

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING

May 16, 2017

Public meeting 7:00 pm

Market Arcade Building 617 Main St. Buffalo, N.Y.

Present: Diane Held, Karen Schmitz, Tom Kelkenberg, Conor O’Gorman, Roberta Burstein-Markel, Melissa Fratello, Ted Farrar, Sam Basile

Absent: Jane Roalsvig, Margaret Raupp, Bill Henry, Joseph Lorigo

1. **Call to Order:** Karen Schmitz, *President*, Called the meeting to order at 7:08 pm

2. **Agenda Review:** Added to new business – Letter from Allen Young, CCE Erie Agriculture Advisory Committee Chairman.

3. **Approval of Minutes:** Motion made by Conor O’Gorman to approve the April minutes, Seconded by Roberta Burstein Markel. Motion Carried.

4. **Approval of Financial Reports:** February 2017 Financial Reports – Motion to approve made by Melissa Fratello and seconded by Ted Farrar. Motion Carried.
Discussion: Under Assets – Balance is mainly due to Eat Smart New York having received its disbursement.
Under Liabilities – Line of Credit balance due to the County Appropriation not being received at the time of statement.

5. **Reports:**
Committees: None

Cornell Cooperative Extension: In June Diane and Karen will be going to Cornell.

Board members and staff received the survey from Cornell regarding the strategic planning process.

Executive Director: Cornell changing from Kronos time keeping system to Workday. The changeover should occur in the fall of 2017.

Cornell changing their financial system from ACCPAC to a new system. The change should be implemented within 1 year.

Tessa Matuszak received her Master's Degree recently.

Angela Northern is recuperating well from the accident. David and Janet Stout have taken over 1 day of mentoring Angela's program, and Fiona Barrett has taken a second day.

6. Old Business:

- A) 2016 Financial Audit update: The Bonadio Group will be starting the audit next week.
- B) Board member appointment and Finance Committee appointment: Karen Schmitz has inquired to several individuals as to possible Board member but has not received any responses yet. Tom Kelkenberg will become a member of the CCE Erie Finance Committee.
- C) Diane Held has reached out to Joe Lorigo and Ted Pietrzak for suggestions of names for the nominating committee
- D) Capital Project: plan, discussion, next steps Diane received several names of realtors from Don Public meetings are completed at present. There were questions and discussions at both. Diane met with State Senator Gallivan and one of his staff, 2 individuals from the Friends of Knox Park, and 3 people from the Western Region of New York State Parks for preliminary discussion.

7. **New Business:** Discussed the letter from Allen Young of the CCE Erie Agricultural Program Committee regarding the NWNYS Dairy Team. Diane explained that participation in the team would cost the association approximately \$35 -40 K per year. This is compared to our participation in the Vegetable team at approximately \$22,000 and the Grape team at about \$5,700. Diane will meet with Allen to discuss the boards plan.

8. **Adjournment:** Motion was made by Tom Kelkenberg to adjourn and seconded by Melissa Fratello. Motion carried and the meeting was adjourned at 8:27 pm

Next Meeting is scheduled for June 20, 2017 at 7:00 pm at the CCE Erie office

Respectfully submitted,

Salvatore Basile