

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
May 24, 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, Sara Root, Matt Agle, Carla DiCanio-Clarke, Kathryn Franco, Gail Wells

Note: Kathryn Franco joined via Zoom. Gail Wells joined via Zoom without address posted in advance, disqualifying from voting.

Absent

Joe Lorigo, Renee Mooneyhan, Matt Janiga, Li Shen

Staff

Diane Held, Tim Bojanowski

Guests

1. Call to Order

- a. Matt Agle, *President*, called the meeting to order at 7:00 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 April 26, 2022, board meeting minutes was made by Kathryn Franco and seconded by Jack McGowan. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Kathryn Franco
- b. Motion to accept the December 14, 2021, Ag Program Committee meeting minutes was made by Jack McGowan and seconded by Amelia Kermis. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Kathryn Franco
- c. Motion to accept the March 22, 2022, 4-H Youth Development Program Advisory 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. Kathryn Franco
- d. Motion to accept the November 2, 2021, December 8, 2021, January 4, 2022, February 1, 2022, and March 1, 2022, Master Gardener Steering Committee meeting minutes was made by Matt Agle and seconded by Sam Basile. Motion passed unanimously. Approval by all attendees in-person and included via role call:
 - i. Kathryn Franco

4. Approval of January 2022 Financial Reports*

- a. Motion to approve the January 2022 financial reports was made by Amelia Kermis and seconded by Kathryn Franco. Motion passed unanimously. Approval by all attendees in-person and included via role call:

- i. Kathryn Franco

5. Reports

a. Committees:

- i. Executive – No updates to report.
- ii. Capital – No updates to report.
- iii. Finance – Nothing new to report.
- iv. Operations – Committee met 5/24 to review the draft proposed Supplemental Leave policy. Final version will be vetted by attorney and presented to board for review and approval.
- v. Development – Committee has not met, but need to get alignment on estimated project cost, part-time staff at CCE to manage, develop go-to strategy/assets.
- vi. Diversity, Equity & Inclusion – Updates to the website have been made to include CCE Erie anti-racism statement, resources, images, etc. Website is: www.erie.cce.cornell.edu/diversity-equity-and-inclusion

b. Cornell Cooperative Extension:

- i. CCE completed Financial Review for CCE Erie, with a few items identified that will be updated as follow-up.
- ii. Executive Leadership conference took place this past month; in-person for the first time since the pandemic started. Key training was provided from Minnesota representative, covering the significance of trust in what we do and the communities we serve. Diane to share anything of relevance for board members in future trainings.

c. Executive Director:

- i. Staffing updates - promotion for SNAP-Ed program manager position and two new hires for 4-H program (with one carryover for Taste NY store).
- ii. Audit pricing – Diane has been receiving quotes from various agencies for review. Next steps will be to request a full proposal from viable options to share with board members.
- iii. Land Update – John Zittel is renting land from CCE for the season with lease and insurance in place. Bammel provided updates with site concept review (completed with town) with some updates needed; full architectural drawing to be provided ~4-weeks from approval.
- iv. Reminder of the upcoming Extension Foundation Golf Tournament coming up. Diane to share flyer with board members for consideration to donate/participate.

6. Old Business

- a. **Update 4-H Livestock Auction at the Erie County Fair***: Following last board meeting discussion, there have been agreements drafted for a partnership arrangement for the livestock auction. Motion to authorize CCE Erie Executive Director to work with ECF CEO for drafting a-PW Wood approved Memo of Understanding (MOU) was made by Brett Kreher and seconded by Sam Basile. Approval by all attendees in-person and included via role call:
 - i. Kathryn Franco

7. New Business

- a. **Nominating Committee Chairperson:** Board composition analysis worksheets were shared with board members for completing. Seeking a new leader for spearheading new board member candidate recruitment and evaluation/nominating committee.
- b. **Open Meetings Law (OML) exception for video use:** NYS Governor provided updates last month for video use with meetings. CCE Erie Executive Director provided proposed draft for board review and approval. Motion to approve the proposed Open Meetings Law Exception for Use of Videoconferencing policy was made by Brett Kreher and seconded by Amelia Kermis. Approval by all attendees in-person and included via role call:
 - i. Kathryn Franco
- c. **4-H Rules of Order revisions*:** Motion to approve the proposed 4-H Rules of Order revisions as presented was made by Sam Basile and seconded by Jack McGowan. Approval by all attendees in-person and included via role call:
 - i. Kathryn Franco

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

- d. Kathryn Franco

Meeting was adjourned at 8:15 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting
Roycroft Campus Powerhouse

June 28th (Tues), 7 PM

Extension Foundation Golf Tournament
Concord Crest Golf Course

July 16th (Sat)