

Cornell Cooperative Extension Orange County  
Board of Directors Meeting  
February 25, 2019

**Minutes**

**In attendance:** Paul Johnson, Gary Johnson, Belinda Van Dunk, Everett Collie, Megan Conroy, Shelly DeHaan, Scott Demberg, Kristin Jensen, Rob Schreibeis, Maggie Smith. Absence: Jim Conklin, Michael Pillmeier, Paul Ruskiewicz.

**Staff in Attendance:** Lucy Joyce, Peggy Kral, Suzy McCormack, Pat Claiborne, Shayna Russo, Vivian Monsanto.

**Guest:** Matt Bialecki, Bialecki Architects

**Call to Order:** Meeting was called to order at 7:00 PM by Board President Dr. Paul Johnson, followed by Pledge of Allegiance.

**Welcome & Introductions:** Matt Bialecki, Bialecki Architects

**Reading of Mission Statement:** Kristin Jensen

**Roll Call** – Belinda Van Dunk

**Reading & Approval of January 28, 2019 Minutes** – Motion by Gary Johnson, seconded by Maggie Smith, to accept the January 28, 2019 Board of Directors Minutes as presented. Vote taken; motion passed unanimously.

**Call for Additional Agenda Items:** None

**Correspondence:** None

**Presentation:** Matt Bialecki, Bialecki Architects

Bialecki Architects oversee the engineering and construction at the Education Center & 4-H Park. They have been in business for 35 years serving the Hudson Valley area. Matt presented an update on Park issues and short history for the new board members.

- 2016 first buildings up
- 2017 Arena completed
- 2018 Prepare for Big Red Barn (BRB)
  - Months of Jan., Fe., Mar., and Apr – complete design including changes to Site Plan
    - Septic filed
    - Stormwater
    - Public Water System
    - Sewage
  - Month of June – Revisit Mount Hope board
  - Month of August – Primary Approval with conditions
  - Now – new staffing in Mount Hope

- Presently need final septic system approval, PWS, Stormwater and in December Sewage before moving forward.
- Due to holdups, resubmit Plans in March 2019 to Mount Hope Board.
- Once approval in hand, can move ahead with BRB – estimate summer of 2019.
- Cost of BRB – estimate by Matt 1.8 – 2.2 million range. Does not include site cost.

### **Program Reports:**

- ✓ Agriculture – Gary Johnson
  - Program Committee reviewing Plan of Work
  - Dairy Livestock Expo is March 13<sup>th</sup> at the Park
  - Three interns have been secured for Hudson Valley area – Maire will supervisor one dealing with Hemp Product
- ✓ 4-H Youth Development – Pat Claiborne
  - STEM – moving to STEAM
  - Sewing – very popular
  - Hippology – completed Feb. 23<sup>rd</sup>
  - Strategic Plan – on target with
    - Collaborations such as Parks & Recreation
    - Innovation
    - EFNAP in/out within program areas
    - Teen leaders evaluation
    - Facebook/Website page
    - Video developed (PINY) by youth member Julia – on web page for viewing
    - Park – donations – Petting Zoo
    - Funding – new at this but working with O&R on grant
    - Volunteerism – Plan developed by Ingrid to increase participation.
- ✓ ESNY – Shayna Russo
  - Everett attended program – remarked outstanding presentation
  - Orange County highlighted on back page of written regional report
  - No Student Goes Hungry Program – all NY State public colleges, including SUNY & CUNY
  - Reached over 3,031 people through 85 direct education activities
  - PEARS – (Program Evaluation & Reporting System) liaison for statewide database system collaborating with Office for Temporary Disabilities Assistance and Kansas State University.
- ✓ Family & Consumer Sciences – Suzy McCormack
  - Julika – Washington School
  - RAPP – Sean Welsh from Ulster County – presented to caregivers
  - Logan – Kinship Program – financial assistance
  - Logan – Department of Social Services – Legislative Day, Albany-developing Kinship policy for/with them. CCE is going to the table – outreach, networking, collaboration.
  - Resilience – 60 attendees from County participated; merging issues; promote programs; funding; collaboration. This is a MUST SEE.

### **President's Report – Dr. Paul Johnson**

- ✓ Forms need to be completed and handed in.
- ✓ Organizational Directory 2019 for your files

- ✓ Attended Construction and Finance Meetings
- ✓ Have completed 16 interviews with board members and Administrative Staff – asking same questions
- ✓ Goal: to start on time and end on time (1.5 hour meeting)
- ✓ Board needs to complete a Self-Analysis before end of the year.
- ✓ Personnel Manual will be priority this year.

**Secretary's Report** – Belinda Van Dunk

- ✓ Nominating Committee meeting held Feb. 20<sup>th</sup>
- ✓ Construction Committee meeting held Feb 21<sup>st</sup>

**Executive Directors Report** – Lucy Joyce

- ✓ Emailed
- ✓ 2019 4-H Fair & Family Festival on agenda to discuss.
- ✓ Personal issues:
  - New Communications Coordinator (Graphics) Brianna Poppo will start this week
  - Termination of 4-H Animal Science Educator
  - Termination of Communications Manager
  - Data Base staff member, Jamila Jordan, has handed in her resignation effective March 6<sup>th</sup>.
  - Board members would like to be copied when staff leaving and when a new ,member is hired.

**Report of Liaison Representatives:**

- ✓ **Orange County Legislator** – No Report
- ✓ **Orange County Executive's Office** – Rob Schreibeis
  - Wayne Booth has retired
  - Dan Boomer has started
  - Harry Porter – Intern County Executive while Steve Neuhaus is on military assignment
  - \$5.2 to be distributed to towns and cities.

**Committee Reports:**

- ❖ *Finance* – Gary Johnson
  - Finances are tight.
  - Motion by Gary Johnson, seconded by Shelly DeHaan to accept the December 2018 Financials as presented recommended by Finance Committee. Vote taken; motion passed unanimously.
  - Motion by Gary Johnson, seconded by Maggie Smith, to transfer to the General Fund \$60,000. Vote taken; motion passed unanimously.
- ❖ *Personnel* – Lucy Joyce
  - Personnel Policy review priority this year
- ❖ *Strategic Planning* – Kristin Jensen
  - No meetings held as yet.
  - Applaud the staff for incorporating monthly accomplishments to Strategic Plan in their reports.
- ❖ *Fund Development* – Lucy Joyce
  - Meeting scheduled for Feb. 27<sup>th</sup>

- Bountiful Harvest meeting also held this month.
- Jimmy Smith, Advanced Testing will be coming back to the Park for his yearly company picnic (it is scheduled for day after Bountiful Harvest, Sept. 22).
- ❖ *Construction* – Gary Johnson
  - Committee members – great group of people
  - Ryan Maguire has joined the committee.
  - Public Water Supply – original cost about \$7,200 per Chazen; more to the total of \$8,000-9,000 for fee.
- ❖ *Marketing* – Lucy Joyce
  - Meeting scheduled for Feb. 27<sup>th</sup>
- ❖ *Nominating* – Lucy Joyce/Paul Johnson
  - Board vacancy to fill.
  - Looking for candidates

**Unfinished Business:** Paul Johnson

- ✓ Completion of Forms: Background Check, Confidentially, etc. Please submit to Peggy.
- ✓ 4-H Fair & Family Festival
  - Attachment outlines dates, activities and staff person overseeing each event.
  - Board of Directors – Live Auction. Would you be interested in running this activity on Saturday evening? Work with Peggy as staff support and need chair or co-chairs?
  - Will provide more information from another Association who runs an annual auction at their Fair.
  - Lucy has also secured NY State Fair “Eggberg” for our County Fair.

**New Business:** None

**Round Table:** No outstanding issues

**Adjournment:** Motion by Scott Demberg, seconded by Maggie Smith, to adjourn meeting. Vote taken; motion passed unanimously. Meeting adjourned at 8:40 PM.

**Next scheduled meeting is Monday, March 25, 2019 beginning at 7:00 PM.**

**NOTE: March 13<sup>th</sup> SBN Board of Directors Regional Meeting – CANCELLED – to be rescheduled.**

Respectfully submitted,  
 Belinda VanDunk  
 Board Secretary  
 Peggy Kral  
 Recording Secretary

**BOD Approved 03/25/2019**