

**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.

## 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
  - o 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 for Glenn

**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