

The January 27, 2022, Reorganizational Meeting of the Cornell Cooperative Extension Board of Directors was called to order by Stewart Sammis, at 4:28 p.m.

Members Present: Stuart Sammis, Amey Rusak, Allison Lavine, Hilda Lando, Jason Jordan, Beth Walter Honadle, Bill Joint

Members Via Zoom: Christine Towner, Fred Potter

Members Absent: Adam Hughes

Staff Present: Tess McKinley, Robert Shirley, Anne Zschoche

Approval of October 2021 and November 2021: Beth Walter Honadle made a motion to approve the minutes from the October 2021 and November 2021 Board of Directors meeting. Allison Lavine seconded the motion. There was no further discussion, and the motion was carried unanimously.

Public Comment Period: None

Program Advisory Committee Reorganizations: Approved as submitted

First: Fred

Second: Beth

2022 Program Committee Election of Officers

- A. President** – Suggested Motion – Stuart Sammis
- B. Vice President** – Suggested Motion – Beth Honadle
- C. Treasurer** – Suggested Motion – Bill Joint
- D. Secretary** - Suggested Motion – Christine Towner
- E. 4-H Committee Representative** - Suggested Motion – Christine Towner
- F. Agriculture and Natural Resources Committee Representative** – Suggested Motion – Allison Lavine
- G. Community Health and Financial Well Being Committee Representative** - Suggested Motion – Amey Rusak
- H. Any nominations outside of suggested motions for items A-H?** none

Motion to accept suggested motions or accept suggested motions with amendments to letters:

Allison Amended operating guidelines but suggesting Program Advisory Committees to review the guidelines at the first meeting of the new year.

First: Allison

Seconded by: Beth

Vote: unanimous

New Strategic Plan Committee

- **Stuart**
- **Bill**
- **Hilda**

New Personnel Committee

- **Beth**
- **Amey**
- **Allison**

New Nominating Committee

- **Hilda**
- **Jason**

Finance Committee

- **Bill**
- **Beth**

Reports:

Executive Director:

Tess McKinley reported the following to the board:

Executive Director's Report

January 2022

4H

Shooting Sports – Hosting many classes currently. Will be in charge of a Statewide Shoot in May at the Bath Rod and Gun club. Was asked to do this by the NYS 4-H Shooting Sports Coordinator.

Clubs – 4-H clubs are still meeting but are doing so with masks and are not meeting in people's homes. Many clubs have been resourceful in finding public spaces such as libraries or firehalls.

Other 4-H Education –

Large Animal Feed Clinic at Country Crossroads in February
Tractor Safety Course starting in January (was very popular last year!)
Have a Horse/Hippology Quiz Bowl Team created and started for the region competition
Doing a baking series, have already done Gingerbread, and cookie decorating. Will be doing cake and cupcake decorating in Winter 2022.
Public Presentations will be done on a club by club basis as we are not going to get everyone together here like we have done in the past due to COVID-19.

Agriculture

Crop Symposium – Happening in March for Steuben Farmers to get a generous amount of pesticide credits.

Agriculture Literacy Week – Week in March where we distribute children's books on something related to agriculture. Still planning to proceed with that.

Permaculture Grant – Received \$3,000 from Cornell University to be used at the Village of Bath plot where a pavilion is going in (see FLX Gives below). The grant is for a permaculture garden which is sustainable and self-sufficient.

Farmer Tax Series – Will be completing this by the January board meeting – meant to help farmers complete their taxes.

Regional Teams – All teams are focusing heavily on providing education to farmers during the slower season. The SWNY Dairy, Livestock and Field Crops team is still looking to hire a new Field Crops Specialist. They have reduced the education requirement to a Bachelors.

Nutrition

What's for Dinner Tonight – Both SNAP Ed SFL and EFNEP received a grant from the Community Foundation of Corning and the Finger Lakes to give out meal kits as incentives for attending classes. The two nutrition programs are partnering and doing "What's for Dinner Tonight" classes that include the makings of the meal to give to each family after the class.

Finance

Education – Providing financial, clutter and insurance classes to help with new year goals.

Master Money Mentors – Still receiving referrals for people to be supported with their budgets.

Staff Updates

We have three openings: Regional Environmental Nutritionist and 4-H Educator have both been posted and we are doing interviews the third week in January. Our Agriculture Educator, Ariel Kirk, is also leaving and we are working on getting that position posted.

Staffing shortages are widespread throughout the CCE system and many associations are struggling.

Our Communications Coordinator, Carla Dawejko, has retired but will be working in 2022 starting in February for 16 hours a week. We are looking at how to handle her vacancy in late Spring based on how things are going. Our Financial and Consumer Wellness Educator is working part time in 2022, we plan to hire a full-time replacement when she retires at the end

of the year. We plan to hire the replacement while Nancy is still working in order to ensure a smoother transition.

COVID-19 Updates – We are continuing to follow the Steuben County requirements and we are continuing to have staff follow the Telework Policy of working one day a week from home. We also have class participants sign a COVID-19 Liability Waiver as requested by Cornell.

Communications

FLX Gives –This year we fundraised for a pavilion for classes and teaching garden at a plot of land that Betty Langendorfer (a Master Gardener) donated to the Village of Bath. We had a goal of \$13,000 and we raised over \$16,000! Will be giving a check to the Village of Bath in March and they will start construction in April.

Annual Report – It has been completed and can be found here:

<http://putknowledgetowork.org/resources/2021-annual-report>

Edible Finger Lakes – Carla did an article for them on Linwood Ford, a local farmer here in Savona and his picture was on the cover! Linwood is also on our annual report cover! You can learn more about Edible Finger Lakes here:

<https://www.ediblefingerlakes.com/>



Keuka Lake: A Wine Story – CCE Steuben and Yates were a part of a grant to do this video on Keuka Lake Wineries. You can see the video at the link:

https://www.youtube.com/watch?v=i3EZtLcR_I8

Respectfully submitted, Theresa (Tess) McKinley

Committee Reports:

- Ag
 - Sad to see Ariel go
 - Discussed Annie's part 2
 - Next meeting 2/8/22
- 4-H
 - Jerry Stewart-new member on committee
 - Changing reports to help younger
 - Making new sick animal policy
- Community
 - Met last week (1/18)
 - Figuring out ways to partner locally
 - Discussed Moving Forward program with Nancy

- Grant for cooking class with SNAP and EFNEP
 - It's been difficult getting participants to workshops
 - Figuring out how to help with community mental health
 - Next meeting will be in March
 - Campus (reported by Tess)
 - Leadership conference was moved to zoom
 - Making changes and updates in Acumatica
- *Board Voiced opinions on Adam not coming at least on Zoom.*

Finance Report

- Robert presented finance report
 - Approved-Bill
 - Second-Beth
 - Carried unanimously

Strategic Committee Report:

- Working on environmental scan-Ag, youth, poverty, natural resources
- All to help with next plan
- New plan needed by end of 2022
- Looking to have someone come in to help in 2023
 - A few names were given to Tess to check out
- Needs what we can do for the community
- Need to figure out what to move towards

Old Business

1. Annual Meeting Recap

- Enjoyed trivia
- Food was good
- Little tight, new need venue-ideas given
 - Glen Curtis
 - The Center in Corning
 - Mud Creek Bison
 - Corning Country Club
 - Heron Hill (Expensive)
 - The Barn (Addison)
 - The Gathering at Bailey Creek
 - Winery-Pleasant Valley
 - Main Place in Hornell

New Business:

2022 Authorization to Conduct Business Transactions

Motion made to accept the following Financial Delegations and Authorizations for the Year 2022

Motion made by: Allison
Seconded by: Beth
Vote: unanimous

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

Suggested Motion:

The Board of Directors will approve the opening and closing of bank accounts and authorize the officers of the board to sign required forms.

B. Authorization for Investment Accounts/Authorization to initiate transactions

Suggested Motion:

The Board of Directors will approve the opening and closing of investment accounts and authorize the Executive Director, Tess McKinley; Deputy Director, Robert Shirley; Board President, Stuart Sammis; and Board Treasurer, William Joint to be the authorized signers on the account.

C. Signing Checks - name of authorized signers

Suggested Motion:

The Board authorizes the following signers for bank accounts, as designated:

Five Star Bank NOW Checking Account (608708976)

William Joint, Board Treasurer

Anne Zschoche, Support Staff

Jenny Groen, 4-H Leader

D. Vouchers for payment - name of authorized signers

Suggested Motion:

Vouchers for program/grant expenditures shall be verified by the staff person initiating the expenditure and approved by the appropriate Program Leader.

E. Voucher limits

Suggested Motion:

Vouchers signed by Program Leaders shall not exceed \$1,000. Vouchers over \$1,000 shall require the signature of the Executive Director.

Vouchers signed by SNAP Ed Director shall not exceed \$25,000. Vouchers over \$25,000 shall require the signature of the Executive Director.

Excluding the voucher for the Cornell bill, vouchers signed by the Executive Director shall not exceed \$35,000. Vouchers exceeding \$35,000 shall require the signature of the Executive Director and the Board Treasurer.

The Executive Director is authorized to sign the voucher for the Cornell bill up to \$75,000.

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

Suggested Motion:

Vouchers to be paid to the Executive Director shall be authorized by the Board Treasurer.

G. Authorizing Payroll - name of authorized individuals

Suggested Motion:

Tess McKinley
Robert Shirley
Jenny Groen
Justine Cobb
Olivia Dates

H. Executing Program Contracts - name of authorized individuals, stipulate dollar amounts and time period

Suggested Motion:

To authorize the Executive Director, Tess McKinley to sign all program contracts, up to \$100K. Contracts over this \$100K threshold shall require the signature of CCE-Steuben Board President. CCE-Steuben will only partake in contracts that are 3 years or less. If a contract is signed for longer, board approval is required.

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

Suggested Motion:

The Board authorizes the following local business charge accounts and approves CCE-Steuben staff to use the charge accounts for business purposes:

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
Engravers Plus	58 Liberty Street, Bath	607-776-2409
Van Scoter Florist & Greenhouse	7209 State Rte. 54, Bath	607-776-2184
Shirley's Lumber & Building Co.	7285 Route 54, Bath	607-776-2051
Angry Oven Pizza	25 E Steuben St, Bath	607-776-9464

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

Suggested Motion:

The custodian of the petty cash shall be Anne Zschoche, Administrative Assistant. In the event Anne Zschoche is unavailable, Jenny Groen, 4-H Program Leader 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.

K. Mileage Reimbursement Rate - approval

Suggested Motion:

The mileage reimbursement rate should be directly tied to the rate recommended by the IRS. The 2022 IRS rate is \$.585 per mile.

L. Newspaper of Record

Suggested Motion:

The Corning Leader and The Evening Tribune are the newspapers of record for the association.

**Operating Guidelines of the Steuben County Cornell Cooperative Extension Association
2022**

In accordance with Article XII of the Constitution of the Steuben County Cornell Cooperative Extension Association, the following regulations identify the details of operation of the Board of Directors and Advisory Committees not contained in the Constitution for the calendar year 2021. These guidelines are intended to summarize standard operating procedures and must be reviewed and approved annually by the Board of Directors but may be amended at any time by board consensus.

MEETINGS OF THE BOARD:

- a. The Board of Directors of Cornell Cooperative Extension of Steuben County is required to meet at least five times a year. However, as a matter of practice, the Board generally meets nine times a year, inclusive of the Reorganization Meeting and the Association's Annual Business Meeting. Meetings are subject to be cancelled if necessary.
- b. Meetings are generally held at the association's office in the Steuben County Office Building Annex (20 E Morris Street, Bath, NY) or via Zoom if allowed to by NYS Open Meeting Law with dates and times set by the sitting Board.
- c. Board meetings shall follow an agenda, which is prepared in advance by the Executive Director in consultation with the Board President. Proposed agenda, minutes from previous meeting, and supporting documents will be sent to the board by the Executive Director no later than three days prior to the scheduled meeting.
- d. Agenda items will typically include review of minutes of the previous meeting, financial reports for board approval at least quarterly, public comments, old business, new business, and informational reports.

REORGANIZATIONAL MEETING:

- a. The annual reorganization meeting will be the first meeting of the calendar year, typically in January.
- b. After approval of the minutes of the previous meeting, the first order of business is the election of the current year's board officers, who will then preside over the reorganization meeting.
- c. Agenda items for the reorganization meeting will include a set of annual resolutions and authorizations to conduct business, which may include but are not limited to the following:
 - Approval of MOU with Cornell (AR Agreement).
 - Approval of MOU with Steuben County (BR Agreement).
 - Authorization to execute contracts designated to the Board President and Executive Director.
 - Authorization of the Executive Director to expend funds and make decisions on behalf of the Association.
 - Establishment of standing and special committees, and appointment of membership by the President.
 - Affirmation of the Affirmative Action and Diversity and Inclusion Plan (AADIP).
 - Annual review and approval of Operating Guidelines.
 - Designation of official newspaper(s).
 - Designation of primary banking institution.
 - Other authorizations as required.
 - Adoption of annual BOD calendar.

**Cornell Cooperative Extension of Steuben County
2022 Board Calendar**

January <i>January 27</i> Reorganizational Meeting 4:30 4-H PAC Meeting 1/20 CHFW PAC Meeting 1/11	February No Board Meeting Ag PAC Meeting 2/8	March <i>March 17</i> Regular Meeting 4:30 4-H PAC Meeting 3/17 CHFW PAC Meeting 3/8
April <i>April 28</i> Regular Meeting 4:30 Ag PAC Meeting 4/12	May <i>May 26</i> Regular Meeting 4:30 4-H PAC Meeting 5/19 CHFW PAC Meeting 5/10	June <i>June 23</i> Regular Meeting 4:30 Ag PAC Meeting 6/14
July No Board Meeting 4-H PAC Meeting 7/21	August <i>August 25</i> Regular Meeting 4:30 Ag PAC Meeting 8/9 CHFW PAC Meeting 8/9	September <i>September 22</i> Regular Meeting 4:30 4-H PAC Meeting 9/15
October <i>October 27</i> Regular Meeting 4:30 Ag PAC Meeting 10/11 CHFW PAC Meeting 10/11	November Annual Meeting November 18 – <i>Subject to Change</i>	December No Board Meeting Ag PAC Meeting 12/13

STANDING AND SPECIAL COMMITTEES:

Pursuant to Article VII of the Association’s Constitution, the Board of Directors shall establish each year at its organizational meeting those committees it deems necessary to carry out the work of the Association. In order for it to carry out all of its duties, the Board of Directors typically establishes the following Standing Committees and has done so in 2022: Finance, Personnel, and Strategic Planning. These committees are considered Ad hoc and meet as needed when recommended by the Executive Director and/or the Board of Directors. Additional special committees may be appointed as needed throughout the year.

Specific composition and duties of each Committee is detailed below. The Board President is an ex-officio member of all committees. The Executive Director is a non-voting ex-officio member

of all committees. All committee members of each committee will be appointed annually by the Board President. The Board President shall designate annually a board member as the Chairperson for each committee. A quorum shall be defined as a simple majority of appointed members.

Personnel: Acts on behalf of the Board of Directors in employment and under the direction and authority of the Board of Directors in its responsibility for personnel policy. All personnel actions shall be in compliance with equal opportunity legislation. Meets on an as-needed basis when called by the committee or the Executive Director.

- **Composition:** Two board members and one member from each program committee who may or may not be a board member. A board member-at-large shall serve as chairperson.

Finance: Acts on behalf of the Board of Directors in its primary responsibility for financial policy. Acts under the direction and authority of the board of directors in its responsibility for financial decisions including budget development, policies and planning.

- **Composition:** Two board members, one of whom shall be the Association treasurer, and one member from each program committee. A board member-at-large shall serve as chairperson.

Additionally, a **Nominating Committee** comprised of at least five people. The Nominating Committee will develop a proposed slate of candidates throughout the year and report to the Board no later than its October meeting.

PROGRAM ADVISORY COMMITTEES

Pursuant to Article VIII of the Association's Constitution, the Board of Directors shall establish annually the major program areas of the association and committees to advise and carry out the programs for the areas where needed. The board typically establishes the following Program Advisory Committees and has done so in 2022: Agriculture and Natural Resources, 4-H Youth Development, and Community Health and Financial Well-Being.

The role of the Program Advisory Committees is to ensure that the association's program of research and education are relevant and based on current community needs and issues; and that community stakeholders are engaged in determining, implementing, and evaluating the programs that are conducted by the association.

Program Advisory Committee members will be elected for terms of service by procedures and for tenure consistent with that provided for at-large board members.

Duties: Program Advisory Committees shall:

- i. Adhere to policies and procedures of the association and the Director of Extension as set forth in the constitution, memoranda of agreement, and the Board of Directors' action.
- ii. Develop and administer program area policies consistent with those established for the association.
- iii. Develop program issue, utilizing the county, area and university resources:

- a. Establish program, addressing priority issues and audience priorities consistent with needs of potential program participants.
 - b. Present program recommendations, including changes to policies and financial recommendations, to the board of directors.
 - c. Implement program recommendations made by the board of directors.
 - d. Establish issue subcommittees as needed.
 - e. Assist the professional staff in the implementation and marketing of the programs.
 - f. Evaluate program accomplishments, determine program impact and recommend future action.
 - g. Build effective working relationship and communications.
- iv. Consider program staff and financial needs and present recommendations to the Board of Directors
 - a. Recommend program financial needs to the Board of Directors.
 - b. Support the Board of Directors in obtaining funds to support programs.
 - v. A quorum of the program advisory committee shall consist of a simple majority of the committee's total membership

In addition, the 4-H Program Advisory Committee shall establish a 4-H Sale Committee to coordinate and execute the Annual 4-H & FFA Livestock Sale at the Steuben County Fair. The 4-H Program Advisory Committee shall appoint 7 members to the committee at the January Program Committee meeting, plus 2 youth representatives and an ex-officio, non-voting representative from the Steuben County Fairgrounds. The 4-H Sale Committee may act independently for matters pertaining to the Livestock Sale, but significant financial decisions must be brought to the Board of Directors, Executive Director and/or Deputy Director for approval.

ORGANIZATION OF THE ASSOCIATION

The Board of Directors shall retain an Executive Director, who shall be responsible for the leadership and management of the association. The Board of Directors delegates the authority for the day-to-day management of the affairs of the association to the Executive Director. In the absence of the Executive Director, these same delegations of authority apply to the Deputy Executive Director. The Executive Director is responsible to the Board and is expected to carry out the policies and expend the resources of the association as directed by the Board.

Motion as amended-Allison
Second-Amey

Adoption of AADIP

- Motion-Beth
- Second-Fred
- Carried Unanimously

Holiday Policy

- Motion-Allison
- Second-Beth
- Carried unanimously

AR (Association Requirements)

- Motion-Fred
- Second-Bill
- Carried unanimously

BR (Business Requirements)

- Motion-Beth
- Second-Amey
- Carried unanimously

Motion by Allison to adjourn at 5:45 p.m. Second by Beth.

Moving to Executive Session:

- Entered: 5:50p
- Adjourned: 6:04p
 - First: Beth
 - Second: Fred