

**Cornell Cooperative Extension of Yates
County Association 2025 Board of
Directors Meeting Minutes**

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**Cornell Cooperative Extension
Yates Association
Wednesday- January 29, 2025
County Conference Room**

Present: Todd Anderson, Trish Bagley, George Lawson, Richie Lent, Margaret Long, Mark Morris (remote), James Smith, Susan Spence (remote), Freddy Stein-Hernon, Caryl Sutterby, Anne Waasdorp, Sandi Bastedo, and Jen Clancey. Not Present: Richard Harper.

Call to Order

The meeting was called to order by Jim at 4:00 PM. Welcome of new members and introduction of current members. Reminder of new board member resources and upcoming orientation (Sandi will send link for virtual session; next one is scheduled for 6-7 PM on Feb 20). **George made a motion to approve the minutes of the December 2024 meeting and Caryl seconded the motion. The motion passed.**

Election of 2025 Officers

President: Trish was nominated by Anne and seconded by Caryl.

Vice President: Richie was nominated by Trish and seconded by Caryl.

Treasurer: Susan was nominated by Anne and seconded by Trish.

Secretary: Todd was nominated by Anne and seconded by Trish.

A unanimous vote was cast for the single slate of nominees. The vote passed.

Program Report Guest

None

President's Report

None

State Extension Specialist (Adam Hughes)

On agenda to give campus updates, Adam but was unable to attend meeting

Board Member Reports

a. Nominations Committee (Anne)

- I. Asked members to check Board of Directors contact information / directory and make any corrections
- II. New members term selection. Freddy will be on 2-year term; Margaret will be on 3-year term.

b. Finance Committee (Jim presenting for Susan)

- I. Met at 3:00 PM before Board meeting. Reviewed finances through November. With expenses totaled there is a budget shortfall of approximately \$53,000 but expecting additional revenue incoming via investment interest; should break even for the year. **Jim made a motion to approve the finance reports as presented and Richie seconded the motion. The motion passed.**
- II. New committee members. Current committee members will remain, but one more is needed with Dan Wickham leaving the Board. Richie was appointed to the Finance Committee. Jim will serve one more year on committee as well (as past Board President)

Program Reports

Sent out in advance of meeting. Sandi delivered reports on Promotions & Marketing, Agriculture & Horticulture (incl Master Gardener), and Natural Resources (incl Master Forester). Jen delivered reports on TANF and 4-H & Youth Development.

Executive Director's Report

Sent out in advance of meeting. Sandi delivered report and provided additional details on some items. (1) Jan 26-27 CCE Albany Advocacy Day was a meeting of various CCE Eds with state senators to request additional money (up \$3M to a total of \$7.3M). (2) SNAP-Ed position has not been filled yet, will be reposted – Bachelors degree preferred but Associates degree will be acceptable. (3) Veggie Van overview – pilot program with Windy Acres to deliver locally grown produce (aka pop-up produce). (4) Caroline's position was re-classified; she is now an exempt employee. (5) Heightened concern about avian flu after dead geese were found on Seneca Lake shore near Yates County line; meetings with Doug Sinclair @ Public Health. (6) Changing the way "enrollments" are done with the Ag Team; will be changed to "subscriptions" in order to cover the cost of mailings if subscribers want print (otherwise is free if online).

Old Business

Natural Resources Program was awarded \$7,500 grant through the Guido and Ellen Palma Foundation. Funding is intended for education in non-traditional school settings; Lydia will be looking at programming for homeschoolers. Requires approval for Board President to sign grant contract. **Jim made a motion to approve and George seconded. The motion passed.**

New Business

- a. Standing Board Committees
 - I. Personnel – Anne (Board Representative); Brittany (Staff Member); vacant (Staff Member); vacant (Outside Community Member)
 - II. Finance – Richie is replacing Dan; Jim will serve one more year; other members remain (Caryl, Mark, Susan)
- b. Ad Hoc Committees
 - I. Ad Hoc Personnel – On hold for now
 - II. Fundraising – If interested please let Trish know
- c. Other Authorizations
 - I. AR Agreement. **Motion for Trish to sign agreement was made by Jim and seconded by Anne. The motion passed.**
 - II. BR Agreement. **Motion to approve the agreement was made by Jim and seconded by Anne. The motion passed.**
 - III. Operating Guidelines. These were sent out with the meeting agenda and other materials. **Motion to adopt the guidelines was made by Jim and Anne seconded. The motion passed.**
 - IV. Board Meeting Dates for 2025 will continue to be last Weds of each month at 4:00 PM.
 - V. Official Newspaper for Announcements. Will continue to be the Dundee Observer and Penn Yan Chronicle. **Caryl made the motion to designate these newspapers and Richie seconded the motion. The motion passed.**
 - VI. Holiday Schedule for 2025. New Year's Day, MLK Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the Friday after, Christmas Eve, Christmas, New Year's Eve. **Jim made the motion to adopt these holidays and Richie seconded the motion. The motion passed.**

- d. Emergency Plan for 2025. This was sent out with the meeting agenda and other materials. **Anne made the motion to adopt and Jim seconded the motion. The motion passed.**
- e. Board Member Documents
 - I. Conflict of Interest & Code of Ethics. These documents were distributed with meeting materials and paper copies provided at the meeting for Board Members to sign.
- f. Other
 - I. Annual Authorizations. Add Caroline as a check signer (bringing the total to three → Sandi, Jen, And Caroline). **Jim made the motion and Anne seconded the motion. The motion passed.**

Next Meeting

Wednesday, February 26, 2025 @ 4:00 PM in the County Conference Room

Adjournment

Anne moved and Jim seconded that the meeting be adjourned. The motion passed and the meeting was adjourned at 5:25pm.

Respectfully submitted,

Todd Anderson
Secretary

**Cornell Cooperative Extension
Yates Association
Board of Directors Meeting
Wednesday - February 26, 2025
County Conference Room**

Present: Todd Anderson, Trish Bagley, Richard Harper (remote), Ritchie Lent, Margaret Long, Mark Morris, James Smith, Susan Spence (remote), Freddy Stein-Hernon, Caryl Sutterby, Anne Waasdorp, Sandi Bastedo, and Jen Clancey. Not Present: George Lawson.

Call to Order

The meeting was called to order by Trish at 4:00 PM. **Jim made a motion to approve the minutes of the January 2025 meeting and Mark seconded the motion. The motion passed.**

Program Report Guest

Lydia Williams gave an update on the Climate Stewards Program

President's Report

Sandi will soon be meeting with some of the city legislators

State Extension Specialist (Adam Hughes)

- a. Campus Updates. Adam is working on year end in all counties.
- b. BR Updates. Included with the meeting agenda and other materials.
- c. Other. Zoom opportunity for new members and board president on March 4. Board treasurer training April 8. Q&A discussions about current government policies and potential impacts on CCE capacity, grant funding, etc. There is a team in DC right now advocating for Cornell & CCE.

Board Member Reports

- a. Nominations Committee (Anne)
 - I. Nothing to report
- b. Finance Committee (Susan)
 - I. Met before Board meeting. There are still entries that need to be made, but the committee anticipates being on the plus side for the year and requests that the Board allow net proceeds (~\$23K) to be moved into appropriate lines of the 2025 budget. **Jim made a motion to approve that decision and Mark seconded the motion. The motion passed.**
 - II. Recommends writing off a \$17 charge from Chiral Paul (sp?) from the 2024 finances. **Jim made a motion to approve the removal of this charge and Caryl seconded the motion. The motion passed.**
- c. Personnel Committee (Anne)
 - I. Designation of members (Brittany and Caroline from staff, Anne and Margaret from Board)
- d. Other (Trish)
 - I. Trish met with Freddy and Sandi to discuss Annual Meeting planning and ownership. Consensus was that it should be run by the Board. Also that we should consider fundraising events and asking for donations. Discussed implementing a small charge for dinner. Adam clarified that the business portion of the meeting needs to be open and free to all, but the dinner could be optional.

Freddy is interested in the leading the charge on this. The Personnel Committee will also assist.

Program Reports

Sent out in advance of meeting. Sandi delivered reports on Promotions & Marketing, Agriculture & Horticulture (incl Master Gardener), and Natural Resources (incl Master Forester). Jen delivered reports on Money in Your Pocket Program (formerly TANF) and 4-H & Youth Development.

Executive Director's Report

Sent out in advance of meeting. Sandi delivered report and provided additional details on some items. (1) \$9000 grant received for Veggie Van; one location in Middlesex and one location in Dundee. (2) Yates CCE should not be greatly affected by federal funding situation; only one current federal grant totaling \$16K. (3) Yates CCE is collaborating with Ontario CCE on a farm-to-school grant. (4) Fundraiser opportunity with Once Finger Lakes, a winery on Seneca Lake. Yates CCE would host a day, show up with promotional materials and sit at a table to chat with patrons. Once FL would donate 10% of the day's net sales to Yates CCE. Several board members expressed an interest and willingness to attend, if their schedules allow. Sandi will follow up and see about available dates in the Fall (these are Sunday events)

Old Business

Sandi requested minor revisions to the Board of Directors Annual Authorizations for the Year 2025, which were approved last meeting. The document was provided at the meeting, with changes in red. Most notably: (1) add Caroline as a check signer; (2) add Ritchie to the Finance Committee; and (3) misprint in the Current Fiscal Year date. **Jim made a motion to approve and Caryl seconded. The motion passed.**

New Business

- a. Executive Director / Performance Review (Sandi, Trish)
 - I. Needs to happen every year for compliance, but there is no required by date. Discussion about how to best facilitate the review to get feedback from all board members. Agreement was made to go into executive session at the end of the April's meeting to conduct the review.
- b. Sexual Harassment Training (Sandi)
 - I. Also needed for compliance. Sandi will send out the information and a link for virtual training.
- c. Organizational Report (Sandi)
 - I. Updated and complete. Just needs to be submitted before end-of-year closing.
- d. LULA Meeting (Mark)
 - I. Land Use Leadership Alliance (LULA) is scheduled for the last week of April. Brittany usually helps coordinate and attends the meeting, but may not be able to this year. Would be nice to have someone from CCE at the table. Sandi let the board know that there is currently no stipend to support the LULA work that Brittany does, which factors into the decision.

Next Meeting

Wednesday, March 26, 2025 @ 4:00 PM in the County Conference Room

Adjournment

Anne moved and Margaret seconded that the meeting be adjourned. The motion passed and the meeting was adjourned at 5:15pm.

Respectfully submitted,

Todd Anderson
Secretary

Cornell Cooperative Extension Yates County

Board of Directors Meeting

Wednesday - March 26, 2025

Attendance: Trish Bagley, Jim Smith, Ritchie Lent, Caryl Sutterby, Freddy Stein-Hernon, Anne Waasdorp, Sandi Bastedo, John Bouwens,

Zoom Attendees: Susan Spence, Margaret Long

Meeting called to order at 4:01 by Trish. **Anne made a motion to accept the minutes with the correction of city to county in the Presidents Report Section. Caryl seconded, motion Passed.**

Program Report Guest – Maggie Mahr reported on the roll out of the new and improved Cornell CCE website.

Presidents Report – Trish attended Board President/ED Training along with Richie and Sandi. Many good ideas were shared and we hope to implement some of them. Trish has met with Sandi to discuss up and coming ideas on how to engage the board in the many activities that occur at the CCE.

State Extension Specialist Adam was not in attendance. He will attend quarterly going forward. He did send information on upcoming trainings. He is also supporting the year-end closings.

Board Member Reports

- A. Nominations Committee [Anne Waasdorp] – will meet soon on a Zoom meeting
- B. Personnel Committee [Anne Waasdorp] – meeting April 22
- C. Fundraising [Freddy Stein-Hernon] – ONCE Event Sept 7 and the committee will be meeting to plan the annual dinner
- D. Finance Committee [Susan Spence] – end of the year report was finished and **Jim made a motion to accept the report, Ritchie seconded, motion passed.**

Old Business – MOU with Wayne County CCE for the financial and bookkeeping work. We will pay Wayne an hourly wage for the work instead of a flat fee for June 2025 – Dec 2026. This should save us some money. **Jim made the motion and Anne seconded to accept this MOU, motion passed.**

New Business –

Executive Session – **Jim made a motion to enter executive session to discuss personnel matter, Ritchie Seconded, motion carried. Caryl motioned to exit executive session, Jim seconded, motion carried.**

Adjourn – **Freddie motioned to adjourn, Anne seconded, carried.**

Next meeting is April 30, 4pm in the conference room

Respectfully Submitted, Trish Bagley

**Cornell Cooperative Extension
Yates Association
Board of Directors Meeting
Wednesday - April 26, 2025
County Conference Room**

Present: Todd Anderson, Trish Bagley, Richard Harper (remote), George Lawson, Ritchie Lent, Margaret Long, Mark Morris, Susan Spence, Caryl Sutterby, Anne Waasdorp, Sandi Bastedo (remote), and Caroline Boutard-Hunt. Guest: Kristen Bray (remote). Not Present: James Smith, Freddy Stein-Hernon.

Call to Order

The meeting was called to order by Trish at 4:05 PM. **Ritchie made a motion to approve the minutes of the March 2025 meeting and Margaret seconded the motion. The motion passed.**

Program Report Guest

Caroline Boutard-Hunt gave a presentation on buckwheat titled "Beyond Pancakes: Buckwheat in Yates County." The presentation covered the history, characteristics, production, and uses of buckwheat. Caroline has been tagged as the statewide Extension lead for buckwheat.

President's Report

Trish has been attending Government Ops and Legislative Meetings with Sandi.

State Extension Specialist (Adam Hughes)

Updates were sent and included in the agenda. No further questions from the Board.

Board Member Reports

- a. Nominations Committee (Anne)
 - I. Kristen Bray joined the meeting to gather information on what skills are currently needed or will be needed for the next round of nominations. The general consensus was that we are in need of someone with experience in fundraising. Kristen will look into upcoming community events for recruiting.
- b. Personnel Committee (Anne)
 - I. Committee has begun looking at personnel handbook, and will be updating policies. Any changes will be brought to the Board for approval.
- c. Finance Committee (Susan)
 - I. Committee met before today's Board meeting and went through the financial reports. They recommend accepting the reports. **Caryl made a motion to approve that decision and Trish seconded the motion. The motion passed.**
 - II. Need approval to purchase two new laptops (for Cheryl and Sandi). Their current computers are outdated and need to be Windows 11. Sandi needs her computer by October. Cheryl's computer would be secondary for the office (and could be used by others). \$1200 for Sandi's and \$700 for Cheryl's. **Anne made a motion to approve the purchase and Caryl seconded the motion. The motion passed.**
 - III. A \$7500 natural resource grant (Guido Foundation) that was awarded in 2024 was never spent and needs approval to be shifted into the 2025 budget. Will be used as salary for Lydia and Kayleigh. **Ritchie made a motion to move the**

funds into the 2025 budget and Margaret seconded the motion. The motion passed.

- d. Fundraising Committee (Trish for Freddy)
 - I. Working on the ONCE event in September.

Program Reports

Sent out in advance of meeting. Caroline delivered reports on Promotions & Marketing, Agriculture & Horticulture (incl Master Gardener), Natural Resources (incl Master Forester), Money in Your Pocket Program (formerly TANF) and 4-H & Youth Development.

Executive Director's Report

Sent out in advance of meeting. Anne asked a question about the money (\$10,000) received from Five-Star Bank for Val's salary. Sandi clarified that we had asked for \$20,000 but were only awarded \$10,000 so there remains a need to look at other funding sources.

Old Business

Executive Director Performance Review to be discussed during Executive Session, after the conclusion of New Business.

New Business

- a. Discussion of upcoming meeting plans. Sandi will be out of town for the June meeting, so Jen will attend in her place. Trish will be out of town for the July meeting, so Ritchie will lead that meeting. And there will be no August meeting.

Executive Session

Caryl made a motion to enter Executive Session. Anne seconded the motion. The motion passed (5:15PM). Executive Director Performance Review. **Caryl made a motion to exit Executive Session. Mark seconded the motion. The motion passed (5:35PM).**

Next Meeting

Wednesday, May28, 2025 @ 4:00 PM in the County Conference Room

Adjournment

Caryl moved and Anne seconded that the meeting be adjourned. The motion passed and the meeting was adjourned at 5:35pm.

Respectfully submitted,

Todd Anderson
Secretary

**Cornell Cooperative Extension
Yates Association
Board of Directors Meeting
Wednesday – May 28, 2025
County Conference Room**

Present: Todd Anderson, Trish Bagley, George Lawson, Ritchie Lent, Margaret Long, Mark Morris, James Smith, Susan Spence, Freddy Stein-Hernon, Caryl Sutterby, Anne Waasdorp (remote), and Sandi Bastedo. Guest: Margaret Quaassdorff, NWNYS (remote).

Call to Order

The meeting was called to order by Trish at 4:00 PM. **Susan made a motion to approve the minutes of the April 2025 meeting and Ritchie seconded the motion. The motion passed.**

Program Report Guest

Margaret Quaassdorff, Dairy Specialist with NWNYS, gave an update on programming offered by NWNYS. She highlighted recent Yates County Shop Talks, and plans for more in the future. These are 2-hour meetings held on local farms to discuss a dairy topic of interest. Attendance is typically 7-15 farmers. Recent meeting topics include Summer Ventilation, Winter Ventilation, High Oleic Soybeans, and Triticale. NWNYS is gearing up for a busy field season, and will again be leading a Corn Silage Dry Down Day at the end of summer.

President's Report

Trish will be out of town and not able to attend CCE Day at the County Fair. She reminded the Board of the importance to attend and represent CCE at other events in the community as our schedules allow. Sandi offered to send out a monthly reminder of potential events.

State Extension Specialist (Adam Hughes)

Updates were sent and included in the agenda. Regarding point (b) and the SES team contracting with previous Executive Directors for additional support, Sandi clarified that Adam now oversees seven groups instead of 14. Regarding point (c), it was asked what SBN is an acronym for. Sandi clarified that stands for Shared Business Network, and includes the Finance, IT, and HR leads that county Extension offices pay into and share.

Board Member Reports

- a. Nominations Committee (Anne)
 - I. Search is in-progress. Caryl identified a potential candidate, and that individual recently submitted an application. Committee is looking to fill two positions -- Anne W and Jim S will be leaving the Board.
- b. Personnel Committee (Anne)
 - I. Ongoing discussion about the personnel handbook, and updating Yates County specific CCE policies. There are questions and concerns about the general policies handed down from CAMPUS (how often they are reviewed, compliance and legality, etc). Individual county Extension offices can opt into an agreement plan for HR One Consulting Inc. to review the current employee handbook and update or rewrite policies as necessary. The cost per county is dependent on how many counties participate – as low as \$500 if greater than 50 counties, up to \$1000 if fewer than 10 counties. The committee and Sandi recommend we use

their services for the initial update. **Anne made a motion to proceed and Caryl seconded the motion. The motion passed.**

c. Finance Committee (Susan)

- I. The committee met before today's Board meeting and went through financial reports. They recommend accepting the reports. **Jim made a motion to approve that decision and Ritchie seconded the motion. The motion passed.**

d. Fundraising Committee (Freddy)

- I. Freddy spoke with Adam about the annual meeting and dinner. Only the meeting portion needs to be free and open to the public. Freddy will lead a planning committee to help brainstorm ideas and organize the event (e.g., dinner details, theme, silent auction, etc).

Program Reports

Sent out in advance of meeting. Sandi delivered reports on Promotions & Marketing, Agriculture & Horticulture (incl Master Gardener), Natural Resources (incl Master Forester), Money in Your Pocket Program (formerly TANF) and 4-H & Youth Development. No questions from the Board. Sandi noted that Jen will be returning from maternity leave and back to full-time status next week.

Executive Director's Report

Sent out in advance of meeting. Sandi gave updates on the Veggie Van project, congressional changes to the proposed budget for SNAP-Ed, DEC funding for the Climate Stewards Program, and a grant that was awarded for the Seed to Supper / Master Food Preserver Program. No questions from the Board.

Old Business

Laptops (update). Two newer laptops that were sent to IT to be wiped and restored are Windows 11 compatible. Cheryl will get one of those laptops, and the other will be for meetings and presentations. Sandi still needs a new laptop.

New Business

- a. Agriculture Tour is set for Monday, September 8. This is a bus tour from 9:00-11:00 AM with two planned stops – one at Birkett Mills, the other a local farm (TBD). Paige Hansen of BAM Buckwheat Milk is lined up to be a guest speaker. Note: the date conflicts with a legislative event in Albany, so consider the tour date tentative and subject to change.
- b. Annual Meeting is scheduled for Thursday, December 4. Freddy will be sending out an email soon to recruit Board members for the planning committee.

Next Meeting

Wednesday, June 25, 2025 @ 4:00 PM in the County Conference Room

Adjournment

Caryl moved and Margaret seconded that the meeting be adjourned. The motion passed and the meeting was adjourned at 5:15pm.

Respectfully submitted,

Todd Anderson
Secretary

**Cornell Cooperative Extension
Yates Association
Board of Directors Meeting
Wednesday – June 25, 2025
County Conference Room**

Present: Todd Anderson, Trish Bagley, Richard Harper (remote) George Lawson, Ritchie Lent, Margaret Long, Susan Spence, Freddy Stein-Hernon, Caryl Sutterby, Anne Waasdorp (remote), and Jen Clancy (remote). Not Present: Mark Morris, James Smith, and Sandi Bastedo.

Call to Order

The meeting was called to order by Trish at 4:10 PM. **Caryl made a motion to approve the minutes of the May 2025 meeting and Freddy seconded the motion. The motion passed.**

Program Report Guest

None this month. Reminder that next month is the Master Gardener Report at the PY Community Garden.

President's Report

Nothing new to report. Trish reminded the Board of the importance to attend and represent CCE at other events in the community as our schedules allow, including the upcoming Yates County Fair.

State Extension Specialist (Adam Hughes)

Adam was able to join remotely after some technical difficulties. Reported that Sandi attended the Executive Leadership Conference (ELC) that was held in June. He also informed us that the year-end review has been completed, and that CCE of Yates is fine. He is now working on the HR policy review opt-in with HR One.

Board Member Reports

- a. Nominations Committee (Anne)
 - I. Nothing to report
- b. Personnel Committee (Anne)
 - I. Nothing to report
- c. Finance Committee (Susan)
 - I. The committee met before today's Board meeting and went through April financial reports. They recommend accepting the reports. **Ritchie made a motion to approve that decision and Caryl seconded the motion. The motion passed.**
 - II. The committee indicated that Cornell campus is consistently two months behind in the delivery of financial reports. The committee would like to see if they can get reports in a timelier manner.
 - III. Next meeting Wednesday, July 30 @ 3:00PM in Room 1037.
- d. Fundraising Committee (Freddy)
 - I. The committee met the previous day, but had technical difficulties. Freddy will send out an email and poll link to schedule a meeting for the second week of July.

- II. Regarding the annual meeting and dinner, Adam made the comment that many Extension offices seek donated items from local businesses / organization and then hold a silent auction as part of the meeting.
- III. Regarding other potential fundraising opportunities, Maragaret suggested a plant sale in association with the Master Gardener Program.

Program Reports

Sent out in advance of meeting. Jen delivered reports on Promotions & Marketing, Agriculture & Horticulture (incl Master Gardener), Natural Resources (incl Master Forester), Money in Your Pocket Program (formerly TANF) and 4-H & Youth Development. Most of the Board's questions were about 4-H and the upcoming county fair. The fair is set to begin Monday, July 7 but 4-H judging happens one day earlier. Lots of new exhibits, and animal numbers are up (in general).

Executive Director's Report

Sent out in advance of meeting. Sandi was not in attendance, so the Board read through the report and followed up with questions for Jen. The Veggie Van is all set with four confirmed sites and will run July 7 – September 25.

Old Business

Ag Tour is set for Wednesday, September 3, 9:00-11:30AM. This date is set and will not change. Board members are welcome, please let Maggie know if you would like to attend. Stops include Birkett Mills and a local buckwheat farm (Martens?), then return to the county office building for sampling of buckwheat products and a guest speaker. Farm Bureau is assisting with payment for the bus.

New Business

- a. County appropriations / budget requests need to be submitted in August. What should we request for 2026 – level funding or an increase (for staff salary raises)? Board had a discussion on how best to proceed if we ask for an increase. Would help if we had data to support to request. Can go online and look at other county Extension office's annual reports to see how their appropriations compare (maybe use cost per resident as a metric). Trish will talk more with Sandi about the issue and upcoming request.

Next Meeting

Wednesday, July 30 @ 4:00 PM at Penn Yan Community Garden.

Adjournment

Susan moved and Margaret seconded that the meeting be adjourned. The motion passed and the meeting was adjourned at 5:00pm.

Respectfully submitted,

Todd Anderson
Secretary

**Cornell Cooperative Extension
Yates Association
Board of Directors Meeting
Wednesday – July 30, 2025
Penn Yan Community Garden**

Present: Todd Anderson, Richard Harper, George Lawson, Ritchie Lent, Margaret Long, Mark Morris, Susan Spence, Freddy Stein-Hernon, Anne Waasdorp, Sandi Bastedo, Jen Clancey, and Cheryl Flynn. Not Present: Trish Bagley, James Smith, and Caryl Sutterby.

Call to Order

The meeting was called to order by Ritchie at 4:00 PM. **Mark made a motion to approve the minutes of the June 2025 meeting and George seconded the motion. The motion passed.**

Program Report Guest

Cheryl Flynn, Master Gardener Coordinator. Led a tour of the Community Garden. Newest project is the painting of a mural on the tool shed. Was a collaboration between an artist from Ithaca and 5th Grade students from St. Michaels. Other changes from last year are more raised beds and the water is connected. Cheryl discussed some of the upcoming fundraising efforts, and noted that it is very much needed because they only charge \$20 per raised bed each year. Upcoming events include a Fairy Night at the garden with lights on the fence, and food from The Burnt Rose. Also on August 4 will be a chef-catered Summer Bounty Dinner; all food is being donated to the event. The event costs \$125/person and is already booked full (24 people).

President's Report

Nothing new to report. Trish was out of town.

State Extension Specialist (Adam Hughes)

Sent an email update in advance of the meeting. Fair and camp season is ongoing. September 8-10 will be the next Executive Leadership Conference (ELC), and will be held on campus. One Board representative will be invited to attend the conference. Adam also reported that all CCE associations agreed to have their handbook policy reviewed by HR One, so the cost of the service is at the lower end of the range reported. Adam also reported that we are six months away from Sandi's confirmation of title.

Board Member Reports

- a. Nominations Committee (Anne)
 - I. Nothing to report
- b. Personnel Committee (Anne)
 - I. Nothing to report
- c. Finance Committee (Susan)
 - I. The committee met before today's Board meeting and went through May financial reports. They do not recommend accepting the reports because of a glitch with the software. (Although they mentioned that the Accounts Payable portion looks good).
 - II. The committee is exploring what to do with a bank CD that is maturing soon (August 8).
- d. Fundraising Committee (Freddy)

- I. Freddy will be sending out a signup for the ONCE even (looking for people to fill 1-2 hour slots)
- II. Discussed locations for the annual meeting. Email Freddy with ideas and suggestions. Some places mentioned include Elks or Moose Lodge (Mark), Lions Club (Dick), local churches (Anne), Anthony Road (Margaret).
- III. Discussed logistics of the annual meeting. Plan for ~60 people attending. As for timing, Trish cannot do the 1st week of December. So we are probably looking at the 3rd week of November (before Thanksgiving) or 2nd week of December.

Program Reports

Sent out in advance of meeting. Sandi delivered reports on Promotions & Marketing, Agriculture & Horticulture (incl Master Gardener), Natural Resources (incl Master Forester), Money in Your Pocket Program (formerly TANF) and 4-H & Youth Development. No questions from the Board.

Executive Director's Report

Sent out in advance of meeting. Sandi delivered her report and also thanked Susan for volunteering on CCE Day at the fair. Sandi also highlighted that the Veggie Van is up and running, and is overall doing good despite a couple of snafus (most notably not being able to accept SNAP benefits). Also noted that Dundee Fresh is now open.

Old Business

Reminder that the Ag Tour is set for Wednesday, September 3, 9:00-11:30AM. Stops include Birkett Mills and a local buckwheat farm (Henderson Farm). The bus will return to the county office building for sampling of buckwheat products and a guest speaker, with lunch options from Oak Hill. Please let Maggie know if you would like to attend.

New Business

- a. County appropriations / budget requests were submitted. Sandi put in a request for an additional \$10.5k for staff raises. She is also putting together a document to show where Yates CCE is at in the wage broadband (comparison between non-profit organizations in similar counties).

Next Meeting

Wednesday, September 24 @ 4:00 PM at the Yates County Office Building.

Adjournment

Anne moved and Susan seconded that the meeting be adjourned. The motion passed and the meeting was adjourned at 5:20pm.

Respectfully submitted,

Todd Anderson
Secretary