

Cornell Cooperative Extension of St. Lawrence County
Board of Directors Meeting
March 22, 2022 6:00 p.m.
Extension Learning Farm – Front Classroom

Board Members Present: Dan Kent, Lori Sheffield, Loni Recker, Tina Cobb, Nancy Badlam, Larry Denesha, Pete Smith, Sarah Bentley-Garfinkle, Gavin MacKellar.

Absent: Lynzie Schulte, Robert Zufall, Mark White, Mary Lou McKnight, Paul O'Connor.

Staff Present: Patrick Ames, Casey Caswell, Tammy Hill, Flip Fillipi, Badra Rouhi, Erin Farrell.

1. **Call to Order:** Dan Kent, President, called the meeting to order at 6:08 p.m.

2. **Minutes of the Previous Meeting:**

Tina Cobb moved to approve minutes from last meeting with a correction to the spelling of Nancy Badlam's name. Nancy Badlam seconded. All in favor, motion carried.

3. **Finance:**

3.1 Financial Reports: Dan Kent asked Patrick Ames to give a report on the Association's financials dated December 31, 2021. Patrick announced the financial reports to the board and explained the revenue streams that created the Net from Operations and Transfers.

3.2 Financial Resolution #2021-25: Patrick Ames presented Resolutions #2022 13-17 (attached) to the board.

Gavin MacKellar moved to accept Resolutions #2022 13-17. Loni Recker seconded. All in favor, motion carried.

Badra Rouhi presented the Notes to Financial Statement. She mentioned that they were still waiting for a signed contract for SNAP-Ed. Tina Cobb asked if it was possible to speak to legislators to get things moving. Patrick Ames said that this was common for OTDA and that other organizations had started getting their contracts signed this week, so ours should be happening very soon. However, Patrick would be happy to follow up with legislators if the board wanted him to. Dan Kent made a note to revisit OTDA contract at the next board meeting.

Badra also went over the associations liquidity ratio and said that we were at 12.85. She explained that anything under 15 was very good. She also reminded the board that Cornell had changed their fixed assets so the financials would reflect that.

Larry Denesha made a motion to accept the December 31, 2021 Financials and Notes to the Financials as presented, and to formally close the Associations 2021 books. Loni Recker seconded. All in favor, motion passed.

4. **Unfinished Business:**

4.1 Board Meeting Dates

Patrick went over the proposed Board of Directors Meeting Dates (attached). He said that he tried to accommodate all board members schedules.

Loni Recker moved to approve the meeting dates. Nancy Badlam seconded. All in favor, motion passed.

4.2 Committee Appointments

Dan Kent went over the Board of Directors Committee Assignments 2022 (attached). Patrick reminded Team Leaders to include these board members in committee meeting updates.

Tina Cobb made a motion to approve the Committee Assignments. Sarah Bentley-Garfinkle seconded. All in favor, motion passed.

5. **New Business:**

5.1 CPA Quotes for Single Audit

Patrick explained to the board that CCE had received over one million dollars in Federal funds in 2021, triggering the need for an single audit. Patrick handed out quotes and information packets from two different firms, Dermody, Burke & Brown and The Bonadio Group that they were considering for the audit.

Patrick said that he and Badra were recommending DB&B because they have previous experience auditing Extension Associations, and they were the more cost effective option. Patrick said that the firm had suggested 75% of the \$20,000 cost for the audit come from the SNAP-Ed program because it was responsible bulk of Federal funds received by the Association. They also said that they would need to spend a large portion of time looking extensively into the SNAP-Ed program.

Dan Kent asked what the time scale would be for the project. Patrick said that the audit would be conducted this summer and completed by September of 2022.

Tina Cobb moved to select Dermody, Burke & Brown CPAs and approve the expenditure of \$20,000 to pay for the external audit. Loni Recker seconded. All in favor, motion carried.

5.2 New Classroom Project – Asbestos Abatement Quotes

Patrick Ames went over the two estimates from AAC Contracting and Expert Environmental and Construction Group (attached) for Asbestos Abatement to prepare for the construction of a new classroom. Patrick suggested AAC Contracting because they have done work for Extension in the past and were the more cost effective option.

Nancy Badlam moved to hire AAC Contracting and approve the expenditure for \$12,975 for the Asbestos Abatement project, Gavin MacKellar seconded. All in favor, motion carried.

5.3 Playground Equipment Quotes – PHCS PM Paws

Patrick Ames proposed to the board that All Paws After School at Parishville-Hopkinton Central School would like to use \$12,158 of stabilization funds to buy playground equipment. He explained that it was an approved expenditure as per the Office of Children and Family Services. It would be the intent of the Association to execute an MOU protecting the Association for the school's use of the equipment during the life of the grant. At grants end, the board could then consider donating the equipment to Parishville-Hopkinton Central School.

Tina Cobb moved to approve the \$12,158 expenditure to buy the playground equipment, Sarah Bentley-Garfinkle seconded. All in favor, motion carried.

6. Reports:

6.1 Legislative Representative: Larry Denesha gave his legislative report to the board.

6.2 Executive Director

6.2.1 2023 Regional Ag Team County:

Patrick discussed with the board the current funding agreement for the North Country Regional Ag Team. He stated that the current funding formula created a St. Lawrence County share of nearly \$92,000 in 2023, which was not equitable or sustainable in the Association in the future. He went on to explain that he was more comfortable with the Association's return on investment at the current share which has been temporarily reduced by 20%. He is hopeful that Extension Administration and the Administrative Management Group could come to an agreement regarding the size and cost of the Regional Ag Team moving forward. If not, the board may need to consider going a different direction with its Agricultural programming. He agreed to give the board an update at the next meeting.

6.2.2. Boralex Proposal:

Patrick was approached by Boralex, who is proposing a solar energy project for the Brasher/Massena area and if approved they would like to make annual donations to County 4-H Programs. The Boralex formula used is based on KW sized of the project, and would generate \$24,000 annually for general 4-H programming and \$7,000 annual for a Farm Day Camp scholarship fund. The project is projected to start in 2024 or 2025 and would last 25 years. Patrick said that he was interested in the premise but it would be dependent up the forthcoming MOU and any obligations placed upon the Association. He agreed to give the board further updates as the conversation continues.

6.2.3. Interim Directors Services for CCE Franklin:

Patrick let the board know that SNAP-Ed Program Leader Casey Caswell was acting as interim executive director for CCE Franklin while they conducted their job search for a permanent candidate. The Association executed a three month MOU with Franklin County for 15% of Casey's time and 5% of Patrick. MOU ends May 15, 2022.

6.2.4 Camp Overlook Update:

Patrick gave an update on the status of Camp Overlook this year. He announced that the Interim Camp Program Director position had been filled by Erica Follette. He also said that most counselor positions had been filled but that they were still looking for a Camp Director and Assistant Director and that he and Casey Sukeforth were conducting those interviews.

6.2.5 Open Positions:

Patrick told the board about two new positions available at CCE and asked people to get the word out about them.

6.3 Program Reports

Casey Caswell gave a program report on SNAP-Ed. She said that SNAP was now fully staffed and in the process of working on podcasts regarding health and nutrition.

Tammy gave a program report on 4-H Youth and Family. She discussed 4-H Animal & Activity Nights, Farm Day Camp enrollment, and the Maple open house.

Flip Filippi announced that there would be a Master Food Preserver training program happening at CCE this summer and that the CCE SLC gallery opening at TAUNY would be happening on May 14th. She suggested that anyone interested in having input for the gallery exhibit to reach out to her or Lauren.

7. Adjournment

Tina Cobb moved to adjourn the meeting; Nancy Badlam seconded. All in favor, motion carried. Meeting adjourned at 8:06 p.m.