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1. Welcome and round of introductions—Board of Directors and CCE staff
   a. Board Members present—Ryan Hallings, Christine Livingston, Bill Laffin, Tim Christensen, Jere Horning, Malcolm McKenzie, Derek Stork, Suzanne Patterson, James Multer, John McGregor, Kris Pearson
   b. Not present—Allen Hughes (state specialist)
   c. CCE staff present—Arlene Wilson (Executive Director), Jen Clancy
2. Meeting officially called to order by President Wendy Disbrow at 6:42pm, after introductions
3. Motion to approve December 2017 Board of Director Meeting minutes made by Kris, seconded by Bill. Unanimously approved.
4. Annual Business Review
   a. Motion to accept AR Agreement Approval (between Yates County and CCE Yates) made by John, seconded by Ryan. Unanimously approved.
   b. BR Agreement Approval tabled until February meeting
   c. Shared Business Network MOAs (Memorandum of Agreements) tabled until February meeting
   d. Other MOAs—not yet ready for presentation; tabled until February meeting
   e. Operations Guidelines—outline of Article XII of Constitution of Yates CCE was provided and was reviewed by Arlene. Review of Board Calendar for 2018. Outline of structure and function of Standing and Special Committees (Personnel, Finance, Nominating, Program Advisory) pursuant to Article VIII of Constitution. Discussion—change terminology from MOU to MOA, additions to February calendar, and drop Human Ecology as a program advisory committee. Motion to accept with changes as discussed made by Jere, seconded by Malcom. Unanimously approved.
   f. Authorization to Conduct Business—reviewed by Arlene. Clarifications—Tallman Fund through Community Bank Savings account is actually a CD. Community Bank Money Market is closed. Balance of cash on hand amended to $30. Mileage reimbursement rate by IRS for 2018 is $0.54 ½ per mile. Kris made a motion to with changes as discussed, seconded by Tim. Unanimously approved.
5. Discussion of Board Meeting Schedule for 2018
   a. Generally the board meets the 4th Wednesday every month from 6:30-8pm, except for November (no meeting), with an annual meeting held the first week in December.
   b. Open discussion of alternative locations in Penn Yan and/or times for annual meeting; Elks’ Club was selected again, and meeting time was kept at first week in December due to conflicts in October and November with agricultural harvest for many CCE stakeholders.
   c. Nominations Committee—two non-board member positions open
6. President’s Report by Wendy Disbrow
   a. Wendy still in process of working on organized Strategic Planning for board via 
      CauseWave group. Retreat scheduled for Feb 26th, 4-7pm at community meeting room 
      at LNB.
   b. Legislative update—Jim (James) Multer. Updates—Jim Smith and Mark Morris no 
      longer there, Tim Dennis has stepped down as Chairman. Continued encouragement for 
      community advertisement and completion of Legislative survey of Yates County 
      broadband internet providers—due in March.
   c. Executive Directors Report by Arlene—none submitted for this month, but Proposed 
      Plan of Work (July 2017 to December 2018) was submitted and reviewed by Arlene. 
      Discussion of upcoming survey by CCE about services provided and how it could be best 
      distributed to reach all sectors of the community; including internet users and non- 
      internet users.
   d. Program Year End Report—report provided, highlights reviewed by Jen Clancy. 
      Requested board member attendance at spaghetti dinner February 22, if possible. New 
      resources—Home Energy Smarts Calculator tool

7. Old Business
   a. Finance Committee Report provided by Kris Pearson. Malcom motion made to accept 
      finance report, seconded by Ryan. Unanimously approved.
   b. Bill Laffin—update on research efforts for CCE vehicle lease, decision will be needed by 
      March

8. New Business
   a. Strategic planning retreat set for February 26, 4-7pm at LNB. Some “self-reflective” 
      homework for the board may be assigned prior to this date.
   b. Bill Laffin moved to enter Executive session (8:08pm) to discuss 2% COLA from Cornell 
      for Executive Director, seconded by Malcolm. Motion to exit Executive session at 
      8:11pm made by Ryan, seconded by Bill. Unanimously approved.
   c. Allen Hughes (state specialist) to start next week at Cornell
   d. Orientation for new board members (Ryan and Derek) to be announced

9. Motion to adjourn made by Tim, seconded by Malcolm at 8:13pm.

10. Next Meeting: Wednesday, February 28, at 6:30pm
Cornell Cooperative Extension Yates Association

Board of Directors Meeting

Wednesday, February 28, 2018

1. Attendance and Call to Order
   a. Board members present:  Jere Horning, Tim Christiansen, Ryan Hallings, Christine Livingston, Derek Stork, Suzanne Patterson, Kris Pearson, Wendy Disbrow
   b. Staff members present:  Arlene Wilson (ED), Jen Clancey
   c. Not present:  John McGregor, Bill Laffin, Malcolm MacKenzie, James Multer (Legislative Rep), Allan Hughes (state specialist)
   d. Meeting officially called to order at 6:30pm by President Wendy Disbrow

2. Motion to approve January 2018 Board of Director Meeting minutes made by Kris, seconded by Tim, unanimously approved.

3. President Report—Wendy Disbrow
   a. CCE Yates completed researching (via Bill Laffin’s help) least cost options for van leases, and went with a 2017 hold over 8-passenger Toyota van, at slightly less cost than the previous 7-passenger van.
   b. Initial joint meeting with CauseWave and CCE Yates for strategic planning was held on 2/26/18—homework assigned for board members, details forthcoming from Wendy.

4. Legislative Report—deferred, no representative present

5. Board Member Reports—none offered

6. Executive Director Report—Arlene Wilson. January and February reports were combined, detailed outline provided and reviewed: professional development, collaboratives, meetings, promotions, staffing, finance.

7. Program Reports—Jen Clancey provided a detailed report. The annual 4H spaghetti dinner (held 2/22) hosted by the Moose club was a success again, selling out by 6:30pm.

8. Annual Business Review (Part II)
   a. BR Agreement Approval between CU and CCE Yates—Motion to approve made by Tim, seconded by Ryan, unanimously approved.
   b. FLSBN MOU between CCE Livingston and CCE Yates—Motion to ratify made by Kris, seconded by Jere. Board discussion—note this approval makes policy retroactive to October 1, 2017 as described in the MOU. Unanimously approved.
   c. MOU for FLSBN Finance Lead—Motion to accept made by Ryan, seconded by Tim, unanimously approved.
   d. MOU between CCE Wayne and CCE Yates—Motion to approve by Tim, seconded by Derek, unanimously approved.
   e. MOU between KLA and CCE Yates—Motion to approve made by Kris, seconded by Tim, unanimously approved.
   f. Organizational report (as detailed on CCE website)—Staffing, board members, areas of programming, schedule of meetings. Motion to approve report made by Ryan, seconded by Jere, unanimously approved.
g. Emergency Evacuation Plan Report & Board of Directors contact info
   i. Correction needed for Wendy Disbrow’s phone number
   ii. Correction to Kris Pearson’s phone number from home to cell
   iii. Derek and Ryan’s names are mis-spelled
   iv. Correction to Jere’s phone number
   v. Correction to several board member’s term years needed
   vi. Motion to accept Emergency Evacuation Plan (with changes to contact info as noted via discussion above) made by Ryan, seconded by Kris, unanimously approved.

h. Affirmative Action Report—Motion to accept made by Ryan, seconded by Derek, unanimously approved.

i. Budget 2018 Approval—deferred until next meeting

   a. Reports provided (Balance Sheet and Year End Closing 2017), per usual about $15,000 over budget
   b. Kris is writing a letter to Cornell Univ. asking for better system to close out end of year finances (within 30 day window), reducing extensive lag time into next financial quarter.

10. New Business
   a. Motion to authorize CCE Yates Executive Committee to meet (in person or electronically) to approve year end transfers (in an effort to reduce delays between regular CCE Board meetings) made by Ryan, seconded by Jere, unanimously approved.
   b. FLGP—needs to renew lease for Toyota RAV 4 vehicle, has not looked into other options or cost analysis/due diligence in lease options. The Board requests to discuss at next meeting, enacting a policy of a minimum of 3 bids for such future expenditures.

11. Motion to adjourn made by Jere, seconded by Derek. Unanimously approved at 7:47 pm.

12. Next meeting: March 28, 2018 at 6:30pm.

Minutes by SSP
Cornell Cooperative Extension Yates Association

Board of Directors Meeting

Wednesday, March 28, 2018

1. Attendance and Call to Order
   a. Board members present: Kris Pearson, Bill Laffin, Tim Christiansen, Jere Horning, Ryan Hallings, Derek Stork, Christine Livingston, Suzanne Patterson, Wendy Disbrow
   b. Staff members present: Arlene Wilson, Jen Clancey
   d. Meeting officially called to order at 6:34 pm by President Wendy Disbrow

2. Motion to approve Feb 2018 minutes by Jere, seconded by Derek, unanimously approved.

3. President’s Report—Continued work being done with CauseWave for Strategic Plan; please submit board member homework, even though past deadline
   a. No legislative report offered—James Multer not present
   b. No other board member reports offered

4. Executive Director Report—Arlene Wilson. Outline of activities for the past month was provided and highlights were reviewed; discussion minimal.

5. Program Report—Jen Clancey
   a. Regular monthly report reviewed; discussion as follows.
      i. 4H Spaghetti Dinner—considering new venues for next year due to continued conflict issues with cooking crew provided by The Moose.
      ii. SCOPE Chicken & Biscuit Dinner—upcoming on 4/19/18, to benefit Yates youth shooting sports, held at The Elks. Wendy requests an email reminder for the Board closer to the date.
   b. 4H Leaders and Parents Gathering Agenda (held 3/19/18)—as detailed in handout.

6. Annual Business Review (Part III)
   a. Updated Emergency Evacuation Plan—corrections have made to contact info portion of previous draft.
      i. Corrections still needed to Ryan Hallings name, Jen Clancy’s address.
      ii. Kris requests inclusion of instruction for an “active shooter” situation
      iii. Arlene notes that a simulation by Emergency Management Personnel (for Anthrax or other attack) will be held on April 10th
   b. 2018 Program Areas—reviewed by Arlene Wilson. Motion to approve by Derek, seconded by Ryan, unanimously approved.
   c. CCE Yates 2018 Budget Approval—lengthy discussion on budget overage for the 3rd year in a row.
      i. Ryan recommends outlining which expenses could be considered discretionary vs. absolute necessities
      ii. Wendy would like to know percentages by which program cost has increased on a year-by-year basis (so future budget projections can become more accurate)
      iii. Kris discusses analyzing a rate of return for funding to programs vs. income/value generated
      iv. Derek would like to see budget expenses itemized (vs. lump sum) for each program, for more critical evaluation of how a program utilizes its monies
v. Bill would like to see annual budgets for past year, present year, future year projections laid out side-by-side for tracking purposes
vi. Motion to approve budget as presented by Kris, seconded by Tim, unanimously approved.

vii. Bill recommends a thorough Board quarterly review of the budget, so we can make a best effort to keep each financial year on track

d. FLGP 2018 Budget Review—discussion on a variety of line items; report is for review only, not for approval
e. Form 1101 (Financial Procedures)—motion to approve by Tim, seconded by Bill, unanimously approved.
f. Form 105 (Sign off of Form 1101)—approval given by Kris.

7. Old Business—Finance Committee Report, still a work in progress, to be concluded prior to next month per Kris

8. New Business

a. Year End Transfers—Motion to approve transfer surplus of $25,253.54 to general fund made by Kris, seconded by Jere, unanimously approved (with correction of typo “o” to “to” in last paragraph).
b. Approval of Financial Closing 2016—granted by the Board, motion not needed.
c. New funding opportunity—Genesee county in search of an interim director a couple days a week—Arlene has been asked to fill this position on per diem basis, generating monies for CCE Yates; a one-time bonus for this extra work will be expected by Arlene. Discussion as follows.
   i. Impact on staff at CCE Yates, confidence in current team without ED present on a daily basis
   ii. Should this be the role of the state specialist vs. other EDs?
   iii. Spring and summer programming impacts on Yates; time management
   iv. Arlene has expressed to the Board that she is NOT interested in a permanent position at CCE Genesee
   v. Board expresses a desire to create a specific MOU for this contractual agreement; as well as define a time limit. Arlene expresses a desire to be back to full-time at Yates by September (start of her busy season)
   vi. Motion for Arlene to pursue/explore this new opportunity as presented made by Ryan, seconded by Kris, unanimously approved.
d. Another new funding opportunity—Cornell will “buy” some ED time for work on special projects, Arlene is interested in Renewable Energy & Efficiency Project. The Board requests more information prior to finalizing any agreement to this work—financials, estimated timeline of projected work, etc.

9. Motion to Adjourn made by Tim, seconded by Ryan, unanimously approved.
10. Next Meeting: April 25, 2018

Minutes by SSP