



Cornell University
 Cooperative Extension
 Oneida County

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March 23, 2017 Board Meeting Minutes

Date: March 23, 2016
Meeting Time: 6:00p.m.

Board Member Attendance:

	Count	Board Member	Position	Term	Expiration
	1	Debbie Finn	President/ Dairy/4H	2	6/30/2017
	2	Paul Sears	Vice President/ MG / STEM	2	12/31/2018
	3	John Brouillette	Treasurer / Ag	1	12/31/2017
	4	Natalie Zumpano	Secretary / Child Care	1	12/31/2017
	5	Jackie Lastowski	At-Large / 4H / Finance	1	12/31/2019
X	6	Michael Laucello	At-Large / Legal	2	12/31/2018
	7	Jacob Schieferstine	At-Large/ Ag / Farm Bureau	1	12/31/2018
	8	Sue Hrim	At-Large/ Mgmt. & Marketing	2	12/31/2018
	9	Dawn Richardson	At-Large / AG	1	07/31/2018
	10	Regina Bonacci	At-Large/Comm. Development	1	07/31/2017
X	11	Rosanne Loparco	At-Large / MG / HR	1	12/31/2017
	12	Peter Zawko	At-Large/Economic Dev.	1	12/31/2019
X	Appointed	George Joseph	Legislative Rep.	N/A	N/A
	Appointed	Danielle Hautaniemi	State Extension Specialist	N/A	N/A

2017 Board Schedule

Date	Description
January 5	Board Meeting
January 26	Reorganization Board Meeting
February 23	Committee Meetings
March 23	Board Meeting
April 27	Committee Meetings
May 25	Board Meeting
June 22	Committee Meetings
July 27	Board Meeting
August	No Meeting Scheduled
September 28	Board Meeting
October 26	Committee Meeting
November 30	Annual Meeting
December	No Meeting Scheduled

Meet and Greet with Board and Staff started at 5:45 AM.

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE
2	Donna Gatto	Finance Manager	CCE
3	Terri Harrison	Administrative Assistant	CCE
4	Lisa Farney	4H	CCE
5	Lynette Kay	4H	CCE
6	Sarah Hardy	4H	CCE
7	Holly Wise	Horticulture/4H	CCE
	ALL Staff Meet & Greet		CCE

Call to Order: (6:30p.m.)

Staff Presentations:

- 4H – Lisa Farney, Lynette Kay, Sarah Hardy: 4H into Utica, STEM to STEAM, Ag Literacy for 2nd and 3rd graders, Farm Fest, Government Interns, Conservation Education Days, Community Gardens, Vegetable Varieties with the Gilmore House along with the County Planters, State Office Building that will possibly include teens in Utica, Plant taxis at the Herb and Flower Festival. We are progressing with the Urban 4H, Teen Council that assists into fulfilling community service in Oneida County initiative and healthy living initiative.

Approval of Meeting Minutes:

Motion to approve January 26, 2017 meeting minutes.

Vote:

Motioned by: John Brouillette

Seconded by: Jacob Schieferstine

Discussion: Add individuals of abstention to January Board minutes.

Jackie Lastowski and Peter Zawko

Motion Carried: Unanimous

Finance:

- Review year-end fund balances: reviewed proposed year end fund balance transfers

Motion to accept Oneida County 2016 year-end fund balance transfers.

Vote:

Motioned by: John Brouillette

Seconded by: Peter Zawko

Discussion: No discussion

Motion Carried: Unanimous

- Review 2016 year-end financials

Motion to accept CCE Oneida County 2016 year-end financials pending Cornell Administration year-end review.

Vote:

Motioned by: John Brouillette
Seconded by: Sue Hrim
Discussion: No discussion
Motion Carried: Unanimous

- Review Balance Sheet

Motion to accept CCE Oneida County Balance Sheet pending Cornell Administration year-end review.

Vote:

Motioned by: John Brouillette
Seconded by: Dawn Richardson
Discussion: No discussion
Motion Carried: Unanimous

- Sweep Account Review
- Banking Account Update
- Resolution for Banking Accounts

Motion to accept the following Resolution for Banking Accounts.

Vote:

Motioned by: Natalie Zumpano
Seconded by: Peter Zawko
Discussion: No discussion
Motion Carried: Unanimous

RESOLUTION FOR BANKING ACCOUNTS

I HEREBY CERTIFY to the following banks; Adirondack Bank and the Bank of Utica, that at a meeting of the Board of Directors of Cornell Cooperative Extension Association of Oneida County, a not-for-profit Organization organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said organization at 121 Second Street, Oriskany, New York 13408 on the 23rd day of March 2017. THE FOLLOWING resolutions were duly adopted and are now in full force and effect:

RESOLVED, that the above banks be designated as depositors of this organization and that all checks, notes, drafts, bills of exchange, acceptances, undertakings or other orders for the payment of money from the accounts of this organization with the said Bank, including any payments by the Bank which might exceed the amount of funds of the organization then on deposit, may be honored by the said Bank when signed on behalf of this organization by any one of its following officers and/or employees, to wit:

President

Linda Wightman

Treasurer

Remi Link

Vice President

Lynette Kay

Holly Wise

Jeff Miller

Courtney Jenne

Terri Harrison

Wendy Clarke

Nancy Rider

RESOLVED, that the above Banks, are hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of any signing officer or tendered in payment of his individual obligation.

RESOLVED, that the foregoing powers and authority will continue until written notice of revocation has been delivered to the above Banks.

RESOLVED, that the secretary to this organization be and he/she is authorized to certify to the above Banks, the foregoing resolutions and that the provisions thereof and in conformity with the charter and by-laws of this organization.

I FURTHER CERTIFY that there is no provision in the charter or by-laws of said organization limiting the power of the board of directors to pass the foregoing resolutions and that the same are in conformity with the provisions of said charter and by-laws.

IN WITNESS WHEREOF, I have hereunto set my hand as secretary of said organization this 23rd day of March 2017.

Secretary

Board President's Report:

- USDA RBDG Grant: Feasibility Food Map Farm to Institution settings, grant due April 1, 2017. The Community Foundation has given the letter of intent adding/matching \$25,000

Motion for a resolution to apply for the USDA RBDG Grant

Vote:

Motioned by: Peter Zawko
Seconded by: Jacob Schieferstine
Discussion: No discussion
Motion Carried: Unanimous

Executive Director's Report:

- HUD Grant / MOU with City of Utica: The R2G Urban Studio submitted a HUD grant. If successful CCE will play a role in the grant through lead education and referrals. We will have a MOU with the City outlining CCE's role.
- Breastfeeding Grant: CCE received a breastfeeding grant that will primarily be focused on making breastfeeding more acceptable through promotion and marketing. A link to the Facebook page will be sent out so that people can like and share.
- CCE Lobby Days – NYS CL 224 \$3 million funding increase request: A group of Extension Executive Directors, including Mary Beth went to Albany on March 6, 2017 to advocate for CCE and a potential increase in 224 funding. Executive Directors met with State Senators and Assembly members. All were very positive and supportive of the work CCE does in the community. 224 funding has remained stagnant for over 20 years.
- Building Renovations – print shop, no new shed, bathrooms, storage space rental, painting, carpeting. Construction meeting next week to discuss the schedule. DOH has a small grant to install water coolers and healthy eating at meetings, standing work stations. On the docket is the repaving of the parking lot.
- RFP for the SBN released – submission due April 14, 2017.
- Staffing Updates – grant writer, IT Lead, ESNY open position, child care council open position: The grant writer description will include one year to see if this is the process we would want to move forward. Diane Shoemaker is assisting. The IT Lead gave a four day notice and placed CCE – OC in a difficult situation. Alexander McEwen was hired on a temporary basis with Lori North as his supervisor. Total Solutions cost \$88/hour.
- Web-site: The website is continuing to be standardized and transitioning to the new website. May/June, we will have the new website launched.

Old Business:

- Posting Meeting Minutes: Will be posted to the website, via a link to a drop box. Have the discussion of the parameters include 2016 and forward.

Motion for a creating a Board of Directors page on the new website

Vote:

Motioned by: Paul Sears
Seconded by: John Brouillette
Discussion: No discussion
Motion Carried: Unanimous

Executive Session if Required: Enter into Executive Session – Personnel

Motion to enter Executive Session (Personnel): Time (8:47p.m.)

Vote:

Motioned by: Paul Sears
Seconded by: Peter Zawko
Discussion: No discussion
Motion Carried: Unanimous

Motion to exit Executive Session: Time (9:06p.m.)

Vote:

Motioned by: Paul Sears
Seconded by: Peter Zawko
Discussion: No discussion
Motion Carried: Unanimous

Adjourn: Time: (9:07p.m.)

Motion to Adjourn

Vote:

Motioned by: Peter Zawko
Seconded by: Paul Sears
Discussion: No discussion
Motion Carried: Unanimous