

**Cornell Cooperative Extension Schuyler County  
BOARD OF DIRECTORS MEETING**

**Agenda & Minutes**

April 28<sup>th</sup>, 2021

8:30am Via Zoom

Present: Sarah Agan, Alexandra Bond, Taylor Cartwright, Dominic Costa, Michael Lausel, Paul Bartow,  
Chad Hendrickson

Public:

Excused: Rick Reisinger, Leslie Morris, Howard Cabezas, Emily Marcellus

Absent:

Staff: Nathan Scott, Todd Knobbe

TOPIC	DISCUSSION / RECOMMENDATION (s)	FOLLOW-UP / ACTION
<b>Call to order</b>	Meeting called to order at 8:47am by Sarah Agan, Board President	
<b>Public Comment</b>	None	
<b>Minutes from previous meeting</b>	Motion made by Alex to accept the March meeting minutes, seconded by Chad	Aye: 7 Nay: 0, Abstain: 0. Motion carries unanimously.
<b>Staff Conversation</b>	Todd Knobbe, Clean Energy Communities of the Southern Tier. Program through NYS energy research and development authority. Geared toward helping municipal governments work to improve energy saving and education in their areas.	
<b>Reports and Updates</b>	<p><b>WIGO: (What Is Going On)</b></p> <ul style="list-style-type: none"> <li>• Sarah Agan, CCECS Board President</li> <li>• Nathan Scott, Executive Director</li> </ul> <p>-Hiring for camp is going well. Looking for more male counselors. Registration is low. -Contract has been signed with a company offering testing to camps. They are providing the funding. -2 new positions have posted for full time staff. Communications position and part time Executive Assistant. Hoping to be able to fill them on or around June 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• Adam Hughes, State Extension Specialist-</li> <li>• Finance Committee, Chad Hendrickson-</li> </ul> <p>1)January Financial Statement: more credits had shown up. Likely because of the switch in software.</p>	<p>1)Motion made by Michael Lausel to accept the January financials Seconded Alexandra Bond Aye: 7 Nay: 0, Abstain: 0. Motion carries unanimously.</p> <p>2) Motion made by Michael Lausel to accept the February financials Seconded Alex Bond</p>

	<p>2)February Financial Statement: \$2000.00 Discrepancy that was resolved.</p> <p>3) March Financial Statement. PPP Loan for \$102,407.00 will be used for staff salaries and rent. Loan will be forgiven. 90% or more will be used for salaries.</p> <p>Starting to receive payments for camp. It is down but it is still a little early with the unknowns.</p> <p>3a) Approval of the acceptance of the PPP loan itself and also the approval of how the funds will be used. To ensure that the funds are being used properly, we must review them every month.</p> <p>With the Executive Director change an audit of the financials is required.</p> <ul style="list-style-type: none"> <li>• Marketing Committee, Leslie Morris-</li> <li>• Legislative Report, Michael Lausel- Schuyler County did very well last year. This year we are hopeful it will be similar. Federal bill passed for 1.3 million for roads and bridges. New County Administrator Fonda Cronis. He will begin in June with a transition period until next fall.</li> <li>• PAC Committee Reports <ul style="list-style-type: none"> <li>○ Ag and Natural Resources – Dominic-</li> </ul> </li> </ul> <p><u>Upcoming Events</u></p> <p>A) May 15<sup>th</sup> Ornithologist walk in Arnot Research Forrest. Observing and identifying the tropical birds in the forest.</p> <p>B) June 19<sup>th</sup> plant sale at the Hector Firemans field.</p> <p>C)Wild mushroom class in July and September. Dates TBD</p> <ul style="list-style-type: none"> <li>○ Hidden Valley Camp – Emily-</li> <li>○ Youth and Family – Taylor-</li> </ul>	<p>Aye: 7 Nay: 0, Abstain: 0. Motion carries unanimously.</p> <p>3) Motion made by Alex Bond to accept the March financials Seconded Michael Lausel</p> <p>Aye 7 Nay: 0, Abstain: 0. Motion carries unanimously.</p> <p>3a) Motion made by Paul Bartow to accept PPP funds and proposed plan for the use of the PPP Loan with a small portion toward rent, Seconded by Alexandra Bond</p> <p>Aye: 7 Nay: 0Abstain: 0. Motion carries unanimously.</p>
<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>• Board engagement <ul style="list-style-type: none"> <li>○ Agreements &amp; Expectations</li> <li>○ Constitution, Operating Guidelines, BOD responsibilities,</li> <li>○ Strategic planning session – summer?</li> </ul> </li> <li>• In person meetings?</li> <li>• Follow up on Board action items</li> <li>• Farm Donation</li> </ul>	
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>• Approval of PPP loan receipt and use of funds</li> <li>• Approval of use of Designated Equipment Fund. Approximately \$1,939 will be withdrawn from the Designated Equipment Fund for 2 new computers for new employees.</li> </ul>	<p>Motion made by Chad Hendrickson to accept the withdrawal from the Designated Equipment Fund Seconded Michael Lausel</p>

		Aye: 7 Nay: 0, Abstain: 0. Motion carries unanimously.
<b>Other Business</b>		
<b>Call for Actions</b>		
<b>Next Meeting</b>	May 26 <sup>th</sup> , 2021	
<b>Adjourn</b>	Meeting adjourned at 10:10am by Sara Agan	

Submitted by Taylor Cartwright, CCE Board Secretary

**Supporting Documents**

- Minutes from March meeting
- CDNR Report
- Financial reports (forthcoming after Finance Comm meeting)
  - Equipment Fund
  - PPP materials