

**Cornell Cooperative Extension**  
**Board of Director's**  
*May 27, 2014*

Present: Glenn Pontier, Chris Gozza, Dawn Boyes, Sonja Hedlund, Ed Moran, Earl Myers, Janet Threshman, Melinda Meddaugh, Joan Howard, Donna Willi, Tracey Argent, Tara Van Horn, Mike Sakell

Missing: Pete, Kitty, Pam, Louisa

Meeting called to order by Joan at 7:20 pm

Introduction of Melinda

- Working on Farmland Protection Plan for the County
- Internal/External Scanning
- High Tunnel Project and Training and Programs at CCE
- Orchard Class – Full day – expanded class
- Insurance Classes for farmers
- Upcoming Programs at CCE: Beef Quality, Dairy Luncheon and Learn, Farm Business Opportunities Available, Meat Processing
- Working with SCCC on hops project

Motion for approval of the March minutes – motion Dawn, seconded by Chris, all in favor, passed

Correspondence – None

Legislative Report – None

Finances

- Financial Update as of today distributed
  - o May payroll will come out in June
  - o Two big receivables still out – ESNY and County (Melinda's Salary)
  - o We do not owe money on our CD
  - o Will bill County for next quarter at the end of June
  - o Best year to date we have ever seen
  - o Turned corner on our financial problems
  - o ED Salary is in our 2014 budget
- Balance Sheet for first quarter - distributed
- Statement of Operations – distributed
- Statement of Cash Flows – distributed
- Audit Quotes
  - o Required to have an annual audit
  - o Two bids came back
  - o 10,500 and 11,500
  - o P&F rec that we go with the lower bid – this company also does the CCEOC audit
  - o Motion made by Glenn that we go with lower bid, seconded by Sonja, all in favor passed
- Credit Card discussion
  - o Price quotes were obtained from three vendors
  - o We will be able to accept credit cards for a yearly cost plus 1.89% plus .24 cents

- P&F Comm made motion for an expenditure of \$500 for the first year to see if it works
- Sonja will let us know who WJFF is using as a non-profit
- Some places charge the clearing house fee for the convenience of using the debit option
- Motion made by Dawn, seconded by Glenn to accept the first quarter financials, all in favor, passed

#### Presidents Report

- Phil and Jerry are out fundraising for the building
  - Alan Gerry is paying for an architect to draw up renovation plans
  - Working on in-kind match values
  - Should report to the Board at the next meeting
- Executive Director Search
  - Search Committee met to review applicants, selected candidates to phone interview; from there they picked top candidates for in-person interviews and presentations to the public. Search Committee will give a formal interview and will make recommendation to Board. Board will make offer to the final candidate.
- Proclamation for our 100 years was given by the SC Legislators – signed by all the Legislators
- Earl Wilde and Skoda scholarships were awarded
- This Sunday is the United Way brunch honoring Jerry & Rosemary Skoda

#### Executive Director Report

- Recipes for Success has been completed – very successful, evaluations were positive – moving forward with EaT Kitchen
- EaT Kitchen project is moving forward – BOCES is working on replacing the ceiling, counters and island will be in by mid-June. July 11<sup>th</sup> is the soft opening. Another grant has been applied for to purchase equipment. Working on the Manager PD
- Greenhouse is up; high tunnel is being worked on – Friday will be a thank you party for the BOCES students that have been working on our projects
- ESNY (SNAP Ed) – grant has gone competitive – opened up to any agency that wants to apply. Regionally CCE will apply. Orange County will be the lead Association.
  - Higher education will be required to work on this grant (Bachelors, Masters in nutrition field)
- Scheduling a meeting with new Commissioner of Planning

#### Program Committee Report – Earl, Sonja, Ed, Janet

- Decided to be a working Committee
- SWOT Analysis done by committee and staff
  - Staff trainings in house (requested by staff) will be offered
- Committee members were given tasks
  - Data collection was one teams assignment
  - Will evaluate at least two programs per year
    - MFP will be one as it has built in analysis
- Need more signage and marketing
- Reaching the farmers – more ideas on how to make these contacts
  - Extension has let the dairy farmers down – we need to offer more for the farmers
    - Possibly bring Congressman Gibson in to discuss the farm bill
- We must accomplish the finishing the database for farmers and what their specialty is
  - Comprehensive database for the organization as a whole

- Ask every person that comes in to give their email address and give ask them to be on the mailing list
- The IDA is working on a mapping project for the area on where the farms are and what they are producing – food only?
- We should be sharing what other Extensions are doing

#### Fundraising Report

- Continue to meet on a bi-monthly basis
- Fund appeal letter is in the process
  - Roll out plan is in the process
  - Database will consist of membership, chamber list, past donors
- Next meeting June 9<sup>th</sup> at 3:00 pm – open to anyone who wants to attend
- Walk is next event
- Barn Dance will happen again this fall with chicken barbecue – September 6<sup>th</sup>

#### Board Exercise

- Who does what – the Board and Staff Relationship
  - Board Governance – Staff Management
- Group broke up in groups of three

Motion to adjourn at 9:00 pm made by Dawn, seconded by Sonja, all in favor, passed.

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