

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
June 28, 2022
Public Meeting @ 7 PM
RCC Powerhouse, 39 S. Grove St. East Aurora and via Zoom

Present

Jack McGowan, Brett Kreher, Sam Basile, Amelia Kermis, Matt Agle, Carla DiCanio-Clarke, Li Shen, Matt Janiga

Note: Gail Wells joined via Zoom.

Absent

Joe Lorigo, Renee Mooneyhan, Kathryn Franco, Sara Root

Staff

Diane Held, Tim Bojanowski

Guests

Andre Opanashuk

1. Call to Order

- a. Matt Agle, *President*, called the meeting to order at 7:01 PM.

2. Agenda Review

- a. Matt inquired if there were any additions to the agenda. Added discussion of Open Meeting Law Public Hearing.

3. Update on Investment Portfolio: Discussion with Andre Opanashuk, Wilmington Trust

- a. Almost all of the funds in the portfolio are invested in fixed income investments (bond funds) to generate income and preserve principal for the future purpose of funding a portion of the land and building project.
- b. Most of the bond funds are of short duration which reduces the potential negative impact of rising interest rates. Although the value of the portfolio has decreased along with the overall equity and bond markets this year, the short durations have resulted in performance that is better than the benchmark Bloomberg Aggregate Index for the year to date through May 31, 2022.

4. Approval of Board and Committee Minutes*

- a. Motion to approve the May 24, 2022, board meeting minutes was made by Amelia Kermis and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Gail Wells
- b. Motion to accept the April 5, 2022 and May 3, 2022, Master Gardener Steering Committee meeting minutes was made by Sam Basile and seconded by Carla DiCanio-Clarke. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Gail Wells

5. Approval of February and March 2022 Financial Reports*

- a. Motion to approve the February 2022 financial report was made by Li Shen and seconded by Matt Janiga. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Gail Wells
- b. Motion to approve the March 2022 financial report was made by Li Shen and seconded by Sam Basile. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Gail Wells

6. Reports

a. Committees:

- i. Executive – No report
- ii. Capital – No report
- iii. Finance – No report
- iv. Operations – Supplemental Needs Policy has been developed and approved by the committee. It is being reviewed by our attorney and will then be brought to the board for a vote.
- v. Development – The committee did not meet, but Diane met with Laura Scala of Total Fundraising Solutions to identify potential sources of grants to fund a development person needed to increase our fundraising capabilities and execute a capital campaign. At Laura’s suggestion Diane and Jack McGowan met with a representative of the Oishei Foundation. Diane and Jack will have a follow-on meeting with Oishei on June 30.
- vi. Diversity, Equity & Inclusion – Committee is reviewing the information on our website to make it more readable. The document is still work in progress.

b. Cornell Cooperative Extension:

- i. Open Meetings Law update – to be discussed later in meeting

c. Executive Director:

- i. We have a signed MOU with the Erie County Fair to administer the youth livestock auction.
- ii. Approved a position description for a finance position, which will also include some HR duties.
- iii. We are required to review and reapprove the CCE Erie Constitution every three years. Sam Basile and Carla DiCanio-Clarke volunteered to work with Diane to review the current version and to submit the Constitution for member approval at the annual meeting.
- iv. CCE Erie is a subcontractor to BOCES on a Creating Healthy Schools & Communities grant.
- v. An intern has developed an interactive google map that shows the names and locations of all organizations with which CCE Erie partners on programs. There was discussion about how information about CCE Erie’s work in Buffalo might be communicated to others.

7. Old Business

a. Nominating Committee Chairperson:

- i. Need to fill the Nominating Chairperson position. This person does not need to be on the CCE Erie Board. Suggestions for candidates are needed. Current board members whose first term expires at the end of 2022 should inform Diane if they would like to be nominated for another term.

b. Open Meeting Law Public Hearing

- i. We need to hold a public hearing regarding the Open Meetings Law Exception for Use of Videoconferencing Policy that the board approved at the May 24, 2022 meeting. We will hold the public hearing at the beginning of the July 26 board meeting.
- c. Reminder of the upcoming Extension Foundation Golf Tournament on July 16. Board members will sponsor a hole at the \$150 level. Board members who would like to contribute to this sponsorship may pay Matt Agle. Sam Basile is coordinating the Board members who would like to golf at the event.

8. New Business

- a. **Consideration of CCE Erie 2023 county appropriation:**
 - i. Erie County will ask for a high level budget request in July. Given the recent increase in inflation, the competitive labor market, and our desire to increase the work done by CCE Erie, a request for a 10% increase is appropriate.
- b. **Possible event on Burton Road property:**
 - i. Diane has been discussing with staff about a potential event/4H picnic at the Burton Rd. property in late September or October. The past site of the 4H picnic at Buffalo Harbor State Park is not available. This event will provide the opportunity for various CCE Erie constituents to engage in an activity on the property. Cost of the event is to be determined.
- c. **Business for committee meetings:**
 - i. **Operations committee:** Supplemental Leave Policy and the Unpaid Leave Policy are being reviewed and modified.
 - ii. **Finance committee:** The Burton Rd. property was purchased using general funds. The finance committee will document the basis for the choice of funds used for the purchase.

Motion was made by Sam Basile and seconded by Matt Agle to adjourn. Approval by all attendees in-person attendance and included via role call:

- d. Gail Wells

Meeting was adjourned at 8:50 PM.

Respectfully submitted,
Jack McGowan

**Indicates item needing Board action.*

DATES AHEAD:

Extension Foundation Golf Tournament
Concord Crest Golf Course

July 16th (Sat)

Board of Directors Meeting
Roycroft Campus Powerhouse

July 26th (Tues), 7 PM