

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
March 30, 2021
Public Meeting, 7 PM via Zoom
21 S. Grove St., East Aurora, NY 14052

Present

Sara Root, Jack McGowan, Diane Held, Brett Kreher, Beth Buscaglia, Li Shen, Matt Agle, Gail Wells

Absent

Amelia Kermis, Kathryn Franco, Matt Janiga, Sam Basile, Joe Lorigo, Renee Mooneyhan

Staff

Kim Krywalski

Note: Sara Jablonski joined the meeting at 8 PM.

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. Diane confirmed there were some updates to the original agenda:
 - i. Review of MG Plant Sale Safety Plan
 - ii. DEI discussion and review of history and training with Sara Jablonski

3. Approval of Board and Committee Minutes*

- a. Motion to approve the February 23, 2021 board meeting minutes was made by Matt Agle and seconded by Beth Buscaglia. Motion approved by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
 - vii. Gail Wells
- b. Motion to accept the Feb. 23, 2021 Capital Project Committee Minutes was made by Gail Wells and seconded by Li Shen. Motion accepted by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
- c. Motion to accept the Jan. 14, 2021 4-H Youth Development Program Advisory meeting minutes was made by Matt Agle and seconded by Beth Buscaglia. Motion accepted by all attendees via voice roll call:

- i. Sara Root
- ii. Jack McGowan
- iii. Brett Kreher
- iv. Beth Buscaglia
- v. Li Shen
- vi. Matt Agle
- vii. Gail Wells

4. Approval of 2020 Yearend Financial Reports

- a. The 2020 yearend financial reports were presented/reviewed in detail by Diane and Kim.
- b. Motion to approve reallocating the available gain from 2020 investments to other fund balances as presented in the financial report was made by Beth Buscaglia and seconded by Li Shen Motion accepted by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
 - vii. Gail Wells
- c. Motion to approve the write-off of \$30 from a difference in the petty cash balance of the Master Gardeners expenditures was made by Jack McGowan and seconded by Brett Kreher. Motion accepted by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
 - vii. Gail Wells
- d. Motion to approve the 2020 yearend statements and financial reports was made by Matt Agle and seconded by Gail Wells. Motion approved by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
 - vii. Gail Wells

5. Reports

- a. **Committees:**
 - i. Capital – Anticipate proposals from architects to be submitted in the coming weeks. Meeting scheduled for Mon., April 12 to review and evaluate submissions based on certain criteria as familiarity with Orchard Park, women/minority-owned businesses, overall concept/offerings, etc. Gail may be able to offer input on drafting the evaluation for the upcoming meeting.

- ii. Finance – Investments report provided to board for review and will discuss at upcoming board meeting, following meeting with Wilmington Trust advisor.
 - iii. Operations – Nothing new to report.
 - iv. Development – Basket winners were drawn – one board member, one Master Gardener, one board farmer!
- b. **Cornell Cooperative Extension:**
 - i. Nothing new to report.
- c. **Executive Director:**
 - i. 4-H Program is currently doing a fundraiser for hanging baskets (\$20) with delivery for May 1 (in time for Mother's Day). Deadline for orders is Wed., March 31, 2021.
 - ii. Website updates include:
 - 1. Energy page; highlighting the recent partnership with PUSH Green.
 - 2. Nutrition page; specific content on food preservation.

6. Old Business

- a. **DEI discussion and review of history and training, with Sara Jablonski:** Sara presented the timeline of substantial progress with the 4-H Urban Youth Program, and the developments that have taken place since Sara was hired into her position in 2013, as well as highlighted the grants in place to support these efforts. She explained how concerns of acceptance and belonging by black teen 4-Hers, led to further discussion and effort to better understand concerns in the 4-H program. This led to broader staff and board discussions and trainings, along with a statement on the CCE Erie website that identifies the association's commitment to reflection and action in striving to become a welcoming organization for all.

7. New Business

- a. **Approval of CCE Erie Public Employer Health Emergency Plan:** Motion to approve the CCE Erie Public Employer Health Emergency Plan was made by Gail Wells and seconded by Brett Kreher. Motion approved by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
 - vii. Gail Wells
- b. **Approval of HR Policy 619 COVID-19 Vaccination Leave:** Motion to approve the HR Policy 619 COVID-19 Vaccination Leave, with the beginning date of January 1, 2021 was made by Jack McGowan and seconded by Brett Kreher. Motion approved by all attendees via voice roll call:
 - i. Sara Root
 - ii. Jack McGowan
 - iii. Brett Kreher
 - iv. Beth Buscaglia
 - v. Li Shen
 - vi. Matt Agle
 - vii. Gail Wells
- c. **Master Gardener Safety Plan for Spring Plant Sale:** Diane reviewed the proposed plan with the board. The board was unanimous with a resounding thank you to the Master

Gardeners for creating such a thorough and comprehensive plan – it will be useful as an example for other CCE programs as well.

Motion was made by Brett Kreher and seconded by Gail Wells to adjourn. Motion passed unanimously. Meeting was adjourned at 9:04 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

**Board of Directors Meeting (w/4-H Program
Presentation prior to business meeting)**

April 27 (Tues) via Zoom, 6:30 PM