

**Cornell Cooperative Extension of Chemung County**  
**Organizational Meeting**  
**November 20, 2023 @ 6:30PM**  
**4-H Building at Chemung Co. Fairgrounds**  
**170 Fairview Rd., Horseheads, NY**

Present: Michele Podolec (Executive Director), Paul O'Connor via zoom (State Specialist)  
Judy Mather (President), Amos Mainville (Vice President), David Boor (Treasurer), Sheila Washburn (Secretary), Katie Curren (Office Coordinator), Cathy Hendrickson, Rev. Arthur Jones, Terri Bommerito, Rich Davis (EFPR Group – guest speaker)

Excused – Rodney Strange (County Legislature), Irene Brookins, Willie Owens,

**QUORUM-YES**

- I. Meeting was called to order @ 6:35 PM by President Mathers  
Determination of Quorum, Secretary Sheila Washburn
- II. Approval of Minutes from September 18, 2023, BOD meeting– [Sheila Washburn, Secretary]

**Motion** made to approve 9/18/23 meeting minutes by Amos Mainville; seconded by Rev. Arthur Jones; all approved; motion carried unanimously.

- III. Finance Committee Report – [David Boor – Treasurer]
  - a. For July 2023 Revenue was \$86,989, expenses were \$92,380. July YTD revenue was \$673,235 which is 60% of our budget of \$1,128,041. For July YTD expenses were \$721,770, which is 57% of our budget of \$1,266,969. For August of 2023 Revenue was \$93,624.27, expenses were \$112,680. For August YTD revenue was \$767K which is 68% of budget \$1,128,041 and YTD expenses for August were \$834K which is 66% of budget \$1,266,969.  
There were no new transfers from designated fund balances in either July or August. YTD transfers of \$36,450 are 23% of the expired transfers of \$154,040.  
While things are tight, we are operating remarkably close to our budget. Our fund balances are down by 63K from a year ago, however that is expected due to the new hires and ramping up after COVID this past year.  
Next year we will compare month to month a little better as we will have one years' worth of data under our new accounting method that pro-rates expenses and tracks them month to month on more of an equal % basis.

**Motion** made to accept Finance Committee report for February 2023 made by Rev. Arthur Jones; seconded by Amos Mainville; all approved; motion carried unanimously.



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# Cornell Cooperative Extension

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- b. Report on Audit Progress – [Guest Speaker – Rich Davis EFPR Group]  
EFPR audited financial statements of Cornell Cooperative Extension Association of Chemung County, which comprised the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements. EFPR concluded with their opinion that the financial statements present fairly, in all material respects, the financial position of Cornell Cooperative Extension of Chemung County as of December 31, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles.
- c. Motion to purchase cyber security insurance – Cybersecurity is a rising risk to CCE Chemung. The Association manages substantial amounts of personally identifiable data (names, addresses, phone numbers, emails, etc.) and the cost of a data breach to the Association would be catastrophic. Michele Podolec and Adam Bredesen completed a cyber security risk assessment survey October 11, 2023, to allow the Association to obtain quotes for cyber security insurance coverage. The Association Executive Director, on behalf of the Association SBN IT lead, requests that the board designate \$1,624 in funds to cover the immediate purchase of cybersecurity insurance for CCE Chemung. A quote has been obtained through the risk management insurer, P.W. Wood, from Ryan Turner Specialty. The Cyber Premium of \$1,424 provides insurance coverage to offset risks associated with cybersecurity and data breaches. There is a \$200 insurance broker fee which covers the cost of risk analysis, comparing policies, processing submissions, communication expenses, inspections, collaborating with underwriters on the coverage proposal, issuing policies or services the policy after issuance for a total of \$1,624. In future years, the cost of cybersecurity insurance will be included in the annual budget and will be considered administrative overhead.

**Motion** made to approve the request for use of general funds to obtain Cyber Security Insurance for CCE Chemung by Amos Mainville; seconded by Rev. Arthur Jones; all approved; motion carried unanimously.



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- d. Line of Credit – CCE Chemung Association, at the request of the Finance Committee and Board of Directors, is applying for a line of credit. The purpose of the application is to obtain a line of credit to provide additional financial security to the association in case of critical need. The application requires a fee of \$500.00. A motion is needed to authorize the following people to access the line of credit: David Boor (BOD Treasurer), Kathryn Curren (Office Coordinator), and Antoinette Gardner (CCE Employee).

**Motion** made by Rev. Arthur Jones to approve the Line Of Credit through Visions Federal Credit Union along with the application fee of \$500. The following will be the authorized persons on the line of credit: David Boor (BOD Treasurer), Kathryn Curren (Office Coordinator), and Antoinette Gardner (CCE Employee); seconded by Amos Mainville; all approved; motion carried unanimously.

#### IV. Reports

##### a. Program Report/Executive Director's Report

- The South-Central NY Dairy and Field Crops team held their annual advisory meeting on November 6, 2023 in Dryden, NY Hailey Feusner attended on behalf of CCE Chemung.
- Program plans of work for 2023-4 have been drafted and are in process.
- Carmen Greco, SNAP-ED Nutritionists started on 10/16.
- Rachel Jones, Elmira Urban Green Equity Program Coordinator will start on 12/1.
- Elizabeth Melville, Natural Resources Educator has resigned, and her last day will be 12/21.
- SBN Finance Lead, Gretchen Uhler visited CCE Chemung on 11/1 to train Michelle, Katie, Jackie, and Sasha on using Velixo, and budgeting in Accumatica.
- SUPPORT WANTED – Advocacy from board members, staff, and stakeholders will assist the Association in showing CCE Chemung's value to the State. Please show your support by sending a letter to the Governor supporting CCE. Instructions were included in an email sent on 11/13.
- Grants / Contracts:
  - Letters of Support
    - Brandy Colebrook – NYALT application for NYSDAM farmland protection outreach grant.
  - Exploring
    - Ag in the Classroom – COSERS (local agreement). For the 2024-2025 school year, There would be an agreement with GST Boces to provide 4-H agriculture educators in regional classrooms. TBD.
    - CC SWCD – MOU to provide agricultural education and outreach.
    - Lancaster Archery Foundation – Youth sports grant, application for equipment and materials for the new archery club.



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- United Way – CVAC support grant.
- Urban Farms and Community Garden Grant Program – with EOP, TBD horticulture and community grand education/outreach, due 12/1.
- Veggie Variety Trials – 2024
- Youth Bureau – Youth sports grant, application for equipment and materials for the new archery club.
- Applied (Pending)
  - Tioga Downs Foundation – submitted 10/13, veggie van.
  - State Farm funding, veggie van (pre-application for a letter of invitation to submit).
- Denied
  - Excellus (Blue Cross Blue Shield) Health and Wellness Award with CCE Steuben for an expansion of the Veggie Van - \$45,080.

**Motion** made to go into Executive Session made by Cathy Hendrickson; seconded. by Amos Mainville; all approved; motion carried unanimously.

- Discussed Draft Budget

**Motion** made to go into Executive Session made by Cathy Hendrickson; seconded. by Amos Mainville; all approved; motion carried unanimously.

b. County - [Rodney Strange] – No Report

c. Cornell - [Paul O'Connor]

- i. CCE Director Andy Turner will start his new role December 1, 2023

d. Committees

i. **Personnel Committee** [Rev. Arthur Jones]

- a. Sexual Harassment and Discrimination Prevention Policy Update.
- b. Equal Opportunity Statement Policy
- c. Americans with Disabilities Act Policy

**Motion** made to approve updated polices made by Judy Mathers; seconded. by Rev. Arthur Jones; all approved; motion carried unanimously.

ii. **Fund:** [Judy Mather]

No updates however, further conversations in the future regarding changes with, ideas.

iii. **Strategic Planning and Program Development:** Needs to be updated, completed the work and ready to create a new one. Helping to create a schedule for stakeholder input. Irene will report on this at the next BOD meeting.

iv. **Nominating Committee** – No Update this month. Discussed that one BOD seat is available. Discussed that there is a due process to remove a BOD not attending meetings. Suggested reaching out to members to see what is going on that might be impacting the ability for them to attend. Once a board member is off the board, they must wait 3 years to re-join.



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- V. Old Business  
None
  
- VI. New Business
  - a. Approval of 2024 Holidays  
**Motion** made by Cathy Hendrickson to approve the 2024 Holidays: seconded.  
by Rev. Arthur Jones; all approved; motion carried unanimously.
  
  - b. Acceptance of Unanticipated Gifts, Grants, and Contracts – None this month.
  
  - c. Emerging opportunities:
    - i. Update on the Veggie Van 2024 – Excellus Grant, with CCE Steuben
    - ii. State Farm – submission to be included in RFP for 2024 (Veggie Van – priority area to address food insecurity).
    - iii. Update on Tioga Down Application
    - iv. Strategic Plan 2024
  
- VII. Reminders
  - a. CCE Chemung will have an all-staff holiday party on 12/8
  - b. Next meeting, December 18, 2023 @ 6:30PM
  
- VIII. Motion to Adjourn made by Amos at 8:24PM; seconded by Cathy Hendrickson; all approved; motion carried unanimously.



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