

CORNELL COOPERATIVE EXTENSION ERIE COUNTY  
*BOARD OF DIRECTORS MEETING*  
*June 20, 2017*  
*Public Meeting 7:00 p.m.*  
*21 South Grove Street, East Aurora, NY 14052*

**Present:** Diane Held, Tom Kelkenberg, Margaret Raupp, Ted Farrar, Melissa Fratello (8:05 p.m.), Roberta Burstein-Markel, Bill Henry, Jane Roalsvig

**Absent:** Sam Basile, Joseph Lorigo, Connor O’Gorman, Karen Schmitz

**Other:** none

1. **Call to Order:** Tom Kelkenberg, Vice President, called the meeting to order at 7:09 p.m.
2. **Agenda Review:** No changes
3. **Approval of Minutes\*:** Sam Basile, Secretary; Margaret Raupp substituting for Sam Basile
  - a. A motion was made by Ted Farrar, seconded by Jane Roalsvig to approve the May 16, 2017 minutes. Motion carried.
4. **Approval of Financial Reports\*:** Margaret Raupp, Treasurer
  - a. A motion was made by Bill Henry, seconded by Ted Farrar to approve the March 2017 Financial Report. Motion carried.
  - b. A motion was made by Roberta Burstein-Markel, seconded by Jane Roalsvig to approve the April 2017 Financial Report. Motion carried.

Discussion:

  - In April it was necessary to draw on the 5 Star Bank line of credit because both the County appropriation and the SNAP payment were late. Both were received the beginning of May.
5. **Reports:**
  - a. Committees: No reports
  - b. Cornell Cooperative Extension:
    - i. Spring Report to Boards: Distributed in the June 2017 CCEE Board packet.
    - ii. CCE Executive Leadership Conference: Diane and Karen attended at Cornell. Karen will report further at the July 18, 2017 Board meeting.
  - c. Executive Director:
    - i. Title VI Civil Rights Audit: CCEE has been selected to participate in a civil rights audit which will take place in August during Fair week.
    - ii. Justice For All Poster must be prominently displayed at all events and activities. Staff are required to know the 13 protected classes.
    - iii. 4-H Fund Raiser: The chicken BBQ and run in Como Park on June 11th only brought in a few thousand dollars. An incident occurred when a mentally handicapped man went missing for a short time. The runner was found and no harm occurred.
    - iv. Master Gardener Plant Sale: May 26-27 was held at the First Presbyterian Church on Symphony Circle in Buffalo and grossed \$8,200.00.

**6. Old Business:**

- a. 2016 Financial Audit Update: The audit will be completed and the results reported to the Board at the July 18, 2017 Board meeting.
- b. Nominating Committee: Tabled to July
- c. Update on Southern Tier Regional Programming:
  - i. Relative to the Agriculture Committee letter, Diane met with Allen Young who said their discussion was helpful and that he understands that participation in the NWNY crops and dairy team would require the Ag Committee to come up with sustainable funding since there is no money available in the CCEE general budget. Sharing resources with other counties was also discussed at this meeting.
- d. Capital Project Plan:
  - i. Committees: The Committee will become more active and take on the responsibility of vetting the properties. Sub-committees will be formed by location of the sites. Melissa Fratello will organize a conference call to initiate the process.
  - ii. Potential Sites:
    - 1. Property on 20A previously toured is now for sale.
    - 2. Chestnut Ridge Park:
      - a. Tom Hersey, Commissioner of the Department of Environment and Planning and County Executive Mark Poloncarz are on board with putting us in Chestnut Ridge. The county would be especially interested in seeing Soil & Water and other county agencies joining us at this location.
      - b. The superintendent's building is available but probably not suitable for our purposes. We would have to build a facility.
      - c. Concern: How might this situation impact our county appropriation in the future?
    - 3. Knox Farm: Strong support from Senator Gallivan. The State has no money but would help us possibly find money through various grants and programs.
    - 4. School on Gleed Ave., East Aurora: This property was recently brought to Diane's attention but we have no information on it.
    - 5. Horse Property: A Not-For Profit that works with land owners who want to donate land has contacted Diane. There is a donor who would like to donate land to be used by 4-H primarily for the horse program. A fund would be available to facilitate upkeep. While not in an ideal location Diane suggested that perhaps that would not be a deterrent. More information is needed.
  - iii. Knox Farm State Park: Feasibility study status-Don Aubrecht submitted a RFP with a cost of \$10,000 to \$12,000 for the study.
  - iv. Next Step for a Capital Campaign:
    - 1. Based on Ted's recent presentation the campaign would run for three years. During that time we would have to draw on the investment fund to support expenses as outlined in Ted's report.
    - 2. Implementing the campaign will require us to buy a separate software program to track the campaign and will also require Judy to go full time to manage it. These expenses are not accounted for in Ted's proposal.
    - 3. Web development to support the campaign and marketing expenses are not accounted for in Ted's proposal.
    - 4. Discussion Point: Initially bringing on a grant writer will require funding from the investment account. However, a good grant writer should be able to bring in enough funding to support this cost over time. It was suggested that we invite Laura Scala to our next Board meeting to better understand the process and potential. Other possible grant writers: Eve Berry

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**7. New Business\*:**

- a. M&T Bank-Banking, Line of Credit\*:
  - i. M&T has recommended a \$400,000.00 line of credit (LOC).
  - ii. The rate would be prime + 1%
  - iii. The collateral would be the investment account held at Wilmington Trust.
  - iv. To open the LOC we would need to establish a checking account with M&T.
  - v. We would close the unsecured \$100,000.00 LOC at 5 Star Bank.
  - vi. \*A motion was made by Margaret Raupp, seconded by Melissa Fratello to open a checking account with M&T Bank. Motion carried.
  - vii. \*A motion was made by Bill Henry, seconded by Ted Farrar to establish a \$400,000.00 Line of Credit with M&T Bank using the Wilmington Trust investment account as collateral. Motion carried
- b. Investment to Fund Scholarships: The family of Diane Senneff, a former 4-H leader, would like to set up a scholarship fund in her honor. This scholarship would be awarded to a girl going to college in STEM related studies. Judy Peters suggests that the Board establish a policy for scholarships that states a minimum amount of money to be invested to establish a scholarship. Given our past experience with the Braymiller scholarship fund and the continuing low interest rates \$10,000.00-\$20,000.00 was discussed but no action was taken.
- c. 2018 Budget: Diane will be setting up a meeting with Tom Hersey to discuss county funding for 2018. The Board recommended that we seek level funding for 2018 at \$305,000.00.
- d. Annual Meeting Date: The annual meeting will be held jointly with Farm Bureau on October 17, 2017.

8. **Adjournment:** A motion was made by Roberta Burstein-Markel, seconded by Jane Roalsvig calling for adjournment. Motion carried. Meeting adjourned at 9:04 p.m.

**DATES AHEAD:**

Extension Foundation Golf Tournament	July 15, 2017, 7:30 a.m., Concord Crest Golf Course
Board of Directors Meeting	July 18, 2017, 7:00 p.m. at CCEE East Aurora
Erie County Fair	August 9-20, 2017

*\* Indicates item needing Board action*

Respectfully Submitted,  
Margaret Raupp  
Secretary  
Date: July 12, 2017