

## **January 2024 Annual Appointments and Authorizations**

- Authorize the establishment and maintenance of charge accounts including, but not limited to, the following: *Best Western Inn in Ithaca, Buffalo Coca-Cola Company, Hilton Garden Inn in Ithaca, Jamestown Ice and Storage, Maplevale, Midstate Bakery, Sherwin Williams, Staples, Tops Friendly Markets, Tuscany Fresh Meat and Deli, Upstate Niagara Cooperative Inc.,*
- Authorize the establishment and maintenance of accounts including, but not limited to, the following: *Facebook, Instagram, Canva*
- Authorize *Darcy Cramer and Emily Reynolds* to open and close bank accounts.
- Authorize *Lucia Conti* as Assistant to the Treasurer.
- Authorize *Lucia Conti and Emily Reynolds* as Assistant to the Secretary.
- Authorize *Randolph (Randy) Henderson, George Haffenden, Emily Reynolds, and Lucia Conti* as signers for the association's checks and bank accounts.
  - Checks over \$1,000 are required to be signed by two authorized signers.
- Authorize petty cash funds in the amount of \$300 Association (*Lucia Conti*).
- Authorize *Emily Reynolds and Darcy Cramer* as payroll representatives to Workday Time Keeping.
- Authorize *Emily Reynolds and Darcy Cramer* as authorized individuals to initiate ACH payments to Cornell
- Authorize *Emily Reynolds and Darcy Cramer* as authorized individuals to initiate ACH payments to National Grid
- Authorize *Emily Reynolds and Darcy Cramer* as authorized individuals to initiate ACH payments to the Northwest Visa Credit Card and/or Chase Visa Credit Card
- Authorize *Emily Reynolds* to sign payroll authorization forms.
- Authorize *Emily Reynolds* to sign budgeted Association Service and Program Contracts and Agreements.
- Authorize *Emily Reynolds* to sign IRS Form ST-119.1 NYS and Local Sales and Use Sales Tax Exempt Organization.
- Authorize *Emily Reynolds* as primary approver in the Acumatica Accounting System
- Authorize *Katelyn Walley-Stoll* as back up approver for the Acumatica accounting system in the event Emily Reynolds is unavailable for more than 3 days
- Authorize *Emily Reynolds and Darcy Cramer* as authorized individuals to transfer monies between bank accounts.
- Authorize *Lucy Conti and Lisette Cabrera* as authorized distributors of CCE checks.
- Approve board committees as Finance, Personnel, and Nominating.
- Authorize the Association Board President *Randolph 'Randy' Henderson* or Treasurer *George Haffenden* will sign the expense vouchers of the Executive Director.
- Approve the 4-H Youth Development appointment of representatives to the Board of Directors, *Louis Smith and Sue Lindsey*.
- Approve the Agricultural Program Committee appointment of representatives to the Board of Directors, *Emma Boutelle and Jessica Brehm*.
- Approve Board of Directors 2024 Meeting Dates – January 29, March 4, May 20, July 15, September 23, November 25.
- Approve the 2023 Annual Report.
- Authorize 2024 staff mileage reimbursement at the current IRS rate of 0.67