

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
Oct. 25, 2022
Public Meeting @ 7 PM
RCC Powerhouse, 39 S. Grove St. East Aurora and via Zoom

Present

Jack McGowan, Brett Kreher, Sam Basile, Matt Agle, Carla DiCanio-Clarke, Sara Root, Gail Wells

Video: Li Shen

Absent

Joe Lorigo, Amelia Kermis, Kathryn Franco, Matt Janiga

Staff

Diane Held, Tim Bojanowski

Guests

N/A

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. No updates to report.

3. Approval of Board and Committee Minutes*

- a. Motion to approve the Sept. 27, 2022 board meeting minutes was made by Brett Kreher and seconded by Carla DiCanio-Clarke. Motion passed unanimously.
- b. Motion to accept the June 7, 2022, Master Gardener Steering Committee meeting minutes was made by Sam Basile and seconded by Jack McGowan. Motion passed unanimously.
- c. Motion to accept the August 2, 2022, Master Gardener Steering Committee meeting minutes was made by Matt Agle and seconded by Carla DiCanio-Clarke. Motion passed unanimously.

4. Approval of July and August 2022 Financial Reports*

- a. Discussion on the August financials and the need to recognize the 4-H Livestock Auction payables in 'Sales Fundraising' in Accounts Payable, in the same month as the 4-H Livestock Auction receivables in 'Sales, Fundraising Livestock' in Accounts Receivables (the month of August. Secondly, the current Revenue line item of "Sales Fundraising, Livestock" will be duplicated accordingly in Expenses. With these updates to be done, the August 2022 financial reports will be revisited in the November meeting and voted on at that time.
- b. Motion to approve the July 2022 financial report was made by Sam Basile and seconded by Brett Kreher. Motion passed unanimously.

5. Reports

a. **Committees:**

- i. Executive – No updates to report.
- ii. Capital – Meeting took place before October board meeting to discuss the leasing of the land to Providence Farm Collective (PFC). PFC would like to lease 3

acres for a 4-year time period, with the first year planned for prepping the land and the 3 years thereafter for incubator farmer use only. Discussion also included brainstorming events to host at the Burton Rd. property, such as Master Gardeners, 4-H and any urban programming, and also investigate opportunities for installing a well/basic infrastructure. Diane to post the current building plans on the CCE Erie website, and have hard copies for review at the upcoming Annual Meeting.

- iii. Finance – Investment Policy Statement to be voted on later on meeting agenda.
- iv. Operations – Updated Unpaid Leave policy in review and updated Supplemental Leave policy being finalized. Should have both ready for board review and approval in upcoming board meeting.
- v. Development – Diane and Jack had follow-up meeting with Oshei Foundation to request funding for fundraising staff person. Communication was provided that a connection would be made with local sources for providing this funding. Annual Appeal planned for launching Nov. 29 (Giving Tuesday).
- vi. Diversity, Equity & Inclusion (DEI) – No updates to report, other than website updates/enhancements on this content continues to be done.

b. Cornell Cooperative Extension:

- i. Currently gearing up for late-January visit to State Legislators with ask for level 224 funding.

c. Executive Director:

- i. Continue to navigate staffing updates. SNAP is currently fully staffed, but majority of members are new to the team. Creating Healthy Schools and Communities Educator was recently hired and starting soon. 4-H Educator position is posted but applications are slow-going; board members with possible candidates encouraged to share this job posting. Taste NY staff has ongoing turnover and new hires; currently working toward phasing out Buffalo Train Station kiosk but cannot fully walk away until vending machines are put in place.
- ii. CCE 4-H team met with Erie County Fair to discuss outcome of 2022 fair events, as well as looking ahead to the future.

6. Old Business

- a. **Update - Annual Meeting and nominating committee:** Two candidates have confirmed interest, with a few other considerations to confirm interest. Sam to request a virtual meeting for nominating committee to review candidates in advance of annual meeting. Interest in adding more diversity for candidates; Gail and Diane to touch base on prospects. Diane to provide current board members up for second term draft bios for review. Updated constitution is on website and available for board members' review; will be voted on at annual meeting.
- b. **Update - Request to lease land*:** Continued discussion from Capital committee. Motion to approve for Diane to enter into 4-year lease with PFC for 3-acre plot was made by Matt Agle and seconded by Gail Wells. Motion passed unanimously.
- c. **Auditor quotes*:** Board had opted to not do an audit in 2021, but an audit is needed for 2022. Diane has been reviewing quotes from a few local auditors, with great variance in pricing. Motion to continue with Bonadio as auditor of choice was made by Brett Kreher and seconded by Carla DiCanio-Clarke. Motion passed unanimously.

7. New Business

- a. **2023 County Executive’s budget – Erie appropriation:** County Executive’s budget has CCE included with the 10% increase request.
- b. **Investment Policy Statement – update and approval*:** Motion to approve the updated version of the Investment Policy Statement dated October 25, 2022 was made by Sam Basile and seconded by Brett Kreher. Motion passed unanimously.
- c. **Nov and Dec 2022 board meeting dates:** Proposed to move November meeting to 29-Nov and December to 20-Dec. Board confirmed agreement on this date update.

Motion was made by Gail Wells and seconded by Sam Basile to adjourn. Approval by all attendees.

Meeting was adjourned at 8:19 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Annual Meeting

Nov. 15th (Tues), 6:30 PM

Board of Directors Meeting
Roycroft Campus Powerhouse

Nov. 29th (Tues), 7 PM