

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
January 17, 2017
Public Meeting 7:00 p.m.
21 South Grove Street, East Aurora, NY 14052

Present

Diane Held, Karen Schmitz , Tom Kelkenberg, Margaret Raupp, Sam Basile, Shannon Buffum, Roberta Burstein-Markel, Ted Farrar, Bill Henry, Joseph Lorigo, Jane Roalsvig,

Absent

Melissa Fratello, Connor O’Gorman

Other

None

1. **Call to Order:** Karen Schmitz, *President*, called the meeting to order at 7:02 p.m.
 - a. Introduction of new CCEE Board member Ted Farrar.
2. **Agenda Review:** No changes.
3. **Approval of Minutes*:**
 - a. A motion was made by Joe Lorigo, seconded by Tom Kelkenberg to approve the December 20, 2016 minutes amended to reflect the absence of Shannon Buffum. Motion carried.
4. **Approval of Financial Reports*:**
 - a. A motion was made by Shannon Buffum, seconded by Sam Basile to approve the November 2016 Financial Report. Motion carried.

Discussion:

- Earnings on the investment account at M&T are approximately \$11,000.00 as opposed to the \$28,000.00 previously stated. The \$28,000.00 represented a y-t-d increase in value.
- Net income transfers and current operations are trending to the good and projected to end the year at approximately \$10,000.

5. **Reports:**

- a. Committees: No report.
- b. Cornell Cooperative Extension:
 - i. Strategic Plan: CCE has targeted June 2017 for the release of a full draft of the Strategic Plan. CCE plans the use of a “values jam” tool to solicit input from a wider audience, a leaders’ survey which has gone out to all Executive Directors and a SWOT (strengths, weaknesses, opportunities and threats) analysis that will be completed by directors and staff.
- c. Executive Director:
 - i. Staff extends a thank you for the holiday party sponsored by the Board.
 - ii. Ag enrollments are going well with approximately \$3,000 in enrollment income to date.

6. **Old Business*:**

- a. Policy Approval*: A motion was made by Joe Lorigo, seconded by Bill Henry to approve local policy code 504: business expenses, as amended to reflect changes to the mileage reimbursement policy with an effective date of Jan. 18, 2017. Motion carried.

- i. Reference: Cornell Cooperative Extension Human Resource Policy manual; Section: Operational Policies; Subject: Business Expenses; Policy: Local; Code: 504; Issued 8/9/02; Association Adoption: 1/17/17; Association Effective Date: 1/18/17.
- b. Long-Term Capital Project Plan Update:
 - i. Ted Pietrzak had prepared a draft of the capital campaign outline. Plans call for him to present a final version to the Board at the February CCEE Board meeting.
 - ii. Don Aubrecht is preparing a final site considerations report.
 - iii. The contract calls for a third public meeting which we would use to present these final drafts to the public for comment.
 - iv. Sam Basile reported that he spoke with the Orange County CCE and learned that they have 50 acres available for their development project with 8 acres currently shown in the plan document.
 - v. Diane Held reported that Arden Farm on Billington Road in the town of Elma is for sale for \$400,000.00. The owner has been in contact to see if CCEE has any interest. Diane will contact the owner and set up a date and time for us to view the property.

7. New Business*:

- a. Review Board Responsibilities: CCEE Board responsibilities were reviewed. Board Fact Sheets were used to facilitate this discussion.
 - i. Board Fact Sheets: Helping Board Members Understand the CCE Association Board of Directors; Ten Basic Responsibilities of Cornell Cooperative Extension Boards; Financial Oversight of Associations; Building an Effective Board of Directors; Board Member Code of Ethics.
 - ii. Regarding the 2017 audit: Diane reported that CCEE will use auditors that offer a group rate to CCEE associations. This will help control cost. An added benefit is that this firm is familiar with CCE associations.
- b. Election of Officers*:

Note: Joseph Lorigo left the meeting at 8:02 prior to election of officers.

 - i. President: A motion was made by Bill Henry, seconded by Sam Basile to elect Karen Schmitz to the position of President. Motion carried.
 - ii. Vice President: A motion was made by Roberta Burstein-Markel, seconded by Jane Roalsvig to elect Tom Kelkenberg to the position of Vice President. Motion Carried.
 - iii. Treasurer: Tabled to February 21, 2017
 - iv. Secretary: A motion was made by Tom Kelkenberg, seconded by Jane Roalsvig to elect Margaret Raupp to the position of Secretary. Motion carried.
- c. Annual Approvals*:
 - i. *A motion was made by Sam Basile, seconded by Roberta Burstein-Markel to approve the list of annual approvals with December 25 and 26, 2017 identified as December closed dates and the CCEE operating guidelines amended as follows:
Program Advisory Committees - Officers: Each committee shall have a Chairperson, Vice-chairperson, and secretary appointed by the president of the Board of Directors. Committees shall make recommendations to the Board President for these officers.
Officers may not serve more than 6 one-year terms in an office.
Motion carried.
- b. Establish 2017 Board Committees:
 - i. Operations:
 1. Karen Schmitz- President
 2. Tom Kelkenberg- Chair
 3. Roberta Burstein-Markel
 4. Shannon Buffum
 5. Conor O’Gorman
 6. Melissa Fratello

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- ii. Finance:
 - 1. Karen Schmitz- President
 - 2. Margaret Raupp
 - 3. Bill Henry
 - 4. Jane Roalsvig
 - 5. Shannon Buffum

- iii. Long Term Capital Project :
 - 1. Karen Schmitz- President
 - 2. Melissa Fratello – Chair
 - 3. Tom Kelkenberg
 - 4. Sam Basile
 - 5. Bill Henry
 - 6. Jane Roalsvig
 - 7. Ted Farrar
 - 8. Margaret Raupp
 - 9. Conor O’Gorman

- c. Program Committee Appointments:
 - i. Agriculture: Conor O’Gorman
 - ii. Master Gardener: Margaret Raupp
 - iii. 4-H: Sam Basile, Ted Farrar

8. **Adjournment:** A motion was made by Shannon Buffum, seconded by Tom Kelkenberg calling for adjournment. Motion carried. Meeting adjourned at 8:32 p.m.

DATES AHEAD:

Board of Directors Meeting

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

** Indicates item needing Board action*

Respectfully Submitted,

Margaret Raupp

Secretary

January 31, 2017

CORNELL COOPERATIVE EXTENSION OF ERIE COUNTY
2017 ANNUAL APPROVALS
Amended

- i. Memorandum of Agreement with Cornell *(attached)*
- ii. Designation of Association Program Areas
 - 1. Agriculture
 - 2. 4-H Youth Development
 - 3. Nutrition Education- Eat Smart New York, EFNEP
 - 4. Consumer Horticulture-Master Gardeners
- iii. Participation in the Cornell Vegetable Program & Lake Erie Regional Grape Program
 - 1. Set Agricultural enrollment fee at \$25
- iv. Operating Guidelines 2016 *(attached)*
 - 1. Rules of Order for committees *(attached)*:
 - a. Master Gardeners
 - b. 4-H Program
 - c. Agriculture
- v. Appointments & Authorizations:
 - 1. Continue banking relationship with *Five Star Bank*
 - 2. *Judith Peters* to make transfers between bank accounts and to enter into arrangements with *Five Star Bank* for products and services offered by the Bank to facilitate the banking process such as but not limited to online banking, automated clearing house transfers, and remote deposits.
 - 3. *Judith Peters* and *Diane Held* to be given information on the bank accounts as requested.
 - 4. *Constance Ebel* to make deposits.
 - 5. *Sharon Bachman, Tammi Kron, and Lynn Riley* as Assistants to the Treasurer for check signing.
 - 6. *Diane Held* as Records Management Officer.
 - 7. Executive Director to sign agreements and contracts needed to continue current programs and activities.
 - 8. Executive Director to sign ST-119 Sales tax exempt form
 - 9. *Judith Peters, Lynn Riley, Diane Held, and Kimberly Amey* (WSBN HR Coordinator) as payroll representatives and *Diane Held* as supervisors to approve payroll vouchers.
 - 10. Board President or *Diane Held* to sign payroll authorization forms.
 - 11. Executive Director to spend up to \$2,500 without prior approval and spend \$2,500-\$5,000 with approval by the Treasurer for necessary unbudgeted expenditures. Unbudgeted expenditures over \$5,000 require Board approval.
- vi. NYS Archives Schedule MI-1 for Record Retention *(attached)*
- vii. Set meeting dates and time for 2017 as the third Tuesday of each month, except for August, at 7:00 p.m.
- viii. Designate The Buffalo News as the official paper for meeting notices.
- ix. Set December Holiday closing dates.