

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
March 21, 2017
Public Meeting 7:00 p.m.
21 South Grove Street, East Aurora, NY 14052

Present

Diane Held, Karen Schmitz , Tom Kelkenberg, Margaret Raupp, Sam Basile, Shannon Buffum, Ted Farrar, Melissa Fratello, Connor O’Gorman, Bill Henry, Jane Roalsvig

Absent Joseph Lorigo, Roberta Burstein-Markel

Other: Dan Gerhardt, Judy Peters

1. **Call to Order:** Karen Schmitz, *President*, called the meeting to order at 7:06 p.m.
2. **Agenda Review:** No changes
3. **Approval of Minutes*:**
 - a. A motion was made by Tom Kelkenberg, seconded by Conor O’Gorman to approve the February 21, 2017 minutes. Motion carried.
4. **Approval of Financial Reports*:**
 - a. December 2016 Financial Reports

Discussion and Explanation of some line items such as Awards and prizes, Supplies-Nutrition.

A motion was made by Ted Farrar, seconded by Sam Basile to approve the December 2016 financial reports. Motion carried.
 - b. Approval of 2016 Fund Balance Transfers:

Authorization to move \$12,500 from earned income from the Wilmington Money Market Fund to the Five Star Money Market Account.

A motion was made by Bill Henry, seconded by Margaret Raupp to approve. Motion carried.

Authorization to move \$5,573.53 from principal generated by the mortgage, from Five Star Money Market Account to Wilmington Money Market Fund.

A motion was made by Shannon Buffum, seconded by Ted Farrar to approve. Motion carried

Authorization to Transfer to/(from) designated fund balances as follows:

Cornell Cooperative Extension of Erie
County
Summary of Fund Transfers - 2016

Transfers to/(from) Fund Balances

Club	Beginning Balance	Transfer TO/(From) Fund Balance	Ending Balance
Master Gardeners	\$ 8,857.18	\$ (1,125.22)	\$ 7,731.96
Master Gardeners - Capital Project Plan	\$ 7,575.00	\$ 3,637.50	\$ 11,212.50
Master Gardeners - Scholarship fund	\$ 2,180.00	\$ 1,200.00	\$ 3,380.00
TOTAL MASTER GARDENERS	\$ 18,612.18	\$ 3,712.28	\$ 22,324.46
4-H Alumni	\$ 11,481.41	\$ 396.99	\$ 11,878.40
Beef Program	\$ 67.02	\$ 3,351.01	\$ 3,418.03
Swine Program	\$ 4,261.97	\$ (2,234.25)	\$ 2,027.72
Dairy Program	\$ 23.50	\$ -	\$ 23.50
Sheep Program	\$ 2,790.20	\$ (1,332.38)	\$ 1,457.82
Rabbit Program	\$ 451.25	\$ 369.73	\$ 820.98
Poultry Program	\$ 2,017.41	\$ (422.41)	\$ 1,595.00
Horse Program	\$ 2,505.11	\$ (1,384.13)	\$ 1,120.98
Shooting Sports	\$ 504.57	\$ 271.27	\$ 775.84
Lawton's Progressors	\$ 2,610.98	\$ (148.55)	\$ 2,462.43
Marilla Lads & Lassies	\$ 4,266.95	\$ 615.57	\$ 4,882.52
TOTALS	\$ 49,592.55	\$ 3,195.13	\$ 52,787.68

General Fund - Beginning	\$ 120,067.89		
Transfers to Club Balances	\$ (3,195.13)		
Net from Transfers and Current Operations	\$ 1,447.85	\$ (1,747.28)	Transfer TO/(From)
General Fund - Ending	\$ 118,320.61		General Fund

A motion was made by Margaret Raupp, seconded by Melissa Fratello. Motion carried.

c. Final 2016 Financial Reports

A motion was made by Tom Kelkenberg, seconded by Conor O’Gorman to approve. Motion carried.

d. Five Star Bank Accounts Authorized Signers:

Margaret Raupp elected board treasurer effective February 22, 2017

Checking Account: Currently Dan Gerhardt, Lynn Riley, Tammi Kron, Sharon Bachman

Dan Gerhardt to be removed and Margaret Raupp added

New authorizing signatures: Margaret Raupp, Lynn Riley, Tammi Kron, Sharon Bachman

Money Market Account: Currently Dan Gerhardt, Lynn Riley

Dan Gerhardt to be removed and Margaret Raupp added

New Authorizing signatures: Margaret Raupp, Lynn Riley

Certificate of Deposit: Currently Dan Gerhardt, Lynn Riley

Dan Gerhardt to be removed and Margaret Raupp added

New Authorizing signatures: Margaret Raupp, Lynn Riley

Line of Credit: Currently Dan Gerhardt, Judith Peters

Dan Gerhardt to be removed and Margaret Raupp added

New Authorizing Signatures: Margaret Raupp, Judith Peters

Wire Transfer Agreement: Currently Dan Gerhardt, Judith Peters, Diane Held

Dan Gerhardt and Judith Peters to be removed and Margaret Raupp added

New Authorizing Signatures: Margaret Raupp, Diane Held

Authorized to obtain information on accounts: Dan Gerhardt, Judith Peters, Diane Held

Dan Gerhardt to be removed and Margaret Raupp added

New authorizations for obtaining information on accounts: Margaret Raupp, Judith Peters, Diane

Held

A motion to approve the above authorization changes was made by Conor O’Gorman, seconded by Melissa Fratello. Motion carried.

5. **Reports:**

- a. Committees: None

b. Cornell Cooperative Extension: None

c. Executive Director: Diane went to Albany with other County Executive Directors to lobby for additional state funding. She met with a number of state senators and assembly members, She reports though increase in funding is unlikely this year many of the legislators are beginning to know who Cooperative Extension is and what we do. This may help in the future.

County public presentations occurred at five sites. Two each at the Hamburg Wesleyan Church and the Gow School in South Wales and one at Tapestry Charter School in Buffalo. Between 300 to 400 presentations were accomplished. Sara Jablonski arranged for several members of Toastmasters to evaluate at Tapestry and they mentioned an interest in continuing to participate in the future.

Renee Smith from Cornell and Diane discussed Board member orientation especially for those new to the board. Renee suggested a retreat for the orientation.

6. Old Business:

- a. 2016 Financial Audit: An audit for 2016 is required for the first time due to the fact the CCE-Erie has received over \$750,000 from Federal sources. The audit will be two-fold: Compliance Audit – This is the Federal portion, and an Internal Audit. The association is responsible for payment of fees. Diane and Judy are in the process of selecting an auditing firm.

- b. President: program committee appointments: Approval of the committee members of the following was made by Board President Karen Schmitz for the year 2017.

2017 Program Committee Appointments

Agriculture

Allen Young - President

Matt Agle - Secretary

Vince Phelps

Jeff Simons

Earl Gingerich Jr.

Leonard Pero

David Weaver

Jason Henry

Russ Barten

Representative from Erie County Dept. of
Environment and Planning

Board rep: Conor Q'Gorman

4-H

Sharon Schie - Chairperson
Jerry Nedimyer - Vice Chairperson
Nicole Fontana - Secretary
Elizabeth Weisbeck
Mary Banko
Mary McGuire
Teresa Coffelt
Larry Allan
Amy Schuessler
Board reps: Ted Farrar, Sam Basile

Master Gardener Steering Committee

Vicki Bruning, President
Therese Melchiorre, President Elect
Michael Hartney, Treasurer
Mary Pitts, Apprentice Advisor
Jackie Adams
Annmarie Kerwin
Becky Kobler
Dawn McBride
Lyn Chimera
Marty Yagle
Betty Walter
Sheryl Neal
Linda Mayer
Lorraine Van Siooten
Beth Moscato
Michael Hartney
Craig Coyne
Carol Ann Harlos
Michele Foley
Board rep: Margaret Raupp

- c. Capital Project Plan
 - i. Public meetings: April 12th 7 pm, Dard-Hunter Hall; and April 20th 6pm, Market Arcade
 - ii. update and discussion

A flyer was sent out in an email blast, 4-H newsletter, and mailing list. It was suggested the Market animal buyers list be added as another source. Suggestion was made to change the banner on the flyer to include the Cornell Cooperative Extension of Erie County name. This to help add recognition to who we are. Diane showed that a banner that will be similar to all parts of our program is beginning to appear on our newsletters.

7. **New Business:**

- a. Affirmative Action and Diversity Plan*

A motion was made by Shannon Buffum, seconded by Ted Farrar to approve the plan for 2017.
Motion Carried

- b. 2017 Nominating Committee appointed by President: This was Shannon Buffum's last meeting as a board member. She is stepping down as she will be relocating to Ithaca, New York. There are 3 members whose terms expire at the end of this year, they are eligible for a second 3 year term, and the position opened by Shannon's resignation will also be available. Karen Schmitz may appoint an interim member for Shannon's vacancy through the end of 2017. That board position will then to be part of the election process in October to finish Shannon's term through 2018. That individual will be eligible for election to a full 3 year term beginning in 2019. It was suggested to create a nominating committee as early as possible to give the committee enough time to look for potential board members with the idea of enhancing Board diversity. Diane distributed a handout to the members outlining what to look for to enhance diversity in the board. Nominating committee development will be added to the April Board agenda.

8. **Adjournment:** A motion was made by Conor O'Gorman, seconded by Melissa Fratello calling for adjournment. Motion carried. Meeting adjourned at 9:00 p.m.

DATES AHEAD:

Board of Directors Meeting

April 18, 2017 CCEE East Aurora, 6:30 P.M.

* *Indicates item needing Board action*

Respectfully Submitted,

Salvatore V. Basile

Secretary

Date: March 27,2017