

**Cornell Cooperative Extension Association Essex County
Board of Directors Meeting
Tuesday, January 16, 2024
CCE Office, 8487 U.S. Route 9, Lewis, NY at 4:30pm**

Officers

President – Ashlee Kleinhammer

Vice President – Trisha Best

Secretary – TBD

Treasurer – Daniel Berheide

Supervisor Representative – Matt Stanley

Cornell University – Paul O'Connor

Committees:

Executive (Ashlee, Trisha, TBD, Daniel B.)

Nominating (Daniel B., Jackie)

Community Vitality (Trisha)

Agriculture and Natural Resources (George)

Adirondack Harvest (Adam)

Agenda

Call to Order

Adjustments to the Agenda

Election of board officers (President, VP, Treasurer, Secretary)

Approval of minutes of previous meetings: December 22, 2023

Financial Report – Laura Nicholson

- Financial Statement Review for November 2023
- Approval for the transfer of funds to cover the new Initial Deposit
- Adopt the 2024 authorizations and financial controls

Reports:

- Staff program report, provided
- Executive Director

Old Business

- Review of the pre-approvals needed for the Acumatica Purchase Order system, accepted at the 12.22.23 executive committee meeting.
- 2024 Calendar
- NCRAT
- Strategic Planning

New Business

- Appointments
 - Liaisons and/or members for Board committees above. Appointments to other committees

- Executive (4)
- Nominating (2 board with additional 3 community members TBD)
- Community Vitality (1)
- Ag & Natural Resources (1)
- Adirondack Harvest (1)
- Approve the AR & BR agreements (Elizabeth/Paul)
- Adopt 2024 Operating Guidelines (Elizabeth)
- Adopt 2024 Policy Manual (Laurie)
- Forms (Laurie):
 - Confidentiality
 - Diversity
 - Conflict of Interest
 - Code of Ethics
 - Update contact information for all board members

Other

Adjourn

Attachments:

- Minutes of December 22, 2023
- Financials
- Financial controls and authorizations
- Staff programming report
- Strategic planning update
- 2024 Calendar
- Confidentiality form
- Diversity form
- Conflict of Interest form
- Code of Ethics
- A/R agreement
- B/R agreement
- 2024 Operating Guidelines
- 2024 Policy Manual