

**Cornell Cooperative Extension of Columbia and Greene Counties**

**Organizational Board Meeting**

Extension Education Center, Hudson (Meeting Hall)

February 15, 2023

Present: Matt Maraglio, Cathi Annese, Danielle Hautaniemi, Virgilia Tegiacchi, Alicia McCagg, Roberta Keller, William Greer, Linda Levitt, Virginia Benedict, Amanda Pierro, Rebecca Pinder, Michael Brown (via Zoom)

Absent: Joshua Lipsman, Sandra Gardner, Sandra Miller, Sherry True, Tim Ooms

Staff: Lisa Gallina, Angela Tallarico, Bipul Saha, Connor Young, Rebecca Polmateer

- 1) Billy Greer, President, called the meeting to order at 6:30 p.m.
- 2) **Approval of Meeting Agenda** – Roberta Keller moved to approve the agenda; Matt Maraglio seconded. Approved unanimously.
- 3) **Introductions/Welcome New Board Members** – Billy Greer welcomed two newly elected board members Amanda Pierro and Cathi Annese (returning board member).
- 4) **December 7, 2022 Board Meeting Minutes** – Matt Maraglio moved to approve the minutes; Rebecca Pinder seconded. Approved unanimously.
- 5) **Executive Committee** – Billy Greer reported that the Committee met January 30 to approve the MOAs with the County Governments. Signed by Billy Greer and submitted to both county governments. The committee also discussed the status of the Catskill Wheelhouse (preschool) rental of Hudson office.

Lisa Gallina advised the board that the Catskill Wheelhouse just notified her that they could no longer consider the rental due to all the obstacles with the Town of Claverack planning board and other facility-related issues.  
Discussion

6) **Finance & Human Resources Committee Report**

- November Financial Report and Statements – Bipul Saha reviewed his report. He expects to have the year end financial reports completed for the March board meeting.
- Virginia Benedict put forth a motion from the FHR Committee requesting board approval of the November financial statements. Matt Maraglio seconded. Approved unanimously.
- Virginia Benedict put forth a motion from the FHR Committee recommending board authorization for Lisa Gallina to apply for Lines of Credit from the Bank of Greene County and the National Bank of Coxsackie in the amount of \$50,000 each. This is to provide funds for payroll should they be needed, particularly in light of the significant delays in reimbursement from Ag and Markets for the Taste NY Market. Further approval from the board will be required re: terms, etc. Discussion followed. Billy Greer seconded the motion. Approved unanimously.

7) **Election of 2023 Officers** - Virgilia Tegiacchi requested board approval of the Nominating Committee's recommendation of the following slate of officers for 2023:

President – Virginia Benedict	Treasurer – Joshua Lipsman
Vice President - Matthew Maraglio	Secretary – Linda Levitt
Past President – Billy Greer	

Roberta Keller moved to approve the slate of officers; Alicia McCagg seconded. Approved unanimously.

8) **Remarks by newly-elected board president, Virginia Benedict**

Ginger encouraged everyone to feel free to reach out to her with any thoughts, ideas or suggestions. She would like to see specific topics discussed at each monthly meeting. Her suggestions are:

March - Incorporate the required board training in sexual harassment prevention training by Rebecca Polmateer. Then followed by a programmatic overview by Lisa Gallina.  
 April – Committee reports. If anyone is interested in chairing a committee, please contact Ginger.  
 May – Staffing status  
 June – Fairs and volunteer needs  
 July – update on events and fundraising  
 September – 2024 budget  
 October – fundraising plans  
 November – Annual Meeting  
 December – approval of 2024 budget

- 9) **Connor Young** – Billy Greer took a moment to thank Connor for his work with the association and to wish him well in his new position.
- 10) **Memorandum of Agreement with Cornell University** – Roberta Keller moved to authorize the Virginia Benedict to sign the agreement; Virgilia Tegiachchi seconded. Approved unanimously.
- 11) **Appoint Board Recording Secretary and Records Management Officers.** Billy Greer motioned to appoint Angela Tallarico, Interim Administrator, to serve as the official recording secretary for board and standing committee meetings and as the records management officer; Matt Maraglio seconded. Approved unanimously.
- 12) **Business transactions** - Roberta Keller moved to authorize parties to conduct business transactions as outlined below; Rebecca Pinder seconded. Approved unanimously. Ginger noted that the Fidelity investment account requires signatories to be updated.
  - Opening and closing of bank accounts requires board approval.
  - Sign checks (Eileen Simpson, Megan Henry, Rebecca Polmateer). Stipulated dollar amount for checks above which two signatures are required (\$5,000).
  - The board president will approve the executive director's expense voucher.
  - Authorize the Executive Director and/or board president to sign MOAs and contracts on behalf of the Association including the following services and programs as approved in the 2023 budget:
    - a) Shared Business Network
- 13) **Authorization to establish petty cash fund in each office** Hudson -\$200 and Acra - \$100. Billy Greer moved to authorize the petty cash funds; Alicia McCagg seconded. Approved unanimously.
- 14) **Authorization of parties to administer payroll** – Matt Maraglio motioned to authorize the following parties to administer payroll; Alicia McCagg seconded. Approved unanimously.
  - Approve vouchers for payment (Executive Director)
  - Authorize payroll (Administrator, Finance Manager, ED)
- 15) **Review and Approval of 2023 Governance Structure/Organization Charts**
  - a) Roberta Keller moved to approve the Operational Guidelines with the necessary corrections noted; Matt Maraglio seconded. Approved unanimously.
  - b) Billy Greer moved to approve Board Committee Structure Chart as presented; Rebecca Pinder seconded. Approved unanimously.
  - c) Standing & Program Committees
    - It was noted that due to staff changes, some staff must be updated as lead for the program committees.
    - Fundraising Committee was moved from a standing committee to a sub-committee of the Finance & Human Resources Committee.
    - Note to add Virgilia Tegiachchi to a standing committee.

Matt Maraglio moved to approve the committees; Roberta Keller seconded. Approved unanimously.

  - d) CCE Employee Organizational Chart (informational)

- 16) **Executive Director Report** – Lisa Gallina reviewed highlights from her written report to the board.
- She spoke about other rental options for the building in Hudson.
  - The Hudson campus had a very comprehensive, much needed clean up of offices and storage.
  - Lisa met with Congressman Molinaro’s aide.
  - Participated in the Executive Directors’ visit to Albany state senators and other officials.
  - Lisa and Rebecca Polmateer meet with the Columbia County Commission of DSS who would like to contract with the association for similar parenting programming provided to Greene DSS.
  - Reviewed some upcoming programming.
- 17) **New Business** –
- Ginger recommended that the Facilities Committee continue to take stock of both facilities and keep a running list of needs.
  - Matt Maraglio asked about any plans to recognize Bob Beyfuss. Connor spoke about naming a demonstration area for him in the model forest. Angela said his family has a service planned for March 11 at the Shamrock House in Durham. Becky Polmateer has heard that the Greene County Youth Fair Committee also plans something in memory of Bob.
- 18) **Executive Session** – At 7:25 p.m. Billy Greer motioned the board go into executive session to discuss personnel; Matt Maraglio seconded. Approved unanimously. Connor Young, Rebecca Polmateer and Bipul Saha left the meeting. Discussion followed. At 8:00 p.m. Billy Greer moved to end the executive session; Roberta Keller seconded. Approved unanimously.
- 19) **Adjourn** – Virgilia Tegiacchi moved to adjourn the meeting; Roberta Keller seconded. Approved unanimously. Meeting adjourned at 8:00 p.m.

*Minutes prepared by Angela Tallarico, Interim Administrator*