

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
March 22, 2022
Public Meeting, 7 PM Roycroft Campus Powerhouse and via Zoom

Present

Jack McGowan, Carla DiCanio-Clarke, Li Shen, Matt Agle, Brett Kreher, Gail Wells, Sam Basile, Kathryn Franco, Amelia Kermis

Note: Amelia Kermis joined at 7:32 PM, Kathryn Franco joined at 7:40 PM and Li Shen joined at 8:05 PM.

Absent

Joe Lorigo, Renee Mooneyhan, Sara Root, Matt Janiga

Staff

Diane Held, Tim Bojanowski, Diana Kubik (CCE Suffolk County Chief Operating Officer contracted with CCE Erie for year-end financial statement work), Tammi Kron

Guests:

1. Call to Order

- a. Matt Agle, *President*, called the meeting to order at 7:06 PM.

2. Agenda Review

- a. Matt inquired if there were any additions to the agenda.
- b. Diane asked to add discussion of whether to have CCE Erie's 2021 financial statements audited by a CPA firm.

3. Approval of Board and Committee Minutes*

- a. Motion to approve the February 22, 2022, board meeting minutes was made by Brett Kreher and seconded by Sam Basile. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Matt Agle
 - iv. Brett Kreher
 - v. Gail Wells
 - vi. Amelia Kermis
 - vii. Sam Basile
 - viii. Kathryn Franco
- b. Motion to accept the February 22, 2022, Development Committee meeting minutes was made by Brett Kreher and seconded by Carla DiCanio-Clark. Motion passed unanimously. Accepted by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Matt Agle
 - iv. Brett Kreher
 - v. Gail Wells
 - vi. Sam Basile

4. 2021 Yearend Financial Reports*

- a. Diana Kubik and Diane Held reviewed the Financial Statements for the year ended December 31, 2021 including the Balance Sheet at 12/31/2021, Statement of Activities, Statement of Cash Flows and Notes to the Financial Statement. No issues were noted.
- b. Motion to approve the 2021 Yearend financial reports was made by Jack McGowan and seconded by Brett Kreher. Motion passed unanimously. Approval by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Matt Agle
 - iv. Brett Kreher
 - v. Gail Wells
 - vi. Amelia Kermis
 - vii. Sam Basile
 - viii. Kathryn Franco

5. Reports

- a. **Committees:**
 - i. Executive – No meeting
 - ii. Capital – No report
 - iii. Finance – No report
 - iv. Operations – Sara, Carla and Diane working to review the catastrophic leave policy and evaluate if it's best to revise or replace with supplemental leave policy. Aiming to have ready for board vote at April meeting.
 - v. Development – No report
- b. **Cornell Cooperative Extension:**
 - i. Executive Directors are meeting with CCE Director Watkins about how to improve communication with Extension Administration.
- c. **Executive Director:**
 - i. Hiring for Taste NY, 4-H and SNAP ED positions
 - ii. Several former CCE Erie staff are now working for Harvest New York
 - iii. Reviewing the proposed contract with Bammel Architects
 - iv. Thank you to Tim Bojanowski for hard work in a busy time recently.

6. Old Business

- a. **Annual approvals*** – Motion to approve the revised CCE Erie Annual Approvals, which had some minor changes to the version approved at the January 25, 2022 Board Meeting was made by Sam Basile and seconded by Brett Kreher. Approved by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Matt Agle
 - iv. Brett Kreher
 - v. Gail Wells
 - vi. Sam Basile
 - vii. Kathryn Franco
 - viii. Amelia Kermis

7. New Business

- a. **2022 AR Contract with Erie County*** – - Motion to approve the Public Benefit Services Contract with Erie County for the year 2022 was made by Kathryn Franco and seconded by Li Shen. Approved by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Gail Wells
 - vii. Sam Basile
 - viii. Kathryn Franco
 - ix. Amelia Kermis

- b. **4-H Livestock Auction at the Erie County Fair*** - CCE Erie has been asked by the Erie County Fair to hold the Youth Livestock Auction in one day rather than two days and to include the Youth Livestock Expo which includes youth from across New York State. There is potential risk to CCE Erie of collecting and distributing the money for multiple organizations and having youth from multiple groups working with animals. CCE Erie will require an acceptable Memorandum of Understanding that details our role and responsibilities. A motion to incorporate the open class youth auctions into the 4-H auction and that CCE Erie will process the payments for the sale of all animals. CCE Erie will collect its fee of 6% on the sale of all animals sold through the auction was made by Matt Agle and seconded by Li Shen. Approved by all attendees included via role call:
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Gail Wells
 - vii. Sam Basile
 - viii. Kathryn Franco
 - ix. Amelia Kermis

- c. **Decision whether to have an Audit of CCE Erie's 2021 financial statements*** - An audit is not required this year because our federal revenue did not meet the minimum threshold. The cost to pay an accounting firm for an audit is approximately \$8,000. A motion to not have an audit done for the 2021 financial statements was made by Sam Basile and seconded by Amelia Kermis.
 - i. Jack McGowan
 - ii. Carla DiCanio-Clarke
 - iii. Li Shen
 - iv. Matt Agle
 - v. Brett Kreher
 - vi. Gail Wells
 - vii. Sam Basile
 - viii. Kathryn Franco
 - ix. Amelia Kermis

Motion was made by Kathryn Franco and seconded by Carla DiCanio-Clark to adjourn. Motion passed unanimously. Approval by all attendees included via role call:

- i. Jack McGowan
- ii. Carla DiCanio-Clarke
- iii. Li Shen
- iv. Matt Agle
- v. Brett Kreher
- vi. Gail Wells
- vii. Sam Basile
- viii. Kathryn Franco
- ix. Amelia Kermis

Meeting was adjourned at 9:04 PM.

Respectfully submitted,
Jack McGowan

**Indicates item needing Board action.*

DATES AHEAD:

Board of Directors Meeting
Roycroft Campus Powerhouse

April 26th (Tues), 7 PM