



Cornell University
 Cooperative Extension
 Oneida County

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January 27, 2022 Revised Board Meeting Agenda

Date: January 27, 2022

Meeting Time: 6:00PM

Location: Zoom

Board Member Attendance:

	Count	Board Member	Position	Term	Expiration
	1	Jacob Schieferstine	President		
	2	Elizabeth Hawkes	Treasurer / Finance / Beef	1	12/31/2023
	3	Julie Berry	At-Large/ Cornell / CALS	1	12/31/2023
	4	Sue Carvelli	At-Large / Rome Community Schools	1	12/31/2022
	5	Michelle Farr	At-Large / Child Health / Community Development	1	12/31/2024
	6	Kevin Lewis	At-Large / Ag / Soil & Water	1	12/31/2023
	7	Aimee MacLagger	At-Large / Fund Development	2	12/31/2024
	8	Jennifer McCullough	At-Large / STEM	1	12/31/2024
	9	Dennis Osborne	At-Large / Master Gardener	2	12/31/2024
	10	Wally Ramsey	At-Large / STEM	2	12/31/2024
	11	Debbie Spinella	Agriculture / Education	1	12/31/2024
	12	Anna Weeks	STEM / Community Connections	1	12/31/2024
	13	Hollie Wollanski	4H / Dog Obedience / Education	1	12/31/2024
	Appointed	George Joseph	Legislative Representative	N/A	N/A
	Appointed	Danielle Hautaniemi	State Extension Specialist	N/A	N/A

2022 Board Schedule

Date	Description
January 27	Reorganization Board Meeting
February 17	Board Orientation / Committee Meetings
March 24	Board Meeting
April 28	Committee Meetings
May 26 (Subject to change based on auditor's schedule)	Board Meeting
June 30	Committee Meetings
July 28	Board Meeting
August	No Meeting Scheduled
September 22	Board Meeting
October 27	Annual Meeting
November 17	Board Meeting
December	No Meeting Scheduled

Building Strong and Vibrant New York Communities

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE
2	Terri Harrison	Office Manager	CCE
3	Donna Gatto	Finance Manager / SBN Lead	CCE

Call to Order: ()

- Introductions

Motion to approve the 2022 Cornell Cooperative Extension Board of Directors meeting dates:

Vote:

Motioned by:
Seconded by:
Discussion:
Motion Carried:

Approval of Meeting Minutes:

Motion to approve December 16, 2021, Board meeting minutes.

Vote:

Motioned by:
Seconded by:
Discussion:
Motion Carried:

Finance:

- 2022 Budget Presentation / Major Funding Sources – Donna Gatto

Motion to accept the CCE Oneida County 2022 budget:

Vote:

Motioned by:
Seconded by:
Discussion:
Motion Carried:

CONSENT AGENDA ITEMS A THROUGH K

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

A Review & Authorize annual policy/plans under the following consent agenda:

- Review & authorize 2022 CCE Volunteer Agreement & Code of Conduct
- Review & authorize 2022 Conflict of Interest
- Review & authorize 2022 Code of Ethics
- Review & authorize 2022 Confidentiality Agreement – this is included in Conflict of Interest
- Review & authorize 2022 CCE Oneida County Affirmative Action Diversity and Inclusion Plan
- Acknowledge review & receipt of FORM Code 104; Organizational & Financial Leadership in Extension Associations; Financial Responsibilities of Associations Board of Directors
- Review & authorize 2022 Emergency Management Plan
- Review & authorize 2022 Operating Guidelines
- Review & authorize 2022 MI-1 Record Retention Policy per FORM Code 1705: Retention of Records

B Authorizations given to President &/or Executive Director:

- Memorandum of Agreement with Oneida County (AR)
- Memorandum of Agreement with Cornell University (BR)
- Subcontracts within the CCE System
- All other contracts including with other Associations, Agencies and Funders.

C Authorized signers for Treasurer on bank accounts, loans, and other financial transactions including signing checks:

- President
- Vice President

D Authorized support staff to act as assistants to the treasurer (selected by treasurer) (ex: open and close bank accounts with Board approval:

- Donna Gatto
- Bonnie Backman
- Remi Link
- Terri Harrison

E Authorize limits on Transactions and Accounts:

- Checks over \$10,000.00 require two signatures.
- The Executive Director or her designee may authorize transfers for payroll, up to \$200,000 for two pay period months and \$300,000 for 3 pay period months.
- Limit of \$100,000 transferred from one account to another without signature of a board member.
- Checks in excess of \$10,000 require an authorized board member's signature

F Authority to be signature on disbursement vouchers:

- Mary Beth McEwen - Executive Director
- Richelle Singer
- Helen Madden
- Carol Watkins
- Lisa Farney
- Bonnie Collins
- Marty Broccoli

G Authority for Petty Cash Fund:

- Maintain a Petty Cash Fund not to exceed \$300.00, *replenish as needed to maintain balance up to \$300.*
- Appoint Linda Wimmer and Karla Del Rio as Petty Cash Custodians.

H Authority to Executive Director, Program Team Leaders and Program Leaders:

- Establish performance appraisal process for association employees.
- Maintain up-to-date position descriptions for each authorized position.
- Assure adherence to established policy.

I Authorization to renew Line of Credit at Adirondack Bank for \$500,000.00:

- Authorized signers – Mary Beth McEwen, Board President, Board Vice-President, Board Treasurer

J Authorization to maintain charge accounts and open new accounts authorized by the Executive Director:

- Price Chopper
- George's Greenhouse
- Jay-K Lumber
- Chester's Flowers
- Olney's

K RESOLUTION FOR BANKING ACCOUNTS

I HEREBY CERTIFY to the following banks: Adirondack Bank, that at a meeting of the Board of Directors of Cornell Cooperative Extension Association of Oneida County, a not-for-profit Organization organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said organization at 121 Second Street, Oriskany, New York 13408 on the 27th day of January 2022. THE FOLLOWING resolutions were duly adopted and are now in full force and effect:

RESOLVED, that the above banks be designated as depositors of this organization and that all checks, notes, drafts, bills of exchange, acceptances, undertakings or other orders for the payment of money from the accounts of this organization with the said Bank, including any payments by the Bank which might exceed the amount of funds of the organization then on deposit, may be honored by the said Bank when signed on behalf of this organization by any one of its following officers and/or employees, to wit:

_____	_____
, President	Linda Wightman
_____	_____
, Vice President	Lynette Kay
_____	_____
, Treasurer	Karla Del Rio
_____	_____
Holly Wise	Teresa Harrison
_____	_____
Courtney Jones	Lori North

Rita Marie Link	

RESOLVED, that the above Banks, are hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of any signing officer or tendered in payment of his individual obligation.

RESOLVED, that the foregoing powers and authority will continue until written notice of revocation has been delivered to the above Banks.

RESOLVED, that the secretary to this organization be and he/she is authorized to certify to the above Banks, the foregoing resolutions and that the provisions thereof and in conformity with the charter and by-laws of this organization.

I FURTHER CERTIFY that there is no provision in the charter or by-laws of said organization limiting the power of the board of directors to pass the foregoing resolutions and that the same are in conformity with the provisions of said charter and by-laws.

IN WITNESS WHEREOF, I have hereunto set my hand as secretary of said organization this 27th day of January 2022.

, Secretary

Elect 2022 CCE Officers:

2021 Slate of officers:

President:	Jacob Schieferstine
Vice-President:	Sandra Fentiman
Treasurer:	Elizabeth Hawkes
Secretary:	Dawn Richardson

2022 Slate of Officers:

President:
Vice-President:
Treasurer:
Secretary:

Motion to approve slate of officers:

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

Board President's Report:

➤ Committee review and assignment: Finance, Human Resource, Programming and Nominating. The Nominating Committee includes two Board Members and three Community Members.

New Business:

➤ Plans of Work

Executive Director's Report:

- NYSERDA Grant Application
- WIC
- Albany Lobby Days
- Staffing Update
- SBN Regional Lead
- Board Orientation
- Workforce Development Contract (WDI)
- Dairy In The Classroom
- NYS Ag & Markets – Marty / AED

Executive Session if Required: Time:

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

Adjourn: Time: ()

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried: