

*Draft*  
**Cornell Cooperative Extension of St. Lawrence County**  
**Board of Directors Meeting**  
**September 21, 2023 6:00 p.m.**  
**Extension Learning Farm – Front Classroom**

**Board Members Present:** Pete Smith, Lori Sheffield, Larry Denesha, Mark White, Mark Berninghausen, Tina Cobb, Lynzie Schulte, Paul O'Connor, Loni Recker, Sarah Bentley-Garfinkle, Patty Gilbert. **Absent:** Bob Zufall, Sharon Poole.

**Staff Present:** Casey Caswell, Patrick Ames, Badra Rouhi, Erin Farrell, Tammy Hill, Kayla Gugin, Maria Filippi.

**Other Guests:** Travis Smith, Andy Gilbert, Bob Andrews.

**1. Call to Order:**

Lori Sheffield, President, called the meeting to order at 6:01 p.m.

**2. Audit Report, Travis Smith of Demody, Burke and Brown, CPA:**

Travis Smith from Demody, Burke and Brown, CPA, presented the 2022 audited financial with no findings. Travis also presented the SNAP-Ed single audit with no findings or corrective actions.

**Seeing no questions, Tina Cobb moved to approved audit as presented. Pete Smith seconded. All in favor, motion carried.**

**3. Public Participation:**

Lori Sheffield announced that there were a few members of the public who wanted to address the board. She reviewed the guidelines for public participation. Andy Gilbert explained that he was there on behalf of Dan Huntley. Andy passed out a letter from Dan to all board members. Bob Andrews introduced himself and explained that he was the Chairman for Soil and Water Conservation District. Bob was concerned about the decision to dissolve the North Country Regional Ag Team and its implication for local research.

**4. Finance:**

**4.1. Financial Resolutions**

Patrick Ames presented Resolutions #2023-24 and #2023-25 to the board (attached).

Regarding Resolution #2023-25, Loni Recker asked if the SNAP-Ed Program surveyed participants to learn where people heard of SNAP-Ed, so they could gauge the best way to advertise the program. Casey Caswell, SNAP-Ed Program Leader,

said that they were working on a survey with Clarkson University this fall and should have results for it this winter.

Larry Denesha asked how do we quantify the cost/benefit associated with additional bus wraps and billboard advertising. Casey explained that companies provide impression reach for these advertisement methods which gives them an idea of the impact.

Patty Gilbert asked if this money would be going to new billboards or existing ones. Casey explained that these funds would go to existing billboards in Gouverneur and Hogansburg.

**Seeing no further questions, Lynzie Schulte moved to approve resolutions #2023-24 and #2023-25. Patty Gilbert seconded. All in favor, motion carried.**

#### **4.2. Financial Reports**

Badra Rouhi, Finance Manager, gave an overview of the Association Financials including Statement of Operations and Balance Sheet. She explained that there were no significant changes to the balance sheet.

Patrick explained to the board that there was a drop in cash on hand which he and Badra were monitoring closely. He suggested it was the result of floating some federal grants and should be short lived.

**Pete Smith moved to approve the financials as presented. Sarah Bentley-Garfinkle seconded. All in favor, motion carried.**

#### **5. Unfinished Business:**

None.

#### **6. Approval of Minutes of July 27, 2023:**

**Mark Berninghausen moved to approve the minutes of the July 27<sup>th</sup>, 2023 board meeting (attached). Sarah Bentley-Garfinkle seconded. All in the favor, motion carried.**

#### **7. Program Highlight:**

Maria Filippi, Local Foods Program Leader gave a presentation to the board on this year's Local Foods Weekend.

#### **8. New Business:**

### **8.1. Nominating Committee Report- Slate of Nominees**

Patrick presented the Nominating Committee Report (attached) with the slate of board members being nominated to a second term. There was consensus from the board on the nominees and Patrick explained that elections would take place during the annual meeting.

### **8.2. Annual Meeting Final Preparation – October 19, 2023**

Patrick announced that the newly completed Ag Academy Classroom would be dedicated to Senator Patty Ritchie at the annual meeting and that an invite for the meeting would be sent out shortly. He also explained that the Ag Academy would be having their open house the same night.

## **9. Reports:**

### **9.1. Legislative Representative**

Larry Denesha gave his legislative report to the board.

### **9.2. Executive Director**

Patrick presented his Executive Director report to the board (attached). He explained that the Local Foods grant was ending, the RBDG grant was approved and awaiting a contract, and that the Local Foods Promotion Program was still awaiting a decision. Patrick also announced the recent departure of 21<sup>st</sup> Century Program Leader, Andrea Tucker, and said that the Association was actively looking for her replacement.

### **9.3. Program Reports**

Kayla Gugin gave an Ag Program report to the board.

Casey Caswell gave a SNAP-Ed Program report to the board.

Tammy Hill gave a 4-H Program report to the board.

## **10. Adjournment:**

**Tina Cobb moved to adjourn the meeting. Gavin MacKellar seconded. All in favor, motion carried. Meeting adjourned at 8:07 p.m.**