

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING

April 18, 2017

Public Meeting 6:30 pm

21 South Grove Street, East Aurora, NY 14052

Present

Diane Held, Karen Schmitz, Margaret Raupp, Ted Farrar, Conor O’Gorman, Sam Basile, Roberta Burstein-Markel, Bill Henry

Absent

Joe Lorigo, Tom Kelkenberg, Melissa Fratello, Jane Roalsvig

Guest

Mark Tompkins

1. **Call to Order:** Karen Schmitz, *President*, Called the meeting to order at 6:37 pm.
2. **Agenda Review:** No changes
3. **Update on Investment:** Mark Thompson went through the account summary for CCE Association of Erie. He explained the asset allocation.
4. **Approval of Minutes:** March minutes to be amended as follows:

Item 4. Approval of 2016 Fund Balance Transfers

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

Change to:

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

Authorization to move \$5,573.53 from Five Star Money Market Account to Wilmington Money Market Fund.

Change to:

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

Motion made by Roberta Burstein-Markel to accept the amended minutes, seconded by Conor O’Gorman. Motion carried.

5. Approval of Financial Reports:

January 2017 Financial Reports – Motion to approve made by Bill Henry, seconded by Ted Farrar. Motion carried.

6. Reports:

Committees: No reports

Cornell Cooperative Extension: CCE's strategic planning process is ongoing. Surveys to be received by staff, Board of Directors, etc. and should occur in 2-3 weeks.

Executive Director: Angela Northern is doing well after her accident. She is already walking with a walker. David and Janet Stout and Fiona Barrett are mentors with Angela's program and are helping.

Several interns will be working with CCE this summer. Sharon Bachman will have an Engaged Cornell intern assisting with Seed to Supper project. Sara Jablonski will be hosting a fellow (through Cornell ILR in Buffalo) working with the CYFAR program.

CCE Administration hosted system wide online conference for staff for professional development.

7. Old Business:

A) Board approval for fund transfer*

Discussion: Reason for setting automatic transfers from Wilmington Trust Money Market Fund account to Five Star Money Market account.

Motion to authorize automatic transfers from the Wilmington Trust Money Market Fund account earnings on a monthly basis to the Five Star money market account.

Motion made by Margaret Raupp and seconded by Roberta Burstein-Markel. Motion carried.

B) Financial Audit*

Discussion: Diane spoke to 2 auditing firms the Bonadio Group and Insero & Co. She described to the board the projected rates and CCE audit experience of each.

Motion made by Bill Henry to go with the Bonadio Group and seconded by Conor O'Gorman. Motion carried.

C) Update on Southern Tier Dairy, Field Crops, and Livestock Team

CCE Erie may have an informal arrangement since several counties, including Erie, do not have the funds for participating in a formal team.

- D) Board member appointment and finance committee appointment – due to Shannon Buffum’s resignation:

Karen Schmitz has spoken to several individuals regarding any interest in serving. Conor O’Gorman suggested Matt Agle as a possible candidate.

One more individual will be needed on the Finance committee this could possibly be the member who will complete Shannon’s year.

- E) 2017 Nominating Committee: suggestion for members:

Committee is to be made up of 5 members. Up to 2 members are to be present board members and 3-5 non-board members.

It was suggested to ask Ted Pietrzak and Joseph Lorigo for names. Possibly check with Capital Project attendees 4/20/17 for any interest.

- F) Board conflict of interest policies returned to Diane:

Diane disseminated the policies for signature to those who have not received or handed them in yet.

- G) Capital Project update:

Several questions were raised during the meeting on 4/12/17 regarding different aspects of the project.

Diane attended an event at Zittel’s that was attended by the NYS Commissioner of Ag and Markets. Informal discussions regarding the capital project were had with Tom Hersey Commissioner of Erie county Dept. of Environment and Planning and Keith Bryan Director of Operations for Senator Gallivan regarding Knox Farm State Park.

There was a reporter from the East Aurora Advertiser at the April 20th meeting who requested more information and wrote an article.

Ted Pietrzak developed a proposal for moving forward with a Capital Campaign.

8) Extension Foundation Golf Tournament:

Date is set for July 15, 2017 at Concord Crest golf course.

Cost is \$75.00 per person or a foursome for \$300.00

It was suggested that the Board members could contribute to a prize basket for the tournament.

9) Adjournment: Motion was made by Roberta Burstein-Markel to adjourn.

Seconded by Bill Henry. Motion carried and the meeting was adjourned at 8:36 pm.

Respectfully Submitted,

Salvatore Basile, Secretary