**CCE Tioga County – Board of Directors Meeting**

**November 27, 2023**

**CCE Tioga Hilltop Community Farm Meeting Room**

343 Cass Hill Road Candor, NY 13743

# Meeting Minutes

***This minutes are only notes as there was not a quorum present.***

Board members in attendance included:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vote Count** | **Board Member** | **Position** | **Term** | **Expiration** |
| 1  | Paul Barber  | President, At Large  | 5 | 12/31/2024 |
| 2 | Danielle Singer | Treasurer, At Large | 3 | 12/31/2023 |
| Absent | Dana Ouellette | Vice President, At Large  | 2 | 12/31/2024 |
| Absent | Bill Morse | Secretary, At Large | 5 | 12/31/2024 |
| 3 | KC Mandeville | Member, At Large  | 3 | 12/31/2023 |
| Absent | Mark Griep | Member, At Large  | 2 | 12/31/2024 |
| Virtual | Eric Knolles  | Member, At Large  | 2 | 12/31/2024 |
| 4 | Rob Murray | Member, At Large  | 1 | 12/31/2025 |
| 5 | Jake Brown | Member, Legislative Representative  | 2 | Appointed |
| Present, non-voting | Kevin Jordan | Interim Executive Director | N/A |
| Present, non-voting | Paul O’Connor | State Extension Specialist | Appointed |

**Guests in attendance included:**

CCE Tioga Staff: Lisa Weston-Bialy (in-person)

State Extension Finance Lead: Gretchen Uhler (virtual)

Public: Kelly Whittemore, Dan ? – (future board members in 2024); John King (former 4H Volunteer)

**Meeting Notes**

* Eight in-person board members are needed for quorum. Quorum was not met. These are not official minutes.
* September minutes will be approved in the January meeting. October was Annual Meeting, so those minutes won’t be approved until the 2024 annual meeting.

**Public Comment –** Board President Pau Barber

* John King – submitted an application to be re-certified as a volunteer for the 4H Shooting Sports Program. Hasn’t received a response form Kristen yet. Hoping to know outcome soon to attend the continued education for instructors that is held in February. He really wants to help get shooting sports program back up and running for Tioga county youth.
	+ Response: Paul B and Kevin explained that Kristin is only part-time so her communication can slow for response, but we are working on hiring a full-time person too, we know that’s a problem. Further the board hasn’t had time to discuss the application as we haven’t met since it was submitted and we did not have quorum for this meeting. We will put it on the agenda for January.

**President Update –** Board President

* The Executive Director Search Committee is meeting regularly and has things moving forward. It consists of Eric and Paul for board members, Paul O’Connor, Leann Tinney and John Jantz. The board needs to approve the job description that they put together and then the lob can be posted and advertised. It will be in the Cornell system (which is worldwide reaching), regional outlets, on social media and word of mouth – board members should encourage anyone they know that would fit the position well to apply. The Search Committee will narrow down the applicants and then the board with be involved with final interviews and the decision for hire.
* The board discussed the position description and gave Paul some feedback on possible changes to think about. The Executive Committee would meet the following week to approve it and allow things to get moving since there was not quorum at the meeting.

**Executive Director Update** – InterimExecutive Director Kevin Jordan

* Several positions are open and Kevin is working on getting them filled. Barb’s position as Ag Educator is reconfigured a little and is not requiring a masters degree to open the applicant pool, interviews have started. The Horticulture and Facilities Manager position has some good applicants so far. 4H Educator has some applicants so far and the finance manager is open as well. The part time office manager position is being filled by Miranda and Kristin has moved to 4H Program. The energy position is in interviews right now, this position has been filled by Eileen for 2023, but because it was a temporary hire, it had to go through an open search to permanently fill it. Hope to fill several of these positons in the next 30 days.
* The annual meeting went well and seemed well received. Many families attended the 4H awards and there was a crowd for Barb’s retirement celebration including Donna Lupardo.
* Miranda is doing open office hours at the farm from 9am-2pm Monday thru Thursdays and people can also make appts. To meet with staff too. So we have fulfilled our goals of having public office hours and also a landline has been installed.
* Jared attended a USDA conference in Denver and gave a presentation about the incubator program. This is requirement of the first year of the USDA grant and Jared reported that the seemed pleased with our progress so far.
* Staff submitted an application to Tioga Downs for a grant to finish the greenhouse for $25,000. We were awarded and Jared was going there to accept the check soon.
* The Park Foundation application was submitted but no response yet. This was for the high tunnel and solar projects.
* Staff are working on an application to Dormitory Authority (DASNY) which will open on 12/1. Application will likely be for handicap accessible furniture, paving outside the office and cooler for incubator farmer program, likely in range of $50-70,000. Noted that this grant is 100% reimbursable and often takes a bit to get the reimbursement so we will have to plan to carry these incurred costs for a time, thus the requested funds range is at a number we can carry.
* Incubator Farmer Program update on contracts and insurance – all paperwork was signed and in CCE hands, it just hadn’t been sent back to the insurance company, all taken care of now.
* Working on some policies for the January board meeting: Remote Work Policy and Conflict of Interest Review Process

**Campus Extension Update –** State Extension Specialist Paul O’Connor

* Work is being done for the state budget already and letters will be going out to ask for levels to stay the same as they have been for the past 2 years. Trying to get into the governor’s budget which would solidify the funding amount early on. January 2nd is a trip to Albany.
* Andy Turner starts this week in the Statewide Extension Executive Director Position. He was previously the statewide 4-H Program Lead.
* There has been excellent communication between Kevin, Paul Barber and Paul O’Connor, things are going well.

**Committee Reports**

* **4-H Youth/Fair Committee Report** – Chair Jake Brown
* Building has been winterized.
* 15 new lights to be purchased before end of 2023 and installed in 2024. Working on some leads for donated time from some electricians. Glen Martin or Paul Barber can supply the scissor lift needed.
* Looking at replacing the front door lock with a keyless entry code lock. Will be about $800 but will remove the limitation of getting people keys ahead of time and will make the space more available to 4-H clubs and others.
* Work has begun on bringing back the pork chop BBQ as an ag community event before the youth auction at the fair. Farm Bureau has agreed to host it and details are being worked out. Jake has begun research on pork chops ☺ The fair board also liked the idea and is in support.
* The fair will look a little different in 2024. The admission fees and carnival will only run Wed-Sat. Tuesday will be a free admission day with no carnival, but this is an opportunity to showcase the agricultural piece of the fair and 4-H shows will run as normal with move-in day on Monday and shows beginning on Tuesday and running through Saturday with the auction on Saturday afternoon/evening.
* Jake is working with Lions on a grant for projector and media equipment.
* The kids that the board assisted with attending national events reached out and were thankful for the opportunity and had a great time.
* **Finance Report** – Board Treasurer Danielle Singer
	+ Kevin discussed the monthly financial report. No vote because no quorum.
	+ Kevin discussed the 2024 budget he and Gretchen worked on and presented it to the board for approval. No vote since no quorum. This will be done at the next meeting. Board members have the information to review ahead of meeting.
* **Personnel Report** – Chair Eric Knolles
	+ Kevin working on the Remote Work Policy.
	+ Staffing for 2024 was part of the 2024 Budget discussion.
* **Revenue Diversity Report** – Chair VACANT
	+ No report.
* **Facilities Report** – Chair Rob Murray
	+ Working on meeting with Jared to discuss updates.
* **Marketing and Communications Report** – Chair VACANT
	+ A new board member is interested in chairing this committee.
* **Strategic Planning Report** – Chair Danielle Singer
	+ In the new year the board will meet to determine some overarching goals/vision for the organization. Once the new Executive Director is on board, this committee will work with them and staff on strategic planning.

**Open Discussion –** Board President Paul Barber

* Shared Folder discussion. A google account for the board maybe best option to create a place for board files to be saved and would also create an email address for the public to reach out to us at.
* The fair board is looking to build office space at the fairgrounds. We should stay updated through Jake on progress.
* Calendar invites should be sent out for board members for the 2024 meeting dates. Tentative dates were marked down. They need to be approved at the January Meeting.
* The annual organizational meeting and new board member orientation will take place on January 8th beginning at 6pm. The executive committee and Kevin will work on the documents needed for the meeting and committee members/chairs before the meeting. Please review beforehand.

**Adjourn –** Board President Paul Barber

* No motion needed, unofficial meeting since no quorum.