

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
January 26, 2021
Public Meeting, 7 PM via Zoom
21 S. Grove St., East Aurora, NY 14052

Present

Jack McGowan, Diane Held, Sara Root, Sam Basile, Matt Agle, Matt Janiga, Amelia Kermis, Gail Wells, Kathryn Franco, Brett Kreher

Note: Gail Wells joined the meeting at 7:09 PM, Kathryn Franco joined at 7:12 PM and Brett Kreher at 7:42 PM.

Absent

Beth Buscaglia, Li Shen

Staff

Guests

1. Call to Order

- a. Jack McGowan, *President*, called the meeting to order at 7:06 PM.

2. Agenda Review

- a. Jack inquired if there were any additions to the agenda. Nothing new or additional was added.

3. Approval of Board and Committee Minutes*

- a. Motion to approve the December 22, 2020 board meeting minutes was made by Amelia Kermis and seconded by Sam Basile. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco
- b. Motion to accept the December 22, 2020 Capital Projects Committee Meeting Minutes was made by Amelia Kermis and seconded by Sam Basile. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco

4. Approval of October Financial Reports*

- a. Motion to approve the October 2020 Financial Reports was made by Gail Wells and seconded by Kathryn Franco. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco

5. Approval of November Financial Reports*

- a. Motion to approve the November 2020 Financial Reports was made by Matt Janiga and seconded by Kathryn Franco. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco

6. Reports

a. Committees:

- i. Capital – Peter Sorgi has been engaged to assist with determining what zoning/permitting is needed for the Burton Rd. property. Preliminary conversations have taken place regarding the building construction and what potential limitations there may be.
- ii. Finance – Meeting recently took place to take a high-level look at the budget, in preparation for deeper discussion with board review of budget.
- iii. Operations – Nothing new to report. Will need a meeting soon, once the Capital Project is underway.
- iv. Development – No recent meeting has taken place, but the annual appeal was launched. There has been a decent response thus far, and CCE will look to close it out soon.

b. Cornell Cooperative Extension:

- i. State legislative visits are taking place (remotely) this week to request for level-funding. (Current budget allocation is at a 5% cut.)

c. Executive Director:

- i. Budget planning has been in progress.
- ii. Another bout of COVID exposure has been documented in the Taste NY Store, but has been manageable thus far.
- iii. There are three policy documents that are being distributed to board members for e-signatures, including background checks (done once every three years).
- iv. Board orientation will need to be scheduled; more details to come. Will be scheduled separately from monthly meeting.

- v. Update on 4-H enrollment – Continues to decline (2020: 448 members; 2021 to date: 227), but severely impacted over the past year. Membership enrollment has been trickling in and expect a pickup if there is a fair this summer.
- vi. Diane would like to schedule a 4-H program presentation for the board for the March or April meeting.

7. Old Business

- a. **RCC Lease*** - As a follow-up to the December update, Diane has had discussions with the RCC Director, and it was proposed for CCE to continue the current lease for the next two years (June to June each year) at the current rate. Motion to authorize the offer for continuing with the current RCC lease for the next two years was made by Sam Basile and seconded by Gail Wells. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco
 - ix. Brett Kreher
- b. **Optional Extension of FFCRA (Families First Coronavirus Response Act)*** – Motion to authorize the extension of providing paid leave consistent with those of the now-expired FFCRA (Families First Coronavirus Response Act) through March 31, 2021 was made by Jack McGowan and seconded by Matt Agle. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco
 - ix. Brett Kreher
- c. **Juneteenth as additional association holiday*** - It is proposed to officially add the Juneteenth (June 19) holiday to the annual holiday schedule. Motion to add the Juneteenth (June 19) holiday as an official observed holiday in exchange for one of the three existing floating holidays (keeping two floating holidays) was made by Matt Agle and seconded by Sam Basile. Motion approved by majority of attendees via voice roll call:
 - i. Jack McGowan -yes
 - ii. Sara Root-yes
 - iii. Sam Basile-yes
 - iv. Matt Agle-yes
 - v. Matt Janiga-yes
 - vi. Amelia Kermis-yes
 - vii. Kathryn Franco-yes
 - viii. Brett Kreher-yes

- ix. Gail Wells - no.

8. New Business

a. **Policy approvals: 403 (amended); 813 (new)* –**

- i. Motion to adopt the sexual harassment policy as amended to change the time required to file a report with the Division of Human Rights alleging violation of the Human Rights Law from one year to three years was made by Jack McGowan and seconded by Matt Janiga. Motion approved by all attendees via voice roll call:

1. Jack McGowan
2. Sara Root
3. Sam Basile
4. Matt Agle
5. Matt Janiga
6. Amelia Kermis
7. Gail Wells
8. Kathryn Franco
9. Brett Kreher

- ii. Motion to adopt the new policy for the employee assistance program, as drafted in the HR Manual was made by Sam Basile and seconded by Amelia Kermis. Motion approved by all attendees via voice roll call:

1. Jack McGowan
2. Sara Root
3. Sam Basile
4. Matt Agle
5. Matt Janiga
6. Amelia Kermis
7. Gail Wells
8. Kathryn Franco
9. Brett Kreher

- b. **Annual approvals*** – Motion to approve the 2021 Annual Approvals as drafted was made by Sam Basile and seconded by Matt Janiga. Motion approved by all attendees via voice roll call:

- i. Jack McGowan
- ii. Sara Root
- iii. Sam Basile
- iv. Matt Agle
- v. Matt Janiga
- vi. Amelia Kermis
- vii. Gail Wells
- viii. Kathryn Franco
- ix. Brett Kreher

- c. **Establish 2020 board committees*** – Board volunteers confirmed as:

- i. **Executive Committee:** Officers of the Board
- ii. **Finance Committee:** Matt Agle (Chair), Gail Wells, Matt Janiga, Kathryn Franco, Amelia Kermis
- iii. **Operations Committee:** Sara Root (Chair), Sam Basile, Matt Janiga, Kathryn Franco, Brett Kreher

- iv. **Development Committee:** Gail Wells, Sara Root, Amelia Kermis, Jack McGowan (Chair)
 - 1. *Need to check with Beth B. and Li S. to see if either would like to join.*
- v. **Capital Project Committee:** Sam Basile, Sara Root, Matt Agle (Back-up Chair?), Amelia Kermis, Jack McGowan
 - 1. *Need to determine Committee Chair.*
 - 2. *Need to check with Beth B. and Li S. to see if either would like to join. Investigate if Beth would be interested in chairing.*
- d. **2021 association budget review and approval*** - Motion to approve the 2021 CCE of Erie County annual budget as presented was made by Matt Agle and seconded by Kathryn Franco. Motion approved by all attendees via voice roll call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Sam Basile
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Amelia Kermis
 - vii. Gail Wells
 - viii. Kathryn Franco
 - ix. Brett Kreher
- e. **Board officer elections*** - Motion to elect Board Officers for the 2021 year as written below was made by Kathryn Franco and seconded by Gail Wells.
 - i. **President:** Jack McGowan
 - ii. **Vice-President:** Sam Basile
 - iii. **Treasurer:** Matt Agle
 - iv. **Secretary:** Sara RootMotion approved by all attendees via voice roll call:
 - v. Jack McGowan
 - vi. Sara Root
 - vii. Sam Basile
 - viii. Matt Agle
 - ix. Matt Janiga
 - x. Amelia Kermis
 - xi. Gail Wells
 - xii. Kathryn Franco
 - xiii. Brett Kreher

Motion was made by Sam Basile and seconded by Kathryn Franco to adjourn. Motion passed unanimously. Meeting was adjourned at 9:30 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting

Feb 23rd (Tues) via Zoom, 7 PM