

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
December 21, 2021
Public Meeting, 7 PM via Zoom

Present

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

Absent

Renee Mooneyhan, Joe Lorigo, Beth Buscaglia

Staff

Diane Held

Guests: Carla DiCanio-Clarke

1. Call to Order

- a. Jack McGowan, *President*, called the meeting to order at 7:07 PM.

2. Agenda Review

- a. Jack inquired if there were any additions to the agenda. It was confirmed there were no updates.

3. Approval of Board and Committee Minutes*

- a. Motion to approve the November 23, 2021, board meeting minutes was made by Matt Janiga and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Matt Agle
 - iv. Li Shen
 - v. Sam Basile
 - vi. Brett Kreher
 - vii. Beth Buscaglia
 - viii. Kathryn Franco
 - ix. Gail Wells
 - x. Amelia Kermis
 - xi. Matt Janiga
- b. Motion to accept the November 9, 2021, 4-H Youth Development Program meeting minutes was made by Sam Basile and seconded by Li Shen. Motion passed unanimously. Accepted by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Matt Agle
 - iv. Li Shen
 - v. Sam Basile
 - vi. Brett Kreher
 - vii. Beth Buscaglia
 - viii. Kathryn Franco

- ix. Gail Wells
- x. Amelia Kermis
- xi. Matt Janiga

4. Approval of September and October 2021 Financial Reports*

- a. Motion to approve the September 2021 Financial Reports was made by Sam Basile and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Matt Agle
 - iv. Li Shen
 - v. Sam Basile
 - vi. Brett Kreher
 - vii. Beth Buscaglia
 - viii. Kathryn Franco
 - ix. Gail Wells
 - x. Amelia Kermis
 - xi. Matt Janiga
- b. Motion to approve the October 2021 Financial Reports was made by Jack McGowan and seconded by Matt Agle. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Matt Agle
 - iv. Li Shen
 - v. Sam Basile
 - vi. Brett Kreher
 - vii. Beth Buscaglia
 - viii. Kathryn Franco
 - ix. Gail Wells
 - x. Amelia Kermis
 - xi. Matt Janiga

5. Reports

- a. **Committees:**
 - i. Executive – Meeting held Dec. 10, 2021, to perform an Executive Director performance review input and consideration for salary increase. The approval was given to grant the salary increase.
 - ii. Capital – Meeting held Dec. 21, 2021, to review updated architectural drawings and fine tune details of the building. Primary next steps include getting town approval on site plan and sourcing total cost estimate for building to influence capital campaign approach.
 - iii. Finance – No recent meeting has been held, but a meeting will be scheduled in the new year.
 - iv. Operations – No recent meeting has been held, but a meeting will be scheduled in the new year.
 - v. Development – Pending input on building cost estimate. Annual Appeal has been live since Giving Tuesday but moving slowly. Reminder to board members

that full board participation is crucial, especially when looking ahead to the capital campaign outreach.

- b. **Cornell Cooperative Extension:**
 - i. Work continues on updating system wide CCE FORM Codes.
- c. **Executive Director:**
 - i. Sam Basile assisted with drafting a thank you letter for the organizations/families that contributed for the Annual Meeting experience.
 - ii. The process to promote Sara Jablonski into the 4-H Team Leader role has taken place and it is well deserved.
 - iii. Otherwise, Diane has spent most of her time recently focused on managing grants and contacts including budgets, reporting and submission. This includes the opportunity for CCE Erie to be included on a large DEC grant (Food Scraps Recycling) that Cornell University and RIT are partnering together on, with specific CCE associations representing regions of the state participating with “boots on the ground” agricultural support.

6. Old Business

- a. **PPP Update** – The loan needs to start being paid back this month. Will be done via automatic withdraw and already set up through M&T account.
- b. **Policy 604.1, Catastrophic Leave update** – Diane has reviewed the policy with SBN HR Lead and association attorney, and it’s been recommended to review some of the policy details further. Diane to provide update, once available.
- c. **Federal Contractor Mandate – COVID vaccination update** – Diane investigating further with attorney, but still not confirmed one way or another. Diane to provide update, once available.
- d. **EFNEP update** – Diane is comfortable with taking on up to two full time positions to support this state-funded effort based on the fact that one position will have supervisory responsibilities. Job postings will be issued Jan 2022.
- e. **Establish DEI website committee** – Diane is initiating scheduling these meetings and any board members are welcome to join. If interested, email Diane directly to be added to invite list.

7. New Business

- a. **BR agreement reviewed and approved*** - Motion to approve entering into the BR agreement with Cornell for 2022 was made by Gail Wells and seconded by Kathryn Franco. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sara Root
 - iii. Matt Agle
 - iv. Li Shen
 - v. Sam Basile
 - vi. Brett Kreher
 - vii. Beth Buscaglia
 - viii. Kathryn Franco
 - ix. Gail Wells
 - x. Amelia Kermis
 - xi. Matt Janiga

- b. **January 2022 Board Meeting** - A reminder to the board that the January meeting will involve voting in officer positions. Should anyone be interested in being a part of the nomination committee, they can contact Jack.

Motion was made by Sam Basile and seconded by Li Shen to adjourn. Motion passed unanimously.

Approval by all attendees included via role call:

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

Meeting was adjourned at 8:12 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Annual Reorganization Meeting
Location TBD

January 25th (Tues), 7 PM