

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
November 23, 2021
Public Meeting, 7 PM
39 S. Grove St., East Aurora, NY 14052
And via Zoom

Present in person

Sam Basile, Brett Kreher

Present via Zoom

Jack McGowan, Sara Root, Matt Agle, Matt Janiga, Li Shen

Note: Li Shen joined at 7:29 PM.

Absent

Renee Mooneyhan, Beth Buscaglia, Gail Wells, Kathryn Franco, Joe Lorigo, Amelia Kermis

Staff

Diane Held (in person); Timothy Bojanowski (via zoom)

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. It was confirmed there were no updates.

3. Approval of Board and Committee Minutes*

- a. Motion to approve the October 26, 2021, board meeting minutes was made by Brett Kreher and seconded by Jack McGowan. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Brett Kreher
 - ii. Sam Basile
 - iii. Jack McGowan
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Sara Root
- b. Motion to accept the November 11, 2021, Executive Committee meeting minutes was made by Sam Basile and seconded by Matt Janiga. Motion passed unanimously. Accepted by all attendees included via role call:
 - i. Brett Kreher
 - ii. Sam Basile
 - iii. Jack McGowan
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Sara Root

- c. Motion to accept the June 1, 2021; August 3, 2021; September 7, 2021, and October 5, 2021, Master Gardeners Committee meeting minutes was made by Matt Agle and seconded by Jack McGowan. Motion passed unanimously. Accepted by all attendees included via role call:
 - i. Brett Kreher
 - ii. Sam Basile
 - iii. Jack McGowan
 - iv. Matt Agle
 - v. Matt Janiga
 - vi. Sara Root

4. Reports

a. Committees:

- i. Executive – Recent meeting minutes were accepted and will be discussed further in this meeting. Nothing else new to report.
- ii. Capital – Nothing new to report, outside of what is to be discussed in the Old Business section.
- iii. Finance – Nothing new to report.
- iv. Operations – Nothing new to report.
- v. Development – Nothing new to report.

b. Cornell Cooperative Extension:

- i. Nothing of note to report.

c. Executive Director:

- i. Annual Meeting took place Nov. 18, 2021. Overall, strong turnout and the evening was considered a success. Diane welcomes feedback from any attendees.
- ii. Diversity, Equity, and Inclusion (DE&I) website page development is in early discussions with staff and any interested board members. CC Sullivan DE&I webpage is being used for reference.
- iii. EFNEP still in discussion and evaluation for viability to expand in CCE Erie. Researching potential for regional staffing with other neighboring counties that are utilizing EFNEP currently.
- iv. Currently busy working through contracts, and contract reports, as well as volunteer and staff management.
- v. Investigating administrative support opportunities through WNY Foundation. Was recently instructed to follow up in a few months with more structured plan/outline of staffing needs, to aid discussion.

5. Old Business

- a. **2021 Annual Meeting – election of board members:** Matt Agle and Li Shen confirmed as entering their respective 3 year continuing terms. New board member, Carla DiCanio-Clark, was voted in for first term 3-year term. Discussion on sending thank you notes with charcuterie favor boxes to donating vendors. Sam to draft thank you letter; Diane to assist with distribution.
- b. **Burton Rd. site plan approval with Town of Orchard Park:** Discussion on next steps for moving ahead with site plan approval and what is needed. Diane to work with Bammel team to finalize schematics for final approval.
- c. **Clarification regarding “Item for Resale” balance on August 2021 financials:** There was no financial report to review at this board meeting, due to short staffing coverage. December board meeting will include September and October for approval. Diane

shared the August 2021 financials, specifically the “Item for Resale” line item in the Statement of Activities. What is shown in this line item is the in-progress transactions between Taste and the association, before it is finalized and reconciled.

6. New Business

- a. **Policy 604.1, Catastrophic Leave – per Board Executive Committee review and approval, policy is being updated by association attorney:** The previous policy that was in place is severely outdated and needing to be updated for accuracy and applicability. Diane is meeting with attorney soon to review the policy and updates that are needed. Diane to share the updated policy with the board for review and approval.
- b. **Federal Contractor Mandate – COVID vaccination:** Tim and Diane recently attended an HR-based webinar that was focused on vaccination mandates. CCE Erie’s compliance with the federal vaccination mandate (which includes religious and medical exemptions) will be dependent on language in the 2021-22 SNAP Ed contract, which we do not have yet. Diane will evaluate and keep the board apprised once she receives the contract. Tim is currently working to gather vaccination confirmation from current staff members.

Motion was made by Sam Basile and seconded by Brett Kreher to adjourn. Motion passed unanimously. Approval by all attendees included via role call:

- i. Brett Kreher
- ii. Sam Basile
- iii. Jack McGowan
- iv. Matt Agle
- v. Matt Janiga
- vi. Sara Root
- vii. Li Shen

Meeting was adjourned at 7:54 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting
Location TBD

December 21st (Tues), 7 PM