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November 2019 Meeting Agenda

## Date: November 21st, 2019

## Meeting Time: 5:00 pm

**Board Member Attendance:** **Quorum = 7**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Count** | **Board Member** | **Position** | **Term** | **Expiration** |
|  x | 1 | Corey Mosher | President | 2 | 12/31/2021 |
|   | 2 | vacant |   | 1 | vacant |
|  x |  3 | Sue Bookhout |   | 1 | 12/31/2019 |
|  x | 4  | Monica Cody |  Vice President/Pres-Elect | 1 | 12/31/2020 |
|  ab | 5  | Alexandra Erath |  | 1 | 12/31/2021 |
|  x | 6 | David Hatch |  | 1 | 12/31/2019 |
|  x |  7 | Kyle Hirt  |  | 1 | 12/31/2021 |
|   |  8 | ~~Mike St. Leger~~ |  | 1 | Vacant  |
|  x  |  9 | Tara Truett | Secretary | 2 | 12/31/2020 |
| x |  10  | Laura Shoemaker | Treasurer | 2 | 12/31/2021 |
| x |  11 | Mathew Webber |  | 1 | 12/31/2020 |
|  x |  12 | Lorna Wilson |  | 1 | 12/31/2020 |
|  ab  | Appointed | David Jones | Legislative Representative | N/A | N/A |
|   | Appointed | Danielle Hautaniemi | Cornell Representative | N/A | N/A |

**2019 Board Schedule:**

|  |  |
| --- | --- |
| **Date** | **Description** |
| January 17 | Reorganizational Board Meeting |
| February 2 | Orientation Meeting for New Directors (all Directors Invited) |
| February 21 | Regular Board Meeting |
| March 21 | Regular Board Meeting – End of Year Finance Close |
| April 18 | Regular Board Meeting |
| May 16 | Regular Board Meeting |
| June 20 | Regular Board Meeting  |
| July 18 | Regular Board Meeting  |
| August 15 | Regular Board Meeting |
| September 19 | Regular Board Meeting  |
| October 17 | Regular Board Meeting – Audit  |
| November 21 | Regular Board Meeting  |
| December 12 | Annual Meeting |

**Call to Order: (Time5:07 pm)**

**Staff/Community Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
|  1 | Karin Bump  | Executive Director  | CCE  |
| 2 | Tess Southern | Ag Educator  | CCE |

**Educator Report:**

* Tess Southern – Chobani Grant received $36,333 for a 3 year plan to develop a site at CCE for local ag businesses to have room and knowledgeable assistance while growing their business. Space will be set up, along with the necessary computers and equipment for a productive site. Persons interested will use this space to gain expertise and assistance in all aspects of ag business development of their product(s). Staff and hours will be made available as the 3 year plan progresses.

**Review and approval of September and October meeting minutes**

*Motioned by:* David Hatch

*Seconded by: Laura Shoemaker*

*Discussion: None*

*Vote: All Yes*

*Motion Carried: Yes*

**Report from joint HR and Finance Committee meeting** – Laura Shoemaker shared the finance committee’s report. All accounts are at the levels typical for this point in time. Funding of 35,000 - 39,000 that is not earmarked for any other items were discussed and determined to be shared with long-term FT employees in the form of bonuses for exceptional performance. Discussion ensued with the Board and the following motion was made.

A motion to approve budget funds for Year-End bonuses for FT exceptional employee performance was made:

Motioned by: Kyle Hirt

Seconded by: Monica Cody

Discussion: None

Vote: All Yes

Motion Carried: Yes

**Report from Nominating Committee** – Lorna Wilson and Mat Webber - The Nominating Committee meets this coming Thursday, November 22nd to finalize the candidates and complete the process so nominees can be voted on at the Annual Meeting in December.

**Board President’s Report**:

Corey Mosher read the letter from Chris Watkins Conferring Title for Karin Bump for 6 months from December 1, 2019.

* Annual Meeting will be held December 12th at 6:00 pm at CCE
	+ Discussion on awards and potential candidates. These are the awards being presented.

* + - **Friend of Extension** Award – Jim Buddenhagen
		- The **Centennial Farm Award** - Wedge Farm
		- The **Heritage Farm Award** – Cody Farm.

Mat Webber suggested notifying those in contention for the awards, but not chosen, that they will be considered in the future for said awards. Karin Bump is tasked with sending out these letters.

**Executive Directors Report:**

* See attachment November ED/Association update report

**Executive Session if Required:**  Entered into at 6:10 pm

Adjourned at 6:58 pm

###### Adjourn:

###### Time: 6:58 pm

 *Motioned by: David Hatch*

*Seconded by: Laura Shoemaker*

*Discussion: None*

*Vote: All Yes*

*Motion Carried: Yes*

**Executive Director’s Report – November 2019 BOD**

**Administrative**

* County Budget request for 2% increase was not accepted. Budget flat lined at **$462,062**. All not-for-profits were flat-lined in budget – many other agencies were as well. Tight budget year for the County.
* Met with Cliff Moses and Dan Degear to continue discussions about funding for Ag in the Classroom (AITC) as well as 4-H/Youth Fair. I will be exploring conversations with County School Superintendents to see if we could get funding from BOCES for the current AITC program as well as after-school programs which we are getting increased requests to create.
* Professional Development
	+ Courtney Livecchi –New Staff orientation at Cornell; has applied to be a NYS Ag Society Ambassador Steward; submitted a proposal for national AITC presentation
	+ Tess Southern – New Staff orientation at Cornell; submitted a proposal for national AITC presentation; Farm labor 101 webinar; Cornell Ag In-Service (see session list below)
		- Decision Making in the Dairy Farm Business
		- Overview of NY Grown & Certified, TASTE NY, and other NYS Dept. of Ag and Markets Programs
		- Changing Agricultural Landscapes (Women in Ag and Solar)
		- Strategies for Getting Through the Next Down Turn
		- Cultivation Community: Gardening for Community Health and Resilience
		- Forestry Programs and Opportunities for Extension
		- Hemp Update 1 & 2
		- Agricultural Economic Development Round Robin
		- poster session, Plenary Luncheon and networking at the Big Red Barn
	+ Myron Thurston - New Staff orientation at Cornell as well as Ag In-Service (see below for session list)
		- Structure of the Produce Industry & Leaf Lettuce Supply Chain Comparisons
		- Overview of NY Grown & Certified, TASTE NY and other NYS Department of Agriculture & Market Programs
		- Economic Development and Food System Asset Mapping in New York State
		- Poster Session and Networking Event
		- Local and Regional Food Systems Assessment and Curriculum
		- The Soup to Nuts of Effective and Sustainable Farm to School Program Development, Part 1&2
		- Cornell Educational Resources for HR Management and Employee Training
		- Dairy and FBM Educators Meet & Greet
		- Farmland for a New Generation New York Regional Navigator Initiative: Tools, Resources and Best Practices to Increase Access to Farmland
		- Agricultural Economic Development Round Robin
	+ Bonnie Backman –New Staff Orientation at Cornell and ongoing training on new accounting procedures and FASB changes
	+ Karin Bump – upcoming week long Harold Craft leadership program at Cornell. Includes 360degree feedback process.
* 2018-2019 program year federal data reporting will finish this month
* Beginning work on annual report (to be completed end of January)
* Association phone mapping –phone company reset all phones and re-mapped extensions.
* Association website – we have purchased some time from CCE Tompkins to review and update website from a CCE perspective and have begun website management training
* Analytics project - building a monthly report dashboard for Facebook and website analytics
* CCEMC Annual meeting is Dec 12th
* CCEMC Team holiday gathering on Dec 16th
* Office closed: 11/28-29; 12/16,24,25; 1/1
* Limited Staffing: 12/20,23,26,27

**Ag Projects/programs/meetings**

* Ongoing farm visits (including some with Nicole and Myron)
* Twilight talk on equine farm management at John Madden Sales
* Farmland for a New Generation seminar series
* Upcoming meetings/events with Chobani
* Regional team programs last month – sexual harassment training; johne’s disease; dairy precision feeding meeting
* Program participant at Collaboration, Cooperation and Community for Commerce at the Colgate Inn
* NY Ag in the Classroom state committee meeting
* Meeting with Small Business Development Center (SBDC) to plan business programming
* Meeting with Colette Powers (SCORE mentor) to plan for upcoming Women in Ag sessions

From Tess: It has been a busy month, but well worth the travels and time out of the office to prepare for upcoming programming and events. It is very refreshing to have a full office again and I much appreciate the input from the new staff members!!

**AED Projects/programs/meetings**

* American Farmland Trust Regional Navigator grant training and legislative meetings in Albany on November 20th and 21st (Karin)
* Program participant at Collaboration, Cooperation and Community for Commerce at the Colgate Inn
* Celebrate Madison set for December 14th (Tess)
* Myron has been meeting with a variety of stakeholders and AED partners

From Myron: My welcome into the wonderful world of Cornell Cooperative Extension and Agricultural Economic Development has been exciting. I still have a lot to learn and for that reason we are focusing a lot of my time and effort on acquiring new knowledge. I spent three days in Ithaca at Cornell for the Agriculture In-Service where I was in the AED track and was able to both learn a lot and meet many other people throughout the state that do the same work that I do. I will be heading back to Cornell this week for my CCE New Staff Orientation on Campus – Positon Focus: Program Development and Leadership. In addition, I have started making some connections with local economic development agencies including Madison County IDA, Hamilton PCD, and Cazenovia Area Community Development. Tess has been taking me on a few farm visits so I can begin to understand how those are structured and I will be visiting J&D Farms and Green Empire Farms with Kipp Hicks over the next couple of weeks. I would like to have the opportunity to meet with each member of the Ag Board and Board of Directors to discuss how I may be of assistance and to learn more about Madison County Agriculture during the months of December and January.

**4-H Projects/programs/meetings**

* Continuing with 4-H enrollment
* Agriculture in the Classroom coordination in full swing
* Paint and Sip event (Hot Cocoa/Cider Edition) 12/6/19
* New Club Meet and Greet (Equine and Canine) 12/15/19
* 4-H/FFA Leadership Retreat (Oswegatchi) 12/17/19
* Started new after school program at Robert's Street in Canastota
* Started new year of Morrisville ASP (Pumpkins for youth provided at reduced cost by David Jones)
* Donation by former club Lincklean Shamrocks used to purchase new environmental curriculum.
* Coordinating December Pet Supply Drive with TSC Hamilton and TSC Oneida for donation to Wanderer's Rest
* Recruitment: 2 new clubs, to bring in hopefully 15-20 new youth just with these clubs.
* Recruitment of volunteers
* Adding more programs and fun community service opportunities to get our youth more engaged in the county.

From Craig - Was unable to attend Mindfulness Retreat due to motorcycle accident but am doing great!  Currently working with state 4-H team to continue participation in State Innovation Grants. Recently submitted all 4-H reporting data, and hope to share data by the annual meeting.

From Courtney - In the last month we gained 3 new volunteers to start both an equine and canine community 4-H club. Also organized and purchased new 4-H educational materials that we are happy to share with our clubs and independent 4-H members; this includes Ag in the Classroom materials for teachers and staff.

**Finance and SBN updates:**

* From Bonnie: Update on Accpac: The account conversion in Accpac is complete, and all staff have been given updated vouchers with the new account numbers. This will be a work in process, as the Chart of Accounts has been modified by Cornell, and some items are being broken down further than before. (i.e. one account for ‘travel, mileage, meals and tolls’ is now being broken into four separate accounts.) Those will be created as they are needed. New “county project codes” were created, and the new descriptors were not programmed in the system. So as time allows, I will be tackling the task of ‘filling in the blanks’ on those as well.
* Association Employees are completing an online Civil Rights Compliance program this month.
* Digital Accessibility continues to be emphasized**:** It’s the law; there is a push from Cornell (including a new policy – 5.12) for anything provided digitally to the public AND to internal audiences.  Web sites, web pages, PDFs, flyers, newsletters, email campaigns, social media, videos, audio, etc.
* Compensation Project Update – based on feedback to CCE, some additional work is being done**:** Currently revising the broadband structure and will be rerunning broadband structure for each county using data from Workday.

**Cornell ‘in the news’:**

* Cornell in our Community – Why Serve on a Non-Profit Board (Tess)
* Cornell in our Community Column: November - Research Before You Ride (Snowmobile Safety) - Craig

**Grant Work:**

* Chobani grant received for **$36,333 (3yr project): Agriculture Support and Launch Center for Business Enhancement and Entrepreneurship.** (Karin and Tess)
* A CNY Community Foundation was submitted for a ‘Food for Thought’ program with a budget of approx. **$60K**. The Foundation representative met with members of the CCEMC Team on November 5th for a very positive discussion of the grant submission. (Karin)
* A New York Farm Viability grant was submitted for programming out of the new Center: **$45,000** (Karin)
* A New York State Farm to School grant was submitted for **$93,880** (grant writing support provided by Lauren Lines of the Cazenovia Area Community Development Association (CACDA)) (Karin and CACDA)
* Farmland Regional Navigator status has been renewed for another year. Waiting for grant application. (Karin)

**SAVE THE DATE!**

* Dec 12th - Annual Meeting
* Dec 14th - Celebrate Madison