

Board Meeting Minutes 09/25/2023 5:30 - 7:00 pm CCE Monroe Conference Room | Zoom

Attendance: Sam Beck-Anderson, Melissa Brown, Theresa Cimino (video), Henry Huang, Barbara James, Josh Knoblock, Andrea Lista, Branden Raczkowski (video), Ann Marie Purdy, Sandhya Sarlashkar, Marita Smith

Absent: Steve Brew, Gabbie Krawiec, Patrick Meredith, Renee Smith Mooneyhan, Aron Reina

Call to Order & Introductory Remarks:

Melissa called the meeting to order at 5:35 pm. A quorum was not present until 5:40.

Old Business

Sam moved to approve the June minutes; Barb seconded. There was no discussion. The motion carried.

New Business

- Executive Director Update
 - Close to making a decision on the Horticulture Program Leader position. The final candidates are both outstanding; a decision should be made by next week.
 - Staff and team support is ongoing. Today was an excellent staff development day that included a workshop led by Darrell Jachim-Moore who is a certified trainer and coach. The day ended with food and games.
 - There have been lots of Bridge the Gap partnership and funder meetings; Avangrid invited CCE Monroe to apply for their grant again. Summerville Church made a \$2,000 donation after Andrea presented to their mission team earlier this summer. Thanks to Barb for making the connection.
 - Bridge the Gap donations are coming in but the big kick-off will be at the annual meeting. Check the board docs for documents and fliers about the annual meeting and the BTG campaign. Be sure to invite people to the annual meeting; the theme will be nutrition, workforce development and youth development. The panel discussion will include participants from our youth workforce development programs. Board volunteers are needed at the annual meeting. Sign up here: <https://www.signupgenius.com/go/60B084CABAF2EA3F58-59137624-2025#/>

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- Boscov's \$5 shopping pass for 25% off on online shopping on October 22, before the grand opening. Share on social media and the coupons are available at the front desk too.
- Board Committee Reports
 - Executive
 - The executive committee met before this meeting and discussed agenda items.
 - Andrea and Melissa attended the Executive Leadership Conference at Cornell. It was a good opportunity to hear from the university and some of its partners. A highlight for Melissa was the Einhorn Institute and hearing how they engage students in internships at the extensions. Another highlight was meeting their counterparts and networking. Melissa is looking forward to attending next year with Sandhya.
 - Conferral of Andrea as this year. She will present at the November board meeting.
 - The Bridge the Gap Campaign will launch at the annual meeting. Use the white pages on the board documents page. Each board member is tasked with making at least two contacts. Be sure to update the shared Funding Outreach Tracker. Everyone should attend the annual meeting and bring at least one guest.
 - Josh asked about the potential for Medicaid billing; Andrea will look into it.
 - Finance (Henry)
 - Quarterly Financials – Cash Receivables are a little lower than last year, mostly due to the timing of invoices. Our cash balance is healthy and the current ratio is very good. The Food Insecurity Project has fully exhausted the \$130,000 in funds distributing them to 24 organizations that served over 300,000 individuals each year. Kudos to Andrea, Josh, Rochelle and the entire team for this amazing result. Fundraising has exceeded the budgeted amount.
 - Sandhya moved to approve the Quarter 2 financials; Josh seconded. The motion carried unanimously without additional discussion.
 - Governance (Sandhya)
 - Annual Sexual Harassment Training – everyone must complete
 - Code of Ethics – must be signed each year by every board member
 - Constitution Changes – The committee updated the wording has been updated in compliance with changes at the federal level. Sandhya moved to make document changes off cycle and to have the stakeholders vote on the changes at the annual meeting. Barb seconded. There was discussion to clarify the changes are being made off-cycle and the wording could change again if the federal government requires it. The motion carried with Josh casting a dissenting vote.

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- Strategic Planning (Theresa)
 - Next meeting will be on October 7, 2025. The committee will review the 4H strategic plan.
 - Call to action – Contact Theresa if you are interested in replacing Greg on the committee.
- Nominating (Branden)
 - Election Slate
Branden reviewed the slate of candidates with the board. He requested approval of the slate to be presented and voted upon at the annual meeting. Thanks to Branden for his hard work. Henry made the motion and Barb seconded. The nominating committee works throughout the year to create a pipeline of candidates so there is a pool when a board vacancy occurs. We should all continue to work on identifying additional candidates. The motion carried unanimously.
- Monroe County Reports – Patrick was not present to give updates

Reminders/Upcoming Dates:

- Annual Meeting – 10/23/25 @5:30 – 9 pm
- 2025 Edgar Santa Cruz Community Outreach Award – Deadline 10/8/2025
- https://cornell.ca1.qualtrics.com/jfe/form/SV_9ZCd8aYTvqUzECG
- See <https://monroe.cce.cornell.edu/events> for more upcoming events

Adjournment:

- Barb motioned for adjournment; Sam seconded. All voted in favor. None opposed and none abstained. The meeting adjourned at 6:39 p.m.

Minutes respectfully submitted by Marita Smith, Board Secretary.

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