

**Cornell Cooperative Extension Sullivan County  
Board of Directors**

*March 25, 2014*

Minutes

Present: Donna Willi, Earl Myers, Pat Claiborne, Tara VanHorn, Pam Rourke, Joan Howard, Glenn Pontier, Chris Gozza, Dawn Boyes, Kitty Vetter, Sonja Hedlund, Janet Threshman, Ed Moran, Tracey Argent

Meeting was called to order at 7:20 pm by Joan Howard

Motion to accept the January minutes as presented was made by Dawn, seconded by Chris, all in favor, passed.

Correspondence – None

Legislative Report – Kitty

- Kitty is working on a resolution with Josh where agencies would apply for funding and show accountability
- Food Hub is being discussed – where are we spending our County dollars
  - o Need to find a location where there is easy access to sewer and water

Presidents Report – Joan

- Meet with Phil and Jerry
  - o Should have the completed building update plans from the architect next week
  - o Committee will prioritize the list
    - Costing and budgeting will need to be completed
    - Funding options will need to be discussed with NYSERTA and the USDA
- We received the check from Helen Kwasinowicz's estate for \$10,900 for 4-H Youth Development
- MOU in place with Rockland County for 2 days a week for Pat's time

Executive Directors Report

- Program Advisory Committee needs to do a "SWOT Analysis and Needs Assessment" before we move forward
- Staff attended a regional SBN meeting in Orange County – groups broke out by program area for the afternoon session
- Greg will be meeting with Pat and some of the staff on Friday
- Kitchen is moving forward

Personnel & Finance Committee

- Finance Report
  - o Balance Sheet, Statement of Accounts, Statement of Cash Flow and Notes to the Financial Statement were shared
  - o Building will appear in the 2014 statements
  - o 2014 Budget is balanced and realistic
  - o Motion made by Dawn to approve the Year End Financial Statements seconded by Sonja, all in favor, passed
- Personnel Report

- Executive Director position has been posted for a month with a closing date of April 1<sup>st</sup>, we may have to extend as we are not meeting EOE standards
  - Eleven applicants so far
- Family, Youth and Community Development Issue Leader position has closed and we are in the process of reviewing resumes

#### Program Committee Report

- Program Leaders gave reports of what they are working on
- Shooting Sports Program was approved
- Needs Assessment of Programs will be done
  - Audience needs to be determined when we are doing a program (beginners, intermediate, commercial, homeowner, etc.,)
  - Are our programs staying true to our mission?
  - Are our programs meeting the needs of our County residents?

#### Fundraising Committee

- Next meeting is April 1<sup>st</sup> at 5:00 pm
- Review list of previous donors
  - Categorizing our lists to see who we ask and for how much
- SC Democrat is doing a Centennial booklet for us which will be coming out late Spring
- Trail Walk is in the planning state – donations per mile walked
- Gala Event will be held in the fall
- Barn Dance/BBQ will be held again this fall

#### Other

- June 2<sup>nd</sup> there is a United Way brunch honoring Jerry & Rosemary Skoda
  - Donna made a motion, seconded by Kitty to spend \$250 to put an adv in the program/brochure for the event. All in favor, passed
- SBN Regional Board Meeting on April 2<sup>nd</sup> from 5:30-8:00 pm at CCE Orange County
  - Riding in CCE Van – Joan, Glenn, Donna, Earl, Kitty, Sonja
- Farm to School Grant – Dawn is working on this and will contact Melinda
- Thank you to BOCES for all the help with the Greenhouse

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

Respectfully submitted by Tracey Argent for Glenn Pontier, Secretary of the Board