

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
July 21, 2026
Public Meeting at 6:30PM
RCC Power House, 39 S. Grove St., East Aurora

MINUTES

Present

Brett Kreher, Beth Mattimore, Danielle Gare, Melissa Keller, Margaret Raupp, Jerry Irving, Ron Engasser, Alan Henry

Absent

Jeff Leyonmark, Carla DiCanio

Non-Board Members

Diane Held, Tim Bojanowski

1. Call to Order

- a. Brett Kreher called the meeting to order at 6:35 PM.

2. Agenda Review

- a. Brett Kreher reviewed the agenda. Minor additions were made to account for additional new business items.

3. Approval of Board and Committee Minutes

- a. Motion to approve the minutes from the June 16, 2026 Board of Directors meeting was made by Danielle Gare and seconded by Jerry Irving. Motion was passed unanimously.
- b. Motion to approve the minutes from the June 9, 2026 Development Committee meeting was made by Beth Mattimore and seconded by Danielle Gare. Motion was passed unanimously.

4. Approval of April and May 2026 Financial Reports

- a. Tim Bojanowski reviewed the financial reports for April and May 2026.
- b. Motion to approve the April 2026 Financial Report was made by Jerry Irving and seconded by Beth Mattimore. Motion was passed unanimously.
- c. Motion to approve the May 2026 Financial Report was made by Jerry Irving and seconded by Alan Henry. Motion was passed unanimously.

5. Reports:

- a. Committees:
 - i. Executive Committee – Nothing to report at this time.
 - ii. Capital Projects – Nothing to report at this time.
 - iii. Finance – Nothing to report at this time.
 - iv. Operations – Nothing to report at this time.

- v. Development
 - 1. Committee identified five consultants to reach out to.
 - 2. A few proposals have been received, and conversations are ongoing.
- vi. Diversity, Equity, and Inclusion – Nothing to report at this time.
- b. Cornell Cooperative Extension:
 - i. Cornell Cooperative Extension is seeking a new Assistant Director for Agriculture and Food Systems. A candidate has been offered the position.
- c. Executive Director:
 - i. Diane Held shared a written report with the Board. Diane added our county budget was requested to be submitted by the end of the month. The recommendation was to not ask for more than a 3% increase but that we may be level funded. The *Give 716* campaign made about \$2,000. Our SNAP-Ed New York Program Manager will be resigning but will work part-time until SNAP Ed is closed out.

6. Old Business:

- a. Contract Updates
 - i. SNAP Ed – We are waiting on a budget amendment and hope to send in a payment voucher soon.
 - ii. Healthy Community Store Initiative (HCSI) – The initiative has been funded by the Buffalo Bills Foundation for the past 3 years, but this funding has ended. We are actively seeking other funding opportunities for this.
 - iii. WNY Solutions for Farming and Food Access – CCE Niagara holds the funds for this work. Diane is working on drafting a subcontract for CCE Erie to hire the Team Leader for this work.

7. New Business:

- a. **Policy: Gender Based Violence and the Workplace**
 - i. The policy was presented to the Board. This policy is needed in order to receive New York State grants. This policy was drafted by Cornell Cooperative Extension for county associations to adopt.
 - ii. Motion to adopt the Gender-Based Violence and the Workplace policy was made by Jerry Irving and seconded by Ron Engasser. Motion was passed unanimously.
- b. **IRS Mileage Rate Increase**
 - i. The IRS mileage rate has increased to \$0.76 a mile effective July 2026.
 - ii. Motion to approve the increased IRS mileage rate to \$0.76 per mile was made by Jerry Irving and seconded by Ron Engasser. Motion was passed unanimously.
- c. **4-H Livestock Show/Auction**
 - i. A couple of FFA families missed the deadline for the livestock auction and show. Diane explained the situation for the Board's awareness.
 - ii. The Operations Committee plans to convene in November to discuss the 4-H Livestock Show/Auction further.

d. WNY Regional CCE Exploratory Grant Support Letter

- i. Diane Held explained that the WNY Community Foundation is offering grant funding for non-profits looking to reorganize or restructure. Regional CCEs are collectively looking to apply for funds to explore doing a volunteer enrollment/tracking system that could be used across the associations.
- ii. Motion to submit a letter of support was made by Jerry Irving and seconded by Ron Engasser. Motion was passed unanimously.

e. Finance Committee Meeting with Wilmington Trust Advisor

- i. Wilmington Trust has suggested that the Board speak with an M&T Advisor. This will be explored further by the Finance Committee.

f. Board Member Nomination Recommendations

- i. The Nominating Committee will meet at the end of August.
- ii. There will be four positions; three open positions will need to be filled. The 4th open position is the 2nd term of a current board member.
- iii. It was requested that we begin to look for candidates. It would be helpful to have representation from the farming community.

Motion to adjourn the meeting was made by Jerry Irving and seconded by Ron Engasser. Motion was passed unanimously.

NEXT MEETING

Board of Directors Meeting
September 15, 2026 (Tuesday) 6:30pm.
Roycroft Campus Power House

Respectfully submitted,

Melissa Keller