

CORNELL COOPERATIVE EXTENSION ERIE COUNTY
BOARD OF DIRECTORS MEETING
September 15, 2026
Public Meeting at 6:30PM
RCC Power House, 39 S. Grove St., East Aurora

MINUTES

Present

Brett Kreher, Melissa Keller, Margaret Raupp, Jerry Irving, Ron Engasser, Beth Mattimore (virtual), Jeff Leyonmark, and Carla DiCanio

Excused

Danielle Gare and Alan Henry

Non-Board Members

Diane Held, Tim Bojanowski, Mark Perez, Jack McGowan, Maureen Millane

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. 2025 Audit Presentation
 - a. Mark Perez of Bonadio & Co., LLP presented the 2025 Audit to the Board.
 - b. Motion to approve the 2025 Audit Results for Cornell Cooperative Extension of Erie County was made by Jerry Irving and seconded by Carla DiCanio. Motion passed unanimously.
4. Approval of Board and Committee Minutes
 - a. Motion to approve the minutes from the July 21, 2026 Board of Directors meeting was made by Jerry Irving and seconded by Ron Engasser. Motion passed unanimously.
 - b. Motion to approve the minutes from the September 8, 2026 Development Committee meeting was made by Jeff Leyonmark and seconded by Jerry Irving. Motion passed unanimously.

- c. Motion to accept the amended minutes from the January 28, 2026 Master Gardener's Steering Committee meeting was made by Melissa Keller and seconded by Margaret Raupp. Motion passed unanimously.
 - d. Motion to accept the minutes from the May 27, 2026 Master Gardener's Steering Committee meeting was made by Jeff Leyonmark and seconded by Margaret Raupp. Motion passed unanimously.
 - e. Motion to accept the minutes from the May 27, 2026 4-H Development Committee meeting was made by Jerry Irving and seconded by Ron Engasser. Motion passed unanimously.
 - f. Motion to accept changes to the 4-H Development Committee Rules of Order was made by Ron Engasser and seconded by Carla DiCanio. Motion passed unanimously.
5. Approval of June and July 2026 Financial Reports and 2025 CCE Finance Review Report
- a. Tim Bojanowski reviewed the financial reports for June and July 2026.
 - i. Motion to approve the June 2026 Financial Report was made by Jeff Leyonmark and seconded by Jerry Irving. Motion passed unanimously.
 - ii. Motion to approve the July 2026 Financial Report was made by Margaret Raupp and seconded by Ron Engasser. Motion passed unanimously.
 - b. The Board reviewed the 2025 CCE Financial Review letter from Cooperative Extension Administration.
6. Reports
- a. Committees
 - i. Executive Committee – Nothing to report.
 - ii. Capital Projects – No committee meeting was held. Diane Held noted that we've had issues with groundhogs and needed pest control. We now have an additional door from the storage shed directly into the pavilion. Staining and painting will be done soon.
 - iii. Finance – Committee members spoke with LPL Financial LLC. A proposal was presented to move the organization's investments from Wilmington Trust to LPL Financial LLC, which would reduce associated fees.
 - iv. Operating – Nothing to report.
 - v. Development – Jack McGowan reviewed the responses from the consultant firms. Collectively, the responses indicated that CCE Erie

is not yet prepared to undertake a feasibility study. Additional resources are needed to build development capacity.

- vi. Diversity, Equity, and Inclusion – Nothing to report.
- b. Cornell Cooperative Extension
 - i. Hosted a systemwide webinar with NYS Committee on Open Government regarding Open Meetings Law.
- c. Executive Director
 - i. Diane Held provided a written report to the Board in advance of the meeting.
 - 1. It was highlighted that the total from the 4-H Livestock Auction (\$459,295) is the highest to date.
 - 2. Wyoming County has been the lead for WSBN, but this is changing to Genesee County effective October 1, 2026.
 - 3. The Nominating Committee is working to identify potential nominees. Two nominees have been identified and the committee is seeking to identify one more.

Old Business

- 1. Contract Updates
 - a. SNAP Ed – Contract has been fully executed. One more payment request will need to be submitted.
 - b. Taste NY – Waiting for signing from the NYS Office of the State Comptroller.
 - c. Healthy Corner Store Initiative (HCSI) – The Oishei Foundation and American College of Cardiology Foundation may be potential funding sources to continue this initiative.
 - d. WNY Solutions for Farming and Food Access (WNYSFFA) – Memorandum of Understanding has been signed with Niagara County for this.

New Business

- 1. Mail 4-H Livestock Auction Checks
 - a. The Board discussed mailing the 4-H livestock auction checks prior to all payments being received to get them out within thirty days. There is one outstanding payment.
 - b. Motion to mail the 4-H livestock auction checks was made by Jerry Irving and seconded by Ron Engasser. Motion passed unanimously.
- 2. 4-H Donations
 - a. A \$1,000 donation was received from a community member.
- 3. Expanded Food and Nutrition Education Program (EFNEP)

- a. Diane Held explained that CCE Erie previously administered EFNEP. Cornell University reached out to see if CCE Erie would be interested in beginning an urban EFNEP program. This would be an opportunity for us to bring back some services lost from SNAP Ed reductions. The program would be fully funded through federal Smith Lever funding.
 - b. Motion to proceed with the EFNEP proposal was made by Jerry Irving and seconded by Ron Engasser. Motion passed unanimously.
- 4. Change Wilmington Trust Advisor
 - a. The Board discussed changing investment advisors from Wilmington Trust to M&T. It was recognized that LPL Financial LLC would provide these services through M&T.
 - b. Motion to move our investments from Wilmington Trust to M&T was made by Carla DiCanio and seconded by Jerry Irving. Motion passed unanimously.
- 5. Development Committee Recommendation/iCAP Implementation Funding Request
 - a. Diane Held explained that iCAP has implementation funding that is available to organizations that have gone through the initial iCAP process. The grant application window will open soon. The Development Committee recommended applying for funding to fund a position to support development and communications. As noted in the Development Committee's report, capacity for this is needed.
 - b. It was discussed that iCAP implementation funding could be a source of funding for the purchase of customer relationship management software, which was identified as a need.
 - c. Motion to submit a funding request for iCAP implementation funding for the fund development/communications position and CRM was made by Jerry Irving and seconded by Jeff Leyonmark. Motion passed unanimously.
- 6. Consideration of Office Closure
 - a. The Board discussed closing the Cornell Cooperative Extension of Erie County between December 26th and December 31st. The Board agreed that the office could be closed, if needed due to staff schedules, to the public during this period and that employees could use accrued leave during the closure.
- 7. WNYSFFA Team Leader
 - a. Motion to move into executive session for matters leading to the appointment of a particular person was made by Carla DiCanio and seconded by Jerry Irving. Motion passed unanimously.
 - b. Motion to approve the hire of Justine Hayes into the CCE Erie WNYSFFA Team Leader position, with recognition of her current accrual balances and service

credit that she earned at CCE Niagara. Upon hire, she will receive credit for the years of service, and hours of sick and vacation accruals earned as of her final day of employment with CCE Niagara. The motion was made by Ron Engasser and seconded by Jerry Irving. Motion passed unanimously.

Motion to adjourn the meeting was made by Margaret Raupp and seconded by Jerry Irving. Motion passed unanimously.

NEXT MEETING

Board of Directors Meeting
October 20, 2026 (Tuesday) 6:30PM
Roycroft Campus Power House

Respectfully submitted,

Melissa Keller