

**Cornell Cooperative Extension Sullivan County**  
**Board of Directors**  
*January 28, 2014*

In attendance: Steve, Mike, Donna, Joan, Greg, Glenn, Dawn, Chris, Earl, Ed, Janet, Sonja, Tracey, Tara  
Missing: Pam, Kitty, Louisa, Pete

Called to order at 7:10 pm

Welcome and Introductions

Minutes of previous meeting: Motion made by Dawn seconded by Donna

Nominating Committee Report

- Slate of Officers Presented
  - o President – Joan Howard
  - o Vice-President – Earl Myers
  - o Secretary – Glenn Pontier
  - o Treasurer – Donna Willi
- Nominations from the floor - none
- Motion to accept the slate of officers as presented – Secretary gives vote

Motion to move order of business made by Glenn, seconded by Donna, all in favor, none opposed

Financials

- 2013 Budget vs. 9 month actual distributed
- 2014 proposed budget distributed
- At the end of September we had a loss of \$58,000
- Loss for the year was anticipated early on
- Salaries were cut but vacation buyouts cost more than anticipated
  - o Vacation buyout policy has been changed because of this
- 2014 budget will be balanced
- Financial Review was completed by Knack & Pavloff and our books were certified

Committee Appointments

- See attached
- 2014 Treasurer appointment – Donna Willi
- Motion to appoint Sean Welsh to sign checks in an emergency made by Donna, seconded by Glenn, all in favor, passed.
- President appointed Tracey Argent as records manager
- A motion was made by Steve to allow the Personnel & Finance Committee to transact business between Board meetings seconded by Sonja, all in favor, passed.
- Motion for Joan to sign the AR agreement with the County was made by Sonja, seconded by Chris, all in favor, passed.
- Motion to follow the IRS recommended mileage rate made by Dawn, seconded by Sonja, all in favor, passed
- Motion made by Sonja, seconded by Donna, all in favor, passed to continued banking as follows:
  - o Jeff Bank – checking, savings, line of credit & CD
  - o Catskill Hudson – checking

Correspondence – None

Fundraising Committee Report – Glenn

- Barn Dance Event was held in October and was a public relations success and cleared approx. \$5,000
- NYC Event in planning phase
- Trail Walk in planning phase
- Gala event in planning phase
- Money raised from these events will be used for building and scholarships for CCE programs
  - o New heating system (innovative), roof, greenhouse, EaT Kitchen, forestry plot

Personnel & Finance Report

- Will be covered in ED report
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Executive Director Report

- Budget was fully restored to the \$415,000
- County is paying \$25,000 toward Melinda's salary
- Working on a fundraising plan of building needs
- New receptionist started at the beginning of the month
- 3 year Strategic Plan is in the works
- 1 year Plan of Work (action plan) with measureable goals is being worked on
- 3 in house teams have been defined: Ag, Hort & Natural Resources – 4-H & Family Consumer Sciences and Administration & Building
- Kitchen is moving along quickly
- Greenhouse footings are in and plan to open in early March is on track
- County is working on a Farmland Protection Plan
- We received a \$500 mini grant from Subaru only 50 applicants were chosen – over 3,000 applied.

Other Business

- Holidays
  - o The following holidays were presented for closing: Feb 17<sup>th</sup>, May 26<sup>th</sup>, July 4<sup>th</sup>, September 1<sup>st</sup>, November 11<sup>th</sup>, November 27&28, December 25&26, January 1, 2015 and January 19, 2015
  - o Discussion followed. Should CCE be closed on December 26<sup>th</sup>
- Motion to approve the dates as presented made by Sonja, seconded by Dawn, Opposed by Glenn and Chris, others in favor, passed.

Next meeting will be held on March 25<sup>th</sup> at 7:00 pm

Motion to adjourn at 8:50 pm made by Dawn, seconded by Steve, all in favor, passed.