

Cornell Cooperative Extension of Cattaraugus County

Board of Directors Meeting

June 25, 2018

28 Parkside Drive

Ellicottville, NY 14731

Board Members present: Diane Clayson, Joseph Pillittere, Nathan Blesy, Holly Lemke, Susan LaBuhn, Carl "Butch" George, Kelly Reed, Norm Marsh, Don Wild, and Don Telaak

Absent: Stephanie Carter

Others present: Richard Rivers

1. Call to Order: Diane Clayson, President, called the meeting to order at 6:30 pm.

2. Approval of Minutes: Butch George made the motion to accept the minutes of the May 21, 2018 regular meeting. Nathan Blesy seconded. Approved unanimously.

3. Financial Reports: Kelly Reed presented the financial reports. Association is doing well. A brief discussion took place on the accounts receivable balance in the amount of \$4,756.66, which is due to the timing of our SNAP-ED payment, and an unclaimed check for \$10 that must be kept on the books for three years (NYS). CCE Treasurer Reed also reported that the Association has received two out of four payments from the County. Sue Labuhn made a motion to accept the Financial Reports. Nathan Blesy seconded. Approved unanimously.

4. Reports:

a. CCE SES: Renee Smith was absent, so there was no report.

b. Interim Executive Director: Richard Rivers presented the Executive Director's Report.

1. SNAP Nutritionist Position: In-person interviews were conducted on May 29 and May 31; and Melinda Drabant was chosen for the position. She holds a Master's degree and a Bachelor's degree, and has been working with disadvantaged children in her last position. She will be a good addition to the CCE staff.

2. Finnerty's of Ellicottville: Finnerty's Restaurant remains unsure of what they want to do to support 4-H. At this time, Mr. Rivers does not believe anything will happen this year.

3. MOU with Wayne County: This MOU will provide grant funding for a person to attend Farmers' Markets in our area. CCE of Cattaraugus will host this individual and receive \$500.

4. County Fair: The staff has been gearing up for this year's County Fair. Planning and logistics are going well and everyone is pitching in.

5. Career Exploration: This program allows students to visit Cornell for three days and learn all about different career options. This year, we are sending 12 students and two chaperones.

c. Legislative: Sue Labuhn stated that the Legislature is getting ready for summer sessions, and that contracts for 2019 will be due in September.

d. ED search committee: Diane Clayson reported that phone interviews were conducted on June 9 for six candidates. The ED Search Committee has chosen three candidates to present to the Board at an upcoming Board Meeting on July 16. The staff will be invited to attend.

e. Personnel Committee: Nothing to report.

f. Agriculture Survey: Mr. Rivers distributed the survey results to the Board. He stated that Cornell was looking to schedule a meeting with several other associations to discuss results together. He wanted to have our Agriculture Committee review the results first before this meeting takes place. Olean Times Herald helped promote the agricultural survey. The survey has also been distributed through email lists, direct mail and press releases.

5. Old Business:

a. Policies – vacation policy: Discussion was held regarding the revised vacation policy proposal. Tabled until the June 25, 2018 board meeting. Joseph Pillittere made a motion to approve the policy as presented. Nathan Blesy seconded. Approved unanimously.

b. Pierce Whitney Proceeds: Sue Labuhn made a motion to rescind the May 22, 2017 Draft MOU before the Board reviewed the revised MOU. Kelly Reed seconded. Approved unanimously. Diane Clayson told the Board that the Pierce Whitney Committee met before the Board Meeting and developed a plan and MOU that will benefit both parties (CCE & Nannen Aboretum). This included the following provisions:

--\$10,000 designated for future harvesting costs

--\$10,000 designated for Master Gardner Program

--\$15,000 for Nannen Aboretum (\$5,000/year for 2018, 2019, 2020)

After a brief discussion, Sue Labuhn made a motion to approve the MOU. Kelly Reed seconded. Approved unanimously. Diane Clayson is the Association's authorized representative.

c. Executive Session: Joseph Pillittere made a motion to enter into executive session at xxx pm, to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual. Kelly Reed seconded. Approved unanimously.

Joseph Pillittere made a motion to end the executive session at 7:35 pm. Nathan Blesy seconded. Approved unanimously.

Kelly Reed made a motion to extend Richard Rivers' contract to August 31. Norm Marsh seconded. Approved unanimously.

6. New Business:

- a. Standard Operating Procedures:** Discussion was held regarding mileage reimbursement for staff. After the brief discussion, a vote was taken. Nathan Blesy made a motion to approve the policy as presented. Kelly Reed seconded. Approved unanimously.
- b. Nominating Committee:** Diane Clayson asked that Joseph Pillittere head up the Committee for 2019 elections. Terms up for 2019 are: Holly Lemke, Diane Clayson and Nathan Blesy.
- c. Public Comment:** None
- d. Adjournment:** Kelly Reed motioned to adjourn the meeting at 7:14 p.m. Seconded by Butch George. Approved unanimously.

Next Board of Directors Meeting

July 16, 2018 at 5:30 p.m. at 28 Parkside Drive, Ellicottville, New York
(Presentations to the Board by Executive Director candidates)