Cornell Cooperative Extension of Steuben County
Board of Directors
January 27, 2011

The January 27, 2011 Reorganizational Meeting of the Cornell Cooperative Extension Board of Directors was called to order by President Julee Acomb, at 5:33 p.m. in the CCE Offices, Steuben County office building.

Members Present: Ken Thomas, Mark Schmiedeshoff, Bill Peoples, John Walsh, Julee Acomb, Pepi Leids and John McCarthy

Staff Present: Tom Tomsa, Carla Dawejko, and Robert Shirley

Approval of December 9, 2010 minutes: Pepi Leids made a motion to approve the minutes of the December 9, 2010 Board of Directors meeting. John Walsh seconded the motion. There was no further discussion and the motion was carried unanimously.

Tom passed out a 2011 Program Advisory Committee Election/Appointment Report.

Program Advisory Committee Reorganizations:

<u>Agriculture and Natural Resources Program Committee:</u>
Bill Peoples – Chair, Board of Directors Representative, Finance Committee
Robert Palmer - Vice-Chair
Greg Fuerst – Secretary
John Murphy - Alternate Board of Directors Representative, Personnel Committee
Paul White
Carroll Wade

<u>Human Ecology Program Committee:</u>
Rhonda Sweet – Chair
Michele Mayer– Vice-Chair
Susan Wolfanger - Secretary
Beth Miller – Board of Directors Representative, Personnel Committee
Greg Longwell - Alternate Board of Directors Representative, Finance Committee
Christine Wallace

<u>4H Program Committee:</u>
Dave Dockstader – Chair
John Lyons – Vice-Chair
Julee Acomb – Secretary, Board of Directors Representative, Personnel Committee
Rebecca Painter – Alternate Board of Directors Representative, Finance Committee
Sharon Bartoo
Bob Perry
Cindy Presher

2011 Board of Directors Election of Officers:
Motion by Ken Thomas to open nominations for President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

Motion by Bill Peoples to nominate Julee Acomb for the office of the President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Pepi Leids. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to close the nominations for President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously. Julee Acomb was unanimously elected President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Ken Thomas to open the nominations for Vice-President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to nominate Ken Thomas for the office of Vice-President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Bill Peoples. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to close the nominations for Vice-President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously. Ken Thomas was unanimously elected Vice-President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Ken Thomas to open the nominations for Treasurer of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to nominate Bill Peoples for the office of Treasurer of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to close nominations for Treasurer of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously. Bill Peoples was unanimously elected 2011 treasurer of the Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Ken Thomas to open nominations for Secretary of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to nominate John McCarthy for the office of Secretary of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

Motion by Pepi Leids to close nominations for Secretary of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously. John McCarthy was unanimously elected Secretary of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors.

The 2011 Cornell Cooperative Extension of Steuben County Board of Directors Officers are as follows:

President – Julee Acomb
Vice-President – Ken Thomas
Treasurer – Bill Peoples
Secretary – John McCarthy

The 2011 Cornell Cooperative Extension of Steuben County Board of Directors decided that the board needed a Finance Committee, Personnel Committee, and Strategic Planning Committee as the Standing Committees of the Board of Directors. In addition, a Resource Development Committee would be established as an informal committee of the Association and be composed of board members, staff, and volunteers. Julee Acomb, President of the 2011 Cornell Cooperative Extension of Steuben County Board of Directors, appointed the following people to the three Standing Committees.

Finance Committee:	**Personnel Committee:**	**Strategic Planning Committee:**
Bill Peoples - Chair	Julee Acomb – Chair	Ken Thomas - Chair
Ken Thomas	Beth Miller	Pepi Leids
Rebecca Painter	Mark Schmiedeshoff	Bill Peoples
Greg Longwell	Pepi Leids	Julee Acomb
Mark Schmiedeshoff	John Murphy	John McCarthy

Reports:
Executive Director- Tom reported the following to the board:

- A considerable amount of Tom's time has been consumed with the planning of the Finger Lakes Shared Business Network (FLSBN). The proposal that was submitted to Cornell administration for the FLSBN was accepted. It is estimated that the association will receive $10,000.00 per year for its participation in this SBN from the financial support from Cornell administration that has been allocated to this center. Cornell administration has promised each SBN that has been approved, $100,000.00 per year for 3 years.

CER Report:

Tom passed out the CCE administration Report for Boards for January 2011 for the board to read.

Public Affairs Coordinator Report:

- Carla passed out volunteer application forms that each board member must fill-out for the association to have on record.

- Carla also passed out an adult photo/video release form for each board member to sign so that she is able to take a picture of them and publish the photo in newsletters, etc.

- Carla asked the board if they would like her to continue to coordinate the 5 minute staff highlights at the beginning of each board meeting. The board thought this was a great way to keep the board familiar with current programming and to "stay connected" with the staff. They encouraged Carla to continue to coordinate these highlights

- Carla explained the purpose of the informal Development Committee that she chairs and informed them that Ken Thomas is the only current member as Gary Temple's term ended in 2010. Mark Schmiedeshoff indicated that he would like to join this committee as development was an area of interest to him.

- Carla passed out the latest *Steuben Spotlight* for the board to read.

- Carla, along with a few other staff members are meeting with the Duesenbery family this Saturday, January 29 to discuss the different ways they would like to spend the nearly $5,000 that was donated in memory of Jerry Duesenberry.

- The association has decided on April 1, 2011 at the Glen Curtis Museum in Hammondsport, NY from 6:00 p.m. to 9:00 p.m. for the date of the 2011 Gala (annual fundraising auction and program). Dr. Lee Tryhorn will be the featured speaker. She is a Postdoctoral Associate at the Northeast Regional Climate Center housed at Cornell. She has a PhD in atmospheric sciences from Monash University in Australia. Her research focuses on exploring regional climate impacts, particularly in relation to extreme events. She has a long standing interest in trying to communicate scientific findings to the public. Her topic at our event will be along the lines of "Implication of Climate Change on New York weather."

Program Area Reports:

- Ag & NR Program Advisory Committee – the committee met on January 13, 2011. The committee conducted its annual elections. They discussed ideas for possible workshops throughout this year, which included: raising steers as an alternative revenue stream for farmers and a forestry management workshop. Kerri Bartlett will be working with dairy farmers in the county on a precision feeding program that is being piloted by NRCS. They are also planning a "mix off", which is a demonstration of mixing wagons.

- 4-H Youth Development Committee – The 4-H program committee met on January 20, 2011. The committee conducted its annual elections. They began discussions of the feasibility of continuing the regional 4-H effort with two counties who are not currently in our Shared Business Network. This regional programming exploration began before the Shared Business Networks were formed and all the counties involved (Steuben, Schuyler, Chemung, and Tioga) need to determine if this regional effort should continue.

- Human Ecology Committee – the committee met on January 25. The committee conducted its annual elections. They discussed that a major programming effort they would like to see the association and board of directors explore is partnering with greenhouses that are under-utilized in the county. The VA center in Bath is just one example that was suggested.

Old Business:
None

New Business:

Authorization to conduct business transactions; authorizing limits on transactions in 2011

A. Opening & Closing of Bank Accounts - name of authorized signers

Pepi Leids made a motion that The Board of Directors will approve the opening and closing of bank accounts and authorize the officers of the Board to sign required forms. John Walsh seconded the motion. There was no further discussion and the motion was carried unanimously.

B. Signing Checks - name of authorized signers

Pepi Leids made a motion that the board authorizes the following signers for bank accounts, as designated. John Walsh seconded the motion. There was no further discussion and the motion was carried unanimously.

<u>Five Star Bank NOW Checking Account (608708976)</u>
Bill Peoples, Treasurer
Bambi Caron, Support Staff

Cheryl Mehlenbacher, Support Staff

Five Star Bank CD Account (608191086)
Bill Peoples, Treasurer
Bambi Caron, Support Staff
Cheryl Mehlenbacher, Support Staff

Five Star Bank CD Account (608197475)
Bill Peoples, Treasurer
Bambi Caron, Support Staff
Cheryl Mehlenbacher, Support Staff

C. Vouchers for payment - name of authorized signers

Motion by Pepi Leids that vouchers for program/grant expenditures shall be verified by the staff person initiating the expenditure and approved by the appropriate Program Leader. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

D. Voucher limits

Motion by Pepi Leids that vouchers signed by Program Leaders shall not exceed $500. Vouchers over $500 shall require the signature of the Executive Director.

Excluding the voucher for the Cornell bill, vouchers signed by the Executive Director shall not exceed $5,000. Vouchers exceeding $5,000 shall require the signature of the Executive Director and the Treasurer.

The Executive Director is authorized to sign the voucher for the Cornell bill up to $60,000.

Second by John Walsh. There was no further discussion and the motion was carried unanimously.

E. Vouchers to be paid to Executive Director - name of authorized signers

Motion by Pepi Leids that vouchers to be paid to the Executive Director shall be authorized by the Treasurer. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

F. Authorizing Payroll - name of authorized individuals

Pepi Leids made a motion that the following people can authorize payroll. John Walsh seconded the motion. There was no further discussion and the motion was carried unanimously.

Robert Shirley, Finance and Administrative Manager
Bambi Caron, Support Staff
Cheryl Mehlenbacher, Support Staff

G. Receive and Distribute Payroll - name of authorized individuals

Motion by Pepi Leids to authorize the Executive Director to receive and distribute payroll. Second by John Walsh. There was no further discussion and the motion was carried unanimously

H. Executing Program Contracts - name of authorized individuals, stipulate dollar amounts.

Motion by Pepi Leids to authorize the President of the Board of Directors to sign all program contracts, regardless of the dollar amounts. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

I. Charge Accounts with Local Businesses - authorizing charge accounts with local businesses & names of those authorized to charge items.

Motion by Pepi Leids to authorize the following local business charge accounts and approve CCE-Steuben staff to use the charge accounts for business purposes. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

Kmart	420 W. Morris Street, Bath	607-776-4117
Tops Friendly Markets	309 W. Morris Street, Bath	607-776-1015
P&C Food Market	Route 415 & Morris, Bath	607-776-7475
Longwell Lumber & Building Co.	31 W. Steuben Street, Bath	607-776-2713
Bath Plumbing & Hardware	106 Liberty Street, Bath	607-776-3374
by Brady	58 Liberty Street, Bath	607-776-2409
Van Scoter Florist & Greenhouse	7209 State Rte. 54, Bath	607-776-2184
MJ Ward & Son	9 Cameron Street, Bath	607-776-3351
Wal-Mart	1000 State Route 36, Hornell	607-324-7019
Shirley's Lumber & Building Co.	7285 Route 54, Bath	607-776-2051
Pizza Deelite	31 Liberty Street Bath	607-776-7001
Corning/Bath Building Company	346 Park Avenue, Corning	607-936-4299

J. Petty Cash - authorization of petty cash custodians & review of balances

Motion by Pepi Leids that custodian of petty cash shall be Cheryl Mehlenbacher, Support Staff. In the event Cheryl Mehlenbacher is unavailable, Bambi Caron shall be custodian. The balance of cash on hand shall be: petty cash - $25; program cash - $50; for a total of $75 cash on hand. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

K. Mileage Reimbursement Rate - approval

Motion by Pepi Leids to adopt the mileage reimbursement rate set by the IRS. The 2011 IRS rate is $.51 per mile. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

L. Newspaper of record

Pepi Leids made a motion to make The (Corning) Leader and The (Hornell) Evening Tribune the newspapers of record for the association. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

2011 Operating Guidelines

Tom passed out a copy of the 2011 Operating Guidelines for Cornell Cooperative Extension of Steuben County with the suggested additions and corrections that were discussed at the December 9, 2010 board meeting. The board read through the document and Ken Thomas said he would like to see the presentation of financial statements quarterly included in the calendar section of the document. The board agreed with Ken. Ken Thomas made a motion to approve the 2011 Operating Guidelines with the suggested change included. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

2011 Finger Lakes Shared Business Network program contract

Tom passed out the Memorandum of Understanding (MOU) between Cornell Cooperative Extension of Steuben County and Cornell Cooperative Extension of Yates County, which establishes the association's participation in the Finger Lakes Shared Business Network. Pepi Leids made a motion to approve the MOU between Cornell Cooperative Extension of Steuben County and Cornell Cooperative Extension of Yates County. Second by John Walsh. There was no further discussion and the motion was carried unanimously.

2011 Shared Staff Arrangement with CCE-Schuyler

Tom passed out the 2011 Memorandum of Understanding (MOU) between Cornell Cooperative Extension of Steuben County and Cornell Cooperative Extension of Schuyler County, which establishes a staff sharing arrangement with Steuben providing dairy programming support and

Schuyler providing natural resource programming in return. This is a continuation of the agreement that was made in 2010 between the two counties. Pepi Leids made a motion to approve the MOU between Cornell Cooperative Extension of Steuben County and Cornell Cooperative Extension of Schuyler County. Second by Bill Peoples. There was no further discussion and the motion was carried unanimously.

2011 Comprehensive Affirmative Action and Diversity Plan

Tom passed out a copy of the proposed 2011 Comprehensive Affirmative Action and Diversity Plan set forth by CCE Administration. Pepi Leids made a motion to accept the 2011 Comprehensive Affirmative Action and Diversity Plan. Second by Mark Schmiedeshoff. There was no further discussion and the motion was carried unanimously.

2011 Memoranda of Agreement with Cornell University and Steuben County

Tom Tomsa presented to the board the 2011 Memoranda of Agreement, which establish the legal arrangements necessary for the operation of the association.. The AR agreement is the agreement between the association and the county governing body. The BR agreement is the agreement between the association and Cornell University. The AR agreement, by law, is nonexecutory until the association has completed the BR agreement. Motion by Pepi Leids to authorize Julee Acomb, President of the Board of Directors, to first sign the BR agreement and then the AR agreement. Second by Ken Thomas. There was no further discussion and the motion was carried unanimously.

The board discussed how it was going to continue with the process of developing a funding reduction contingency plan that was started by the Strategic Planning Committee. The plan was never completely developed as more pressing issues concerning the new direction that CCE administration was taking with the future structure of the system. Ken Thomas, chair of the Strategic Planning Committee, feels it is imperative to get back on track with development of this contingency plan. The board all agreed that this is essential and there was a discussion on how to proceed. The board all agreed that the Strategic Planning Committee will meet on February 24 at 4:30 before the board meeting to continue with the development of this plan.

2011 Meeting Dates

The board agreed that the regular monthly meetings will be held on the fourth Thursday of the month at 5:30 p.m.

The board agreed that Thursday December 8, 2011 will be the association's annual business meeting, in which the election of officers will be conducted.

The next board meeting will be on Thursday, February 24, 2011 at 5:30 p.m. The strategic planning committee will meet before the board meeting at 4:30 p.m.

Motion by Mark Schmiedeshoff to enter into executive session at 7:12 p.m.. Second by Pepi Leids. There was no further discussion and the motion was carried unanimously.

Motion by Mark Schmiedeshoff to come out of regular session at 8:35 p.m.. Second by Pepi Leids. There was no further discussion and the motion was carried unanimously.

Adjourn
Motion by Pepi Leids to adjourn at 8:40 p.m. Second by John Walsh. There was no further discussion and the motion was carried unanimously.