



Cornell University
Cooperative Extension
Oneida County

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March 23, 2023 Board Meeting Minutes

Date: March 23, 2023

Meeting Time: 6:00PM

Location: CCE, 121 Second Street, Oriskany, N.Y. 13424

	Count	Board Member	Position	Term	Expiration
	1	Sue Carvelli	President – Rome Community Schools / BOCES	2	12/31/2025
X	2	Anna Weeks	Vice President –STEM / Community Connections	1	12/31/2024
	3	Elizabeth Hawkes	Treasurer / Finance / Beef	1	12/31/2023
	4	Aimee MacLagger	Secretary / Fund Development	2	12/31/2024
	5	Julie Berry	At-Large/ Cornell / CALS	1	12/31/2023
X	6	Jennifer McCullough	At-Large / STEM	1	12/31/2024
	7	Dennis Osborne	At-Large / Master Gardener	2	12/31/2024
	8	Wally Ramsey	At-Large / STEM	2	12/31/2024
	9	Howard Regner	At-Large Agriculture / Farm / Education	1	12/31/2025
	10	Debbie Spinella	At-Large Agriculture / Education	1	12/31/2024
	11	Hollie Wolanski	At-Large 4H / Dog Obedience / Education	1	12/31/2024
	12	Vacant	At-Large	1	
	Appointed	George Joseph	Legislative Representative	N/A	N/A
X	Appointed	Danielle Hautaniemi	State Extension Specialist	N/A	N/A

2023 Board Schedule

Date	Description
January 26	Reorganization Board Meeting
February 23	Committee Meetings
March 23	Board Meeting
April 27	Committee Meetings
May 25 (Subject to change based on auditor's schedule)	Board Meeting
June 22	Committee Meetings
July 20	Board Meeting
August	No Meeting Scheduled

September	28	Board Meeting
October	26	Annual Meeting
November	30	Board Meeting
December		No Meeting Scheduled

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE
2	Terri Harrison	Office Manager	CCE
3	Bonnie Backman	SBN Finance	CCE
4	Lori North	Human Resources / Director of Operations	CCE
5	Donna Gatto	Finance	CCE

Executive Session if Required: Time: (5:15PM) Reason: Personnel Evaluation

Motion to enter executive session:

Vote:

Motioned by: Wally Ramsey
Seconded by: Dennis Osborne
Discussion: No discussion
Motion Carried: Unanimous

Motion to exit executive session: Time (6:03PM)

Vote:

Motioned by: Elizabeth Hawkes
Seconded by: Dennis Osborne
Discussion: No discussion
Motion Carried: Unanimous

Call General Meeting to Order: (6:06PM)

Pledge of Allegiance

Staff Presentation

- SNAP-Ed
Carol Watkins, Lead Nutrition Department introduced Kristen Obreza and Leah McCaskey to present a sample SNAP-Ed lesson on healthy meals – grains.

Approval of Meeting Minutes:

Motion to approve January 26, 2023, Board meeting minutes.

Vote:

Motioned by: Wally Ramsey
Seconded by: Dennis Osborne
Discussion: No discussion
Motion Carried: Unanimous

Finance:

- Donna Gatto – Review 2022 year-end financials. The Board discussed the building lease and the new FASB reporting requirements. With the building expansion, the rent and corresponding county appropriation may change. We will have to keep the new reporting requirements in mind.

Motion to accept the CCE Oneida County 2022 year-end financials pending Cornell Cooperative Extension Administration year-end review.

Vote:

Motioned by: Dennis Osborne
Seconded by: Wally Ramsey
Discussion: No discussion
Motion Carried: Unanimous

- Review 2022 year-end fund balances. A representative from Adirondack Bank will be joining an upcoming meeting to review the current account set-up. In the future we will schedule a presentation on investment options.

Motion to accept CCE Oneida County 2022 year-end fund balance transfers.

Vote:

Motioned by: Dennis Osborne
Seconded by: Wally Ramsey
Discussion: No discussion
Motion Carried: Unanimous

- Review 2022 liquidity statement. Boiler plate and we complete the form for CCE OC.

Motion to accept CCE Oneida County 2022 liquidity statement.

Vote:

Motioned by: Dennis Osborne
Seconded by: Hollie Wolanski
Discussion: No discussion
Motion Carried: Unanimous

Board President's Report:

- Discussion – Appointment to open board seat. Sue Carvelli appointed Dick Presky to fill the open CCE Board of Director's position. Dick was nominated by Marty Broccoli. Dick participates and is active with many community organizations and will be a terrific addition to the Board.
- Compensation for the Executive Director, Mary Beth McEwen

Motion to discuss the Executive Director

Vote:

Motioned by: Wally Ramsey
Seconded by: Hollie Wolanski
Discussion: No discussion
Motion Carried: Unanimous

- Mary Beth McEwen, Executive Director compensation.

Motion to give Mary Beth McEwen a 6% compensation increase.

Vote:

Motioned by: Julie Berry
Seconded by: Debbie Spinella
Discussion: No discussion, Mary Beth McEwen has done a great job with grants, employees, and everything in between
Motion Carried: Unanimous

New Business

- RBDG Resolution Ratification – needs confirmation even though all Board members sent their positive response via emails.

Motion to approve a resolution for CCE Oneida County to apply for the USDA RBDG Grant and upon receipt of funding, CCE commits to contributing \$ 36,838.11 in staff time and fringe benefits towards completion of the project as described in the funding application.

Vote:

<i>Motioned by:</i>	Elizabeth Hawkes
<i>Seconded by:</i>	Wally Ramsey
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimous

Executive Director's Report:

- SARE Grant – CCE OC received a grant for \$123,449 for “tag-team educating” to include statewide educational training to assist AG producers with a variety of topics including finance, marketing, succession planning, business planning, etc. to start April 1, 2023
- AFT Grant - American Farmland trust reached out to CCE OC for continuing partnership with urban agriculture, \$10,000
- Community Foundation Grant – \$10,000.00 received - this will be funding to continue social/emotional educational outreach that was first started under project THRIVE.
- Herkimer County Cares reached out to CCE OC to again partner with the Herkimer County System Care grant if funding is received. Herkimer County is submitting the application.
- MVCAA – is submitting a grant to provide education to families at risk and wants to partner with CCE. We should hear something in a few months.
- M&T POP Grant – \$5,000.00 received. M&T is excited to support this program, POP tokens for children to purchase vegetables and fruits in the Oneida County Public Market.
- Ag Literacy Week is this week, and we will enter 140 classrooms, all the elementary schools in Oneida County, and reach 2,516 students. Volunteers will enter the classroom – read the book and complete an activity.
- Farm Fest registration for schools is filled and has a waiting list. We have 530 students registered, and with the stations that is all that we can manage. Farm Fest will be held at DiNitto Farms, Marcy, NY on June 2nd.
- Delaware County Update – our finance staff has been excellent in assisting Delaware County with their transition. Lori North assisting with HR. Mary Beth, Bonnie, Shelby, and Troy travel to Delaware County once a week. We reviewed the accounts receivable and payables, the grants, especially the Watershed review. We have had discussions with the new Executive Director and their Board President. The Board of Directors were not receiving the right financial information – only excel or word documents. Next week we will start accounts payable and CCE OC will be paid for their time. We are the SBN lead. Acumatica, the software finance package is more transparent than the previous financial software package named ACCPAC.
- Staffing Update – we have filled several new staff positions; however, we have six open positions. So, if you know of anyone, please direct them to our website. SNAP Ed resource educator, SNAP Ed administrative assistant, SBN HR lead, Social / Emotional educator, GHHI Broker, and Energy Advisor. Information is all on our website.

➤ The 4-H Foundation, even though this is through Cornell University, we have not received any statements, so we had to close our books for 2022 without any statement from the 4H Foundation. Mary Beth will send an email requesting statement, then, secondly, we will have our auditor send a letter. If this fails and we will have to consider withdrawing the funds from the account.

Adjourn: Time: (7:35PM)

Vote:

<i>Motioned by:</i>	Elizabeth Hawkes
<i>Seconded by:</i>	Julie Berry
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimous