

# Cornell Cooperative Extension | Schoharie and Otsego Counties

## Board of Directors Organizational Meeting Minutes

Tuesday, January 28, 2025, 6:30 p.m.

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

- I. Call to order** – President Tina Douglas called the Association Board of Directors to order at 6:32 PM. The president directed members to review the agenda and asked for additional agenda items. No additions were requested.
- II. Roll call** – Outgoing and returning board and committee members present were Tina Douglas, Lynn Dunn, Christine Edwards, Deborah Gansinger-Hall, Betsy Jensen, Lesley Judd, Shelby MacLeish, Andrew Marietta, Carol Phelps, Tom Pullyblank, Steve Sinniger, Alicia Terry and Intern Kris Liburd. Program Advisory Committee members present were Melissa Brechner, Carmen Fagnani, Jessica Hill, Kelly Martin and Deb Stanton. Association staff present were Teresa Adell, Liz Callahan, Kelley Doolin, Michaela Fisher, Marcie Foster, Maegan Freeman, Michelle Leveski, Nelta Miller, Mayra Richter, Catherine Roberts, Susan Salisbury and Nicole Thompson. A quorum was present.
- III. Election of Officers** – Tina Douglas opened the floor for discussion seeking volunteers and nominations for the slate of officers for 2025. After general discussion and nominations, the slate of officers was presented as follows:

President: Deborah Gansinger-Hall	Vice President: Shelby MacLeish
Treasurer: Tom Pullyblank	Secretary: Lesley Judd

Carol Phelps moved to approve the slate of officers as presented; Steve Sinniger seconded the motion. Motion carried unanimously. Recognitions were made to Tina Douglas for her work as President the past year.
- IV. Approval of minutes from last meeting** – New president Deb Gansinger-Hall re-called to order the meeting at 6:42 PM.
- V. Secretary's Report** – Leslie Judd asked for any corrections or additions to the November 26, 2024, meeting minutes. With no corrections voiced, Tom Pullyblank moved to approve the minutes as distributed, Betsy Jensen seconded the motion. Motion carried unanimously.
- VI. Annual Designation of Program Areas of the Association based on existing Constitution:** Deb presented the association 3 program areas to remain the same at: 4-H Youth Development, Family & Consumer Science, and Agriculture/Horticulture/Natural Resources. With no discussion, Betsy Jensen moved to approve the 3 program areas for 2025 as presented, Tina Douglas seconded the motion. Motion carried unanimously.
- VII. Program Advisory Committees-** Program advisory committee members broke out into their committee groups to elect Chairs, Representatives to the board, and set meeting schedules.
  - **Ag/Hort Committee** – Elected Betsy Jensen and Christine Edwards as Program Directors. Betsy will be chair of the PAC.
    - 2025 Scheduled Meetings (5:30PM): February 25, April 22, July 8, October 28\*

- **4-H Committee – Elected Lynn Dunn and Steve Sinniger as Program Directors.** Steve will be chair of the PAC.
  - 2025 Scheduled Meetings (1:00PM): February 25, April 15, June 17, October 7\*
- **FCS Committee – Elected Deborah Gansinger-Hall and Shelby MacLeish as Program Directors.** Shelby will be chair of the PAC.
  - 2025 Scheduled Meetings (6:30PM): February 24, April 28, June 23, October 6\*

*\*Meeting schedules are tentative until non-present members confirm their availability.*

Program Advisory Committee members who are not board members and program staff were dismissed at 7:10 PM.

## **VIII. Adoption of Annual Resolutions & Procedures**

- Annual adoption of the Association Operating Guidelines: In addition to association constitution, we must annually approve operating guidelines which outline our financial responsibilities and how we handle them. Tom Pullyblank made a motion to approve the Operating Guidelines; Christine Edwards seconded the motion. Motion carried unanimously.
- Approve signing of Memorandum of AR Agreements with both counties by the Association President. This is the standard Cornell agreement template. The Association president will sign and with it confirms appropriations from both counties. Betsy Jensen made a motion to approve the signing; Lynn Dunn seconded the motion. Motion carried unanimously.
- Approve signing of the Memorandum of BR Agreement between Association and Cornell University counties by the Association President. This year the agreement has some modifications. Betsy Jensen moved to approve online signing; Tom Pullyblank seconded the motion. Motion carried unanimously.
- Appoint Associate Treasurer and additional signatories for bank accounts: President and Treasurer are signers as well as associate treasurer. Betsy has agreed to be appointed associate treasurer. Carol Phelps made the motion to appoint associate treasurer; Betsy Jensen seconded the motion. Motion carried unanimously.
- Establish Board Meeting calendar: Deb reviewed that meetings will be held at the Extension Center in Cobleskill and simultaneously at the Education Center in Cooperstown at 6:30 PM. on the 4<sup>th</sup> Tuesday of every odd month.
- Establish Standing & Ad hoc Committees; appoint chairs and members: Deb reviewed the proposed standing committees and appointments:
  - Finance and Human Resources Committee: Tina Douglas, Betsy Jensen, Carol Phelps, Tom Pullyblank (Chair), Alicia Terry and Mahla Zare.
  - Buildings and Grounds Committee: James Bryant, Andrew Marietta, Carol Phelps (Chair), Tom Pullyblank and Steve Sinniger.
  - Fund Development Committee: Lesley Judd (Chair), Shelby MacLeish, Andrew Marietta, Mahla Zare.
  - Annual Meeting Committee: Tina Douglas, Lynn Dunn, Christine Edwards, and Betsy Jensen. A chair will be nominated at the first meeting.
  - A Nominating Committee will be established, and the composition of all Standing Committees will be finalized at the next Board meeting.

- Designation of Association's official newspapers for announcements: Deb designated The Daily Star and The Mountain Eagle to be the association's official newspapers. Christine Edwards made the motion to accept the designation; Tina Douglas seconded the motion. Motion carried unanimously.
- Approve Association's holiday schedule: Deb presented the Association's holiday schedule as remaining the same as previous years. Carol Phelps made the motion to accept the holiday schedule as presented; Shelby MacLeish seconded the motion. Motion carried unanimously.
- Review of Board Documents: Conflict of Interest, Code of Ethics, and the association Organizational Chart.

#### **IX. Looking Ahead to March Board Meeting:**

- Committees and staff will have met to draft Strategic Planning goals and objectives for the board to review.
- Annual adoption of Comprehensive Affirmative Action, Diversity & Inclusion Plan.
- Review of fund balance transfers, 2024 Financial Report and 2025 Operating Budget.

#### **X. Executive Director's Report:**

Liz discussed how the CCE administration is researching and looking for final answers, and guidance regarding federal funding news. EFNEP should not be affected in this funding cycle and SNAP-Ed is a NYS funded grant. The USDA NIFA grant transfer has already been funded, and it is the opinion of NIFA staff in Washington, DC that since the funding was already committed, it will not be retracted.

Liz reported that she spoke to the Executive Director of CCE Onondaga, and we still do not have a final contract for SNAP-Ed; it is unknown as to when we will. The contract has been provisionally approved but the final contract has not been received. General discussion ensued on how to handle the program funding. It was decided that the Finance and Human Resources Committee will discuss the issue at their February meeting after thoroughly analyzing all reports, then will call upon the Executive Committee if needed, and mitigate to the board as necessary.

**Adjournment:** Meeting Adjourned at 7:53 PM on a motion by Carol Phelps, seconded by Betsy Jensen.

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Minutes submitted by: Mayra Richter

Reviewed by: Liz Callahan