

## Board of Directors Meeting Minutes

March 8, 2023 5:30 pm at the Hamden office.

I. Donna Dickson-Noonan welcomed everyone and called the meeting to order at 5:38pm.

II. **Roll Call:**

Present in person: Sarah Dayton, Donna Dickson-Noonan, Valerie Dudley, Diane (& Larry) Frances, Danielle Hautaniemi, Mary Lou Oliver, Gary Orton, Carolyn Scobie, Stacy Palmatier, Emily Roach, Betty Scott, Brad Taggart, Corrine Tompkins, and Mandeep Virk-Baker.

Present online: Roxanne Churchill, Patrick Francis Ference, Mary Beth McEwan, Carol Ann Michalski, Lori North.

III. **Board Orientation Update:** Questions and suggestions are welcome.

IV. **Action: Approval of the minutes of the November 14, 2022 and December 14, 2022 Board Meetings and December 14, 2022 Executive Committee** – a motion to approve the minutes was made by Betty Scott, seconded by Gary Orton. The motion was approved unanimously at 5:43pm.

V. **Executive Director's Report: Dr. Mandeep Virk-Baker**

- a. Dr. Virk-Baker shared about the Acumatica accounting system and that it was a positive experience to be part of the SBN.
  - b. Sarah Dayton gave an overview of the CCE financial system.
  - c. **Action** - 2023 BR contract – no changes from 2022
  - d. **Action** – (1) Abolish policy 505 “cash management policy” (Form Codes 1102, 1101, and 814 for cash management)
    - (2) ED or the Board President sign to transfer vehicle titles
    - (3) ED to approve purchase or sale of vehicles
  - e. **Action** – Adopt 505 - Travel policy (attached)
  - f. **Action** – Adopt revised 504 Business expense policy (attached both revised & old policies)
  - g. **Action** – Adopt 906 – “Driver’s License and Vehicles policy” System, Compliance (attached)
  - h. **Action** – Abolish policy 506 “Fixed Asset policy” (Form Code 1401 for fixed assets)
  - i. **Action** – Abolish policy 507 “4-H Membership” (4-H program guidelines <https://www.nys4-hstaff.org/>)
  - j. **Action** – Authority for Petty Cash Fund:
    - (1) Maintain a Petty Cash Fund not to exceed \$300.00, replenish as needed to maintain balance up to \$300.
    - (2) Appoint Valerie Dudley and Justine Bishop as Petty Cash Custodians.
  - k. **Action** – Association credit cards:
    - (1) Close-out all old credit card accounts – several accounts, some issued to staff no longer employed by CCE DC
    - (2) Open two new credit cards for streamlining operations.
- c. – k. **Motion:** A motion to adopt actions c. – k. was made by Betty Scott, seconded by Carolyn Scobie. The motion was approved unanimously at 6:23pm.

I. **Staffing Update:** The HE Team Lead position was offered to an applicant but they did not accept the position. The position has been reposted. The Finance Manager position now requires at least a BA. Five finance applications were received.

m. **New Business:** Danielle Hautaniemi shared about the current standard for record retention LGS1. Donna Dickson-Noonan shared about updated conflict of interest policy.

VI. **President's Report – Donna Dickson-Noonan:** Election of Officers – Proposed Candidates: President – Betty Scott; Vice President – Donna Dickson-Noonan; Secretary – Diane Frances; Treasurer – Gary Orton. A motion to accept nominations from the board was made by Brad Taggart, seconded by Carolyn Scobie. The motion was approved by all at 6:47pm.

VII. **Board President Appointments:**

- Appointments of Janet Beken Smith as advisors to the Ag Committee
- Appointment of advisor for 4-H – teen advisor Jessica Coleman, camp advisor Lindy Taggart
- Appointment of the following camp committee:
  - Polly Dellacrosse
  - Doug Whittaker
  - Carol LaTourette
  - Lindy Taggart
  - Cathy Scofield

Personnel

\*Donna Jones  
\*Betty Scott  
Libby Kelly (4H)  
Donna Dickson-  
Noonan (HE)  
Carolyn Scobie (AGR)

Finance

\*Andrea Balcom  
\*Gary Orton  
Stacy Palmatier (4H)  
Carol Ann Michalski  
(HE)  
Brad Taggart (AGR)

Long Range

\*Diane Frances  
\*Erin Johnson  
Rachel Collins (4H)  
\*Mary Lou Oliver  
Joyce Gray (AGR)  
Wayland Gladstone  
(Supervisor Rep)

Chair appointment for each committee:

Personnel: Libby Kelly (4H)

Finance: Gary Orton

Long Range: Diane Frances

VIII. **Member and Other Reports and Updates:**

- a. Supervisor Representative Betty Scott gave an update about the Countywide Ambulance Service. Shared that the Office for the Aging and Delaware County Public Health are back in full swing. There is a new DPW directive with lots of requirements.
- b. There were no questions from board members or other visitors.

IX. **Committee Reports:**

- a. Finance Committee: Carol Ann Michalski shared report summary from November 29 meeting.
- b. **Action:**
  - 1) Add Board Treasurer as signers on all bank accounts.
  - 2) Board approval requirement for checks above \$10,000.

Motion was made by Carolyn Scobie, seconded by Brad Taggart. The motion was approved unanimously at 6:55pm.

- c. Personnel Committee: Carolyn Scobie and Donna Dickson-Noonan explained that the summary from the November 22, 2022 and January 30, 2023 meetings were in the minutes and no update was needed. Libby Kelly was not at this meeting.
- d. Long Range Committee: Donna Dickson-Noonan reported from the August 11, 2022 meeting that there is an opportunity and responsibility to look at operational guidelines, orientation, and strategic planning to refocus new energy.

X. **2023 Board Meeting Schedule (5:30-7:00pm):**

<b>Date</b>	<b>Description</b>
March 8	Reorganization Board Meeting
May 22	Board Meeting
July 31	Board Meeting
Sept 25	Board Meeting
Nov 20	Board Meeting
Dec 18	Annual meeting

XI. **Meeting adjourned at 7:09pm.**