

Cornell Cooperative Extension of Delaware County

Minutes of Board Meeting

Thursday, September 15, 2022, at 7:00 p.m. via zoom

- I. Donna Dickson Noonan welcomed everyone and opened the meeting at 7:04. Karen did the roll call.
- II. **Present:** Board members- Betty Scott, Brad Taggart, Carol Machala, Carol Michalski, Carolyn Scobie, Dean Darling, Diane Frances, Donna Dickson Noonan, Donna Jones, Donna Machala, Erin Johnson, Gary Orton, and Libby Kelly.
A majority of 13 board members were present.

Staff: Corine Tompkins, Danielle Hautaniemi, Emily Roach, Dale Dewing, Jack Salo, Karen Graves, and Paul Cerosaletti.

Guest – David Brownell, CPA, Mostert, Manzanero & Scott, LLP

- III. **Action: Approval of Minutes of the July 21, 2022 Board meeting – a motion to approve the minutes was made by D. Jones, seconded by D. Machala. The motion carried unanimously.**
- IV. **2021 Audit Presentation -Mostert, Manzanero & Scott, LLP-** David Brownell, CPA
Partner reviewed the audit and answered board member questions. The following are some highlights:
- The total expenses for 2021 was \$2,794,738. (\$783,748 is paid by Cornell for fringe benefits.)
 - Increase in net assets from operations \$259,479
 - Total changes in net assets \$288,047
 - Cash – End of Year: \$ 2,150,903
 - This was a “clean” audit, with no findings.
- V. **Action:** Donna Dickson Noonan appointed Diane Frances to fill out the term on the board for Michele DeFreece.

Interim Director’s Report: J. Salo made a correction to his written report report. The total funding from Delaware County is \$422,327, \$392,327 is for the Association, \$30,000 is for camp. J. Salo referred those present to his written report for additional updates and information.

- VI. **Conflict of Interest:** J. Salo reviewed the *Farm Enhancement Grant Program: Grant Review and Award, Conflict of Interest Compliance and Plan*, which was distributed to the Board of Directors via e-mail prior to the meeting. Salo said the policy/plan was created to comply with Cornell Cooperative Extension Conflict of Interest disclosure requirements for members of the Board of Directors who benefit or could benefit financially from a CCE DC program. The policy also addresses Conflict of Interest and potential Conflict of Interest for CCE DC staff who will be reviewing applications to insure they abstain from scoring applications where relationships identified in the plan as conflicts or potential conflicts exist. The following CCE Board members have applied for the Farm Enhancement Grant Program: Donna Dickson Noonan, Betty Scott, Brad Taggart, Carolyn Scobie, Wayland Gladstone and Erin Johnson. Notification to applicants receiving Farm Enhancement Grant Program awards are anticipated within the next two weeks.

VII. Mini-Presentations: Salo introduced Dale Dewing (Farm Enhancement Grant Program); Corrine Tompkins (4-H Camp Shankitunk, 2022); and Emily Roach (Delaware County Fair, 2022) who provided short program updates:

- a. Farm Enhancement Grant Program: Dale Dewing shared slides on the Program. He said the total funds requested is \$1,707,000, 3.5 times the \$500,000 available. The committee will meet next week to review the scoring of applications. After September 20th the applicants will be notified. Awardees have 15 months to complete their projects.
- b. 4-H Camp Shankitunk: C. Thompson reported that they had 16 Covid cases this season between staff and campers. Jon Conklin was hired as the camp director. \$40,000 was given out in scholarships. There were 531 overnight campers and 154 day-campers. This was over 5 weeks with the number of campers reduced due to Covid and staffing issues. C. Tompkins gave a slide presentation with more data on camp.
- c. Delaware County Fair: E. Roach stated there were 11,000 + visitors to the Human Ecology building. The CCE Agriculture events included the forage contest which had 44 entries and awarded \$350 in prize money. Dairy One provided free forage analysis valued at \$1,000. The 4-H report will be emailed the board. 4-H state fair projects are currently on display at the county office building. The exhibitors that went on to the state fair earned 3 purple rosettes, which is the “best of the best”. Everything went smoothly at the fair with the new staff.

Jack acknowledged the great work by all of the staff this summer.

VIII. Member and Other Reports and Updates:

- a. Cornell Report & Search Committee - D. Hautaniemi said there are 7 qualified Executive Director candidates so far. An organization health check survey has been sent out to the staff and board. This will help the committee to determine the qualifications needed for the new Executive Director.
- b. Supervisor Representative Comments- B. Scott said the supervisors are working on the 2023 budget.

IX. Committee Reports:

- a. Executive Committee (Minutes of the August 18, 2022 meeting enclosed): Please note action items in the minutes. These are actions taken on behalf of the full Board of Directors. The Executive Committee will meet on the months the board does not meet.
- b. Nominating Committee (Minutes of the August 11, 2022 meeting enclosed). D. Machala said one person decided not to run so we need to find one more person to run for the Human Ecology Issues committee
- c. Finance Committee (Minutes of the September 7, 2022 meeting enclosed):
 - a. **Action: A motion was made to approve the June 2022 Financial Reports by G. Orton, seconded by B. Scott. The motion carried unanimously.**

- b. **Action: A motion was made to approve the revised Cash Management Policy as required by the current Watershed Agricultural Council contract by D. Machala, seconded by D. Jones. The motion carried unanimously.**
- c. **Action** (related to Cash Management Policy): J. Salo suggested just updating the signers for the Wayne Bank accounts now and doing the rest in January. **A motion was made to authorize the following individuals as signers to all Delaware County Cooperative Extension bank accounts at Wayne Bank: Paul Cerosaletti, Carla Crim, Corrine Thompkins, Justine Bishop, Carol Michalski and remove all past signers including Mariane Kiraly, Jeanne Darling and Pam Conklin by C. Michalski, seconded by D. Machala. The motion carried unanimously.**
- d. Personnel Committee (Minutes of the August 25, 2022, meeting enclosed)
- e. Long Range Committee (Minutes of the August 11, 2022, meeting enclosed) D. Noonan said there is a conflict for the Annual Meeting date in November. The meeting may be changed to December in order to introduce the new Executive Director.

X. Approvals:

- a. **Action: A motion to approve the Board President to sign a contract on behalf of CCE Delaware County with CCE Tompkins County for \$152,167 for the period of September 1, 2022 – August 31, 2026 was made by G. Orton, seconded by D. Darling. The motion carried unanimously.**

CCE Delaware County will be sub-contractor for CCE Tompkins County for the purpose of implementing Regional Energy Hub services. The funding for this contract originates with NYS Energy Research and Development Authority

XI. Other Business:

- a. Volunteer Celebration Day -D. Noonan said the event will be at Birdsong farm on Sunday from 2pm to 4pm.

XI. Adjournment- A motion to adjourn was made at 8:59 by D. Darling, seconded by D. Machala. The motion carried unanimously.

Minutes taken by Karen Graves