

Cornell Cooperative Extension of Livingston County Board of Directors  
March 7, 20223

The March 7, 2023, meeting of the Cornell Cooperative Extension Board of Directors was called to order by Treasurer Hayes at 5:38 p.m.

**Members Present:** Anna Macauley, Timothy Hayes, Nita Hawkins, Janey Keenan, Tess McKeel, Clayton Phelps

**Members Present via Phone:** Meghan Rodwell

**Members Excused:** Bruce Dehm, Mary Guldenschuh

**Members Absent:** Dwight Knapp

**Staff Present:** Matthew Cole, DeLisa Drum

Treasurer Hayes welcomed everyone.

Secretary Macauley made a motion to designate Treasurer Hayes to facilitate this evening's meeting, board member Phelps 2<sup>nd</sup> this and all were in favor.

Secretary Macauley designated Operations Coordinator, DeLisa Drum the note taker of the meeting.

Board member Hawkins made a motion to approve the agenda as presented, board member Phelps 2<sup>nd</sup> this and all were in favor.

Secretary Macauley made a motion to approve the January minutes as presented, board member Keenan 2<sup>nd</sup> this and all were in favor.

**Financial Reports:** Treasurer Hayes and the finance committee met prior to the evenings board meeting.

During that meeting the finance committee went over September – December financials, as well as the year end statement for 2022.

Executive Director Cole, presented the board with a 2023 budget analysis, this shows information that was taken from February 14<sup>th</sup>, small changes as books have now been closed for 2022, but minor. Executive Director Cole will be rebuilding the budget with Financial Coordinator Finkle over the coming weeks, as we finish up mandatory year end needs before March 31.

Treasurer Hayes, stated that board member Keenan and himself are very appreciative of the work and interpretation that Executive Director Cole, has put into place.

Treasurer Hayes, reminded previous board members and informed the new board members that a year ago the board took the time to review the surplus and consciously invested in the staff. He then informed that this years fund balance report is based strictly on what each program does.

Treasurer Hayes, made a motion to accept the 2022 yearend financial and the fund balance report as presented, board member McKeel 2<sup>nd</sup> this and all were in favor.

Board member Phelps, did ask how are we doing it with less? Executive Director Cole, said not going to get rid of the people, but will look at program areas line vs line. We are looking to generate fund balances.

Board member Macauley shared that the vehicle purchase is about the deficit amount.

**Executive Director Report:** ED, Cole shared that he met with President Dehm, looking to have a board orientation with all board members conducted by State Extension Specialist Adam Hughes.

Operations Coordinator Drum shares the 2023 Emergency Plan for review.

Secretary Macauley makes a motion to approve the 2023 Emergency Plan for the Association, board member Phelps 2<sup>nd</sup> and all were in favor.

Reminder that the next board meeting is Tuesday March 28<sup>th</sup> at 5:30pm here at the CCE Office, look forward to seeing you then.

Board member McKeel made a motion to adjourn the meeting at 6:02pm board member Phelps 2<sup>nd</sup> and all were in favor.

Respectfully submitted,

Reviewed by,

DeLisa Drum

Anna Macauley

Operations Coordinator

Board Secretary