

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
February 22, 2022
Public Meeting, 7 PM via Zoom

Present

Jack McGowan, Carla DiCanio-Clarke, Li Shen, Matt Agle, Brett Kreher, Matt Janiga, Sara Root, Gail Wells, Sam Basile, Kathryn Franco, Amelia Kermis

Note: Amelia Kermis joined at 7:37 PM.

Absent

Joe Lorigo, Renee Mooneyhan

Staff

Diane Held

Guests:

1. Call to Order

- a. Matt Agle, *President*, called the meeting to order at 7:03 PM.

2. Agenda Review

- a. Matt inquired if there were any additions to the agenda. No updates to report.

3. Approval of Board and Committee Minutes*

- a. Motion to approve the January 25, 2022, board meeting minutes was made by Brett Kreher and seconded by Li Shen. Motion passed unanimously. Approval by all attendees included via role call:

- i. Jack McGowan
- ii. Carla DiCanio-Clarke
- iii. Li Shen
- iv. Matt Agle
- v. Brett Kreher
- vi. Matt Janiga
- vii. Sara Root
- viii. Gail Wells
- ix. Sam Basile
- x. Kathryn Franco

- b. Motion to accept the February 8, 2022, Operations Committee meeting minutes was made by Sam Basile and seconded by Kathryn Franco. Motion passed unanimously.

Accepted by all attendees included vis role call:

- i. Jack McGowan
- ii. Carla DiCanio-Clarke
- iii. Li Shen
- iv. Matt Agle
- v. Brett Kreher
- vi. Matt Janiga
- vii. Sara Root
- viii. Gail Wells

- ix. Sam Basile
- x. Kathryn Franco

4. November 2021 Financial Reports*

- a. Motion to approve the November 2021 financial reports was made by Li Shen and seconded by Gail Wells. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Matt Janiga
 - vii. Sara Root
 - viii. Gail Wells
 - ix. Sam Basile
 - x. Kathryn Franco

5. Reports

a. Committees:

- i. Executive – No updates to report.
- ii. Capital – No updates to report.
- iii. Finance – No updates to report.
- iv. Operations – Meeting took place earlier this month to review current Catastrophic Leave/Unpaid Leave policies, as well as consideration of Supplemental Leave policy. Committee plans to review/revise and share at upcoming board meeting for approval. Also, discussion around future association org chart – what does it look like and what is needed to achieve it. This will be an ongoing effort.
- v. Development – Annual Appeal campaign was done end of 2020/beginning of 2021 and raised over \$3,000 from 41 donors. While this was a good turnout, there was a lot of cost going into execution and it was considered if this was necessary. 2021/2022 campaign opted to use an email outreach and letter only, and ultimately had a significantly lower amount raised (~\$800). Had hoped to use this database as primary outreach for future Capital Campaign, but much more outreach/support is needed. Currently re-reviewing consultant recommendations, to see what is needed and what next steps should be. Also, re-considering adding a more full-time fundraising consultant to focus on the upcoming effort, and what is needed to financially support that role. Lastly, discussion on determining the overall budget that is needed for the Capital Campaign to cover.

b. Cornell Cooperative Extension:

- i. ED calls have taken place virtually for past two years; plans to meet in-person in May.

c. Executive Director:

- i. Concern over state government contracts not being in place for current programs, such as Taste NY and SNAP ED. No contract means not able to invoice. With that said, just today the Taste NY contract was finalized. Even still, being able to actually invoice against it will require a lead time. It is very likely,

due to cash flow limitations caused by these contract issues, that the line of credit will need to be accessed.

- ii. Kim Krywalski, CCE Erie's Finance Coordinator has put in her resignation and her last day is Mon., Feb. 28. While it is a great opportunity for Kim, CCE Erie is sad to see her go, and this is a major impact on year-end financial prep.

6. Old Business

- a. **Approval of Bammel Architects contract** – Discussion regarding projected increased cost for architect contract. Board reiterated support for previous board approval of a contract in the amount of \$208,130.
- b. **Website – DEI update** – Committee met mid-February and finalized the statement to post on the home page of the website. The current homepage statement will be moved to the new DEI page on the website that will include all of the resources and content that CCE Erie has been working on.

7. New Business

- a. **Board Orientation Video** – Viewing of the Board Orientation video was completed.
- b. **Approve CCE Erie Plan of Work*** - Review of the updated Plan of Work document and encouragement for board members to review in detail on their own. Motion to accept the 2022 CCE Erie Plan of Work was made by Jack McGowan and seconded by Brett Kreher. Accepted by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Matt Janiga
 - vii. Sara Root
 - viii. Gail Wells
 - ix. Sam Basile
 - x. Kathryn Franco
 - xi. Amelia Kermis
- c. **Approve CCE Erie Affirmative Action, Diversity, and Inclusion Plan*** - Motion to approve the 2022 CCE Erie Affirmative Action, Diversity and Inclusion Plan was made by Kathryn Franco and seconded by Amelia Kermis. Approved by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Matt Janiga
 - vii. Sara Root
 - viii. Gail Wells
 - ix. Sam Basile
 - x. Kathryn Franco
 - xi. Amelia Kermis

- d. **Finance contract approval*** - Motion to enter into contract with CCE Suffolk County to assist CCE Erie with 2021 yearend financial review and process was made by Matt Agle and seconded by Li Shen. Approved by all attendees included via role call:
- i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Matt Janiga
 - vii. Sara Root
 - viii. Gail Wells
 - ix. Sam Basile
 - x. Kathryn Franco
 - xi. Amelia Kermis

Motion was made by Gail Wells and seconded by Amelia Kermis to adjourn. Motion passed unanimously. Approval by all attendees included via role call:

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

Meeting was adjourned at 8:49 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting
Location TBD

March 22nd (Tues), 7 PM