



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

## **BOARD OF DIRECTORS 2023 Organizational MEETING**

March 21 @ 5:00 p.m.

Lakewood Vineyard

4024 NY-14, Watkins Glen, NY 14891

- Welcome, Introductions & Call to Order
- Public Comment
- Approval of Meeting Minutes – February 21, 2023
- Prior Business
  - Agriculture and Natural Resources Board Liaison and Chair (approve)
  - Youth and Family, including Hidden Valley 4-H Camp Board Liaison and Chair (approve)
  - Nominating Committee Chair
  - Updated Fiscal Authorization
- New Business
  - Board Member Sexual Harassment Training options
  - Board Member Draft Application review

### **Reports and Updates – WIGO: (What Is Going On)**

- *Finance Committee*, Howard Cabezas (5 min)
- *Mel Schroeder, Interim Director* (5 min)
- *Chad Hendrickson, CCEESC Board President* (5 min)
- *Adam Hughes, State Extension Specialist* (5 min)
- *Marketing Committee*, Sarah Agan (5 min)
- *Legislative Report*, Michael Lausell (5 min)
- *PAC Reports*

### **Executive Session (if needed)**

**Next Meeting: April 18, 2023**

**Adjourn**



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## **CCE Schuyler Board of Directors Meeting**

March 21, 2023 | 5:00 p.m.

Lakewood Vineyard, 4024 NY-14, Watkins Glen, NY

**Attendees:** Chad Hendrickson, Chelsea Stamp, Howard Cabezas, Kristin Van Horn, Mark Rondinaro, Rick Reisinger, Riqui Hess, Sarah Agan, Steve Beaver

**Public:** None

**Excused:** Paul Bartow and Michael Lausell

**Staff:** Mel Schroeder and Virginia Montopoli

### **Call to Order**

Meeting called to order at 5:00 pm by Chad Hendrickson. Congratulations to Mel Schroeder on her appointment as the next CCES Executive Director.

### **Public Comment**

None

### **Approval of Meeting Minutes – February 21, 2023**

An amendment to 224-funding on page 3 is requested by Mel Schroeder. Mel clarified that they were not asking for an increase just the same level of funding as in 2022 of 6.1M.

**Motion** to approve minutes from the February 21, 2023 meeting with the amendment made by Mark Rondinaro; second Kristin Van Horn. **Motion passes unanimously**

### **Prior Business**

- Agriculture and Natural Resources Board Liaison and Chair  
Brett Chedzoy nominates Ryan Bossert as Chair
- Youth and Family, including Hidden Valley 4-H Camp Board Liaison and Chair  
Mel Schroeder nominates JoAnne Fratarcangelo and Sue Silhan as co-chairs
- Nominating Committee Chair  
Liz Stamp to continue as Chair

**Motion** to accept committee nominations made by Mark Rondinaro, second Sarah Agan. **Motion passes unanimously**



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### Updates to Fiscal Authorization

Page 1, paragraph 3: The Board of Directors authorizes Virginia Montopoli to open a Certificate of Deposit with prior approval on the amount.

Page 2, Internal Fiscal Controls and Procedures: Association credit cards will be issued to Melissa Schroeder, Brett Chedzoy, Erica Herman, and Bruce Condie.

Page 3, Fixed Assets: A fixed asset is determined to be at a minimum of \$5,000.

**Motion** to approve updates to Fiscal Authorizations 2023 made by Mark Rondinaro, second Kristin Van Horn. **Motion passes unanimously**

**Motion** to accept 2022 annual fund transfers as noted made by Mark Rondinaro, second Sarah Agan. **Motion passes unanimously**

### New Business

- Board Member Sexual Harassment Training  
Options are Board members take the online Cooperative Extension training (<https://blogs.cornell.edu/ccevolunteertraining/required-training/>) or provide a certificate of training from employer. SCOPE is offering sexual harassment training April 12th at 4:00 pm at the Chambers (upstairs). Anyone is welcome to join. It is open to the public. **Action Item:** Mel Schroeder will resend link to Board members
- Board Member Draft Application review  
Both versions of the application will be discussed at the next meeting.

### Reports and Updates

- Finance Committee – no report
- Interim Director
  - Continue to provide Nick Langworthy's office links on different resources around farming and tourism; he is getting well connected in Schuyler County.
  - Camp hiring is proving already to be a struggle; looking to hire counselors and an aquatics manager; may need to hire staff through Camp America.
  - Planning started for Farm Trail Weekend; Friday evening reception added.
  - For Ag literacy Week, Mel Schroeder read Tomatoes for Neela written by Padma Lakshmi to 177 students at Watkins Glen; good to get connected back in the schools besides the after-school REACH Program.
  - AG program will have an open position; Marissa Nolan's last day is March 22.



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- *Board President*

On Thursday, March 23rd the Farm Bureau is hosting a social event (Cabin Reliever) at Althea's from 5:30 – 8:00 pm. Everyone is invited.

- *State Extension Specialist* – no report

- *Marketing Committee*

There is agreement that a marketing committee is not needed since there is a full-time staff person who could organize yearly fund-raising events; governance committee replaces marketing.

- *Legislative Report*

Mark Rondinaro reported January sales tax up by \$110,000 (12.75%) and February \$164,000 (23.32%); overall to date \$274,000 (17.5%).

- *PAC Reports* – no report

**Next Meeting:** April 18th, 2023 at Lakewood Vineyards

**Adjourn:** **Motion** by Chad Hendrickson to adjourn at 5:35 pm, second Sarah Agan

**Submitted** by Virginia Montopoli on March 29, 2023



Cornell University  
Cooperative Extension  
Schuyler County

**CORNELL COOPERATIVE EXTENSION  
ASSOCIATION OF SCHUYLER COUNTY  
FISCAL AUTHORIZATIONS 2023**

The term "Association" in this document refers to Cornell Cooperative Extension Association of Schuyler County.

**Resolved that:**

The Executive Director of the Association is hereby authorized to enter into any agreements, contracts or requests for payment on behalf of the Association, with an assigned dollar value equal to or less than \$10,000. The Executive Director may also sign contracts, agreements, or requests for payment above \$10,000 if they are renewals of existing contracts or agreements, previously approved by the Board of Directors and included in the approved budget.

The President of the Association board or his/her designee is authorized to sign contracts or agreements on behalf of the Association with a dollar value greater than \$10,000 upon Board approval.

The Board of Directors authorizes Dayna Karius and Virginia Montopoli to open and close bank accounts, make deposits and withdrawals. The Board of Directors authorizes Virginia Montopoli to open a Certificate of Deposit with prior approval on the amount. The Association maintains a PayPal account for the receipt of donations, registrations, program fees and other revenue. The Executive Director is "owner" of the account. Virginia Montopoli has authorization to make transfers from the PayPal account to the Association main checking account. The finance manager is authorized to view/print reports only.

The Board of Directors of the Association approves Community Bank as the primary financial institution of the Association for calendar year 2023, such institution to maintain the following accounts on behalf of the Association: Checking, Savings, Money Market Savings, Certificates of Deposit. The Association also maintains savings and checking accounts with Visions Credit Union, a money market account at Tompkins Trust Company, and at times Certificates of Deposit as approved by the Board. In addition, one PayPal account for the Association is maintained for workshop registrations and other events.

REVISED (3/20/2023) and Approved by CCE Board of Directors' at BOD meeting on 3/21/2023

Any single, capital equipment expenditure (see FORMS Code 901) purchase equal to or greater than \$5,000 must have approval from the Association Board of Directors.

The Association Executive Director, unless expressly prohibited by law, contract or Board approved policy or resolution, is authorized to carry-out directly or by designee, any and all other business and financial transactions on behalf of the Association.

The finance manager, or designated alternate, is authorized to perform on-line transfers of funds between the Association checking account and money market account when the checking account balance either exceeds or falls below \$100,000.00. Prior approval from the Finance Committee must be sought for all transfers above \$25,000.00. Those transfers of \$25,000 or less may be performed at the finance manager's discretion and a schedule of such transfers will be presented to the Board and Finance Committee each month.

The Association Board of Directors holds the Executive Director and/or his/her designees, accountable for insuring that all proper internal controls governing the business operations of the Association and any program or project initiatives for which the Association acts as "fiscal agent", are in writing and adhered to by staff and agents of the Association.

**Internal Fiscal Controls and Procedures: General Fiscal Procedures:**

Receipts and expenditures that total \$500 or more that cover two different fiscal years will be annualized to reflect correct year-end accounting.

The Board will approve all transfers made to and from reserves.

The Executive Director will approve general journal entries.

The Executive Director will authorize Line of Credit (LOC) advances.

Association credit cards will be issued to Melissa Schroeder, Brett Chedzoy, Erica Herman, and Bruce Condie with a limit of \$1000, excluding the Executive Director who will have a \$10,000 limit. Each staff member who is issued a CCE business credit card will need to set up their account online and securely manage all password information. All other credit cards (Wal-Mart, Staples, gas cards, etc.) will be maintained by Virginia Montopoli and signed out as needed by staff. Documentation (receipt and/or authorization sheet) must accompany expenses and be signed by the supervisor.

**Expenses:**

REVISED (3/20/2023) and Approved by CCE Board of Directors' at BOD meeting on 3/21/2023

Checks under \$5000 may be signed by the Association Treasurer or one of the following staff: Dayna Karius, Paula Goodrich, or Virginia Montopoli. Checks over \$5000 are required to be signed by two of the individuals listed above, with the exception of the monthly Cornell Bill which may be signed by one authorized check signer or which may be submitted electronically on the secure ACH payment system by the Finance Manager and at the direction of the Executive Director.

All vouchers over \$10,000 must be signed by the Association President or Secretary, with the exception of the Cornell bill, before the checks are processed and signed by one or two of the individuals named above.

All vouchers must have proper backup, payment approved by the authorized person, and have account code numbers before the check is issued. Receipts are required for all expenditures and must accompany vouchers.

Any expense of \$250 or more must have prior approval from the Executive Director, except emergency repairs, pool chemicals, and camp nutrition supplies.

Either the Association President or the Secretary will sign the vouchers for the Executive Director.

The Executive Director or their designee must sign all other vouchers.

**Income:**

Receipts from events must be accompanied by supportive documentation.

Numbered receipts will be issued for all cash received and for any individual requesting one.

**Personnel:**

Time cards will be signed by the employee and by the immediate supervisor or designee.

Supervisors must approve all leave requests in advance.

**Fixed Assets:**

The Executive Director shall approve the sale or disposition of Fixed Assets as necessary. A receipt of sale or destruction with witness statement should be filed with other Fixed Asset documents. A fixed asset is determined to be valued at a minimum of \$5000.



**Cornell Cooperative Extension Schuyler County  
 Board of Directors Membership Application**

<b>Name:</b>	
<b>Address:</b>	
<b>Home Phone:</b>	<b>Work Phone:</b>
<b>Home Email:</b>	<b>Work Email:</b>
<b>Occupation (current or former if retired):</b>	
<b>Current Employer:</b>	
<b>Employer Address:</b>	
<b>Current Position Title:</b>	
<b>Past volunteer and paid experiences that relate to board membership:</b>	





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Why do you want to volunteer and what talents would you bring to the Cornell Cooperative Extension Board of Directors? (For the purpose of the election ballot, please limit comments to 100 words or less.)

Large empty rectangular box for writing the response to the question above.

Elections will take place at the annual meeting, typically scheduled in December. Please contact the office on deadlines and requirements for nominations. Occasionally, mid-term replacements are required and you may be approached to fill an open position. Feel free to use the back of this paper if there is other information you would like to provide.