

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

**Agenda & Minutes**

8:30 am, July 28, 2021

Reisinger Summer Fruit, 2855 Ellison Road, Watkins Glen, NY

Present: Chad Hendrickson, Dominic Costa, Howard Cabezas, Michael Lausell, Paul Bartow, Rick Reisinger, Sarah Agan, Taylor Cartwright

Public: None

Excused: Leslie Morris, Alex Bond, Adam Hughes

Absent:

Staff: Anne Sibley, Nathan Scott, Virginia Montopoli

TOPIC	DISCUSSION / RECOMMENDATION (s)	FOLLOW-UP / ACTION
<b>Call to order</b>	Meeting called to order at 8:38 am by Sarah	
<b>Public Comment</b>	None	
<b>Minutes from previous meeting</b>	Motion made by Howard to accept the June meeting minutes, seconded by Taylor	Aye 5; Nay 0; Abstain: 3 Motion carries unanimously
<b>Staff Conversation</b>		
<b>Old Business</b>	<p><i>Approval of May Financials</i> – Chad (3 min)</p> <p>Chad presented a brief overview of the May financials. We are looking good financially. It was a pretty cut and dry month with not much to go over. June’s report is year-end and Cornell hasn’t finalized it yet, so for the next meeting we’ll have June and July to go over. Motion made by Michael to approve May financials, seconded by Rick.</p> <p><i>Change to Fiscal Authorization</i> – Nathan (3 min)</p> <p>Remove Cathy Barnes as a check signer since her role has changed and add Virginia Montopoli. Motion made by Chad to approve this change, seconded by Howard.</p>	<p>Aye 8, Nay: 0, Abstain 0 Motion carried unanimously</p> <p>Aye 8, Nay: 0, Abstain 0 Motion carried unanimously. The Board needs to first approve the July minutes before the change can be made. Nathan will send an email out with the July minutes requesting Board approval.</p>

	<p><b>Approval of updated Covid-19 office procedures</b> – Nathan (3 min)</p> <p>Nathan reported that the CCE office continues to follow Schuyler County mandated procedures in regard to Covid precautions in the office. Unvaccinated staff are advised to wear a mask and continue to socially distance while in the Human Services Building. Vaccinated staff are free to no longer observe these Covid precautions. Daily health check ins are no longer required and have been discontinued. The Board affirms the CCE office continuing to follow county Covid guidelines, including dropping the daily health checks.</p>	
<p><b>New Business</b></p>	<p><b>Changes to Board Membership</b> – Sarah Agan (10 min)</p> <p>Emily resigned and Taylor has agreed to move from the Youth and Family PAC to 4H Hidden Valley PAC. Does the Youth and Family and 4H need to be separate?</p> <p>Is there a gap in our board composition that we feel needs to be addressed? We can go back and look at current applications and also solicit new ones. If we could all be thinking about membership and further this conversation in our Slack channel</p> <p><b>Fund Development Planning</b> – Anne Sibley (15 min)</p> <p>The project we are working on right now is funding raising, which is gifts from private individuals and businesses. This year we are going to focus on digital outreach (email, social medial, videos, the website along with the blog to tell our stories) to get people paying attention to what is going on at CCE/Schuyler. Not only telling them what we do but why the funds are needed.</p> <p>In August we will be developing and planning the information, roll out to the public will be Sept/October in preparation for the Nov. 12 FLX Gives Day.</p> <p>We needed to know from the Board suggestions of more people in the community who mght be a donor or who has been a donor or people to profile or ask to play a larger roll. (e.g, matching challenge).</p> <p>There needs to be more discussion on how do we play up our strengths to have people fund us. These are the conversations that we need to make time for sooner rather than later with the drive coming up. To collaborate virtually to further these conversations, Howard will set up a Slack link.</p>	<p>Dominic volunteers to serve on the Youth and Family Committee.</p> <p>Howard will set-up a Slack (communication platform) link where everyone can share their thoughts.</p> <p>Michael volunteers to be part of the development planning committee.</p> <p>Email possible donor suggestions to Anne or Nathan anytime.</p> <p>Anne will email the 2020 fundraising summary and a list of all the donors from last fall.</p>
<p><b>Other Business</b></p>	<p><b>CCESC Team Feedback Survey</b> – Sarah (10 min)</p> <p>We are ready to start the survey. There would be three general areas: 1) how is the team doing, 2) specific feedback around the Executive Director and leadership transition and (3) opportunity for the team to provide input/feedback to the Board.</p>	<p>The Board agrees to move forward on the survey.</p>

	<p>Action Plan</p> <ul style="list-style-type: none"> <li>• Send a message to team later this week or next alerting them that they will be getting the survey.</li> <li>• HR One (Extension’s HR partner) will administer the survey so it will be anonymous.</li> <li>• Shared feedback received first with the personnel committee who will then share with Nathan. Review it with the whole board and then the team.</li> </ul> <p><b>Camp swimming pool</b> – Nathan (5 min)</p> <p>The pool needs a new liner before camp opens next year We are estimating around \$8,000-\$10,000. We will be requesting formal bids shortly. Mel and Nathan and some others (we welcome any board members) before the end of camp to have a reflective and substantive conversation.</p>	
<p><b>Reports and Updates</b></p>	<p><b>WIGO: (What Is Going On)</b></p> <ul style="list-style-type: none"> <li>• <b>Finance Committee</b>, Chad Hendrickson (5 min) We are looking good financially as note in the May report presented by Chad.</li> <li>• <b>Sarah Agan, CCESC Board President</b> (10 min) I talked with Nathan and maybe in the September meeting we could hear from him on the state of CCE/Schuylers. It’s been six months and it would be good to know how are things going compared to what he expected them to be, where are the challenges etc.</li> </ul> <p>A question was raised on the impact to REACH program based on employee departure. An official search is underway for a replacement but in the meantime the school will pick up the slack.</p> <ul style="list-style-type: none"> <li>• <b>Nathan Scott, Executive Director</b> (5 min) Camp is going well. We are into our 3<sup>rd</sup> week. We’ve definitely had some ups and downs. We were able to find a camp nurse for week 4. Bruce is a new director and he’s doing well and with all the COVID restrictions and testing, Mel has taken on a great deal more responsibility and leadership. The Board inquired about the possibility of offering Mel something for her additional hard work.</li> <li>• <b>Adam Hughes, State Extension Specialist</b> (3 min) No report</li> <li>• <b>Marketing Committee</b>, Leslie Morris (2 min) No report</li> <li>• <b>Legislative Report</b>, Michael Lausell (5 min) The County received 3 million in COVID funding. A list of possible projects using COVID funds was sent out last week. Now is the time to ask if there is a</li> </ul>	<p>Nathan will find out from HR what compensation options are available and send an email to the Board with these options.</p>

	<p>specific need. The pool liner would be a justifiable item since the pool is part of the economic contribution to people coming to Schuyler county.</p> <ul style="list-style-type: none"> <li>• <b>PAC Committee Reports (5 min)</b> <ul style="list-style-type: none"> <li>○ Ag and Natural Resources – Dominic The committee has not met since the last Board meeting. Upcoming events: Sept. 12 Wild Mushroom Walks and Talks and Sept. 25 &amp; 26 (Saturday/Sunday) Schuyler Farm Tour Weekend.</li> <li>○ Hidden Valley Camp – Taylor Mel has been focused on camp responsibilities and the committee has not had a chance to meet.</li> <li>○ Youth and Family - None</li> </ul> </li> </ul>	Nathan will follow-up with Michael on the pool liner request.
<b>Call for Actions</b>	None	
<b>Next Meeting</b>	TBD: September 22nd, 2021 @ Human Services Complex	
<b>Adjourn</b>	Meeting adjourned at 10:45 am. Motion by Chad and seconded by Paul.	Aye 8, Nay: 0, Abstain 0 Motion carried unanimously

Submitted by Virginia Montopoli, CCE Recording Secretary

**Supporting Documents**

- Minutes from June meeting and
- June CDNR Report
- May financial reports
- Fiscal Reauthorization