

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
Sept. 27, 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, Matt Janiga

Video: Li Shen and Renee Mooneyhan

Absent

Joe Lorigo, Amelia Kermis, Kathryn Franco

Staff

Diane Held

Video: Tim Bojanowski

Guests

Jim Bammel

1. Call to Order

- a. Matt Agle, *President*, called the meeting to order at 7:04 PM.

2. Agenda Review

- a. Matt inquired if there were any additions to the agenda. No updates to report.

3. Guest: Update on building design from Jim Bammel

- a. Currently working through Site Design and next up is Building Design
 - i. Site Design – a lot of up-front work and planning/development; aiming for Jan 2023 to have approved site plan by town of Orchard Park. **Action Item: Jim to share draft site designs with Diane for sharing with board**
 - ii. Building Design – Bammel team has been working through initial schematic and design development, and shared updated schematics with board attendees
- b. Jim will be able to obtain a rough budget in about a month to share with CCE. Estimated at a 14 – 16-month construction schedule (safe to assume 25% buffer, in addition to this).
- c. Property could be used for special events in the interim of capital campaign and construction. Would need to apply for Permit, to be safe.
- d. Discussion on updating plans to achieve LEED certification; would be able to plan on building to LEED certification and if fundraising does not meet the goals, could cut back accordingly. Jim to provide the anticipated maintenance and use costs for reference, to build into the Capital Campaign goals. **Action Item: Jim to discuss with team and follow up with Diane for any impactful insights.**
- e. **Action Item: Board to review provided draft schematic and provide feedback to Diane by Oct. 11, for sharing with Jim.**

4. Approval of Board and Committee Minutes*

- a. Motion to approve the July 26, 2022 (as revised per meeting hard copies), board meeting minutes was made by Sam Basile and seconded by Brett Kreher. Motion passed unanimously.
- b. Motion to accept the May 18, 2022, 4-H Program Advisory Committee meeting minutes was made by Gail Wells and seconded by Carla DiCanio-Clarke. Motion passed unanimously.
- c. Motion to accept the July 14, 2022, 4-H Program Advisory Committee meeting minutes was made by Gail Wells and seconded by Carla DiCanio-Clarke. Motion passed unanimously.

5. Approval of June 2022 Financial Reports*

- a. Motion to approve the June 2022, financial report was made by Jack McGowan and seconded by Brett Kreher. Motion passed unanimously.

6. Reports

a. Committees:

- i. Executive – No updates to report.
- ii. Capital – Had a first event (Cover Crops demonstration) at the property and gained interest in a seed company for potential future continuation. Providence Farm Collective has requested to lease some land for 2023, and CCE is brainstorming other ideas for utilizing the land while it is still vacant. Currently investigating options for digging a well now, to initiate building the framework for other utilities and future growth.
- iii. Finance – No updates to report.
- iv. Operations – No updates to report.
- v. Development – Diane and Jack have had a few meetings with Oshei to discuss opportunities for resources to hire development staff and purchase CRM software.
- vi. Diversity, Equity & Inclusion – No updates to report.

b. Cornell Cooperative Extension:

- i. DE&I Core Leadership Retreat took place recently, including a state-wide summit with great attendance from many.
- ii. Executive Leadership Conference took place mid-September to look at strategic planning and the “what next” for CCE and the associations, specifically at the board level. Diane also attended and was able to tour Cornell AgriTech and the Food Venture Center, to witness recipe development/testing.
- iii. Annual Performance Review for Executive Director (Diane) is coming up; board to initiate process accordingly and Renee to provide resources/timing expectations.
- iv. Invitation for a weekend trip to one of the CCE on-site research hubs (Central NY or Chautauqua area) for enrichment opportunities.

c. Executive Director:

- i. There has been a lot of staff turnover in the recent weeks/months, due to a number of reasons (other jobs, graduate school, etc.). Open positions including SNAP-ED, Creating healthy schools/communities, 4-H Educator, Taste Asst Mgr, and EFNEP Educator. Brightside - April Brown has started as Financial Assistant, and comes with incredible first-hand experience from other CCE associations.
- ii. BlueFund has confirmed another year of funding (2023) to support Healthy Community Store initiative.

- iii. Great success at the annual 4-H event (“Dig into 4-H”) at Penn Dixie Fossil Park; a total of 180 parents/volunteers in attendance, including urban 4-H club representations!
- iv. Happy to report that CCE Erie is nearing the end of the CDL certification insurance process; class will be offered in October 2022.

7. Old Business

- a. **Update on 2022 Fair:** Livestock numbers were fairly consistent, with exception to swine which was down from previous years. Continue to see declining fair entries (~1,500 compared to over 3,000 in past years).
- b. **Ignite – basic strategic planning process:** Have met with representative from this consultant group to help with preparing strategic plans for moving forward. Would like to start with an initial survey to take place over the winter, and organize a committee of a few board members and staff members.
- c. **Annual Meeting update and nominating committee:** Planning to have theme around volunteers, and invite as many volunteers as possible (100 person max in building space). Confirming the date is Nov. 15, 6:30 PM. In terms of open positions, Sam’s terms are complete and the other board members who are up for continuing terms are confirmed for second term. Sam Basile and Matt Agle to lead nominating committee.

8. New Business

- a. **COVID Acknowledgement of Risk forms – consideration to cease use for COVID*:** CCE Administration has confirmed the COVID-19 specific Acknowledgement of Risk form is no longer required; since board had voted on it previously, it is requested to vote on discontinuing the use of it. Motion to approve discontinuing use of the COVID-19 Acknowledgement of Risk form was made by Sam Basile and seconded by Matt Janiga. Motion passed unanimously.
- b. **Request to lease land:** Providence Farm Collective has requested to lease approximately 3-5 acres of land for farming while the CCE property is unoccupied. Diane to follow up discussion with Beth (Farm Manager) to review board feedback and provide update at next board meeting. Three main points of feedback include:
 - i. 3 acres, near back of property (nearer to route 219)
 - ii. 2-year timeframe, with flexibility to cancel/extend
 - iii. Use case for the land – CCE okay with learning space or crop rotation, have concern for use by families/communities based on short term tenure
- c. **SNAP-Ed New York:** Mention of Fruit and Veggie Rx (FVRx) flyer provided in board packet, and encouragement to board members to review. Great work recapped in an engaging presentation!

Motion was made by Gail Wells and seconded by Brett Kreher to adjourn. Approval by all attendees.

Meeting was adjourned at 9:04 PM.

Respectfully submitted,
Sara Root

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting
Roycroft Campus Powerhouse

Oct. 25th (Tues), 7 PM

Annual Meeting

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