

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
February 21, 2017
Public Meeting 6:30 p.m.
21 South Grove Street, East Aurora, NY 14052

Present

Diane Held, Tom Kelkenberg, Margaret Raupp, Sam Basile, Shannon Buffum, Roberta Burstein- Markel, Ted Farrar, Connor O’Gorman, Bill Henry, Jane Roalsvig

Absent Melissa Fratello, Joseph Lorigo, Karen Schmitz

Other

Jessica O’Neil for Joseph Lorigo, Dan Gerhardt

1. **Call to Order:** Tom Kelkenberg, *Vice President*, called the meeting to order at 6:30 p.m.
2. **Agenda Review:** No changes
3. **Approval of Minutes*:**
 - a. A motion was made by Shannon Buffum, seconded by Sam Basile to approve the January 17, 2017 minutes. Motion carried.
4. **Election of Treasurer and Secretary*:**
 - a. A nomination was made by Shannon Buffum, seconded by Ted Farrar to elect Margaret Raupp to the position of CCEE Board Treasurer effective February 22, 2017. There were no other nominations for this position. Tom Kelkenberg called for a vote. Margaret Raupp was elected to the position of CCEE Board Treasurer.
 - b. A nomination was made by Margaret Raupp, seconded by Roberta Burstein-Markel to elect Sam Basile to the position of CCEE Board Secretary effective February 22, 2017. There were no other nominations for this position. Tom Kelkenberg called for a vote. Sam Basile was elected to the position of CCEE Board Secretary.
5. **Approval of the 2017 Budget*:**
 - a. Financial Review:
 - i. 2017 Grants and Appropriations were reviewed. The additional County appropriation is actually a legislative earmark. In order to receive it we have to apply for it. Diane is working on facilitation of this process.
 - ii. 2017 Sources of Funding for Staff were reviewed.
 - iii. 2017 Budget was reviewed.
 - b. A motion was made by Ted Farrar, seconded by Roberta Burstein-Markel to approve the 2017 budget. Motion carried.
 - c. Other Financial Discussion:
 - i. Wilmington Trust Investment Account: Year-end 2016 balance was \$622,235.17. The year-end 2016 actual net income was \$13,060.17. Estimated annual income is approximately \$18,000.
 - ii. There was some discussion regarding moving election of officers in 2018 to the December meeting so that we can start the new year with officers in place. This would

also allow for an easier transition for new officers and time to get any required paperwork in place so business would not be interrupted. No decision was made at this time.

- iii. Alumni and Recycling Money. Diane will reach out to Tamma to gain clarification on Alumni's interest in continuing the recycling program at the fair and report back to the Board at the March CCEE Board meeting.
- iv. Conflict of Interest Policy for Board Members was also distributed to Board members.
- v.

6. Reports:

- a. Committees: No reports
- b. Cornell Cooperative Extension:
 - i. Winter Board Report:: Distributed in the February 21, 2017 Board meeting packet
 - ii. Strategic Plan Update: Nothing to report
- c. Executive Director: March 6-7 Diane will be in Albany participating in a lobbying event aimed at increasing the funding for State 224 which has remained level funded for approximately 20 years.

7. Old Business:

- a. Capital Project Plan Update
 - i. Site Visit: On January 28 a number of Board members and Dan Gerhardt visited a potential property located at 1840 Billington Road, East Aurora. The mailing address in East Aurora but it is actually located in the Town of Elma. The property consists of approximately fifty-two acres, forty of which are workable. The house and surrounding buildings which include two small barns, three green houses, and a pond are situated on the remaining twelve acres. The house is quite large and not ideal for our purpose. There are some deed restrictions which require that the house and the surrounding twelve acres remain intact as one property. Don Aubrecht contacted the Town to inquire about zoning. Currently it is zoned residential but the town seems open to working with us on that. It is located in an agricultural district. The house is on a well but municipal water is available as is internet service. Price: \$400,000. Diane will try to reach the owner to determine timelines and get more information about the deed restrictions.
 - ii. Ted Pietrzak and Don Aubrecht provided a summary of their findings and offered recommendations for moving forward. Some key points were:
 - 1. Challenge: Key donors/foundations don't know who we are or what we do.
 - 2. The importance of clarifying our brand.
 - 3. Contracting with a PR specialist.
 - 4. Cultivate potential donors.
 - 5. Initiate a fundraising plan to develop a donor base.
 - 6. Hire a grant writer with connections to the "foundation" base.
 - 7. Hire a capital campaign structure analyst.
 - 8. Schedule two public forums in April to share results of the surveys, public meetings and interviews as well as recommendations.

8. New Business*:

- a. Approvals*:
 - i. 2017 County Contract: A motion was made by Shannon Buffum, seconded by Conor O'Gorman to approve the 2017 County Contract. Motion carried.
 - ii. 2017 Plan of Work: A motion was made by Sam Basile, seconded by Shannon Buffum to approve the 2017 Plan of Work. Motion carried.

- 9. **Adjournment:** A motion was made by Roberta Burstein-Markel, seconded by Conor O'Gorman calling for adjournment. Motion carried. Meeting adjourned at 9:02 p.m.

February 21, 2017

DATES AHEAD:

Board of Directors Meeting

March 21, 2017 CCEE East Aurora, 7:00 P.M.

** Indicates item needing Board action*

Respectfully Submitted,

Margaret Raupp

Secretary

Date: March 15, 2017