

Executive Committee Meeting-August 25, 2023

Meeting was called to order at 5:05PM by Betty Scott. In attendance: Betty Scott, Donna Dickson-Noonan, Gary Orton, Diane Frances, Bud Gladstone, Emily Roach, Dale Dewing, Danielle Hautaniemi, Stacey Young.

Betty and Emily met with WAC personnel. Everything is moving forward well, but documentation and paperwork needs to be done promptly and with detail. They will continue to meet with WAC personnel regularly to maintain communication.

Donna informed that we have been able to supply necessary documents for Dermody, Burke, and Brown accounting firm to move forward working with them to close out 2022 finances.

Lenora from Ulster County CCE will be working with Delaware CCE to move forward with 2023 in finances as well. She has experience with DEC so she will be a great help.

Finance assistant position-narrowing down details. Position description and compensation need to be defined.

Ag position-Program staff have asked for more guidance about defined roles and compensation. We need Finance information for salary etc.

Personnel Meeting is 9/19 at 5:30pm, hoping to have drafts of the finance assistant and Ag position available for the committee.

Action Items:

Approve the July 15 invoice from SBN Team: \$14,419.37

Motion: Gary Orton

Second: Donna Dickson-Noonan

All in favor: 5:44pm

CCE Delaware will not be moving forward with the USDA Grant with SUCO:

Motion: Diane Frances

Second: Bud Gladstone

All in favor: 5:45pm

Approve closing the office September 1, 2023 and providing a day off for staff.

Motion: Bud Gladstone

Second: Gary Orton

All in favor: 5:57pm

Discussion about credit cards, who has/who needs. Emily and Stacey will do research about options and then discuss best route.

Executive Session: for personnel and legal matters

Motion: Diane Frances

Second: Donna Dickson-Noonan

All in favor: 5:58pm

End executive session.

Motion: Gary Orton

Second: Diane Frances

All in favor: 6:46pm

Adjourn Meeting

Motion: Donna Dickson-Noonan

Second: Gary Orton

All in favor: 6:47pm