



**Cornell University**  
**Cooperative Extension**  
**Sullivan County**

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*Sullivan County*  
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## **Board of Directors**

March 24, 2015

Minutes

Donna Willi, Chris Gozza, Glenn Pontier, Sonja Hedlund, Earl Myers, Dawn Boyes, Mike Sakell, Steve Mogel, Janet Threshman, Ed Moran, Kitty Vetter, Colleen Monaghan, Tara VanHorn, Tracey Argent

Meeting called to order at 7:16 pm

### February Minutes

- Corrections
  - o Pam Rourke spelled incorrectly
  - o Christmas eve or New Year's Eve – check on this
  - o Motion Dawn, seconded Kitty – all in favor, passed

Correspondence – None

### Legislative

- Ag Farmland Protection Plan moving forward
- Planning and CCE are working together more closely
  - o More focus on Ag from planning
- Governor wants to make broadband accessible to all New York residents

### Presidents Report

- Feedback Form is being implemented across all programs (except 4-H/Youth)– will be completed by program participants
- Please help out with the Fund Development Committee
  - o Fund Development Plan will be shared
- Chain of command – Board members need to go directly to the ED with concerns and issues not to staff members

### Program Committee Report

- Met in Feb
- Exploring ways to serve the Latino youth population (highest growing population in Sullivan County)
  - o We can share some basic CCE info in Spanish but do not have bilingual program staff
  - o Make our office a safe place for people to come
  - o Look for grants to pay for a translator or liaison
- Kitchen grants were discussed
  - o NY Farm Viability – hopefully we should hear by the end of March
    - One for Kitchen Management – 30 hours per week
    - One for Livestock Production Management
- 4-H Shooting Sports program is growing

### *Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension in Sullivan County is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities. Please contact the Cornell Cooperative Extension Sullivan County office if you have any special needs.

- Outreach to young farmers was discussed – brochures at local ag stores for upcoming programs etc.
- Do fewer things but do them well – quality vs. quantity
- Plan of work was shared, as well as the strategic plan

#### ED Report

- Attended a seminar in Brooklyn on the Hasidic Communities and programming with them
- Cyber Insurance
  - o To protect CCE – but would provide fraud monitoring in a data compromised breach
- Building Update
  - o We received a check for \$50,000 today for the capital improvement
  - o \$50,000 grant from Aileen Gunther
  - o \$100,000 from a private donor
  - o \$36,000 from past fundraising is in an account for capital improvements
  - o Should start on the roof in the next 3-4 weeks (strip shingles, add insulation and tin the roof) –
  - o Once roof and HVAC projects are complete there is a projected 40% energy savings
- EaT Kitchen
  - o LDC is on hiatus – they currently own the kitchen appliances, but will be turned over to CCE
- SWCD Proposal
  - o Lease outdoor space to raise some plants
- Grants
  - o 2 USDA have been submitted
  - o 1 to Youth Bureau
  - o 1 due April first
- Strategic Plan
  - o Four main strategies – community engagement, core programming, regional networks, resource stability
  - o Strategic plan document should have performance measures developed over time
  - o Motion to adopt this as our starting point – made by Glenn, seconded by Steve, all in favor
- Database
  - o Adopting CIVICRM – open source database
  - o Reaching out to three vendors that are contributors and helped design the program
  - o Anywhere from \$10,000-20,000 project (one-time fee)
  - o Volunteer, donor, automatic enrollment, registration, connecting families etc.
- Partnering with Planning Dept and CARDI to bring planning techniques to the County to reestablish our County as a resort community

#### Personnel & Finance Committee

- Two staff members are being recognized
  - o Nicole Slevin – Democrat, new emerging leaders in Sullivan County
  - o Melinda Meddaugh – SC Chamber receiving the PRIDE Award
  - o Employers usually take out an add to congratulate the employees, but CCE should not use their dollars for this – we should recognize them but staff and board should make contributions toward the ad
    - Please send checks to Tracey
- Finance
  - o Balance Sheet
    - Jumped in assets because of building and greenhouse
  - o Operating Statement

- Shows budget last year and this year by category
  - Cash Flow
  - Notes to Financial Statements
    - Policies and procedures
    - Page 4 schedule of fixed assets
    - General funds account – page 6 – in black just under \$16,000
  - Kitty made a motion to approve the year end financials, seconded by Glenn, all in favor, passed
- Our liabilities decreased by over \$20,000 by capping and carryover of vacation time
- 2015 Budget
  - Discussed
  - Cut \$80,000 from 2014
  - Significant fundraising will be needed to meet our expenses
  - Contracted services for 2014 was contracted ED
  - Motion to approve the budget made by Dawn, seconded by Janet all in favor passed

#### Fundraising Committee Report

- Membership cards were distributed
  - Make sure you have cards with you at all times and give to people when you are talking about Extension
  - Every Board member should bring in 5 new members by the next Board meeting
- Three Direct mailings will be going out
  - April, Fair time and end of year
- Fundraising Plan was shared – goals for year
- Grains to Grapes
  - Bus Tour around the County to show people local distilleries and breweries
  - Chicken Barbecue and music in Roscoe
- Fund Development Committee should be called the FUN-D Development Committee
- BBQ and Barn Dance – June 13<sup>th</sup>

#### 2016 Budget Process

- Discussion around 2016 County allocation
- Have had a decrease in funding from the County since 2006

#### Executive Committee Report

- No Report

#### Other

- Please let Tracey know of any changes to the Board Program Committee list

Motion to adjourn made at 9:20 pm by Dawn, seconded by Earl. All in favor, passed