and Window replacement – County has gotten back to us on these projects and they are in the works
 - o Bids have been sent out to get bids on the windows
 - o SWCD is working on the plans that will be sent to the cement bidders
- Annual Dinner
 - o October 26th at the Jeffersonville Fire House
 - o Waiting to hear back from Kenoza Lake Fire Company on the cooking
 - o Working on music and raffle items
 - o Larry would like the Board to honor a long-time supporter of Extension across the Board
 - Discussion followed
 - The Nearing Family will be honored as the Board of Directors Friend of Extension
 - They will be sent as many tickets as they need
- Annual Meeting
 - o Will be held at the CVI building
 - o Waiting on a date from the Commissioner of Agriculture who has agreed to be our guest speaker

Board & Program Committee (membership)

- Application packets were distributed
- Current At-Large Board members will continue to serve
- Board members representing a program committee will have to run for a spot on the Board
- Elections will have staggered terms
- Everyone who applies will go on the ballot and people with the most votes will be elected
- Program Committee positions open are 8 elected; 4 will be appointed from the Board

Motion to adjourn at 8:30 pm made by Larry, seconded by Pam, all in favor, passed

Respectfully submitted by Tracey Argent