**CCE Board Meeting March 10, 2022, via zoom**

President Donna Dickson-Noonan called the meeting to order at 7:07 pm.

**Present**

Karen Graves called the roll: Present were Andrea Balcom, Brad Taggart, Carol Ann Michalski, Carolyn Scobie, Donna Dickson-Noonan, Erin Johnson, Libby Kelly, Donna Machala, Gary Orton, and. Bud Gladstone

Nine members were present for a quorum.

Excused: Dean Darling, Donna Jones, Betty Scott, and Michelle DeFreece

CCE Staff: Karen Graves, Jeanne Darling, Chris Carpenter, Corrine Tompkins, Emily Roach, Paul Cerosaletti and Danielle Hautaniemi.

**Minutes from the January 24, 2021**– A motion to approve the minutes was made by Bud Gladstone, seconded by Donna Machala. The motion carried unanimously by vote of the members as follows: Andrea Balcom-yes, Brad Taggart-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Donna Dickson-Noonan- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, and. Bud Gladstone- yes.

**4**-**H Camp Enrollment and staffing for 2022**- Corrine reported there are 100 campers signed up for day camp and 200 for overnight camp. There are 62 applications received for camperships. John Conklin has been hired as the camp director. Staff is needed for day camp counselors and kitchen workers. The camp budget was reviewed. Corrine will email out the budget to the board.

**Appointment of Cathy Scofield** to the camp committee was made by Donna Dickson Noonan

**Cornell Report** – Danielle reported that the Executive Directors conference would be held in person this year in May. There are 10 new Executive Directors.

**Supervisor Representative Comments**- Bud reported that the county has $8.5 million in ARP funds. He noted that he voted against awarding funds to the fair board. Funds will be used to upgrade the IT equipment for the county and $1.5 million will be used for ambulances to be used for underserved areas in the county. There was discussion regarding bringing back some services such as rabies clinics.

**Standing Committee Reports**

Finance Treasurer’s Report –Carol said she got the financial report on March 7th and did not have enough time to review it. Danielle stated that the year end reports need to be approved in order close the yearend reports for the entire state. It was decided for the Finance and Executive committees will meet on Monday, March 14th at 6pm to go over the financial reports.

Camp insurance – Jeanne said Corrine, Emily and she met with the county regarding camp insurance. Delaware County will provide insurance for the contents of buildings at camp, the rope course, gaga pit and climbing wall as well as the buildings. Corrine will be taking photos of all the contents of camp buildings/ buildings, camp climbing wall, gaga pit and climbing wall and submitting to the county with estimates of value to replace each structure and item.

Personnel – Resource Educator– Jeanne explained that we are hoping to hire a Resource Educator who needs a master’s degree because they will be able to supervise staff and can do more programing duties than a Community Educator. We advertised for a Community Educator in case we couldn’t find someone to meet the requirements for the Resource Educator. A motion to approve the Resource Educator position description was made by Bud, seconded by Carolyn. The motion carried unanimously by vote of the members as follows: Andrea Balcom-yes, Brad Taggart-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Donna Dickson-Noonan- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, and. Bud Gladstone- yes.

Out of State Travel Requests for Corrine, Phil Atherlay & Carla were reviewed. A motion to approve them was made by Gary, seconded by Donna M. The motion carried unanimously by vote of the members as follows: Andrea Balcom-yes, Brad Taggart-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Donna Dickson-Noonan- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, and. Bud Gladstone- yes.

Consultant Request for Proposals (RFP)– Paul explained that the WAP office will need help with 2 grants. The ARP funding from the county to help farmers will need someone to work part time. The Dairy Strategic Plan will also need someone but hiring won’t take place until after the NYS has signed its contract with us. There are funds designated in the plan to pay for a consultant. Danielle noted that a sponsored Cornell ID could be obtained so the consultant can get into CCE protected systems.

Other Staffing – Jeanne noted that she has begun reviewing applications with Emily on the 4 positions currently advertised. They will meet on Wednesday to rate applications and decide who to contact for interviews.

Long Range Committee –Lease – The committee is working on a new lease for the Hamden office in the ARC building. The goal is to approve the lease at the May board meeting.

Annual Meeting – the consensus of the committee is to hold an event at the camp similar to the one last year. 4-H volunteers could be honored with an open house.

Board Training – a buddy system was discussed in which new members would be paired with an existing member to help them learn their role.

Nominating Committee – Donna M. is working on recruitment for the committee. She is looking for suggestions for people to serve.

**Association Report:** Affirmative Action Plan – was discussed. Jeanne stated the plan comes from Cornell and contains a checklist for us to review to insure we are addressing the objectives in the plan. It needs to be signed by Jeanne and the board president. Jeanne is happy to get suggestions from the board on how to reach a diverse audience in the county. This will be reviewed for approval at the meeting of the Executive committee on Monday night.

Association Goals for 2022 – this was provided for information; board members can suggest additions to the goals for 2022. The goals will be reviewed again at the next board meeting

Committee Documents – Libby asked to have documents sent 7 days in advance of the meeting to allow time for review.

County Office Building Display- Jeanne thanked Carla for her work on a display in the county office building that is up for the month of March.

**Staff Awards** - Donna Dickson Noonan recognized Carla for her nomination for an award through the Virginia Tech alumni association through plant pathology physiology and science.

**Staff retreat** – Jeanne said plans are being made to hold a staff retreat at camp in May and that the board will be invited. The board may attend staff meetings to present awards to staff; in April the staff will celebrate Administrative Assistants Day May 13th. In June staff meeting will be held at Birdsong Gardens

**Dedication** – The community garden in Walton will be dedicated to Candy Russell in July and staff will gather for staff meeting as part of the celebration and thanks to CCE volunteers. Candy was an enthusiastic CCE board member and served as board treasurer.

**Hybrid Meetings** – some members said they would like the option of being able to zoom into a board meeting once we will need to meet in person. Research will need to be done to verify the rules for hybrid board and committee meetings.

**Meeting Dates**- 7pm May 12, July 14, September 15 and November 17.

**Executive Session** – a motion to move into an executive session for the purpose of discussing pending litigation was made by Gary at 8:47, seconded by Carol. The motion carried unanimously by vote of the members as follows: Andrea Balcom-yes, Brad Taggart-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Donna Dickson-Noonan- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, and. Bud Gladstone- yes.

Minutes were taken by Karen Graves