

Cornell Cooperative Extension of Steuben County
Board of Directors
January 28, 2016

The January 28, 2016 Reorganizational Meeting of the Cornell Cooperative Extension Board of Directors was called to order by President, Guy Hammond, at 5:39 p.m. in the CCE Offices, Steuben County office building.

Members Present: Guy Hammond, John McCarthy, Ken Ward, Pamela Colomaio, Gary Temple, and Donna Walker

Staff Present: Tom Tomsa, Robert Shirley and Carla Dawejko

Approval of September 29, 2015 minutes: John McCarthy made a motion to approve the minutes from the September 29, 2015 Board of Directors meeting. Ken Ward seconded the motion. There was no further discussion and the motion was carried unanimously.

Tom passed out a 2016 Program Advisory Committee Election/Appointment Report.

Program Advisory Committee Reorganizations:

Agriculture and Natural Resources Program Committee:

Paul White - Chair

Drew Heisey - Vice-Chair, Board of Directors Representative, Finance Committee

Bill Brown - Secretary

Jason Gerber - Alternate Board of Directors Representative, Personnel Committee

Cathy Halm

Greg Muller

Bob Nichols

Human Ecology Program Committee:

Nancy Smith – Chair, Alternate Board of Directors Representative, Personnel Committee

Amy Irvine – Vice-Chair

Pam Colomaio – Secretary, Board of Directors Representative, Finance Committee

Greg Longwell

John DiBona

4H Program Committee:

Tracey McCaig – Chair

Rachael Draper Vice-Chair

Donna Walker – Secretary, Board of Directors Representative, Personnel Committee

Nicole Luckenbach Alternate Board of Directors Representative, Finance Committee

Sharon Bartoo

Jennifer Hammond

Julie Lawson

2016 Board of Directors Election of Officers:

Motion by Ken Ward to open nominations for President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Gary Temple. There was no further discussion and the motion was carried unanimously.

Motion by John McCarthy to nominate Guy Hammond for the office of the President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Ken Ward. There was no further discussion and the motion was carried unanimously.

Motion by Ken Ward to close the nominations for President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Gary Temple. There was no further discussion and the motion was carried unanimously. Guy Hammond was unanimously elected President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by John McCarthy to open the nominations for Vice-President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Gary Temple. There was no further discussion and the motion was carried unanimously.

Motion by Pam Colomaio to nominate Ken Ward for the office of Vice-President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Donna Walker. There was no further discussion and the motion was carried unanimously.

Motion by John McCarthy to close the nominations for Vice-President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Gary Temple. There was no further discussion and the motion was carried unanimously. Ken Ward was unanimously elected Vice-President of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Ken Ward to open the nominations for Treasurer of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

Motion by Pam Colomaio to nominate Gary Temple for the office of Treasurer of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Donna Walker. There was no further discussion and the motion was carried unanimously.

Motion by John McCarthy to close nominations for Treasurer of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Ken Ward. There was no further discussion and the motion was carried unanimously. Gary Temple was unanimously elected 2016 treasurer of the Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Gary Temple to open nominations for Secretary of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Pam Colomaio. There was no further discussion and the motion was carried unanimously.

Motion by Pam Colomaio to nominate John McCarthy for the office of Secretary of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Gary Temple. There was no further discussion and the motion was carried unanimously.

Motion by Pam Colomaio to close nominations for Secretary of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Ken Ward. There was no further discussion and the motion was carried unanimously. John McCarthy was unanimously elected Secretary of the 2016 Cornell Cooperative Extension of Steuben County Board of Directors.

The 2016 Cornell Cooperative Extension of Steuben County Board of Directors Officers are as follows:

President – Guy Hammond
Vice-President – Ken Ward
Treasurer – Gary Temple
Secretary – John McCarthy

The 2016 Cornell Cooperative Extension of Steuben County Board of Directors decided that the board needed a Finance Committee, Personnel Committee, and Strategic Planning Committee as the Standing Committees of the Board of Directors. Guy Hammond, President of the 2015 Cornell Cooperative Extension of Steuben County Board of Directors, appointed the following people to the three Standing Committees.

Finance Committee:

Gary Temple - Chair
Pam Colomaio
John McCarthy
Ken Ward
Drew Heisey
Nicole Luckenbach

Personnel Committee:

Guy Hammond - Chair
Jason Gerber
Pam Colomaio
Hilda Lando
Donna Walker
Nancy Smith

Strategic Planning Committee

Guy Hammond - Chair
Hilda Lando
John McCarthy
Ken Ward
Pam Colomaio

Ken Ward made a motion to form and make appointments to the 2016 Nominating Committee in the summer. Second by Gary Temple. There was no further discussion and the motion was carried unanimously.

Reports:

Executive Director:

Tom reported the following to the board:

- Kelley Elliott, our Local Foods Community Educator, who was hired to carry out the objectives and goals of our Farmer's Market Promotion Grant has accepted another position and her resignation is effective February 12, 2016. Tom is going to work with the Ag staff in developing a plan going forward so that we are able to deliver the outcomes specified in the grant. This could include a staff sharing arrangement with a neighboring county.

- Tom attended the AMG FLSBN meeting in Penn Yan earlier this month. The FLSBN has generated over 10K in Program Generated Income for 2015 as a result of some of the lead's time have been purchased by counties that are outside of the scope of the SBN functions. Tom suggested that a threshold be established for the amount of reserves that could be carried over by the SBN. His thought is that the SBN should be operated in the most cost effective manner to the associations and once a certain level of reserves is achieved that the excess surplus past this threshold should be returned back to the associations in the form of reduced cost shares. The committee agreed and established a maximum reserve threshold of 10K per year.
- The Center for Government Research has been contracted to perform an analysis and evaluation of the SBN's across the state. This was the result of a survey that was conducted by CCE administration, in which 1/3 of the Executive Directors across the state felt that they were not getting an appropriate return on investment from their respective SBN. This was after board members expressed their concern to Director Watkins at the annual board members leadership conference that the SBN's were not worth the investment that their associations were putting into them. The belief is that the SBN's are here to stay and the CGR is going to suggest recommendations to improve the performance and efficiencies of the SBN's.
- The new Executive Director search has concluded with candidate's public presentation and interviews being conducted yesterday. A candidate was chosen by the search committee, which will be discussed in greater detail in executive session.

CER Report:

None

Public Affairs Coordinator Report:

Carla reported the following to the board:

- CCE-Steuben Board Handbook is online. To access it go to PutKnowledgeToWork.org, then About Us, then Board Member Toolbox. User name is your email and password is steubencounty2016. You can find all the general paperwork there as well as CCE information and orientation, and an archive of board minutes.
- The 2015 CCE-Steuben Annual Report was printed in the January 3 Courier, Tribune and Leader. This provided circulation to over 30,000 readers about our programming.
- For the new board members, we have a monthly E-news that goes out once a month. The February edition will be out on Monday and update our readers on the upcoming programs for February as well as topical links and resources. We have had great success with the Enews – it is sent to over 2,000 people and generally has a 30% open rate, which is well above the average. In January we began a Facebook campaign with the Enews to boost awareness of the newsletter to additional people in the region. The two week

campaign results were: 8,795 people saw the ad, 209 people clicked on it, and 189 people liked, shared or commented on it.

- Our Facebook engagement has been doing very well also. During the week of December 14-20, the weekly total reach was 11.4% and people engaged were 139.1%. Our page visits for the Outdoor Show that same week were up 228%, the weekly total reach was 1,568% and people engaged were 4,440%.
- Our staff is currently working on preparing articles for the 4-H/FFA insert in the Courier and Leader. They come to us each year asking for material and print most of the 20+ stories and photos that we supply – all free of charge!
- It has been three years since we began our background check program on volunteers. CCE protocol requires that we renew the checks every three years. So we are starting the campaign to renew nearly 300 volunteers. This includes board members, so an application and background screening form have been included in your materials.
- Our next big event is the Locally Grown Foods Festival – to be held in Corning on February 12. A flyer has been included in the materials and we welcome board members to come attend. We have TV appearances on both WETM and WENY planned to promote the event. We are researching a topic for this year's Gala – possibly under the nutrition heading with some chefs preparing local foods. We are also beginning to look ahead to our 100th anniversary celebration in February 2018. This could mean some special programming all through 2017, and we are starting to prepare a timeline for those events.
- The Southern Tier Outdoor Show finished off a successful year in 2015 with an Annual Meeting in late October. We have completed the transition to a 501 c 6 organization and held election of officers, with Tom as current President, Robert as treasurer and Carla as secretary. We are moving the finances from an account at CCE to its own bank account with Steuben Trust. An Annual Report covering last year's event is included in your materials.
- The 2016 show will be special because it is our 10th anniversary. We developed a new logo for the celebration. A mockup of the new rack card is included in your materials. We held our first planning meeting this week, and are moving forward on planning a special concert to celebrate the anniversary on the Saturday night of the event. We already have several large sponsors confirmed including Field & Stream, Tioga Downs, Steuben Trust, Hickory Hill Camping Resort, the Sausage Maker, Fins & Feathers Taxidermy and GT Hydrographics.

Program Area Reports:

- Ag & NR Program Advisory Committee – the committee met last week. Tom reported the following to the board:
 - The committee conducted its annual elections as reported in the summary earlier.
 - The committee talked about Governor Cuomo announcing the release of program criteria for the \$25 million Southern Tier Agricultural Industry Enhancement Program. The eligibility requirements are now available online at www.agriculture.ny.gov. The program will provide crucial funding for projects designed to help farms and agribusinesses expand and grow their operations, as well as increase environmental enhancements in Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Delaware, Schuyler, Steuben, Tompkins and Tioga counties. Applications will be available beginning January 19, 2016.
 - The committee discussed Governor Cuomo announcing that through the Upstate Revitalization Initiative and Regional Economic Development Competition the Finger Lakes, Southern Tier and Central New York Regions were awarded \$500 Million each to help transform local economies.
 -
- 4-H Youth Development Committee – the program committee met last week. Donna Walker reported the following:
 - The committee conducted its annual elections as reported in the summary earlier.
 - The committee welcomed its new members, Nicole Luckenbach and Julie Lawson.
 - There was a discussion about the conflicts with the 2016 fair scheduling that was prepared by the fair board.
 - The committee adopted the state leasing policy for 4-H livestock.

- The 4-H paper clover campaign organized by Tractor Supply Co. brought \$1,600 in donations to the 4-H program here in Steuben.
 - Robert explained the problems they had with the 4-H van breaking down in Weedsport on the way back from Utica. He is hesitant to send 4-H kids on long trips with the van again and recommends a rental van for this type of trip. He feels comfortable with trips 1 or 2 hours away now that the van has been repaired.
 - The 4-H staff updated the committee on how their after school programs were going.
- Human Ecology Committee – the committee met last week. Pam Colomaio reported the following.
 - The committee conducted its annual elections as reported in the summary earlier.
 - The committee would like to get the committee from 5 members up to 7. The committee brainstormed and came up with 10 possible candidates.
 - The committee discussed the Women’s Financial Forum that Nancy Reigelsperger collaborated with Amy Irvine on presenting. This was the second annual event and the feedback was tremendous. They are already planning for 2016 and have identified a grant that they are going to apply for to help with the costs of the event.
 - Larkin discussed Nutrition Programming including demonstrations and sampling at the Winter Farmer’s Market and a program called Cooking Together for Family meals.

Old Business:

None

New Business:

Authorization to conduct business transactions; authorizing limits on transactions in 2016

A. Opening & Closing of Bank Accounts - name of authorized signers

Ken Ward made a motion that The Board of Directors will approve the opening and closing of bank accounts and authorize the officers of the Board to sign required forms. John McCarthy seconded the motion. There was no further discussion and the motion was carried unanimously.

B. Signing Checks - name of authorized signers

Ken Ward made a motion that the board authorizes the following signers for bank accounts, as designated. John McCarthy seconded the motion. There was no further discussion and the motion was carried unanimously.

Five Star Bank NOW Checking Account (608708976)

Gary Temple, Treasurer

Bambi Caron, Support Staff

Carla Dawejko, Public Affairs Coordinator

Five Star Bank CD Account (608191086)

Gary Temple, Treasurer

Bambi Caron, Support Staff

Carla Dawejko, Public Affairs Coordinator

Five Star Bank CD Account (608197475)

Gary Temple, Treasurer

Bambi Caron, Support Staff

Carla Dawejko, Public Affairs Coordinator

C. Vouchers for payment - name of authorized signers

Motion by Ken Ward that vouchers for program/grant expenditures shall be verified by the staff person initiating the expenditure and approved by the appropriate Program Leader. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

D. Voucher limits

Motion by Ken Ward that vouchers signed by Program Leaders shall not exceed \$500. Vouchers over \$500 shall require the signature of the Executive Director.

Excluding the voucher for the Cornell bill, vouchers signed by the Executive Director shall not exceed \$5,000. Vouchers exceeding \$5,000 shall require the signature of the Executive Director and the Treasurer.

The Executive Director is authorized to sign the voucher for the Cornell bill up to \$60,000.

Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

E. Vouchers to be paid to Executive Director - name of authorized signers

Motion by Ken Ward that vouchers to be paid to the Executive Director shall be authorized by the Treasurer. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

F. Authorizing Payroll - name of authorized individuals

Ken Ward made a motion that the following people can authorize payroll:

Robert Shirley, Finance and Administrative Manager
Bambi Caron, Support Staff

John McCarthy seconded the motion. There was no further discussion and the motion was carried unanimously.

G. Executing Program Contracts - name of authorized individuals, stipulate dollar amounts.

Motion by Ken Ward to authorize the President of the Board of Directors, Guy Hammond to sign all program contracts, regardless of the dollar amounts. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

H. Charge Accounts with Local Businesses - authorizing charge accounts with local businesses & names of those authorized to charge items.

Motion by Ken Ward to authorize the following local business charge accounts and approve CCE-Steuben staff to use the charge accounts for business purposes. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

Kmart	420 W. Morris Street, Bath	607-776-4117
Tops Friendly Markets	309 W. Morris Street, Bath	607-776-1015
Longwell Lumber & Building Co.	31 W. Steuben Street, Bath	607-776-2713
Bath Plumbing & Hardware	106 Liberty Street, Bath	607-776-3374
Van Scoter Florist & Greenhouse	7209 State Rte. 54, Bath	607-776-2184
MJ Ward & Son	9 Cameron Street, Bath	607-776-3351
Wal-Mart	1000 State Route 36, Hornell	607-324-7019
Shirley's Lumber & Building Co.	7285 Route 54, Bath	607-776-2051
Corning/Bath Building Company	346 Park Avenue, Corning	607-936-4299

I. Petty Cash - authorization of petty cash custodians & review of balances

Motion by Ken Ward that custodian of petty cash shall be Bambi Caron, Support Staff. In the event Bambi Caron is unavailable, Carla Dawejko shall be custodian. The balance of cash on hand shall be: petty cash - \$25; program cash - \$50; for a total of \$75 cash on hand. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

J. Mileage Reimbursement Rate - approval

Motion by Ken Ward to adopt the mileage reimbursement rate set by the IRS. The 2016 IRS rate is \$.54 per mile. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

K. Newspaper of record

Ken Ward made a motion to make *The Corning Leader* and *The Evening Tribune* the newspapers of record for the association. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

2016 Operating Guidelines

Tom passed out a copy of the 2016 Operating Guidelines for Cornell Cooperative Extension of Steuben County. Pam Colomaio made a motion to approve the 2016 Operating Guidelines. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

2016 Comprehensive Affirmative Action and Diversity Plan

Tom passed out a copy of the proposed 2016 Comprehensive Affirmative Action and Diversity Plan set forth by CCE Administration. Donna Walker made a motion to accept the 2016 Comprehensive Affirmative Action and Diversity Plan. Second by Ken Ward. There was no further discussion and the motion was carried unanimously.

2016 Memoranda of Agreement with Cornell University and Steuben County

Tom Tomsa presented to the board the 2016 Memoranda of Agreement, which establish the legal arrangements necessary for the operation of the association. The AR agreement is the agreement between the association and the county governing body. The BR agreement is the agreement between the association and Cornell University. The AR agreement, by law, is nonexecutory until the association has completed the BR agreement. Motion by Ken Ward to authorize Guy Hammond, President of the Board of Directors, to first sign the BR agreement and then the AR agreement. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.

2016 Meeting Dates

The board agreed that the regular monthly meetings will be held on the fourth Thursday of the month at 5:30 p.m. except for the month of November. The board will meet on the following dates:

February 25

March 24

April 28
May 26
June 23
July 28
August 25
September 22
October 27

The board agreed that Thursday, December 8, 2016 will be the association's annual business meeting, in which the election of board and committee members will be conducted.

Ken Ward made a motion to go into Executive Session at 6:48. Second by Donna Walker. There was no further discussion and the motion was carried unanimously.

Ken Ward made a motion to come out of Executive Session at 7:44 p.m. Second by Pam Colomaio. There was no further discussion and the motion was carried unanimously.

John McCarthy made a motion to approve the hiring of Larkin Podsiedlik as the new Executive Director effective May 1, 2016 as recommended by the search committee. Second by Pam Colomaio. There was no further discussion and the motion was carried unanimously.

The next board meeting will be on Thursday, February 25, 2016 at 5:30 p.m.

Adjourn

Motion by Ken Ward to adjourn at 7:45 p.m. Second by John McCarthy. There was no further discussion and the motion was carried unanimously.