

**Cornell Cooperative Extension of Schuyler County
2021 Organizational Board Meeting
January 26, 2022**

Zoom:

<https://cornell.zoom.us/j/6314960159?pwd=MjdlazMwS2Q2dVFLa1kyYUlyUFNwUT09>

Meeting ID: 631 496 0159

Passcode: 847286

One tap mobile

+16468769923, 6314960159# US (New York)

+16465189805, 6314960159# US (New York)

AGENDA

- 1. Welcome and call to order**
- 2. Public Comment**
- 3. Approval of minutes:**
 - a. November 2021
 - b. December 2021 (prior to Annual Meeting)
- 4. Introductions and Welcome**
 - a. New member Orientation in February
- 5. Election of Board Officers**
- 6. 2022 Agreements and Plan Authorizations**
 - a. 2022 Board Meeting Schedule
 - a) Determine new date and time?
 - b. 2022 Staff Holiday Schedule
 - c. Fiscal Authorization approval
 - d. AR Agreement approval
 - e. BR Agreement approval
 - f. Affirmative Action, Diversity and Inclusion Plan
 - g. Emergency Management Plan
 - h. Operating Guidelines
 - i. Organizational Report for 2022 (for review; approval in Feb)
- 7. Review 2022 Committee Assignments/Appointments (all assignments/appointments are one-year, see draft Organizational Report)**
 - a. Asst to Secretary / Recording Secretary (Virginia Montopoli)
 - b. Asst to Treasurer (Susan Neal)
 - c. Finance Committee (President, Treasurer, at least two additional members, and one community member)
 - d. Personnel Committee (Officers of the Board, one additional member)
 - e. Nominating Committee (Currently 5-Majority must be non-board)
 - f. Marketing Committee (Minimum 5 including at least 3 board members, at least

- three staff members appointed by Exec Dir)
- g. PAC - Agriculture and Natural Resources Board Liaison (one) and Chairperson (nominated by committee and appointed by Board President)
 - h. PAC - Youth and Family Development Board Liaison (one) and Chairperson (nominated by committee and appointed by Board President; additional Youth Chair may be nominated)
 - i. PAC - Hidden Valley 4 H Camp Board Liaison (one) and Chairperson (nominated by committee and appointed by Board President; additional Youth Chair may be nominated)
 - j. Finger Lakes Grape Program AMG (Executive Director)
 - k. Finger Lakes Shared Business Network (Executive Director)

8. Review of Constitution

9. Reports and Updates:

- a. Sarah Agan, CCEC Board President
- b. Nathan Scott, Executive Director
 - i. January CDNR Report
- c. Adam Hughes, State Extension Specialist
- d. Michael Lausell, Legislative Report
- e. Chad Hendrickson, Finance Committee
 - i. Approval of Oct & Nov 2021 Financial Reports
- f. PAC Committee Reports
 - i. Ag and Natural Resources -
 - ii. Hidden Valley Camp -
 - iii. Youth and Family -

10. Other Business

11. Adjourn

Next scheduled Board meeting is February XX, 2022
Via Zoom

Fiscal Authorizations

For the sake of oversight, it's important that the Board understands the various points within the fiscal authorization. Highlights are listed below.

Role of the Finance Manager

- Only viewing and downloading access to bank accounts, allowed to make transfers between checking and savings accounts within the same institution,
- Inform the Finance Committee and Board if transfers above \$25,000 are made
- Provide monthly report to the Finance Committee and Board

Banking

- Staff check signers: Paula Goodrich, Virginia Montopoli and Dayna Karius. Checks over \$5,000 need two signatures. The only thing that does not require two signatures and is always over \$5,000 is the Cornell bill that is now paid online as an AC to insure no interest charges.
- Bank Accounts
 - Community Bank: Savings and checking
 - Tompkins County Trust: Money market account (the only money market account)
 - Visions: Savings and checkingCCES currently does not have any certificates of deposit (CDs) with any banks
- Log-In Information
 - Login information is specific to the finance manager. Usernames and passwords are recorded on a spreadsheet and shared with Executive Director and Virginia Montopoli (back-up)

Contracts

- For new contracts over \$10,000, the President or Secretary of the Board may sign on behalf of CCES.
- Contracts under \$10,000, or renewal contracts, may be signed by Executive Director

Signature authority for the Executive Director

- The President or Secretary can sign vouchers for the Executive Director.

Purchases

- Expenses over \$250 must be approved by supervisors and the Executive Director

Equipment

- Equipment purchases greater than \$5000 require approval from the Board (e.g., buying a car, photo copier, camp pool items etc.)

January 2022 Organizational Meeting for the Board

Agenda should include:

- **Board review/approval of policies and procedures manuals and standard operating procedures**
- **Board approval of annual fiscal authorizations**, note list [can be found in Box](#)
- **Board approval of Business Requirements (BR) & Association Requirements (AR) Agreements in the Association Document Tracking Tool.** <https://apps.cce.cornell.edu/moa/main/index.cfm>
- **Decide if the board will pursue a self-assessment** within the operating year (resources will be available on the Board Toolbox in early 2022.)
- **Distribute board manuals (if used), or review internal board site (if used)** and/or board training schedules (if known); set dates for additional trainings, note resources from [CCE Board Toolbox](#) and [Board Source](#)
- **New Board Welcome and Orientation** – share board expectations & roles. A new Board Orientation recording, slides, and script will be available on the Board Toolbox in early 2022.)
- [Review with Board - edit/sign-off on/share with staff - Affirmative Action, Diversity, and Inclusion Plan \(AADIP\) – upload document by 3/31](#)
- Welcome to all members - share **board member bios and contact info** (half-page bios with pics; a few associations have pulled these together and it's pretty helpful).
- [Update Org Report w/Board members info & mtg dates/times](#); open app, affirm entries are correct and include contact information (address, phone numbers & email addresses.)

Cornell Cooperative Extension of Schuyler County
2021 Organizational Board Meeting
January 26, 2022, Via Zoom, 8:30 am

MINUTES

Present: Adam Hughes (phone), Alex Bond, Chad Hendrickson, Riqui Hess, Chelsea Stamp, Howard Cabezas, Kristen Van Horn, Michael Lausell, Paul Bartow, Rick Reisinger (phone), Sarah Agan

Public: None

Staff: Nathan Scott, Virginia Montopoli (Sue Neal on the Fiscal Authorization discussion)

1. Welcome and Call to Order

Call to order at 8:33 by Sarah Agan

Welcome new members: Riqui Hess (Manager, Jaynes Used Auto Parts and Owner, of M.R. Hess Home Works), Chelsea Stamp (Controller, Schuyler Hospital) and Kristen Van Horn (Director of Planning, Schuyler County)

2. Public Comment

None

3. Approval of Minutes:

- a. November 2021: Motion to approve the November 17, 2021 meeting minutes made by Paul Bartow, seconded by Alex Bond

8 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.

- b. December 2021 (prior to Annual Meeting): Motion to approve the December 7, 2021 meeting minutes made by Chad Hendrickson, seconded by Howard Cabezas

8 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.

4. Introductions and Welcome

- a. New member Orientation to be held in February
All Board members are encouraged to attend.

5. Election of Board Officers

President: Chad Hendrickson

Vice-President: Paul Bartow

Treasurer: Howard Cabezas

Secretary: Michael Lausell

Motion made by Alex Bond to put forward the slate of officers, seconded by Michael Lausell.

11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.

6. 2022 Agreements and Plan Authorizations

- a. 2022 Board Meeting Schedule. Determine new date and time?
Motion made by Michael Lausell to adopt the meeting schedule for 2022 on the 3rd Tuesday of the month at 5:00 pm
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- b. 2022 Staff Holiday Schedule
Motion made by Alex Bond to accept the holiday schedule as presented, seconded by Michael Lausell
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- c. Fiscal Authorization approval
Motion made by Michael Lausell to approve the Fiscal Authorization, seconded by Paul Bartow
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- d. AR Agreement Approval
Reviewed and approved unanimously at the November 17, 2021 Board Meeting.
- e. BR Agreement Approval
Motion made by Michael Lausell to approve the BR agreement; seconded by Chad Hendrickson
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- f. Affirmative Action, Diversity and Inclusion Plan
Motion made by Alex Bond to approve the Affirmative Action, Diversity and Inclusion Plan, seconded by Paul Bartow
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- g. Emergency Management Plan
Motion made by Michael Lausell to approve the emergency management plan, seconded by Chad Hendrickson
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- h. Operating Guidelines
After a brief discussion, the Board felt it was best to table the discussion to the February meeting in order for a better read.
- i. Organizational Report for 2022 (for review; approval in Feb)

7. Review 2022 Committee Assignments/Appointments (all assignments/appointments are one-year, see draft Organizational Report) – Board Members and staff listed below volunteered for 2022 Committee Assignments

- a. Asst to Secretary / Recording Secretary (Virginia Montopoli)
- b. Asst to Treasurer (Susan Neal)
- c. Finance Committee (President, Treasurer, at least two additional members, and one community member)
New Member: Chelsea Stamp
- d. Personnel Committee (Officers of the Board, one additional member)
New Member: Rick Reisinger
- e. Nominating Committee (Currently 5-Majority must be non-board)
Board Liaison: Alex Bond
- f. Marketing Committee (Minimum 5 including at least 3 board members, at least three staff members appointed by Exec Dir)
New Chair: Sarah Agan
- g. AG - Agriculture and Natural Resources Board Liaison (one) and Chairperson (nominated by committee and appointed by Board President)
AG Board Liaison: Rick Reisinger
- h. PAC - Youth and Family Development Board Liaison (one) and Chairperson (nominated by committee and appointed by Board President; additional Youth Chair may be nominated)
Board Liaison: Riqui Hess
- i. PAC - Hidden Valley 4 H Camp Board Liaison (one) and Chairperson (nominated by committee and appointed by Board President; additional Youth Chair may be nominated)
Board Liaison: Paul Bartow
- j. Finger Lakes Grape Program AMG (Executive Director)
Board Liaison: Nathan Scott
- k. Finger Lakes Shared Business Network (Executive Director)
Board Liaison: Nathan Scott

SCOPED should be added to the Organizational Report. Nathan Scott and Kristin Van Horn are Board members.

8. Review of Constitution

Reviewed every 3 years. Bring questions for discussion in February.

9. Reports and Updates:

- a. Sarah Agan, CCEC Board President
Sarah Agan has stepped down and Chad Hendrickson is the new President.
- b. Nathan Scott, Executive Director
 - i. January CDNR Report
Staffing updates: Rogers position has been split into 2 part-time positions. One to focus on horticulture, small-scale gardening, small-scale Agriculture, local foods, supporting the farmers markets and the master gardeners; and the other focusing on Commercial Agriculture and supporting farmers with access to grants and funding sources. The Ag/Hort position has been filled by an existing staff member, Marissa Nolan. The Commercial Ag

Educator is listed on the CCE Schuyler website. It will be open for 10 days. Lisa Shrout, 4H educator has taken a full-time position on campus. Mel Schroeder is considering how to evolve that position.

The camp staff are getting ready for the season. There is a new registration system (UltraCamp) with registrations beginning on February 1st.

Camp staff recruitment: Nathan Scott will ask Bruce Condie for a list open positions with job descriptions and pay rates (e.g., nurses, camp councilors etc.) to share with the Board et al.

- c. Adam Hughes, State Extension Specialist
Next week extension administration is hosting the executive leadership conference which all executive directors take part in. It's usually held in Albany but this year it's going remote and a little short of 100 visits with legislators via zoom over the next couple weeks so there will be programming that needs will take part in.
- d. Michael Lausell, Legislative Report
The new County Administrator is Fonda Cronis and all seems to be going well there. This month yearly contracts are being put forth. The DSS contract pays CCE/Schuyler for parenting and education and the family play resources center so those are moving forward.
- e. Chad Hendrickson, Finance Committee
 - i. Approval of Oct & Nov 2021 Financial Reports
Discussion for year-end PPP funds. A financial audit will be mid-year. The October and November financials were basic. There was not a quorum for the Finance Committee meeting but the Board can approve without a recommendation from the Financial Committee.

Motion made by Paul Bartow to approve the October and November 2021 financials, seconded by Alex Bond
11 Aye; 0 Nay; 0 Abstain. Motion carries unanimously.
- f. PAC Committee Reports
We might want to consider an Energy PAC. CCE/Schuyler has considerable strength and it's an area of increased focus.
 - i. Ag and Natural Resources – no report
 - ii. Hidden Valley Camp – no report
 - iii. Youth and Family – no report

10. Other Business

11. Adjourn 10:10 am

Next scheduled Board meeting is February 15, 2022 at 5:00 pm (via Zoom).

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