

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
September 28, 2021
Public Meeting, 6:30 PM
21 S. Grove St., East Aurora, NY 14052

Present

Jack McGowan, Sara Root, Sam Basile, Matt Janiga, Li Shen, Matt Agle, Amelia Kermis, Brett Kreher, Renee Mooneyhan

Note: Matt Janiga, Matt Agle, Li Shen all attended via Zoom. Gail Wells joined via Zoom at 7:30 PM.

Absent

Kathryn Franco, Joe Lorigo, Beth Buscaglia

Staff

Diane Held Tim Bojanowski, Sharon Bachman

Guests

1. **Master Gardener Presentation:** Sharon Bachman, *Ag and Natural Resources Educator*
2. **Call to Order**
 - a. Jack McGowan, *President*, called the meeting to order at 7:00 PM.
3. **Agenda Review**
 - a. Jack inquired if there were any additions to the agenda. It was confirmed there were no updates to include.
4. **Approval of Board and Committee Minutes***
 - a. Motion to approve the June 22, 2021 board meeting minutes 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. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga
 - viii. Li Shen
 - b. Motion to approve the July 27, 2021 board meeting minutes was made by Jack McGowan and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga

- viii. Li Shen
- c. Motion to approve the August 23, 2021 board meeting minutes was made by Jack McGowan and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga
 - viii. Li Shen

5. Approval of June and July 2021 Financial Reports*

- a. Motion to approve the June 2021 financial reports was made by Amelia Kermis and seconded by Li Shen. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga
 - viii. Li Shen
- b. Motion to approve the July 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. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga
 - viii. Li Shen

6. Reports

a. Committees:

- i. Executive – Nothing new to report.
- ii. Capital – CCE officially owns the 5701 Burton Rd. property. Next steps discussions include short term usage plans, including an open house/field event in October (likely Sat., 10/30). More details to come. Long term plans include working with the architects to finalize the design plans. Would be ideal to have ready to present at the open house/field event. Currently awaiting the survey, in order to get updates on the zoning approval. Committee meeting to be scheduled in coming months to discuss short/long term plans and Capital Campaign next steps.
- iii. Finance – Diane and Matt to touch base and full committee meeting to follow.
- iv. Operations – Nothing new to report.

- v. Development – Nothing new to report.
- b. **Cornell Cooperative Extension:**
 - i. In addition to Renee being able to attend the tour, the CCE Director, Chris Watkins, made a recent visit to see the new land. More CCE awareness to come, to share the news and garner support.
 - ii. Renee recently attended a compensation training and will be providing input/learnings from this training to be considered at CCE Erie. Likely to be on the agenda for Operations Committee 2022 planning.
- c. **Executive Director:**
 - i. Taste NY is undergoing adding to the staff; currently awaiting offer response.
 - ii. 4H Educator job posting yielded 4 applicants. Interview with Valerie Weisbeck (current temporary 4H Educator) is scheduled.
 - iii. PPP forgiveness is still in process with M&T Bank,
 - iv. 4H enrollment has declined in recent years with a drastic drop 2020/2021. With that, the team has been doing a lot of work to address this and the outlook is promising. Efforts include: focus on Cloverbuds enrollment, posting enrollment signage throughout WNY, adding an afterschool program in Amherst, mentor program, etc.

7. Old Business

- a. **Extension Foundation Golf Tournament and PFC farm tour, recaps:** Golf tournament was rescheduled for September 18. Event overall was a success – great weather and turn out! PFC tour took place earlier in September with a good board and staff turnout.
- b. **2021 Annual Meeting:** To take place November 16, in person at the RCC Powerhouse. Committee in process of finalizing plans, since it is a new space that has less space, as well as necessary precautions. In terms of board positions, Li Shen has agreed to run for a second term. Matt Agle has agreed to run for a second term. Beth Buscaglia has declined running for a second term. Committee to initiate search to fill the upcoming one (1) vacancy. In terms of board member needs, an individual with a legal background or capital campaign experience is ideal.
- c. **County Appropriation:** Diane shared a document recapping the county appropriations year-over-year, dating back to 2002. CCE Erie requested approximately \$357,000 for 2022 appropriation. Currently awaiting confirmation for what will be provided; expected mid-October. Diane to provide contact information for legislatures for board members to follow up contact and support.

8. New Business

- a. **Safety Manual*:** In 2020, the CCE system completed a workers' compensation audit. The results identified three (3) points that are needed work to reduce potential injury and liability. As a result, a CCE Erie Safety Manual has been created that will require board review and approval. Discussion around notation on offsite attendance and including with trainings available. Motion to approve the Safety Manual 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. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle

- vii. Matt Janiga
 - viii. Li Shen
 - ix. Gail Wells
- b. **Remote Work Policy and Agreement***: Policy has been drafted with WSBN and attorney advisement. This policy is in place for allowing staff to work remotely/telecommuting, including an agreement for staff to complete with their supervisor. Motion to accept the Remote Work Policy and Agreement was made by Amelia Kermis and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
- i. Jack McGowan
 - ii. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga
 - viii. Li Shen
 - ix. Gail Wells
- c. **Cornell in Buffalo Lease Renewal***: This is the last year of the master lease and presented to the board for review. Follows the same format and percentage increase as previous years. Motion to approve the proposed sixth amendment to sublease was made by Jack McGowan and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
- i. Jack McGowan
 - ii. Sam Basile
 - iii. Brett Kreher
 - iv. Sara Root
 - v. Amelia Kermis
 - vi. Matt Agle
 - vii. Matt Janiga
 - viii. Li Shen
 - ix. Gail Wells

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

- x. Jack McGowan
- xi. Sam Basile
- xii. Brett Kreher
- xiii. Sara Root
- xiv. Amelia Kermis
- xv. Matt Agle
- xvi. Matt Janiga
- xvii. Li Shen
- xviii. Gail Wells

Meeting was adjourned at 8:32 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting

October 26 (Tues), 7 PM

Annual Meeting

November 16 (Tues), 6:30 PM