CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
October 20, 2026
Public Meeting at 6:30PM
Roycroft Campus Power House, 39 S. Grove St., East Aurora

DRAFT MINUTES

Present
Brett Kreher, Danielle Gare, Melissa Keller, Jerry Irving, Margaret Raupp (virtual), Beth Mattimore, Jeff Leyonmark, and Alan Henry

Excused
Ron Engasser, Carla DiCanio

Non-Board Members
Diane Held, Tim Bojanowski

1. Call to Order
    a. Brett Kreher called the meeting to order at 6:32 PM.

2. Agenda Review
    a. No changes were made to the agenda.

3. Approval of Board and Committee Minutes
    a. Motion to approve the minutes from the September 15, 2026 Board of Directors meeting was made by Jeff Leyonmark and seconded by Jerry Irving. Motion passed unanimously.

4. Approval of August 2026 Financial Report
    a. Tim Bojanowski reviewed the financial reports for August 2026.
        i. Motion to approve the August 2026 Financial Report was made by Danielle Gare and seconded by Alan Henry. Motion passed unanimously.
5. Reports
    a. Committees
        i. Executive Committee – Nothing to report.
        ii. Capital Projects – Nothing to report.

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iii. Finance – The committee met on September 28, 2026. Additional updates were provided later in the meeting.
iv. Operating – Nothing to report.
v. Development – Nothing to report.
vi. Nominating Committee – Three potential candidates to fill vacancies have been identified.

b. Cornell Cooperative Extension
    i. The Board discussed concerns from volunteers regarding recent news related to Cornell University.

c. Executive Director
    i. Diane Held provided a written report to the Board in advance of the meeting. A portion of the SNAP office lease is set to expire at the end of October. The Oishei Foundation has awarded the Association $160,000 for one year for the Healthy Corner Store Initiative.

Old Business

1. Contract Updates
    a. SNAP Ed – The program closeout process is underway.
    b. Taste NY – We are waiting on an executed contract from the State.
    c. Healthy Corner Store Initiative (HCSI) – The Oishei Foundation has provided $160,000 for one year.
    d. WNY Solutions for Farming and Food Access (WNYSFFA) – The Team Leader began on October 1, 2026.
2. County Appropriation Update
    a. The County Executive's proposed budget includes the requested 3% increase in funding for CCE Erie.
3. iCAP: Review and Update of the Plan Strategies and Action Items
    a. Maureen Millane, our iCAP consultant, recommended that iCAP remain a standing item on future Board meeting agendas.
    b. The Mission/Vision group has met since the previous Board meeting and is gathering feedback on the Association's mission and vision. The mission and vision will be discussed at the Annual Meeting. The group is seeking additional members.
    c. Diane Held provided an update on the funding request submitted to the WNY Foundation for a development position and CRM software. The Foundation is open to further discussions but may suggest alternative approaches. Additional information will be provided to the Board for consideration.

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New Business

1. 2027 Association Budget Considerations
    a. Motion to move into executive session regarding matters of personnel was made by Jerry Irving and seconded by Danielle Gare. Motion passed unanimously.
    b. The Board returned to regular session. Motion to approve 5% salary increases for CCE Erie's Executive Director and Finance and Operations Manager, beginning November 1, 2026, was made by Jerry Irving and seconded by Danielle Gare. Motion passed unanimously.

Motion to adjourn the meeting was made by Jerry Irving and seconded by Jeff Leyonmark. Motion passed unanimously.

NEXT MEETING
CCE Erie Annual Meeting
October 29, 2026 (Thursday) 6:30PM
Roycroft Campus Power House

Board of Directors Meeting
November 17, 2026 (Tuesday) 6:30PM
Roycroft Campus Power House

Respectfully submitted,

Melissa Keller

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