Cornell Cooperative Extension of Cattaraugus County

Board of Directors Meeting

January 22, 2018

28 Parkside Drive

Ellicottville, NY 14731

Board Members present: Nathan Blesy, Diane Clayson, Norm Marsh, Don Wild, Kelly Reed, Don Telaak, Stephanie Carter, Susan LaBuhn, Holly Lemke, Carl “Butch” George, Renee Smith

Absent: Joseph Pillittere

Others present: Bruce Robinson (forestry consultant)

1. **Call to Order:** Diane Clayson, President, opened the meeting at 6:03 pm.

2. **Approval/Edits to agenda:**

   Forestry bids: Bruce Robinson discussed the Pierce Whitney property. He gave a brief history of the property (1985 – current date). Bruce provided information regarding harvesting and restoration of the forest. He also provided recommendations regarding the contract with the lumber company harvesting the trees. Bruce provided the 6 timber bid amounts. Bruce stated that 68 potential bidders were invited to view the property. Six sealed bids were received.

   Kelly Reed made a motion to accept the bid from Gutchess Lumber Co., Inc. Norm March seconded. Passed unanimously.

   Kelly Reed made a motion of resolution to sell the timber on the Pierce Whitney property. Carl George seconded. Passed unanimously.

3. **Approval of Minutes:** Kelly Reed made a motion to approve the minutes from the January 15, 2018 meeting. Carl George seconded. Passed unanimously.

4. **Review/Acceptance of Financial Statements:** Kelly Reed reported that there was a $91,000 profit as of Nov. 30, 2017. She also stated that there will be some budget revision based on impending changes.

   **224 Funding:** discussion held regarding applying this funding to another team
5. Executive Session: Kelly Reed made a motion to enter into executive session at 6:44 pm, to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual. Sue LaBuhn seconded. Passed unanimously.

Kelly Reed made a motion to end the executive session at 7:04 pm. Nathan Blesy seconded. Passed unanimously.

6. New Business:
   - Officer elections: tabled until February 26, 2018
   - Annual Authorizations: tabled until February 26, 2018
   - Contracts and Agreements: tabled until February 26, 2018
   - Confidentiality agreements for Board Members: tabled until February 26, 2018
   - Interim Executive Director: Renee Smith discussed the options and budget for an interim executive director. She reviewed the duties/responsibilities expected from an interim executive director. Renee Smith recommended Bo Freeman as interim Executive Director.

Kelly Reed made a motion to authorize Diane Clayson to negotiate a contract to hire an interim executive director for 2-3 days per week at $350/day plus incidental expenses. Carl George seconded. Passed unanimously.

Subject educator II position: Renee Smith will follow through with background checks for this new hire.

Kelly Reed made a motion to offer the subject educator II position to Carrie Busekist. Carl George seconded. Passed unanimously.

Executive Director Search Process: Discussion held regarding this process. The Board President will partner with CCE in the executive director search. A search committee was established, consisting of: Diane Clayson, Joe Pillittere, Don Wild, Nathan Blesy, Stephanie Carter, Norm Marsh.

Norm Marsh made a motion to establish an executive director search budget of up to $2,500. Kelly Reed seconded. Passed unanimously.

Policies - vacation policy: tabled until February 26, 2018

Agriculture committee: Discussion was held regarding the formation of an agricultural committee teaming with other counties. Renee Smith will get more information to be shared at the February 26, 2018 meeting. Peter Landre will be invited to the February 2018 meeting.
Mileage reimbursement: established at 54.5 cents per mile.

M&T Bank: paperwork has been sent to M&T bank to change names on the bank accounts.

Tractor Supply Company: TSC is awarding us $2,156.76 from the paper clover drive.

7. Adjournment: Kelly Reed motioned to adjourn the meeting at 7:53 pm. Seconded by Carl George. Passed unanimously.

Next Board Meeting: February 26, 2018 at 6:00 pm 28 Parkside Drive, Ellicottville, NY