

# **Cornell Cooperative Extension of Cattaraugus County**

## **Board of Directors Meeting**

**April 22, 2019**

**28 Parkside Drive**

**Ellicottville, NY 14731**

Board Members present: Diane Clayson, Stephanie Carter, Nathan Blesy, Don Wild, Don Telaak, Norm Marsh, Susan LaBuhn, Erin Lamouret, Jessica Golley-Halftown, Renee Smith

Absent: Emily Arena, Kelly Reed

Others present: Richard Rivers, Lisa Pawlowski, Nan Miller, Suzie (Nan's Granddaughter)

- 1. Call to Order:** Donald Wild, President, opened the meeting at 6:31 pm.

Don Telaak made a motion to approve the addition of new board member, Lisa Pawlowski. Jessica Golley-Halftown seconded. Approved unanimously.

Introductions were made by all board members.

- 2. Approval of Minutes:**

**February 25, 2019 (Revised):** Nathan Blesy made the motion to accept the revised minutes as printed of the February 25, 2019 regular meeting. Norm Marsh seconded. Approved unanimously.

**March 25, 2019:** Nathan Blesy made a motion to accept the minutes as printed of the March 25, 2019 regular meeting. Norm Marsh seconded. Approved unanimously.

- 3. Financial Reports:**

- a. Treasurer**

- 1) *February 2019 Financials:* Sue LaBuhn make a motion to accept the February 2019 financial statements as printed. Nathan Blesy seconded. Approved unanimously.

Dick Rivers commented that the notes to financials are complete (please refer to attached financial notes). Sue LaBuhn stated that CCE of Cattaraugus County is in a good position with a net gain of \$12,927.64.

- 4. Public Comment:** Nan Miller, representative from Nannen Arboretum, was present to discuss the proposal to CCE to add educational features to the Arboretum (please see attached proposal for details). The focus of the arboretum is to educate the public about trees. The arboretum is proposing to use the funds from Pierce Whitney to focus education on “Useful Dead Trees”. (Please refer to attached proposal for full details.) Don Telaak inquired about other arboretum fundraisers. Nan M. discussed past and future fundraisers. Attached is also a handout that refers to future arboretum 2019 dates to remember for upcoming events. Sue LaBuhn made a motion to approve the proposal to use funds to add educational features to the arboretum. Nathan Blesy seconded. Approved unanimously.

**5. Reports:**

- a. **Board President:** nothing new to report.
- b. **CCE SES:** Renee Smith recommended to the Board of Directors to establish goals for annual performance reviews. Renee has templates and guidance documents for the Board members to reference, if needed. Don Wild suggested that the personnel committee take charge of this task. Personnel committee members include: Diane Clayson, Don Wild, Stephanie Carter, Norm Marsh, Jessica Golley-Halftown. Renee S. offered to provide an orientation for new employees and board members.
- c. **Executive Director:** Dick Rivers presented the Executive Director’s Report. Please see the attached Executive Director’s Report for details:

**1. Grants:**

a. **Farmland Trust: \$5,000,** Regional Navigator Training, grant received to assist new farmers.

1. **See list of programs to be offered this year:** Detailed list attached in Executive Director’s Report.

2. **Agriculture in the Classroom, Cornell University \$5,000:** Potential for expanded service with schools and BOCES. Cattaraugus-Little Valley School is currently involved. There is an in-service planned for agricultural teachers at Randolph and Franklinville. There is potential in the future of working with BOCES on a Coser to assist with funding of the program for school districts that would like to be involved.

3. **Cornell Vegetable Program – Press Release:** See attached press release. Meeting scheduled for April 23, 2019

4. **Farm2School Program:** Currently Franklinville and Hinsdale Schools participate. Job posting for coordinator soon.

5. **Department of Economic Development and Planning – Sexual Harassment training** on April 30, 2019, see attached brochure for details. There is no fee to attend. Renee S.

stated it is important for board members to discuss the policy. Dick R. will send a PDF to share with Nathan B. to share with farms.

**6. Cattaraugus Co. Agricultural and Farmland Protection Board:** In process of updating plan.

**7. Intern SNAP Ed Program:** This position will be from May – September 2019. The intern will have various responsibilities, expand program, and attend local farmer's markets.

**8. Farm Neighbor Dinner:** The dinner was successful. There were 361 attendees. Jessica Golley-Halftown presented at the dinner.

**d. Legislative:** Sue LaBuhn reported that the CCE presentation went well. The Legislature made a 5 year commitment toward the Agriculture Team Concept. Approval of \$10,000 for 2019 toward the Agriculture Team Concept. Allocation of \$140,000 to be addressed at budget time. A representative from Chautauqua County spoke at the meeting. Dick Rivers explained the concept of the shared Agriculture Team Concept to new board members. Don Telaak suggested to send a thank you note to all legislators for participation and approval of funds for the Agriculture Team. Don Wild made a commitment to provide legislators with updates with Ag. Team as it develops.

**e. Personnel Committee:**

**1. Resignation of Director, Emily Arena:** See attached letter. Norm Marsh make a motion to accept the letter of resignation from Emily Arena. Diane Clayson seconded. Approved unanimously.

**2. Appointment of Replacement:** See item 1 for motion to appoint Lisa Pawlowski.

**f. Agriculture:** The Ag. Committee met to set goals and structure for future programs.

**g. Livestock Committee:** Diane Clayson reported that the Spaghetti Dinner was successful. Total proceeds generated (\$6,292.79) were increased from the previous year. Proceeds from the Spaghetti Dinner will be used for updates/enhancements to the beef barn. Minutes from the last livestock meeting are attached. May 4, 2019 is tagging day for 4-H project animals. Livestock 4-H entries have increased for this year's fair.

**h. 4-H Program Committee-** Dick Rivers discussed the scholarship donations in memory of Butch George. See attached letter. Sue LaBuhn suggested to put a reminder about accepting donations in the Cloverminder and on the website.

**i. FACS Committee:** Upcoming activities include: home economics contest, Dress review (all WNY counties), revision of fair book. Diane Clayson stated that there has already been revisions to the entries in the fair book to reflect the NYS Fair book entries. These must be the same in order for members who want to enter projects into the NYS Fair.

**6. Executive Session:** none

## **7. Old Business:**

- a. **Agriculture Team Status:** discussed earlier in minutes. Refer to 5d: legislative report discussion.
- b. **Building Purchase Status:** Closing has been completed. Deed is filed. Utilities have been transferred to CCE. We are in the process of filing for tax exempt status, re-keying locks on doors, and setting up a system for periodic checks on the property. CCE is in the process of searching for an engineer to get blueprints stamped. Discussion held regarding establishing a building committee. Diane Clayson discussed lawn maintenance at the new property and provided Dick R. with a contact number. Diane Clayson made a motion to allow Dick R. to contact Smith's regarding lawn maintenance. Norm Marsh seconded. Approved unanimously.

## **8. New Business:**

- a. **Strategic Planning:** CCE needs to establish long range strategic planning. Renee Smith will assist with a needs assessment of community interests for establishing future plans/goals of CCE of Cattaraugus County.
- b. **Shooting Sports Policy:** Dick Rivers is currently working on a draft of this policy. He will get samples of policies from other counties for reference. Sue LaBuhn suggested he ask Salamanca Schools and Nathan B. suggested he ask Wyoming County. There will be a training in June to teach shooting discipline to certify trainers.

## **9. Calendar of Events:**

Sexual Harassment Training – April 30, 2019

Forestry/Logger Training – May 7, 2019

First Aid/CPR Training, May 18, 2019

- 10. Adjournment:** Sue LaBuhn motioned to adjourn the meeting at 7:51 pm. Seconded by Nathan Blesy. Approved unanimously.

**Next Board Meeting: May 20, 2019 6:30 pm**