

Cornell Cooperative Extension Sullivan County  
Board of Directors  
Minutes  
January 29, 2013

Present: Lydia Reidy, Tara Van Horn, Roxanne Churchill, Donna Willi, Mike Sakel, Steve Mogel, Glenn Pontier, Sue Peters, Dawn Boyes, Ed Moran, Earl Myers, Walter Stein, Joan Howard, Pam Rourke, Tracey Argent

Missing: Danielle Gaebel, Sonja Hedlund, Peter Tweed, Luisa Parker

Meeting was called to order at 6:45 pm

#### Introductions

Thank you to the Ulster Team for all their hard work over the past 18+ months.

#### Election of Officers

- Pam chaired a nominating committee consisting of Pam, Walter, Danielle, Steve
  - o Slate presented: President – Joan; Vice-President – Earl; Secretary – Glenn
- Open for Nominations from the floor
  - o No nominations from the floor
- Slate approved
- President Howard appoints Donna Willi as Treasurer
  - o Louise Murphy (staff member) will be Assistant Treasurer

#### Committee Appointments:

- Joan appointed the following committees
  - o Personnel & Finance/Executive: Glenn-Chair; Joan, Earl, Donna & Pam
  - o Program Committee: Earl-Chair; Walter, Dawn, Ed, Sonya
  - o Long Range & Strategic Planning: Luisa, Steve, Mike, Pedro, Leg Rep
  - o Fund Development & Marketing: Glenn-Chair, Danielle, Mike, Donna, Pam, Dawn
  - o See Joan if you would like your committee appointment changed or if you would like to join another committee

#### Executive Director Search

- Search committee recommends the hiring of Greg Sandor
  - o He has been approved by Helene Dillard and had wonderful reference checks
  - o Greg would be able to attend the Cornell ED Boot Camp on Feb 7 & 8 and his first day in the office would be Feb 11<sup>th</sup>
  - o Motion made to accept the recommendation of the Search Committee made by Steve, seconded by Donna, all in favor, none opposed – passed

### Other Association Business

- A motion was made to allow the Personnel & Finance Committee to transact business between Board meetings was made by Steve, seconded by Earl, all in favor, passed
- Each year CCE Sullivan signs an agreement with Cornell University and the County of Sullivan these are signed by the Board President – Motion to have Joan sign these agreements made by Glenn, seconded by Pam, all in favor, no one opposed – passed
- County Update
  - o Scott Samuelson has reached out to Joan to inform her CCE will have the opportunity to give a presentation to the Legislators regarding the funding cuts we received.
- Mileage Rate
  - o A motion was made to follow the IRS rate for mileage reimbursement for all approved business travel – motion made by Dawn, seconded by Walter, all in favor, passed

### Banking

- A line of credit was applied for at several local banks
- Jeff Bank has offered us a line of credit with our CD as collateral
- We will move all our accounts to Jeff Bank
- A Resolution has been made to:
  - o Establish a line of credit in the amount of \$75,000. We will move all our accounts to Jeff Bank. The account signers will be Joan Howard, Donna Willi, Louise Murphy and Elizabeth Higgings.
  - o Motion to accept this resolution was made by Steve, seconded by Glenn, all in favor, no opposed, passed.
  - o Authorization to borrow from the line of credit will be Joan Howard, Donna Willi Louise Murphy and Elizabeth Higgins – Motion made by Glenn, seconded by Donna, all in favor, no opposed, passed

### Board Updates

- Missing 3 consecutive meetings will be grounds for removal from the Board and will be enforced
- Meetings will be held the last Tuesday of the month at 7:00 pm. Meetings will be held in January, March, May, July, September and November. Special meetings may be called at any time
- Personnel and Finance Committee will meet on the last Tuesday of each month at 5:30 pm
- There will be a mandatory Board training on February 26<sup>th</sup> at 7:00 pm

### Fund Development & Marketing Committee Report

- We are currently selling tickets for a Centennial Quilt raffle
- We could look into selling centennial merchandise
- Need to start raising money ASAP

### Executive Directors Report

- SBN Update

- SBN was explained to new Board members
- Ulster is applying to be the lead in our regional SBN
- Our SBN is starting to look for large grants for programming across the region
- Eastern NY Hort
  - Started January 1st
  - Runs from Clinton to Westchester Counties
  - Cost per County is based on the number of Horticultural farms within the County
  - Cost to Sullivan is approx.. \$9,000
- Building Upgrades
  - Replaced several windows throughout the building
  - Concrete in front of the building is becoming hazardous and needs to be replaced
  - Roof is in the County budget to be redone this year
  - Great Master Gardener program – rivals any across the State, they have done a fantastic job on the building and grounds
  - Aileen Gunther has given CCE \$50,000 to upgrade our heating/energy management system – Lee will discuss this with Greg
    - Dick Reisling will assist us in putting together a plan
- Holidays
  - The paid holidays presented for approval are
    - February 18<sup>th</sup>, May 27<sup>th</sup>, July 4<sup>th</sup>, September 2<sup>nd</sup>, November 11<sup>th</sup> 28<sup>th</sup> & 29<sup>th</sup>, December 25<sup>th</sup> and January 2013 – 1<sup>st</sup> and 20<sup>th</sup>
    - Motion to approve these ten days made by Glenn, seconded by Pam, all in favor, no opposed, passed
    - The Board reserves the right to grant the closure of the office from Christmas Day to New Years Day at a later date

Joan would like to thank Sue Peters on behalf of the Board of Directors for being an excellent Board member, Personnel and Finance Committee member, Chair of the 4-H Program Committee and Treasurer.

Motion to adjourn at 8:10 made by Steve and seconded by Pam, all in favor, no opposed passed

Respectfully submitted by Glenn Pontier.