



## CLRC Board Meeting Meeting Agenda & Minutes

2:00 pm October 20, 2022

[ZOOM LINK](#)

### Agenda

---

- Welcome
- Auditor's Presentation - Peggy Rowe/Angela Janack
- Minutes from August 25, 2022 - page 2
- Financials through August 31, 2022
  - BOD Financials - July - August 2022: Deposit Detail, Check Register, Credit Card Detail, Balance Sheet
  - Budget vs Actual - P&L's for Operating, HLSP and MISIP grants
- 2021 State Report
- APRA Update
- Annual Business Meeting - tomorrow at 2 pm
- Directors' Report
- Adjournment



### Minutes from August 25 2022 CLRC Board Meeting

Attendance: Marc Wildman, Kathleen Salsbury, Nancy Howe, Jim Teliha, Mandy Travis, Matthew Smith, Travis Olivera, Scott Warren, Jieun Yeon, Becky Maguire, Allison Comes, Shay Foley,

Absent: Courtney Asztalos, Kathryn Smith, Inga Barnello, Abigail Smith, Sarah Shute,  
Joined by Fran Dingle to take minutes

Meeting called to order at 2:01 PM

Welcome

Rebecca Honsinger presented to the Board about Continuing Education

Minutes from May 19, 2022 - page 2 of attached agenda doc Motion to approve 1st Scott Warren/ 2nd Nancy Howe (Accepted)

### Financials through June 30, 2022

- BOD Financials - May through June 2022: Deposit Detail, Check Register, Credit Card Detail, Balance Sheet
- FY2122 Recap Budget vs Actual - P&L
- FY2122 Cash & Spenddown
- CLRC Investment Fund - June 30 Statement from CNY Community Foundation
- Lease has been signed for 1 year

Motion to accept the financial reports (1st Matt Smith / 2nd Amanda Travis - Approved)

Proposed FY2324 Dues Increase - the dues increase will be presented to the membership via email for voting. Revised document with cost rounded down sent out during the meeting.

By-Laws Review Committee -the revised By-Laws were reviewed line by line - it is agreed upon the By-Laws need to match the practice of the Board - minimal changes needed for final clean up - Marc and Fran will clean up the By-Laws and send to the Board for final review. The revised By-Laws will be presented to the membership 30 days prior to the Annual Conference.



Board Vacancy/SU Student Position/Nominating Committee Report by Jim Teliha - found 2 new possible members, does the Board require a replacement to be named for Sarah Shute? It has been determined Sarah has left her position at The Peace Center and not in contact. It was agreed a replacement should fill the rest of Sarah's term.

APRA Update - staff has generated surveys for final reports. Next reimbursement will be for \$120K. All projects should be done by December.

Annual Conference - Rebecca covered this in her presentation. Reminder about the Business Meeting portion at 2 pm on October 21.

Directors' Report - ILL training with MidYork has started. HLSP outreach is increasing. Goal is to expand HLSP services. Fran is assisting with training CDLC with Quickbooks and Accounting best practices. Yearbook digitization for high schools is requested in 5 year delayed increments to ensure minors are not included in uploaded documents. Ashley has started consulting at ESF about their archives. Marc and Anna are in early planning stages for legislative events and NYLA Legislative Day. Immigration exhibit was ordered for BOCES. Part time temporary employee will be done sometime in early Sept. Ryan has been invited to participate in contentDM planning.

Ask the Lawyer rates have increased. Ask the HR service has been discontinued - questions will be fielded through Ask the Lawyer. Harassment training and mid year reviews have taken place, job descriptions and titles will be updated, Marc will send the updates to the Board.

Motion to adjourn the meeting at 3:16PM (1st Jim Teliha /2nd Amanda Travis Accepted)