

## Minutes Finance & Executive Committee –February 15, 2022, 7:00pm Via zoom

The meeting was called to order at 7:02 p.m. Present were Donna Dickson-Noonan, Gary Orton, Carol Ann Michalski, Donna Machala, Carolyn Scobie, Andrea Balcom, Betty Scott and Brad Taggart.

Staff: Jeanne Darling, Corrine Tompkins, Karen Graves, Chris Carpenter, Carla Crim and Heather Cunningham.

Carol Ann welcomed everyone and expressed her thanks to Heather for continuing to help with financial reports and to Chris for all her work.

**Review and approval of transfers** – Heather explained that the December financial report is not complete, and the yearend statement is the actual December statement. Transfers have to be approved and made to close the year. She recommended that the first meeting of the year be moved to February to allow enough time for the yearend statement to be completed

<b>December 2021 Year End Transfers</b>		
<b>Initial Payment:</b>		
Trans to Designated	DF NYC Initial Payment	\$ 1,131.57
Trans to Designated	DF Camp Initial Payment	\$ 3,495.68
Trans to Designated	DF Assn Initial Payment	\$ 3,070.35
<b>Camp Transfers</b>		
Trans to Designated	DF Camp (Camp in a Box)	\$ 13,212.25
Trans to Designated	DF Camp (Djembe Drums)	\$ 1,500.00
Trans to Designated	DF Camperships (Hannum Campership)	\$ 200.00
Trans to Designated	DF Camp (Anonymous Donor)	\$ 6,000.00
Trans to Designated	DF Camp (Contingency/ Remaining Revenue 2021)	\$ 35,243.10
Trans to Designated	DF Camp (4C Camp)	\$ 5,840.94
<b>4H Transfers</b>		
Trans to Designated	DF 4H Dog Program	\$ 941.63
Trans to Designated	DF Teen Council (\$100 Donation from March)	\$ 100.00
Trans to Designated	DF Camperships (Team Clover Campership)	\$ 32.00
Trans to Designated	DF 4H (Auction Donation)	\$ 733.50
Trans to Designated	DF Horse	\$ 205.00
Trans to Designated	DF 4H (STEM Camp)	\$ 14,812.49
Trans to Designated	DF 4H Livestock Auction	\$ 94.60
Trans to Designated	DF Teen Council	\$ 5,676.00
Trans to Designated	DF 4H (Hanford)	\$ 2,921.78
Trans to Designated	DF 4H (Wild and Wooley)	\$ 1,459.60
Trans to Designated	DF 4H (Carley)	\$ 8,968.17
Trans to Temp Restricted	4H Carley Fund	\$ 44,237.88
<b>HE Transfers</b>		
Trans to Designated	DF HE (FMNP)	\$ 1,900.00
Trans to Designated	DF HE- Health Network	\$ 8,053.62
Trans to Designated	DF HE- Summer Youth Program	\$ 59,768.23
Trans to Designated	DF HE- NOAA	\$ 1,275.09

Trans to Designated	DF HE- Seed to Supper	\$ 36,989.44
Trans to Designated	DF HE- CROP (20-21)	\$ 9,625.06
Trans to Designated	DF HE- CROP (21-22)	\$ 2,839.45
Trans to Designated	DF HE- Health Network- (ACEs Training)	\$ 7,783.91
<b>Ag Transfers</b>		
Trans to Designated	DF Ag (NYC Other)	\$ 1,765.23
Trans to Designated	DF Ag (Ag Sponsor)	\$ 4,583.72
<b>General Fund Transfer</b>		
Trans to General Fund	Year End Residuals	\$ 168,933.32

A motion to approve December 2021 Year End Transfers was made by Carolyn, seconded by Carol. The motion was passed unanimously by a roll call vote of the Executive Committee: Donna Dickson Noonan-yes, Carolyn Scobie-yes, Betty Scott-yes, and Carol Ann Michalski-yes.

Heather noted the funds from the general fund will need to be transferred back into the budget to balance it. This can't take place until the salaries are established for the new hires.

<b>January 2022 Transfers</b>		
<b>Camp Transfers</b>		
Trans From Designated	DF Camp (Camp in a Box)	\$ 13,212.25
Trans From Designated	DF Camp (Djembe Drums)	\$ 1,500.00
Trans From Designated	DF Camp (Anonymous Donor)	\$ 6,000.00
Trans From Designated	DF Camp (4C Camp)	\$ 5,840.94
Trans From Designated	DF Camp (Contingency for Coolers)	\$ 10,000.00
<b>4H Transfers</b>		
Trans From Designated	DF 4H Dog Program	\$ 891.63
Trans From Designated	DF Horse	\$ 8,234.25
Trans From Designated	DF 4H (STEM Camp)	\$ 14,821.49
Trans From Designated	DF Teen Council	\$ 5,726.50
Trans From Designated	DF 4H (Hanford)	\$ 2,921.78
Trans From Designated	DF 4H (Wild and Wooley)	\$ 1,459.60
Trans From Designated	DF 4H (Carley)	\$ 8,968.17
<b>HE Transfers</b>		
Trans From Designated	DF HE- NOAA to CWC 21-22	\$ 1,275.09
Trans From Designated	DF HE- CROP (21-22)	\$ 2,839.45
<b>Ag Transfers</b>		
Trans to Designated	DF AG (NYC Other)	\$ 1,765.23
Trans to Designated	DF AG (Ag Sponsor)	\$ 4,583.72
Trans From Designated	DF HE- Seed to Supper	\$ 36,989.44
<b>General Fund Transfer</b>		

Trans From General Fund	TBD
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A motion to approve January 2022 Transfers was made by Carol, seconded by Carolyn. The motion was passed unanimously by a roll call vote of the Executive Committee: Donna Dickson Noonan-yes, Carolyn Scobie-yes, Betty Scott-yes, and Carol Ann Michalski-yes.

**Camp Insurance Coverage** -Jeanne noted she will be meeting with the county tomorrow to review the insurance and make sure the coverage is adequate. She will report on this when she has more information.

**Position salary offers, approve resource educator position**- Jeanne explained that we will post a job for a Community Educator and a Resource Educator to gain more applicants to fill Marianne’s job. The Community Educator can’t plan, develop, evaluate programs, or supervise staff. The preference is to get a Resource Educator. The Resource Educator requires a Masters Degree and the Community Educator a Bachelors Degree.

A motion to approve the position description for the Resource Educator was made by Carol, seconded by Betty. The motion was passed unanimously by a roll call vote of the Executive Committee: Donna Dickson Noonan-yes, Carolyn Scobie-yes, Betty Scott-yes, and Carol Ann Michalski-yes.

The positions for Finance Coordinator-full time, Account Rep II (Finance Assistant) -part time and 4-H Subject Educator-full time have been posted.

**Audit Preparation**- Heather stated the audit is scheduled for March 1 & 2. She needs to get documents to them in advance. Chris and Jeanne will be present to help. The auditors may need the end of year statements approved before they start the audit. She will confirm this.

**Billable Rate** – Jeanne explained this calculation format was provided by the Clean Energy Grant to calculate the billable rate for Cheryl’s salary. This will be brought to the board to approve in March. We are working with Tompkins County CCE to apply for the grant.

Jeanne will be checking with other CCEs to find out how they calculate salaries.

**Finance Staff** – Jeanne said we could hire a full-time person to work as the camp secretary and help with organization’s finance work.

**Bank Authorization on Accounts** – Heather noted that we will need to remove Andrea and add Carol Ann to the accounts. Signature cards will be requested for Carol Ann to sign.

**Meeting Dates:** at 7pm, May 4<sup>th</sup>, July 6<sup>th</sup>, September 7<sup>th</sup> & November 9<sup>th</sup>.

**Adjournment** – A motion to adjourn was made by Donna Dickson Noonan, seconded by Carol. The motion was passed unanimously.

Minutes taken by Karen Graves