



Cornell University
Cooperative Extension
Sullivan County

Cornell Cooperative Extension
Sullivan County
Gerald J. Skoda Extension
Education Center
64 Ferndale-Loomis Road
Liberty, NY 12754
p: 845-292-6180
f: 845-292-4946
e: sullivan@cornell.edu
w: www.sullivancee.org

Board of Directors

May 24, 2016

Minutes

Present: Donna Willi, Terri Ward, Pam Rourke, Robert Kaplan, Klu Padu, Charlie Faushold, Tracey Argent, Amy Erlwein, Janet Threshman, Sonja Hedlund, Ed Moran, Dawn Boyes, Glenn Pontier, Louisa Parker, Chris Gozza Colleen Monaghan, Earl Myers

Meeting Called to order at 7:05 pm by Donna

Motion to approve the January Minutes made by Dawn, seconded by Janet, all in favor, no opposed, motion carried

No Correspondence

Introductions

Legislative Report - Terri

- Legislative Ag Tour was really great opportunity
- Terri serves on Ag and Farmland Protection Board

Extension Representative Report – Charlie

- Proposed change to the Fair Labor Standards Act – published last week
 - o Salary cap is a bit lower than previously planned 47,470 – anyone under that rate will have to be paid hourly
 - o Have until end of year to become compliant
 - o All staff will be reclassified under the new classification system with new titles and position descriptions
- Executive Leadership Conference in June
 - o Board Presidents were invited
 - o There will be a presentation on the report from consultant who evaluated the Shared Business Network system
 - How is it working, changes that should be made
 - We will continue the current structure for another year before we make changes
- Colleen has been with us for two years so we are working on her reappointment
 - o Input will be gathered from her stakeholders, within the organization, campus faculty, people in the community, colleagues, etc.
 - o Colleen will give a presentation and board will decide if they would like to reappoint her
 - o Next appointment can be up to four years

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.

Financial Report

- Current Financial Update
 - o Cash in bank – \$36,315
 - o Outstanding checks - \$16,000
 - o Cornell Bill estimate \$58,388
 - o Private loan for roof - \$38,640
 - o Outstanding Receivables – \$83,850
 - o Receivables to be billed – \$1,488
 - o Jeff line of credit – \$49,000 borrowed, \$26,000 available
 - Paying off \$10,000 tomorrow
 - o Catskill Hudson line of credit – \$300,000 available
- 2015 Financial Statements
 - o Audit is currently in process they will be tentatively on site week of June 13th
 - Audit has been started off site
 - We have collaborated with other Associations across the state to get a better rate
 - o Financial Statement column headers should read: 2014 balance, Ins, Outs, 2015
 - o Discussion and questions followed
- Grants Update
 - o Received:
 - \$5,000 equipment grant from NRA
 - \$2,800 Cornell research project engaging Hispanic youth
 - \$1,000 Empower
 - \$1500 Invasive species
 - \$7,000 engage Cornell – \$1,500 will remain in house, \$5,500 will be spent on project
 - \$1000 Standardbred horse association for a horse clinic
 - o In Process:
 - Awaiting to hear from Workforce Development for consumer education class for pay proposal
 - DASNY capital improvement - grant has not made any announcements - \$500,000
 - Sullivan, Ulster & Dutchess co-wrote a grant for an afterschool 4-H club program
 - IDA \$170,000 for an ag market specialist
 - Bank of American grant for \$20,000 to support financial education
 - \$4,000 youth international program and signage

Presidents Report - Donna

- Board assessment/self-assessment can be done at next meeting
 - o Expectations of individuals as well as the association
- Need members to join the fundraising committee, we are struggling with this
- Role of Board is to review and determine policies and procedures of the association consistent with the constitution and memorandum of agreement, to ensure legal and ethical integrity and maintain financial accountability
- Role of the Program Committee is to establish program priorities consistent with the associations Long Range Plan and with the organizations educational mission

Program Committee Report – Earl

- Ag Presentation:
 - o There have been seven Ag workshops since January
 - o Jennifer Simpson was hired as an Ag Business Education
 - o Starting dairy and young farmers discussion groups
 - o 30 day Ag District review is wrapping up
 - o CCE assisted with two state farmland protection applications
 - o Worked with Bethel Creamery on their value added project

- 5 youth completed the Tractor Safety Program – 24 hours completed
 - Is it possible to do an adult tractor safety & equipment program? Maybe part of the new farmer training?
 - CCE can look into the risk management factors, etc. – Could we do a class without actually using the equipment
- Legislative Farm Tour was held
- Working on farmer and buyer surveys
- Coordinating the seven farmers' markets and working with a marketing professional to promote the markets as a whole
- Eleven workshops planned for the summer and fall
- Six Hort workshops held so far this year
- Master Gardener Plant Sale raised around \$3,000
- Junior Master Gardeners series starting in June
- Master Gardener Training starting in September to increase the volunteer base
- 4-H Strategy subcommittee is working on a 5 year strategic plan to help guide and build the program
- Fair planning meetings have started
- EaT Kitchen has 3 regular users and 3 occasional users and 2 commissaries
- EaT Kitchen educational programs around business development are up and running
- Health and Nutrition staff have updated school wellness policies in Monticello, Fallsburg, Liberty and BOCES
 - Also working with Town and Village of Liberty on the trail system and Fallsburg on a community fitness park
- Caregiver Resource Center has a full calendar of new programs in partnership with Alzheimer's Association and new programs like Tai Chi
- Energy and Consumer Education program has been doing workshops at BOCES, Monticello Library, Liberty Library, and CCE
 - Continuing to look for revenue streams to continue this program
- 27 people attended the Solar for Homeowners workshop
- Could we start a CRAFT Program (Collaborative Regional Alliance Farmer Training)?
- Discussion on Red Meat Plant
 - Update: Red meat plan project is dead, it is not economically feasible. Discussion in progress on repurposing the site into a regional food hub – would be an independent entity with a private delivery service.
 - Could there be subsidizing entity?
 - Program Committee made motion to have Board write a letter to the IDA re: status of red meat plant
 - CCE has a mission to extend the programs of Cornell to the community (this is why we receive public money) – Education vs. advocacy
 - Core basic differences of Farm Bureau vs. CCE – we could not lobby USDA for money while receiving money
 - Farm Bureau – advocacy
 - CCE – education

Personnel & Finance Committee Report – Pam

- Classification and Compensation Plan is being worked on and will be presented at the July Board Meeting
- Jennifer Simpson started on the 24th
- EaT Kitchen Program Coordinator position is open, two applicants
 - Will be doing final interview on June 3rd
- Have updated six position descriptions and we have nine more to do before the end of the year – will eventually do everyone

Fundraising Committee Report – Dawn

- Need more people on the committee
- Everyone needs to participate, projects/events can be broken up into small pieces and board members can choose which piece they can do
- Grains to Grapes moving to fall – Bashakill will be hosting
- We need to start planning for the Gala this fall
- 2015 Financial Statement (statement of activities) under revenues
 - o 2015 Board approved budget projected \$35,000 for the fundraising line – the actual raised was \$13,000
 - o 2016 budgeted fundraising line has been decreased
 - o Each one of us has to make a small commitment to do something
 - o Next meeting of the fundraising committee is June 2nd from 3:00-4:30

Executive Committee

- Did not meet

ED Report

- There is a study being done on the SBN model across the state to see if it is working, what changes need to be made, etc.
- Discussion followed on whether the SBN is benefitting CCE Sullivan County
 - o Is the staff in these SBN positions qualified? Would different staff in these positions make it more beneficial or is the set-up as a whole the issue?
 - o Can we see the usage for Sullivan
- Cost to Sullivan in 2015 was \$21,000
- Building SBN costs into grants and contracts
- October 19th there will be a regional SBN Board meeting in Orange County, let Colleen know if you are interested in attending

Other

- Next meeting is July 26th
- Program Committee meets July 19th

Motion to adjourn at 9:09 pm, seconded by Janet, all in favor, passed