

**DRAFT Minutes of the CCE Tompkins County
Board of Directors Meeting
November 11, 2021**

Name	Role	In Attendance	Unable to Attend
Elected Board Members			
Tisa Hill	President; Nutrition, Health, and Safety Committee	x	
Sarah Barden	Co-President; 4-H Program Committee	x	
Tracy McLellan	Treasurer	x	
Randi Quackenbush	Secretary	x	
Kate Supron	At large	x	
Carol West	Family and Community Development	x	
Ann Michel	At large	x	
Donna Lucy Lender	At large		x
Magnolia Ariza-Nieto	At large	x	
Tom Hirasuna	Environment	x	
Kris Altucher	At large	x	
Appointed Board Members			
Paul O'Connor	State Extension Specialist	x	
Amanda Champion	Tompkins County Legislature		x
Shawna Black	Tompkins County Legislature		x
CCE Staff Present			
Sharon Anderson	Interim Executive Director	x	
Karen Yearwood	Operations Effectiveness Manager	x	
Aloja Airewele	Energy Warriors Coordinator	x	
Chris Kai-Jones	Academic Partnerships & Community Well-Being Coordinator	x	
Graham Savio	Agriculture and Horticulture Issue Leader	x	
Amina Omari	HR Manager	x	
Sandy Repp	Communications	x	

Dawn Montanye	Way2Go Coordinator	x	
JoAnn Coates	Finance Manager	x	
Athena Steinkraus	Family & Community Development Program Coordinator	x	
Guests			
Martha Armstrong	Community member	x	
Heidi		x	
Elena Lazareva	Community member	x	
Patrice Lockert Anthony	Community member	x	
Gina Cassidy	Community member	x	
Sarah Dayton	Cornell Cooperative Extension	x	

The meeting was called to order at 5:02.

Welcome – Land Acknowledgement – Review and adjust agenda

Next Board Meetings

December 2nd, 5-7pm will be the monthly Board meeting.

December 16th 9am-10:30am will be the Annual Meeting.

[Registration here](#)

Consent Agenda (October Board Minutes, bank signatories, affirm Interim ED) – Approve

Tisa moved and Sarah seconded to pass the Consent agenda items, all approved.

Finance Update: September Financials – Approve.

Tracy shared that the September financials are in good shape.

Tracy moved and Sarah seconded to approve the September financials, all approved.

Tracy also brought forward a recommendation of a small transfer of \$100 from the Core Account to the Groton Rural Youth Services to make up for the \$100 in cash that was lost.

Tracy moved and Kate seconded to approve the transfer, all approved.

MRC Debt Repayment - Approve

Randi and Tracy shared the MRC Debt Repayment Installment Plan, which has MRC has been having difficulty securing other funding because of this outstanding debt. This agreement will be communicated to local funders to allow MRC to begin applying for grants.

Sarah moved and Tisa to approve the MRC Debt Repayment Installment Plan, all approved.

Personnel: HR Software - Approve

Staff has been researching HR Software and has recommended pursuing Bamboo HR. This

platform has many benefits that CCETC does not currently have and can cover about the work of a half-time employee. There is a one-time implementation fee and then a monthly cost. This would cost \$5800 or less for the rest of 2021 which includes the implementation fee. It would then cost about \$12,000 / year and would pay for itself in time savings. Bamboo HR does not require a contract. PW Wood is currently reviewing this software.

Carol moved and Sarah seconded that, upon the approval of PW Wood, CCETC can purchase the Bamboo HR software up to the amount of \$5,800, all approved.

Strategic Plan Activity – Discuss

Amina walked the Board through an interactive presentation on the final version of the Strategic Plan. This plan is the product of almost two years of hard work by the Board and staff committee. The plan, goals, and objectives were presented. Action planning and living document are the next steps. Board members voted on which goals were connected to the work of the Board. The plan will be the focus of the Annual Meeting.

Ann moved and Tom seconded to accept the Strategic Plan, all approved.

Compliance Review – Discuss

The final Compliance Review Project Manager has been received and there are some serious concerns to address. Additional documents are still being gathered to be shared. This will take an extended period of time to work through all the key issues, which includes contracts, budgeting processes, and more.

An offer to serve as Compliance Manager has been made to Robin Travis who has extensive experience with CCE.

The Board Co-Presidents have been asking other Board members to help share the workload in this time of transition.

Executive Session

Tracy moved and Kris seconded to enter Executive Session at 6:24 p.m.

Sarah moved and Magnolia seconded to exit Executive Session at 7:08 p.m.

Final Announcements and Adjourn

Sarah moved and Kate seconded to adjourn, all approved.

Meeting adjourned at 7:10p.m.

Attachments: Consent Agenda motion

Consent Agenda Motion to approve the following:

1. To install Sharon Anderson, Interim Executive Director, on the CCETC Visa credit card account company profile.

Purpose:

To ensure a seamless transition of service by the credit card company for all staff credit card holders that are tied to the main business credit card account.

DRAFT

October 22, 2021

TO: Tisa Hill and Sarah Barden, Co-Presidents of the Board of Directors
FROM: JoAnn Coates, Finance Manager

Tracy McLellan will make a consent agenda motion to approve the following:

1. To continue the CCE Tompkins Cash Management policy.
2. To continue to have two signers for checks issued exceeding \$5,000.
3. To require two signers for transfer between financial institutions and one signature for transfers within one financial institution.
4. To continue with the motion made by the Board of Directors on October 25, 1990 and January 30, 1997 to grant blanket approval for transfers from the Savings a/c to the Checking account at the Tompkins Trust Company of any amount equal to the current balance due to Cornell University, plus up to \$10,000 rounded to nearest \$1,000. In addition, we request your approval to transfer between these two accounts, not to exceed \$25,000.
5. To have six signatures on all bank cards, those signers being:

Four Staff Members:

Maria Christian, Administrative Assistant II

Sandra Repp, Association Communication Coordinator

Amina Omari, HR Manager

Chris Kai-Jones, Association Sr. Res. Educator

Two Board of Directors:

Tisa Hill, President

Tracy McLellan, Treasurer

6. To continue the Petty Cash fund set at \$200 (\$150 being used for small purchases, held by Athena Steinkraus, and \$50 used as change for front desk cash drawer) and the Petty Cash Policy approved by the Board in 2012.

7. To continue the CCE Tompkins Credit Card policy as passed by the Board in 2012 and revised in 2021,
8. To authorize the Board President to sign contracts or otherwise bind the Association to contractual agreements.
9. To authorize the Board President to approve any financial or economic transactions between the Executive Director and the organization, such as expense reimbursements.
10. To continue the motion dated November 20, 1997, by the Board of Directors to: “authorize the Executive Director to sign approvals that will later be reported at a subsequent Board meeting.”
11. To authorize the Executive Director to sign contracts or otherwise bind the Association to contractual agreements (including, but not limited to, grants, contracts, loans, leases) with dollar values up to a maximum amount of \$20,000.
12. To authorize the Executive Director to sign payroll authorization transactions.
13. To authorize the Executive Director to sign IRS Form ST-119.1 NYS and Local Sales and Use Sales Tax Exempt Organizations.
14. To authorize JoAnn Coates, Finance Manager, and Vendaemae Harris, Association Finance Coordinator, to initiate ACH payments to Cornell.