



Cornell University
Cooperative Extension
Sullivan County

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Sullivan County
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Board of Directors Meeting
Meeting Minutes
February 3, 2015

1. Call to Order at 19:15 with the following in attendance
 - Mike Sakel, Pam Rourke, Donna Willi, Ed Moran, Glenn Pontier, Dawn Boyes, Joan Howard, Charlie Faushold, Janet Threshman, Steve Mogel, Chris Gozza, Tara Van Horn, Colleen Monaghan
2. Approval of September Board Minutes –
 - The minutes need to be modified to state in the President’s report regarding the Building update, the 3rd bullet as “A donor has expressed interest in matching everything we raise.”
 - Motion to approve meeting minutes with this correction made by Dawn Boyes, seconded by Chris Gozza, all in favor, motion approved
3. Election of Officers – Nominating Committee Report by Steve Mogel
 - The Nominating Committee is recommending Donna Willi as President, Earl Myers as Vice-President, and Pam Rouke as Secretary.
 - Request for Floor Nominations – None
 - Motion to have the Secretary cast one vote for each of the recommended officers by Dawn Boyes, seconded by Chris Gozza, all in favor, motion approved.
4. Committee Appointments – Board President
 - Personnel & Finance – appoint Glenn Pontier as Chair with Donna Willi, Earl Myers, Pam Rouke, and Chris Gozza
 - Program Committee – this committee will remain as is
 - Marketing & Fund Development – appoint Dawn Boyes as Chair of this committee
 - Long Range & Strategic Planning – this committee will remain as is
5. 2015 Appointments and Motions
 - Appointment of 2015 Treasurer
 - There was a question on why this position was an appointed position and not an elected position by Charlie Faushold. After research and discussion, this position should be an elected decision.
 - Motion to elect Glenn Pontier as Treasurer was made by Chris Gozza, seconded by Ed Moran, all in favor, motion carried
 - Vote on Banking
 - Motion by Chris Gozza, seconded by Dawn Boyes to remain with our current banks and update the check signers on the accounts as follows:
 - Remove all current check signers
 - Appoint check signers for all Jeff Bank accounts, all Catskill Hudson Bank accounts, and Jeff Bank Line of Credit to be President Donna

Building Strong and Vibrant New York Communities

Willi, Treasurer Glenn Pontier, and Executive Director Colleen Monaghan

- Appoint Melinda Meddaugh as the staff emergency check signer for all Jeff Bank and all Catskill Hudson Bank
 - All in favor, motion carried
- Appoint Association Records Manager – appoint Tracey Argent
- Motion to all approve Executive Director Colleen Monaghan and Board President Donna Willi to sign the Memorandum of Agreements (A/R - County & Extension and B/R - Cornell & Extension) by Chris Gozza, seconded by Dawn Boyes, all in favor, motion carried
- Motion to approve the Association Affirmative Action Plan by Glenn Pontier, seconded by Pam Rourke, all in favor, motion carried
- Motion to set mile reimbursement rate by the Federal IRS rate by Chris Gozza, seconded by Dawn Boyes, all in favor, motion carried.
- Motion to approve and adopt the attached USDA/Kitchen Resolution by Glenn Pontier, seconded by Steve Mogel, all in favor, motion carried
- Discussion regarding Cyber Insurance at a cost of approximately \$1100.
 - Board members want to know: What is covered? What the specific protection is? Is this protection protecting the agency or the individual or both?
 - Motion to table this discussion until next meeting by Chris Gozza, seconded by Pam Rourke, all in favor, motion carried
- Motion to approve the attached 2015 Employee Benefits Calculations as policy and create a designated fund for it by Glenn Pontier, seconded by Steve Mogel, all in favor, motion carried

- 2015 Board Meeting Dates — 4th Tuesday of every other month

Board of Directors – 7:00 pm

January 27	March – 24
May – 26	July – 28
September – 22	November – 24

- Personnel & Finance Committee Dates – 4th Tuesday of every month

Personnel & Finance – 5:30 pm

February – 24	July – 28
March - 24	August – 25
April – 28	September – 22
May- 26	October- 27
June – 23	November – 24

December – TBD if needed

- Discussion on the paid CCE Sullivan Holidays from February 2015 through Jan 2016

CCE Holidays 2015

Monday, Feb 16 – President’s Day
Monday, May 25 – Memorial Day
Monday, Sept 7 – Labor Day
Monday, Oct 12 – Columbus Day
Wednesday, Nov 11 – Veteran’s Day
Thursday Nov 26 – Thanksgiving Day
Friday, Nov 27 – the Day after Thanksgiving
Friday, Dec 25 – Christmas Day

The office will be open both Thursday, Dec 24 – Christmas Eve and Thursday, December 31st– New Year’s Eve but the staff will be able to individually pick one of these two days to use as an 11th Holiday.

CCE Holidays Jan 2016

Jan 1, 2016
Jan 18, 2016

- Motion for the above stated CCE Sullivan Holidays from February 2015 through January 2016 by Janet Threshman, seconded by Pam Rouke, 6 in favor, 2 against (Pontier, Gozza), motion carried
- Motion to make the Sullivan County Democrat the Paper of Record by Chris Gozza, seconded by Dawn Boyes, all in favor, motion carried
- Motion to follow the Executive Director's direction to correct the Operating Procedures by Glenn Pontier, seconded by Steve Mogel.

6. Correspondence – none

7. Financials

- 2013 Audit given out for review with the two letters from the Auditors to the Board of Directors and Management
 - Motion to accept the Audit as presented by Dawn Boyes, seconded by Janet Threshman, all in favor, motion carried
- Motion to use Nugent and Haeussler, PC to do our 2014 audit by Glenn Pontier, seconded by Chris Gozza
- CCE – Sullivan Financial Update February 3, 2015 worksheet handed out. Discussion on worksheet. Motion to accept the Update as presented by Pam Rouke, seconded by Janet Threshman, all in favor, motion carried.

8. Fundraising Committee Report – by Glenn Pontier

- Welcome to the new Chairperson who will need to schedule a meeting. He is will to be on it. It is important to enroll new members. Some suggestions to help improve enrollment is to have every person enrolled get a friend to enroll that will double our enrollment; encourage business owners to purchase enrollment for their employees as a business perk.

9. Personnel & Finance Committee Report – no report given (already went over Financials above)

10. Legislative Report – no report, Kitty Vetter unable to attend

11. Executive Directors Report

- Thank you to Charlie Faushold for making the trip.
- Thank you to Joan Howard for all her help, support, and mentorship.
- Strategic Plan & Plans of Work are completed and will be on the new website when it goes live next week. These documents will be accessible on there and there will be a way to give feedback on the plans.
- There is a Programs Worksheet put together to show all that we do with the 12 FTE's we have.
- We've had staff training, staff development where everyone is getting to know each other better. There are lots of changes, lots of positive changes.
- Evaluation feedback forms are going to be filled out at the end of the classes/workshops. These will give us outcome indicators. Received the form from Celeste on Campus. We are required to do state wide reporting and this will allow us to do it as we go by inputting it into a state wide data base reporting system.
- Program Planning → Fund Development Committee → Need Money
- We have about \$500,000 in grants out there peculating
- SBN Full Board Meeting: April 9, 5:30pm, Dutchess County CCE, Millbrook; all Board Members is invited; it was a good event that was held last year and is very beneficial.
- Networking with Cornell University Staff is important, discussion followed

- NYS State Budget was discussed

12. Other Business – none

13. Adjourn - Motion to adjourn by Dawn Boyes, seconded by Chris Gozza, all in favor, motion carried at 20:50

Respectfully submitted by Tara VanHorn for Pam Rourke, secretary