



**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**

February 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 – January 17, 2023
- Prior Business
  - 2023 Organizational Report
    - Review Standing Committees' and Board Roster
- New Business
  - BR Agreement – signed
  - Conflict of Interest Policy
  - Code of Ethics Policy
  - Affirmative Action Diversity Inclusion Plan (AADIP)
  - Designation of official newspaper for announcements
  - Agriculture and Natural Resources Board Liaison and Chair (approve)
  - Youth and Family, including Hidden Valley 4-H Camp Board Liaison and Chair (approve)

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

- *Finance Committee*, Howard Cabezas (5 min)
- *Mel Schroeder, Interim Director* (5 min)
- *Chad Hendrickson, CCESC 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: March 21, 2023**

**Adjourn**



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## CCESC BOARD OF DIRECTORS MEETING

February 21, 2023, 5:00 p.m.

Lakewood Vineyard, 4024 NY-14, Watkins Glen, NY 14891

**Present:** Chad Hendrickson, Chelsea Stamp, Howard Cabezas, Kristin Van Horn, Mark Rondinaro, Michael Lausell, Paul Bartow, Rick Reisinger, Riqui Hess, Sarah Agan, Steve Beaver

**Excused:** Melissa Schroeder

**Pubic:** None

**Staff:** Virginia Montopoli

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**Call to Order** at 5:05 pm by Chad Hendrickson

**Public Comment:** None

Approval of Meeting Minutes – January 17, 2023

**Motion** by Kristin Van Horn to approve minutes from the January 17, 2023 meeting; second Chelsea Stamp; **10 in favor; 1 (one) abstain. Motion passes.**

Prior Business—2023 Organizational Report; review Standing Committees' and Board Roster  
The Organizational Report was approved at the January 2023 meeting with minor changes. The updated version was uploaded to the Cornell Box created for CCESC documents. No changes were requested.

New Business

- **BR Agreement – signed**  
The BR agreement between Cornell University and CCESC was signed by both parties.
- **Conflict of Interest Policy and Code of Ethics Policy**  
An acknowledgement sheet was passed around for Board members to sign and acknowledge that they have read both policies. A conflict of interest/commitment declaration form was passed around for members to complete and return to Chad Hendrickson.
- **Affirmative Action Diversity Inclusion Plan (AADIP)**  
Motion by Kristin Van Horn to acknowledge the AADI plan; second Paul Bartow; **10 in favor, 1 (one) opposed. Motion passes.**



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- Designation of official newspaper for announcements  
**Motion** by Mark Rondinaro to designate the Watkins Review Express as the official newspaper for CCESC announcements; second Sarah Agan; all were in favor. **Motion passes unanimously.**

A suggestion was made that CCESC meetings, events etc. also be posted to the Odessa File. Although it's not an official newspaper, many Schuyler county residents look to it for information.

- Agriculture and Natural Resources Board Liaison and Chair (approve)  
Tabled until the next meeting
- Youth and Family, including Hidden Valley 4-H Camp Board Liaison and Chair (approve)  
Tabled until the next meeting

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

- *Finance Committee, Howard Cabezas (5 min)*  
The credit card issues (fraudulent charges) should be resolved sometime in March. Prepaid Debit cards have been purchased. Mel Schroeder is working on getting new credit cards. The Finance Committee recommends moving \$130,000 from Visions savings to a 24-month 4.5% CD at Visions. December and January financials are not done yet.

Sarah Agan asked about the status of the SBN credit. Chad Hendrickson reported that we are waiting for a check for a portion of the requested amount.

- *Mel Schroeder, Interim Director (5 min)*  
No report (Mel Schroeder is away attending the National American Camp Association Conference February 20-24, 2023.)

- Chad Hendrickson, CCESC Board President (5 min)

Congressman Nick Langworthy who represents the 23rd district of NY is looking to put together an AG Advisory Board and he is wondering if CCESC has contacts in Schuyler County who might be interested in joining.

**Motion** by Mark Rondinaro to nominate Chad Hendrickson to serve as the Schuyler County representative on the AG Advisory Board, second Sarah Agan; all in favor. **Motion passes unanimously**



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Interviews for the Executive Director position will be held on February 23, 2023 and March 3, 2023. The finalists will meet with the Board, Search Committee, and CCESC staff; give a presentation with Q&R; given an AG tour. The dates will be listed in the Odessa File and on social media. Chad Hendrickson reminded everyone of some of the questions that are not legal to ask. The Board hopes to have a decision made by the next meeting.

Mel Schroeder would like to know if the Board would like to receive CCESC's monthly CDNR report.

**Action Item:** Send Mel Schroeder an email with your preference.

Kudos to Mel Schroeder for getting the temporary permit for camp this year. It's the first-time camp has ever gotten it this early.

Mel Schroeder and other Executive Directors met regarding 224 funding; an increase of \$700,000 was asked to be added to the normal fund of 6.1M. The addition to be allocated amongst all counties.

Camp staffing will be a struggle this year. The pay rate is going to have to be increased significantly to attract anyone; the cost of food has increased this year, camp is trying to figure out a plan to resolve the increase; they are trying to get 100% occupancy this year with weekend camp and overnight with families. It was suggested that Bruce Condie be invited to the April meeting with the meeting being held at camp.

- Adam Hughes, State Extension Specialist (5 min)  
*No report*
- Marketing Committee, Sarah Agan (5 min)  
Sarah Agan would rather not to continue as committee chair. She prefers to focus on governance. This will be addressed next month to see if anyone has any interest in serving.
- Legislative Report, Michael Lausell (5 min)

Mark Rondinaro reported that Schuyler County received a \$4,888,663 grant from NYS to strengthen emergency communications and interoperability infrastructure used by local first responders. He also gave an updated on January sales tax which is 15% over last year.

Michael Lausell reported that he's the legislative representative on the study grant on walkability in Schuyler County. Kristin Van Horn is also on the committee. It's an 8-week study.



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It was noted that the new natural resources person should be made aware.

- PAC Reports  
No report

**Next Meeting:** March 21, 2023 at Lakewood Vineyard, 4024 NY-14, Watkins Glen, NY 14891

**Adjourned** at 5:55 pm

**Submitted** by Virginia Montopoli on February 28, 2023



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

January 17 @ 5:00 p.m.

Schuyler County Human Services Complex, Room 120

323 Owego Street, Montour Falls, NY 14865

**Board Correspondence:** Email from Jim Nolan

**Present:** Chad Hendrickson, Chelsea Stamp, Howard Cabezas, Kristin Van Horn, Mark Rondinaro, Paul Bartow, Rick Reisinger, Riqui Hess, Steve Beaver

**Public:** None

**Excused:** Michael Lausell, Sara Agan

**Staff:** Adam Hughes, Melissa Schroeder, Virginia Montopoli

- Welcome, Introductions & Call to Order  
Meeting called to order by Chad Hendrickson at 5:10 p.m. Board members introduced themselves to newest board member, Steve Beaver.
- Public Comment  
None
- Approval of Meeting Minutes – December 1, 2022  
**Motion** by Paul Bartow to approve minutes from the December 1, 2022 meeting; second Rick Reisinger; all were in favor. ***Motion passes unanimously.***
- Election of Officers: President, Vice President, Treasurer, Secretary (one-year terms)  
**Motion** by Kristin Van Horn to re-elect Chad Hendrickson as President, Paul Bartow as Vice President, Michael Lausell as Secretary and Howard Cabezas as Treasurer; second Riqui Hess; all were in favor. ***Motion passes unanimously.***
- 2023 Board Meeting Schedule  
**Motion** by Riqui Hess to adopt the proposed 2023 meeting dates (3<sup>rd</sup> Tuesday of the Month); second Howard Cabezas; all were in favor. ***Motion passes unanimously.***
- 2023 Staff Holiday Schedule  
**Motion** by Mark Rondinaro to adopt the proposed 2023 staff holiday schedule; second Chelsea Stamp; all were in favor. ***Motion passes unanimously.***



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- Board Snapshot Orientation: Adam Hughes, State Extension Specialist  
Adam Hughes presented a brief orientation for Board members.

**Action Item:** Adam Hughes will forward a copy of his PPT presentation to Mel Schroeder who will share with the Board. Melissa Schroeder will schedule a meeting next week with Steve Beaver to answer any additional questions on the Board Orientation.

**Information:** Mel Schroeder created a Cornell Box folder where CCEESC documents can be shared with Board members. All Board members were provided with an invite to the Box folder.

- Agreements and Authorizations

- AR Agreement

**Motion** by Mark Rondinaro to approve the AR agreement; second Howard Cabezas; all were in favor. ***Motion passes unanimously.***

- Emergency Management Plan

**Motion** by Mark Rondinaro to approve the Emergency Plan; second Paul Bartow; all were in favor. ***Motion passes unanimously.***

- Fiscal Authorization Approval

There is no fixed asset amount listed and should that amount be in this document.

**Motion** by Chad Hendrickson to refer the fixed asset question to the finance committee to check in with Sue Neal as Finance Manager and review the FORM Code. All were in favor. ***Motion passes unanimously.***

**Motion** by Mark Rondinaro to accept the Fiscal Authorization; second Paul Bartow; all in favor. ***Motion passes unanimously.***

- Committee Assignment/Appointments (see draft ORG Report)

- Recording Secretary
- Assistant to the Treasurer
- Finance Committee (President, Treasurer, and two additional members)
- Personnel Committee (Officers of the Board, one additional member)
- Nominating Committee (Five members, majority must be non- board)
- Marketing Committee (Minimum 5; at least 3 board members & 3 staff members)
- Agriculture and Natural Resources Board Liaison and Chair
- Youth and Family, including Hidden Valley 4-H Camp Board Liaison and Chair
- Finger Lakes Grape Program AMG
- Finger Lakes Shared Business Network AMG



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**Motion** by Kristen Van Horn to create a Governance Committee with Sara Agan as chair, Paul Bartow and Kristin Van Horn; second Mark Rondinaro; all in favor. *Motion passes unanimously.*

**Motion** by Kristin Van Horn to approve the Organization Report with the changes noted; second Mark Rondinaro; all in favor. *Motion passes unanimously.*

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

- Finance Committee, Howard Cabezas (5 min)  
The Committee reviewed and approved the November financial report. Due to year-end closing the December report will be available for the February meeting.  
**Motion** by Mark Rondinaro to approve the November report pending independent financial review, second Riqui Hess; all in favor. *Motion passes unanimously.*

### CCE Schuyler County 2023 Budget

The 2023 budget includes use of funds from the Marketing designated fund. Mark Rondinaro pointed out that this was seed money for marketing and fundraising and the funds should be returned.

**Resolution 0123** to reflect that the funds transferred out of the Marketing fund be returned when the SBN refunds are received. **All were in favor.**

**Motion** by Mark Rondinaro to approve the 2023 budget, second by Howard Cabezas; all in favor. *Motion passes unanimously.*

- Mel Schroeder, Interim Director (5 min)
  - Annual Report  
Mel Schroeder shared a draft of the 2022 annual report, still working on it, hope to send it to printing by this Friday.
  - Legislative Day – Albany  
Mel Schroeder will attend the Executive Leadership Conference in Albany, with five other counties to share associations' information with legislators.  
**Action Item:** Mel Schroeder will add her presentation that includes her talking points to the Cornell Box.





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- Hiring Policies  
There are several policies in the CCES HR Manual that have not been approved and/or adopted by the Board.  
**Action Item #1:** For discussion at the February meeting.  
**Action Item #2:** Mel Schroeder will add the Conflict of Interest form to the Cornell Box for each Board member to acknowledge and sign off on.
- Chad Hendrickson, CCESC Board President (5 min)
  - Chad Hendrickson and Adam Hughes gave an update on the Executive Director Search.
    - The search committee is made up of Adam Hughes and Chad Hendrickson (co-chairs), Chelsea Stamp, Fonda Chronis, Kai D'Alleva and Lindsay Wickham (at-large).
    - Interview Stages: 30-minute Zoom discussion with selected candidates, 15-30 minute in-person presentation with Q&A to the Search Committee, meeting with the CCES staff; possible tour of the maple program and camp; search committee will make their recommendations to the Board; Board president will then make an offer.
- Adam Hughes, State Extension Specialist (5 min)  
No updates
- Marketing Committee, Sarah Agan (5 min)  
No updates
- Legislative Report, Michael Lausell (5 min)  
Mark Rondinaro reported that sales tax as a whole is up \$853,000 (5.7%) over last year. It would have been 8% had it not been for the August 2018 pullback.
- PAC Reports  
No updates

**Next Meeting:** 5:00 pm, February 21, 2023 @ Lakewood Vineyards, 4024 NY-14, Watkins Glen.

**Adjourned** at 6:27 p.m.