

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

Minutes

March 24th, 2021

8:30am Via Zoom

Present: Sarah Agan, Paul Bartow, Alexandra Bond, Howard Cabezas, Taylor Cartwright, Dominic Costa, Chad Hendrickson, Emily Marcellus, Leslie Morris and Rick Reisinger

Public:

Excused: Michael Lausel

Absent:

Staff: Nathan Scott, Susan Neal, Melissa Schroder, Bruce Condie

TOPIC	DISCUSSION / RECOMMENDATION (s)	FOLLOW-UP / ACTION
Call to order	Meeting called to order at 8:32 am by Sarah Agan	
Public Comment	None	
Minutes from previous meeting	<p>Motion made by Alexandra Bond to accept the February meeting minutes and the changes made, seconded by Chad Hendrickson</p> <p>Change the wording of Mels position mentioned by Nathan in February meeting.</p> <p>New wording: “Mel oversees a wide range of programs and has competing responsibilities – in our conversations (meetings) she has shared that one of her program goals is to have the staff she oversees with the hours needed to fully support their work within their positions.”</p>	Aye: 10 Nay: 0, Abstain: 0. Motion carries unanimously.
Staff Conversation	<p>Mel & Bruce – Hidden Valley Camp reopening (?)</p> <p>Mel</p> <p>1)Governor has given the go for day camp and overnight camp for 2021 camp season.</p> <p>2)Parents are asking questions about testing, masks and vaccines. Keeping parents informed and being transparent with what we will be doing to keep kids safe. Website offers a covid information tab that parents can access for questions they have and also give feedback. Hoping the department of health makes decisions for us so we don’t have to come up with our own policies and procedures for that. Hoping for more guidance by April 15th.</p> <p>3) The Mitigations and Communications plan is similar to Camp Shankitunk. They are the other camp that has this.</p>	<p>How can board members help out the most?</p> <p>What support can be given?</p> <p>Recruiting staff. Spreading the word. Teachers, college students.</p> <p>Advise Mel and Bruce to reach out to any of the board members for help.</p>

	<p>4)Working with American Camp association to figure out guidelines for opening camp. Our covid plan is based on their field guide.</p> <p>5)Registration is for camp is off to a slow start. 70 campers at this point.</p> <p>Bruce:</p> <p>1)Camp director. First time at camp when he was 12. He is where he is today because of camp. Worked his way up to his position through camp.</p> <p>2)Working on recruiting and hiring. Moving slow because of the uncertainty of the position. Master Camp staffing is tough. Not a lot of people are signing up to do this. Staff from other camps that aren't opening possibly? Camp Wyomoko not opening this year.</p> <p>3)Working on programming. Going through the schedule to alter each program to be within the guidelines and also keep traditions alive.</p> <p>4)Reach out to other camps to let them know what we are doing without camp. Get feedback from them.</p> <p>5) Covid mitigation plan. Prescreening and post screening. Daily monitoring. Mitigation plan will be given to board.</p> <p>Paul: Due to the quick nature of some testing will there be testing?</p> <p>Mel: Waiting for the guidance from the department of health. Testing would cost money. Looking for support from different places to be able to test. We do have resources on where we would be able to get this done.</p> <p>Howard advises that money received by the county for covid relief might be able to help.</p> <p>Mel will follow up on this question.</p> <p>Bruce thinks that there could be flaws in the testing system?</p> <p>Paul thinks close monitoring and tracing could be helpful to these flaws.</p> <p>Sarah: priority to help get camp running.</p>	
<p>Reports and Updates</p>	<p>WIGO:</p> <ul style="list-style-type: none"> • Sarah Agan, CCEC Board President • Nathan Scott, Executive Director <ul style="list-style-type: none"> ○ Communications <p>1)Working with staff to help with consistency on our message. New Marketing Communications position. Position will be created. Working with campus to make this happen. There will be more information to come.</p> <p>2)Cathy Barnes was offered position but she declined. She possibly is transitioning out of CCE. Possibly could become part time. Moving in a positive direction. Important to get</p>	

someone in her position for training before she is gone.
Applying for a grant for ag tourism to help support her part time.

- Staff morale

Covid has really taken a toll on staff and everyone is tired. Associations all over are finding the same within their staff.

Staff has not been super receptive to the changes being made by Nathan.

- Staff meetings: creating a greater sense of cohesion.
- Office changes Layout changing and getting rid of the clutter. Hoping to make a better environment to build a stronger more effective team.
- Adam Hughes, State Extension Specialist- Working on health concerns. Vaccine education.
- Finance Committee, Chad Hendrickson-Met on 3/23/21. Went over the hiccups that happened in the transition to a new program. Very minor issues.
- Susan Neal: Look at the books from last year. Minor issues in closing out the financials from 2020. Fund report, working with a new program. Books cannot physically be closed if the balance is not zero.

1)\$25 deposit that was entered twice. One had to be reversed.

2)Invoice that had been entered wrong for \$6,010.

December invoice for Mel's salary for her work on the campus camp program that is paying part of her salary.

*The difference between these two is \$5,985 which is an increase in the deficit. This will be added to the general fund.

The loss is actually not as high as previously thought.

Notes in the report for the reason for the change.

- Reapprove Year End Financials

- Marketing Committee, Leslie Morris- Meeting scheduled for March 31st at 8:30am. Camp, future farmers market marketing. Support for Nathan and Bruce
- Legislative Report, Michael Lausell- Not present
- PAC Committee Reports
 - Ag and Natural Resources – Dominic- Promote the green eggs and ham market. Share the Facebook post to help get the word out. Information is also on the CCE website. 3pm-6pm April 1st is the date and there is still time for farmers to join. The Chamber has promoted it. Our presence matters at these events as a board. Seeing the difference that we are making in the community is important.

Paul Bartow makes motion to approve the revised financials for 2020 Alexandra Bond seconds

Aye: 10 Nay: 0, Abstain: 0.
Motion carries unanimously.

	<ul style="list-style-type: none"> ○ Hidden Valley Camp – Emily- moving forward without guidelines. Hoping public health could offer guidelines soon. Share links for the hiring for camp from the fb post. CCE Page has links for registration as well. ○ Youth and Family – Taylor- possible new public person interested in joining. Asked to receive more information about it. Taylor will provide information to Leslie to pass along. 	
Old Business	<ul style="list-style-type: none"> ● Farm donation: Not addressed ● Board Bios – on hold ● Meetings with Nathan: Meetings have been great so far. Hoping more people can find the time to reach out. 	
New Business	<ul style="list-style-type: none"> ● Board engagement <ul style="list-style-type: none"> ○ Agreements & Expectations ○ Constitution, Operating Guidelines, BOD responsibilities, ○ In person meetings? Building a better relationship with the board and between board members. <p>1) Approval of NYS Health Emergency Plan: Submit to campus</p> <p>2) Governor has mandated that paid leave has to be offered to people to get their covid shot. Law must be added to the CCE HR policy.</p>	<p>1) Motion by Paul Bartow to approve the NYS Health Emergency Plan, Howard Cabezas seconds Aye: 10 Nay: 0, Abstain: 0. Motion carries unanimously.</p> <p>2) Motion made by Leslie Morris to approve adding the Governors paid vaccine leave to the HR policy Alex Bond seconds. Aye: 10 Nay: 0, Abstain: 0. Motion carries unanimously.</p>
Other Business	<p>Rick was hoping we could get the pruning workshop going again this year. Seems that something outdoors would have been something that would have been possible.</p> <p>Nathan plans to check with Roger Ort about this.</p> <p>Alex exclaims that the guidelines for gatherings had just changed. The number of people allowed to gather just went to 25.</p>	
Call for Actions		
Next Meeting	April 28 th ;	
Adjourn	Meeting adjourned at 10:01 by Sarah Agan	

Submitted by Taylor Cartwright, CCE Board Secretary

Supporting Documents

- Minutes from Feb meeting
- CDNR Report
- Financial reports (forthcoming after Finance Comm meeting)
- NYS Health Emergency Plan (forthcoming)