Cornell Cooperative Extension of Cattaraugus County

Board of Directors Meeting

January 26, 2018

28 Parkside Drive

Ellicottville, NY 14731

Board Members present: Diane Clayson, Joseph Pillittere, Don Telaak, Stephanie Carter, Susan LaBuhn, Carl “Butch” George

Absent: Nathan Blesy, Kelly Reed, Holly Lemke, Norm Marsh, Don Wild,

Others present: Bo Freeman

1. **Call to Order:** Diane Clayson, President, opened the meeting at 5:08 pm.

2. **Executive Session:** Carl George made a motion to enter into executive session at 5:08 pm, to discuss employment history of an employee, staff member or individual. Sue LaBuhn seconded. Passed unanimously.

   Joseph Pillittere made a motion to end the executive session at 5:09 pm. Carl George seconded. Passed unanimously.

3. **New Business:**
   a. Joseph Pillittere made a motion that staff be authorized to utilize charge card and charge accounts for Cornell Cooperative Extension Association of Cattaraugus County according to the 2018 Budget. Carl George seconded. Passed unanimously.
   b. Joseph Pillittere made a motion that the acting/interim Executive Director authorize payroll, that the Treasurer authorizes the opening and closing of bank accounts for the Cornell Cooperative Extension Association of Cattaraugus County, that the Treasurer or President approve the Executive Director’s expense account. Carl George seconded. Passed unanimously.
   c. Joseph Pillittere made a motion that the acting/interim Executive Director be authorized to sign vouchers for the Cornell Cooperative Extension Association of Cattaraugus County according to the 2018 adopted budget. Carl George seconded. Passed unanimously.
   d. Joseph Pillittere made a motion to authorize the acting/interim Executive Director to sign MOAs and other contracts as needed, with communication to the BOD, in support of current programs and implementation (for amounts less than $5,000). Carl George seconded. Passed unanimously.
e. Sue LaBuhn make a motion to accept the IRS mileage rate of 54.5 cents per mile. Joseph Pillittere seconded. Passed unanimously.

4. **Adjournment:** Joseph Pillittere motioned to adjourn the meeting at 5:16 pm. Seconded by Stephanie Carter. Passed unanimously.

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