

**Cornell Cooperative Extension Association Essex County
Board of Directors Meeting
Monday, August 18, 2025
CCE Office, 8487 U.S. Route 9, Lewis, NY at 5:30 PM**

Officers

President– Trisha Best
Vice President– Jessica Tyson
Secretary– Marcail Miller
Treasurer– Daniel Berheide

Members at Large:

Elisha Bartlett
John Culpepper
Krissy Leerkes
Michael Kuba
George Sayward
Florence Sears

Supervisor Representative – Matt Stanley
Cornell University– Kevin Jordan

Committees:

Executive (Trisha, Marcail, Daniel)
Nominating (TBD)
Community Vitality (TBD)
Agriculture and Local Food (George)
Adirondack Harvest (Mike Kuba)

Agenda

Call to Order

Adjustments to the Agenda

Approval of minutes of previous meetings: June 23, 2025 full board meeting, July 14 and July 28, 2025 Executive Committee minutes.

Financial Report – Daniel Berheide and Laura Nicholson

- June 2025 financial report

Other Financial

- CD Rollovers
- 2026 Budget request
- Fundraising plans
- Federal funding – FMPP and MARRY update
- New building expenses update
- Review of Grants and Contracts:
 - NBRC
 - Pearsall
 - DEC Smart Growth
 - NYSDAM Community Gardens

Reports:

- Staff program report, provided

- Executive Director report
- Committee Reports – Board Liaisons
 - Community Vitality
 - Adirondack Harvest
 - Agriculture and Local Food

Old Business

New Business

- Annual Meeting
- Review of 2026 CCE Constitution

Other

Adjourn

Attachments:

- Minutes of June 23, 2025 meeting
- Minutes of July 14 Executive Committee meeting
- Minutes of July 28 Executive Committee meeting
- June 2025 Financial Summary & Notes
- June 2025 Month-End Financial Statements
- 2026 Annual Budget Summary Scenarios
- 2026 Annual Budget Summary Scenarios Notes
- Draft of 2026 CCE Constitution
- Staff report

**Cornell Cooperative Extension Association Essex County
Board of Directors Meeting
Monday, June 23, 2025
CCE Office, Lewis, NY**

Meeting called to order at 5:44 PM by Board President Trisha Best

Present in-person: Trisha Best, Daniel Berheide, Marcail Miller, John Culpepper, Mike Kuba, Florence Sears

Present via Zoom: Jessica Tyson

Absent: none Matt Stanley, George Sayward

Excused: Krissy Leerkes, Elisha Bartlett

Guests: none

Staff present: Laura Nicholson, Elizabeth Lee, Laurie Davis

Minutes of the last meetings: Motion made to approve the minutes of Monday, May 19 and Friday, June 13, 2025, by Daniel seconded by Marcail. All in favor, motion carried.

Financial Report – Laura Nicholson

- **Motion to accept the May 2025 financial report by Daniel seconded by Marcail. All in favor, motion carried.**
- Cash flow projections were reviewed. Elizabeth explained that we don't have enough information and Laura is keeping up with projections as best she can. The latest numbers were reviewed at the Executive Committee meeting on June 13.
- County appropriation and bank transfers were discussed. The county approved paying us our full 2025 appropriation amount all at once. Because this put our checking account above the \$250,000 FDIC insured amount we moved much of the money to our money market account and our ICS account.
- **Motion to approve the updated 2025 financial controls with by Daniel, seconded by John. All in favor, motion carried.**
- CDs are maturing. Our Champlain National Bank CD matures in 5 days. **Daniel made a motion to roll the CD over into a new 6-month CD and move the interest to the CCE checking account, seconded by Marcail. All in favor, motion carried.** Our Community Bank CD will mature on July 26. The board wants to wait for the upcoming executive committee meeting to decide what to do with that CD.
- Fundraising plans. We are exploring setting up a fund with the Adirondack Foundation. We need to create campaigns and would like to avoid competing for funds with our partner organizations. The key is to prioritize and collaborate.

- Federal funding – FMPP update. We just don't have answers. We are assuming we'll be paid for all the work we are currently doing up to the point where we receive a stop-work order, if that happens. If we end up getting all our funding but haven't done all the work because of all the uncertainties, we should be able to get an extension.
- 2026 CCE budget – assuming we'll apply for level county funding. We'll have more information about our federal and state funding by the end of August. Executive committee will meet to discuss.
- New building update: No new news. We have seen a floorplan and are developing expense efficiencies with Soil & Water. We will possibly have to pay rent.
- Review of Grants and Contracts we are waiting to hear about:
 - 4-H Council (composting curriculum)
 - Hannaford/FNEC (childhood obesity prevention)
 - Sylvamo (\$2,500), Stewart's (\$1,500) and Cloudsplitter (\$3,000)

Reports

- *Full Staff Program report* – included in packet
- *Executive Director* – Elizabeth reported on:
 - The Chevy Malibu needs \$3,500 worth of work and is only worth \$5,500. Elizabeth recommends purchasing a used vehicle this summer to replace it. We can trade in the Malibu or look to sell it on the open market. **Daniel made a motion to authorize Elizabeth to spend up to \$20,000 for a vehicle, seconded by Florence. All in favor, motion carried.**
 - This is the first year where there will be no 4-H animals at the fair. Our current spotlight is on the need for changes in 4-H. We need more outreach. In August we'll have a brainstorming session with community and the fair board. We might have a 4-H dairy bar this year. Glenn should be able to tell us where our portable shed is that can be used for this.
 - Ag Day at the county will be on July 27. Cole will give a presentation to the BOS. There will be no outside tent and all food will be inside.
 - There is an Executive Leadership Conference in Ithaca in early September for executive directors and board presidents.
 - Likely all CCE associations are on board to share the cost of an attorney reviewing all the personnel policies.
- Committee Reports:
 - Community Vitality - tabled
 - Adirondack Harvest - tabled
 - Ag & Local Food - tabled

Old Business

- EEO policy approval. **Daniel made a motion to adopt the updated EEO policy #401, seconded by Marvail. All in favor, motion carried.**

New Business

- The board would like to move board meetings to the third Monday of the month. The August meeting will move from August 25 to the 18th. Laurie will notify all board

members. The only other regular board meeting after that is December 15th which does not need to be changed.

Other: None

Next meeting: Monday, August 18, 2025 at 5:30 PM.

Daniel made a motion to adjourn the meeting at 7:10 PM, seconded by Florence. All in favor, motion carried.

Respectfully submitted by Laurie Davis on 06.24.25.

TBD Approved by the CCE board on August 18, 2025

Marcail Miller, CCE Board Secretary

Date

DRAFT Minutes

Cornell Cooperative Extension of Essex County

Meeting of Executive Committee July 14, 2025, 4 PM

Lewis, NY

Board members present: Trisha Best, Jessica Tyson, Daniel Berheide

Board member absent: Marcail Miller

Staff present: Laura Nicholson (Finance Manager) and Elizabeth Lee (Executive Director)

Meeting brought to order by Trisha Best at 4:05 PM

Managing current financial assets

1. The Executive Committee reviewed documents provided by the Adirondack Foundation regarding Organization and Designated Funds. (attach?)
2. The Committee discussed aspects of the Adirondack Foundations fund types and considered options for protecting current assets, maintaining liquidity to cover possible 2025 revenue shortfalls and unpredictable needs going forward. Several options were discussed.
 - a. Not opening an Adirondack Foundation Fund and continuing to use laddered CD's at the highest interest rates available.
 - b. Establishing an Adirondack Foundation Organization Fund with a deposit of \$25-\$50,000 as an initial step toward growing assets and rolling remaining funds from CDs into new CDs with staggered terms.
 - c. Placing funds in a managed portfolio account with greater access to cover unforeseen expenses or grant termination.
3. The Committee elected to learn more from Adirondack Foundation about their funds, find out more about current interest rates on short, medium and long-term CDs and seek advise from a scenario planning expert recommended by our contact at Adirondack Foundation.
4. This topic will be revisited at the next Executive Committee meeting to make decisions when the two CDs that roll over July 28.

5. The Executive Committee reviewed three scenarios prepared by Laura Nicholson, each with different assumptions and impacts on the Association's fund balance. Each scenario maintained the direction agreed on previously to minimize use of fund balance and maintain all staff at current time and pay rates to the fullest extent possible.
6. The sense of the group was to:
 - a. monitor developments at the federal and state level as long as possible before preparing a final budget. (As of July 17 we still do not know about rescission of FY 2025 federal grants, NYS impacts from federal budget, and county impacts to our appropriation.
 - b. Unless new information is received, prepare a request for level funding from Essex County in September with the reductions noted in Scenario 2 (No revenue from FMPP OR MARRY grants; staff development, program travel, supplies, meeting expenses @ 50% of 2025 budget). Adoption at this level would result in a 2026 Budget of \$1,187,568 and require a transfer of \$153,836 from fund balances).

The next Executive meetings are scheduled **for Monday July 28, 4-5 PM** and **Monday August 4 from 4-5 PM**.

Motion to adjourn by Daniel, seconded by Jessica. Meeting adjourned at 5:10 PM

DRAFT Minutes

Cornell Cooperative Extension of Essex County

Meeting of Executive Committee July 28, 2025, 4 PM

Lewis, NY

Board members present: Trisha Best, Daniel Berheide, Marcail Miller.

Board member on Zoom: Jessica Tyson.

Staff present: Laurie Davis, (Senior Administrator), Laura Nicholson (Finance Manager), and Elizabeth Lee (Executive Director)

Meeting called to order by Trisha Best at 4:10 PM

Managing current financial assets:

1. Recommendation to roll over CDs
 - a. \$100K to 6 month @ 3.4%
 - b. \$50K to 13 month @ 3.6%
 - c. \$50K to ICS at Champlain National Bank until full Board vote on Adirondack Foundation Organization Fund
Daniel made a motion to roll over the CDS listed above and move \$50K to ICS pending board vote, seconded by Trisha. All in favor, motion carried.
2. Recent grant submissions:
 - a. Cole - \$10K Farm Credit East for 2025 Adirondack Harvest Festival expenses.
 - b. Sam - \$25K UVM ECH for expanding senior wellness
 - c. Cole/Jake - \$200K for DEC Environmental Justice Community Impact grant, Daniel would like Cole to reach out to him re: metrics to use.
 - d. Hannaford \$10K for childhood obesity prevention – was awarded.
3. Conversation with Tom Stork, an experienced economic scenario planner recommended by the Adirondack Foundation. He said we cannot project anything because we don't have our revenue sources nailed down.
4. Proposed budget scenarios:

Scenario 2 was decided as the best workable budget for 2026. Laura and Elizabeth explained the figures. Reviewed the current state of the FMPP and MARRY grants. Reviewed all three scenarios and transfer options. This is just an update. There's a lot we still don't know. Waiting to see what state passes down to counties. Shoot for taking about 50% from administrative and general funds to prepare budget.
5. Outreach to Shaun Gilliland and Elise Stefanik's offices: Shaun had the idea to ask county, in our budget request, for a contingency line of funds if federal funds fall short at end of 2025. We would add it to our budget request for September. This could cover 2026 but we'd still have to cover 2025 shortfalls (up to \$144,000).

Stefanik's office was supportive. NIFA money for MARRY grant was released already. So why don't we have it? The Stefanik contact will pursue this for us if needed.

The next Executive meetings are scheduled **for Monday August 4 from 4-5 PM.**

Motion to adjourn at 4:57 PM by Daniel, seconded by Marcail. All in favor, motion carried.

**CCE Essex County
Balance Sheet**

**Last Month Closed
06/30/2025**

**Period Ending
06/30/2025**

**Period Ending
06/30/2024**

Assets

Current Assets:

Petty Cash	\$200.00	\$200.00
Cash in Bank, Checking	\$40,620.85	\$67,598.59
Cash in Bank, Savings	\$358,705.24	\$206,582.75
Undeposited Funds	\$181.45	\$4,681.80
Total Cash	\$399,707.54	\$279,063.14

Accounts Receivable	\$106,603.20	\$56,353.37
Certificates of Deposit, 12 Months or Less	\$101,712.98	\$100,000.00
Prepaid Expenses	\$4,757.02	\$4,147.09
Total Current Assets	\$612,780.74	\$439,563.60

Non-Current Assets:

Investments, Certificates of Deposit	\$208,199.99	\$200,000.00
Deposits Non-Current	\$34,091.00	\$26,039.00
Total Non-Current Assets	\$242,290.99	\$226,039.00

Right-Of-Use Assets:

Right-Of-Use Equipment	\$5,105.79	\$7,094.23
Total Right-Of-Use Assets	\$5,105.79	\$7,094.23

Fixed Assets:

Vehicles	\$65,320.43	\$40,688.00
Accumulated Depreciation	-\$30,782.94	-\$40,688.00
Total Fixed Assets	\$34,537.49	\$0.00
Total Assets	\$894,715.01	\$672,696.83

Liabilities and Fund Balances

Current Liabilities:

Accounts Payable	\$5,019.14	\$12,868.50
Accounts Payable, Cornell	\$38,065.59	\$33,930.35
Accrued Payroll	-\$2,313.26	-\$1,309.19
Accrued Vacation	\$10,633.69	\$7,202.06
Deferred Revenues	\$209,017.14	\$36,126.53
Agency Funds	-\$75.00	\$0.00
Operating Leases Current	\$2,060.00	\$1,988.42
Total Current Liabilities	\$262,407.30	\$90,806.67

Non-Current Liabilities:

Operating Leases Non-Current	\$3,045.79	\$5,105.81
Total Non-Current Liabilities	\$3,045.79	\$5,105.81

Current Fund Balances

Designated	\$370,277.69	\$355,687.42
General Fund	\$161,836.01	\$169,888.01
Plant Fund	\$34,537.49	\$0.00
Total Revenues	\$627,303.86	\$567,461.79
Total Expenses	-\$565,155.64	-\$523,999.87
Net from Operations	\$62,148.22	\$43,461.92
Transfers from	\$36,190.94	\$33,333.00
Transfers To	-\$35,728.43	-\$25,586.00
Net from Transfers	\$462.51	\$7,747.00
Total Fund Balances	\$629,261.92	\$576,784.35
Total Liabilities and Fund Balances	\$894,715.01	\$672,696.83

**CCE Essex County
Statement of Operations
06/30/2025**

**Last Month Closed
06/30/2025**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>Prior Year Same Period</u>	<u>% of Budget</u>
FEDERAL REVENUES					
SL Fed Contrib	\$1,003.68	\$6,022.08	\$12,000.00	\$ 5,912.16	50%
Fed Contract Contrib	\$20,031.00	\$116,503.69	\$347,626.11	\$ 83,798.73	34%
STATE REVENUES					
NYS 224 Contracts	\$6,538.06	\$43,786.55	\$82,783.00	\$ 48,885.45	53%
NYS Fringe Benefits	\$25,686.79	\$172,542.63	\$400,203.53	\$ 152,243.27	43%
NYS Contracts Contrib	\$4,187.09	\$35,369.36	\$57,855.10	\$ 42,289.82	61%
COUNTY REVENUES					
County Approp Contrib	\$29,960.50	\$180,907.00	\$374,528.00	\$ 172,900.00	48%
County Contract Contrib	\$1,877.75	\$11,266.20	\$23,283.00	\$ 9,523.16	48%
OTHER GRANTS & CONTRACTS					
Other Govt Contracts Contrib	\$9,571.92	\$22,277.86	\$23,925.00	\$ 2,346.86	93%
Other Grants/Contracts Contrib	\$84.29	\$373.23	\$1,433.39	\$ 171.89	26%
Private Contracts Contributions	\$196.76	\$496.76	\$10,675.07	\$ 9,494.49	5%
CONTRIBUTION REVENUE					
Contrib Unrestricted	\$880.00	\$11,516.95	\$15,150.00	\$ 14,030.15	76%
Donated Use of Facilities	\$2,383.33	\$14,299.98	\$28,600.00	\$ 14,299.98	50%
INVESTMENT EARNINGS					
Interest Income	\$2,621.05	\$6,808.96	\$6,000.00	\$ 3,783.15	113%
PROGRAM REVENUE					
Enrollment Fees Contrib	\$626.29	\$3,783.11	\$6,100.00	\$ 3,957.18	62%
Program Reg Fees	\$0.00	\$465.00	\$200.00	\$ -	233%
Regional Prog Support	\$0.00	\$0.00	\$0.00	\$ 712.50	0%
Enterprise Sales	\$0.00	\$0.00	\$450.00	\$ 357.00	0%
Reimb for Services	\$0.00	\$250.00	\$100.00	\$ 2,750.00	250%
Fundraising	\$60.00	\$295.50	\$7,200.00	\$ 6.00	4%
Special Events	\$0.00	\$0.00	\$900.00	\$ -	0%
NON-OPERATING INCOME					
Gain on Fixed Assets	\$0.00	\$200.00	\$0.00	\$ -	
NET ASSET RECLASSIFICATION					
TOTAL REVENUES	\$105,847.51	\$627,303.86	\$1,399,012.20	\$567,461.79	45%
TRANSFERS FROM FUND BALANCES					
Trans from Designated	\$0.00	\$35,000.00	\$84,920.69	\$ 33,333.00	41%
Trans from General	\$0.00	\$0.00	\$25,586.00	\$ -	0%
Trans from Plant, Depr	\$595.47	\$1,190.94	\$7,000.00	\$ -	17%
TOTAL TRANSFERS FROM FUND BALANCES	\$595.47	\$36,190.94	\$117,506.69	\$33,333.00	
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$106,442.98	\$663,494.80	\$1,516,518.89	\$600,794.79	
SALARIES					
Payroll	\$39,560.20	\$265,326.48	\$614,010.44	\$ 228,830.07	43%
EMPLOYEE BENEFITS					
Payroll Fringe Benefits	\$25,686.79	\$172,542.63	\$400,203.53	\$ 152,243.27	43%
Unemployment Ins	\$32.53	\$193.38	\$388.58	\$ 184.53	50%
Workers' Compensation	\$265.17	\$1,591.02	\$2,573.16	\$ 1,286.58	62%
Vacation Expense	\$0.00	\$0.00	\$500.00	\$ -	0%
STAFF DEVELOPMENT					
Staff Dev, Registrations	\$335.00	\$1,138.75	\$3,730.75	\$ 853.24	31%
Staff Dev, Mileage	\$79.80	\$625.10	\$2,090.60	\$ -	30%
Staff Dev, Transportation	\$152.90	\$779.45	\$220.00	\$ -	354%
Staff Dev, Lodging	\$891.56	\$1,146.76	\$4,952.34	\$ 328.00	23%
Staff Dev, Meals	\$37.05	\$84.16	\$1,114.20	\$ 105.99	8%
PROGRAM/OPERATING EXPENSES					
Advertising	\$99.99	\$149.98	\$500.00	\$ 370.66	30%
Publicity	\$313.37	\$11,362.02	\$65,341.03	\$ 8,839.10	17%
Awards and Prizes	\$70.52	\$2,012.24	\$4,545.93	\$ 702.22	44%
Credit Card Fees	\$0.00	\$3.50	\$0.00	\$ -	0%
Computer and IT Services	\$22.79	\$136.74	\$300.00	\$ 133.32	46%
Travel, Lodging	\$0.00	\$0.00	\$0.00	\$ 1,436.07	0%
Travel, Meals	\$0.00	\$0.00	\$200.00	\$ -	0%
Travel, Mileage	\$483.35	\$3,020.50	\$13,040.07	\$ 4,608.86	23%
Travel, Transportation	\$0.00	\$88.44	\$300.00	\$ 101.33	29%
Meetings, Food	\$241.31	\$852.69	\$5,252.59	\$ 1,985.18	16%
Meetings, Other	\$0.00	\$0.00	\$4,918.00	\$ 218.53	0%

**CCE Essex County
Statement of Operations
06/30/2025**

**Last Month Closed
06/30/2025**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Annual Budget</u>		<u>Prior Year Same Period</u>	<u>% of Budget</u>
Postage and Delivery	\$0.00	\$102.20	\$5,186.00	\$	1,618.60	2%
Printing & Copying	\$0.00	\$1,650.00	\$2,250.00	\$	3,224.96	73%
Non-Capitalized Assets	\$0.00	\$0.00	\$5,000.00	\$	4,114.59	0%
ROU Lease, Equipment	\$183.96	\$1,103.76	\$2,207.52	\$	1,103.76	50%
Rental, Facilities	\$2,383.33	\$14,299.98	\$28,600.00	\$	14,299.98	50%
Enterprise, Cost of Sales	\$0.00	\$0.00	\$450.00	\$	391.88	0%
Fundraising Expenses	\$0.00	\$261.63	\$5,350.00	\$	107.39	5%
Special Events Expenses	\$0.00	\$0.00	\$1,400.00	\$	30.00	0%
Supplies, Nutrition	\$1,087.53	\$1,588.56	\$2,558.31	\$	4,475.26	62%
Supplies, Teaching	\$2,026.16	\$8,433.20	\$25,481.87	\$	3,476.01	33%
Supplies, Non-Food (disp)	\$23.44	\$174.86	\$700.00	\$	703.04	25%
Supplies, Medical	\$0.00	\$0.00	\$100.00	\$	-	0%
Supplies, Garden	\$0.00	\$0.00	\$3,850.00	\$	2,873.02	0%
Supplies, Expendable	\$0.00	\$27.71	\$700.00	\$	338.95	4%
Supplies, Office	\$0.00	\$1,425.24	\$4,500.00	\$	4,339.92	32%
Telecommunications	\$246.92	\$1,486.10	\$3,000.00	\$	1,473.74	50%
Internet Charges	\$389.95	\$2,339.70	\$4,680.00	\$	2,339.70	50%
Trips and Tours	\$600.00	\$3,400.00	\$18,014.29	\$	1,142.42	19%
Vehicles, Fuel	\$73.78	\$720.07	\$1,000.00	\$	229.54	72%
Vehicles, Repairs/Maint	\$424.99	\$2,696.90	\$2,000.00	\$	502.64	135%
Insurance, Vehicle	\$0.00	\$1,898.60	\$4,419.00	\$	1,841.25	43%
Insurance, General Liab	\$0.00	\$3,020.30	\$6,850.00	\$	2,742.70	44%
Insurance, Property	\$0.00	\$292.00	\$300.00	\$	538.75	97%
Insurance, Cyber Liability	\$98.75	\$669.56	\$1,450.00	\$	717.54	46%
Insurance, D&O Liability	\$115.58	\$686.82	\$1,350.00	\$	667.00	51%
Insurance, 4-H Accident	\$11.78	\$70.68	\$160.00	\$	78.14	44%
Subscript & Memberships	\$0.00	\$970.79	\$1,900.00	\$	1,593.23	51%
Licenses and Fees	\$43.70	\$2,577.29	\$4,074.13	\$	299.13	63%
Background/MVR Checks	\$26.10	\$78.30	\$300.00	\$	200.19	26%
GRANTS & CONTRACTS						
Contracted Services	\$1,551.67	\$26,410.75	\$139,473.14	\$	34,301.40	19%
Outsourced Services	\$1,984.87	\$11,909.22	\$23,819.00	\$	17,780.97	50%
Specialist Contract	\$1,624.00	\$9,744.00	\$19,486.00	\$	9,687.83	50%
Association Services	\$0.00	\$0.00	\$8,114.00	\$	-	0%
BUILDINGS & GROUNDS						
Facilities/Grounds Maint	\$108.50	\$636.07	\$800.00	\$	529.80	80%
Repairs & Maint	\$185.00	\$1,110.00	\$2,220.00	\$	1,110.00	50%
Utilities, Heating	\$0.00	\$1,613.44	\$3,000.00	\$	1,553.40	54%
Utilities, Electric	\$314.88	\$1,468.13	\$3,000.00	\$	1,291.19	49%
Utilities, Water	\$0.00	\$45.00	\$90.00	\$	45.00	50%
INTEREST EXPENSE						
EXPENSE OF FIXED ASSETS						
Depr, Vehicles	\$595.47	\$1,190.94	\$7,000.00	\$	-	17%
NON-OPERATING EXPENSES						
NET ASSET RECLASSIFICATION						
TOTAL EXPENSES	\$82,372.69	\$565,155.64	\$1,469,014.48		\$523,999.87	38%
TRANSFERS TO FUND BALANCES						
Trans to Designated	\$0.00	\$0.00	\$550.00	\$	-	0%
Trans to General	\$0.00	\$0.00	\$11,954.41	\$	25,586.00	0%
Trans to Plant/Vehicles	\$0.00	\$35,728.43	\$35,000.00	\$	-	102%
TOTAL TRANSFERS TO FUND BALANCES	\$0.00	\$35,728.43	\$47,504.41		\$25,586.00	
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$82,372.69	\$600,884.07	\$1,516,518.89		\$549,585.87	
NET FROM TRANSFERS	\$595.47	\$462.51	\$70,002.28		\$7,747.00	
NET FROM CURRENT OPERATIONS	\$23,474.82	\$62,148.22	(\$70,002.28)		\$43,461.92	
NET FROM TRANSFERS & CURRENT OPERATIONS	\$24,070.29	\$62,610.73	\$0.00		\$51,208.92	

CCE Essex County Board Summary Report

Meeting Date: 08/18/25

Financial Statements presented - Month ending:

06/30/25

Key Financial Points (Balance Sheet)

- Total Cash is about \$399,700; this does not include the CDs currently valued at \$309,912.97
Total Cash and CDs are about \$130,600 more than this time last year. Includes prepay of remaining Appropriation.
- Total Accounts Receivable is about \$106,600, which is about \$50,250 more than this time last year
81% of the receivables are current within 60 days, 16% are between 61 and 90 days, the remaining 3% are over 90 days.
- Prepaid expenses are about \$4,800
About \$3,900 are for prepaid insurances; auto and liability are usually received from Cornell in July
- Accounts Payable is about \$43,100, including the Cornell bill of \$38,066 that's about \$4,100 more than this time last year
The difference is due to staffing changes and also a credit from Harvest NY that was included in June 2024.
- Deferred Revenues are about \$209,000 - we received the remaining County Appropriation in July

ASSETS

Cash on Hand				\$	399,707.54
	Champlain National Bank - Checking:	40,620.85			
	Champlain National Bank - Money Market:	93,695.21			
	Champlain National Bank - ICS Sweep:	265,010.03			
	Petty Cash:	200.00			
	Undeposited Funds:	181.45			
Accounts Receivable				\$	106,603.20
Certificate of Deposit, 12 months or less (Interest calculated at maturity)				\$	101,712.98
Prepaid Expenses:				\$	4,757.02
		Balance	Months Remaining		Monthly
	Unemployment Insurance:	227.70	7		32.53
	Workers' Compensation:	1,591.00	6		265.17
	Auto Insurance:	-	0		-
	General Liability Insurance:	-	0		-
	Cyber Insurance:	1,086.25	11		98.75
	Director & Officer's Insurance:	924.68	8		115.58
	4H Accident Insurance:	70.72	6		11.78
	Constant Contact:	114.80	2		57.40
	Server Fee:	162.52	6		27.08
	Association Services:	-	0		-
	AH Website Hosting:	119.90	2		59.95
	4H Online Services:	68.38	3		22.79
	Bingocize Facilitator Training:	124.39	15		8.29
	A Matter of Balance License:	266.68	32		8.33
Deposits & Advances				\$	-
Initial Payment:				\$	34,091.00
<i>(One month payroll, required by Cornell - see Designated Fund Initial Deposit on page two)</i>					
Certificates of Deposit, Two at CNBA (\$100,000 each 06/26/24)				\$	208,199.99
Copier Lease				\$	5,105.79
Fixed Assets				\$	34,537.49
	Vehicle:	65,320.43			
	Accumulated Depreciation:	(30,782.94)			
TOTAL ASSETS				\$	894,715.01

CCE Essex County Board Summary Report

LIABILITIES		
Accounts Payable (Includes Cornell bill & any Accrued Payroll)	\$	43,084.73
Accrued Vacation	\$	10,633.69
Accrued Payroll	\$	(2,313.26)
Deferred Revenue	\$	209,017.14
	Start Date	
Adirondack Harvest Festival:	17,856.00	Annual 1/1/2025
Grant - ADK Foundation Generous Acts:	145.78	3/24/2021
Grant - 4H Welding:	2,392.33	9/1/2019
Grant - 4H Stewarts Match 2024:	87.61	Annual
Grant - Goldman Sachs Gives Grant Happy Trails 2022:	2,052.59	9/6/2022
Grant - Goldman Sachs Gives Grant Happy Trails 2023:	5,000.00	8/15/2023
Grant - 4H Paper Clover 2024 - \$1,857.67	1,717.83	Annual 05/31/25
County Appropriation:	179,765.00	7/1/2025
Agency Funds	\$	(75.00)
Current Copier Lease Payable	\$	2,060.00
Non-Current Copier Lease Payable	\$	3,045.79
Current Fund Balances	\$	532,113.70
General Fund:	161,836.01	
Designated Fund - Ag Program:	6,858.78	
Designated Fund - ADK Harvest Essex:	13,216.74	
Designated Fund - ADK Harvest Other:	4,192.73	
Designated Fund - ADK Harvest Regional:	9,581.15	
Designated Fund - ADK Harvest Cuisine Trail:	2,616.77	
Designated Fund - ADK Harvest Festival:	1,088.46	
Designated Fund - Power of Produce:	7,121.26	
Designated Fund - 4H Youth Dev Program:	17,772.05	
Designated Fund - Master Gardner Program:	2,620.11	
Designated Fund - New Office:	3,796.94	
Designated Fund - Salary Improvement:	79,778.81	
Designated Fund - Capital Campaign:	22,888.98	
Designated Fund - Contingency:	90,000.00	
Designated Fund - Equipment:	15,000.00	
Designated Fund - Initial Deposit:	34,091.00	
Designated Fund - Vehicle:	55,000.00	
Designated Fund - Computers:	4,653.91	
Plant Fund (This includes cost of vehicle & accumulated depreciation)	\$	34,537.49
Net from Transfers	\$	462.51
Net from Operations	\$	62,148.22
TOTAL LIABILITIES AND FUND BALANCE	\$	894,715.01

CCE Essex County Board Summary Report

Key Financial Points (Statement of Operations)

- We are 50% through the year and the net from transfers & operations is \$62,610.73
 - The budgeted revenues are at 45% and budgeted expenses are at 38%
 - * Any categories that are 10% more or less than the expected percentage are highlighted light green below
 - * The Statement of Operations breaks the categories below into sub-categories.
- I didn't highlight any of the sub-categories because we have reviewed most of these previously, but please let me know if you have questions on any of the subcategories and we can review them at the meeting.

	REVENUES			
	Period Ending 06/30/25	Annual Budget	Remaining Budget	% of Budget
Federal Smith Lever	\$ 6,022.08	\$ 12,000.00	\$ 5,977.92	50%
State 224	\$ 43,786.55	\$ 82,783.00	\$ 38,996.45	53%
Benefits	\$ 172,542.63	\$ 400,203.53	\$ 227,660.90	43%
County Appropriation	\$ 180,907.00	\$ 374,528.00	\$ 193,621.00	48%
Grants & Contracts	\$ 186,287.10	\$ 464,797.67	\$ 278,510.57	40%
Program/Operating Revenues	\$ 37,558.50	\$ 64,700.00	\$ 27,141.50	58%
Non-Operating Revenue	\$ 200.00	\$ -	\$ (200.00)	
TOTAL REVENUES	\$ 627,303.86	\$ 1,399,012.20	\$ 771,708.34	45%
Transfers From Fund Balances	\$ 36,190.94	\$ 117,506.69	\$ 81,315.75	
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$ 663,494.80	\$ 1,516,518.89	\$ 853,024.09	
	EXPENSES			
	Period Ending 06/30/25	Annual Budget	Remaining Budget	% of Budget
Staff Salaries & Benefits	\$ 443,427.73	\$ 1,029,783.60	\$ 586,355.87	43%
Program & Operating Expenses	\$ 104,578.10	\$ 400,403.36	\$ 295,825.26	26%
Building & Grounds, Equipment R&M	\$ 17,149.81	\$ 38,827.52	\$ 21,677.71	44%
Non-Operating Expense	\$ -	\$ -	\$ -	
TOTAL EXPENSES	\$ 565,155.64	\$ 1,469,014.48	\$ 903,858.84	38%
Transfers To Fund Balances	\$ 35,728.43	\$ 47,504.41	\$ 11,775.98	
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$ 600,884.07	\$ 1,516,518.89	\$ 915,634.82	
NET FROM TRANSFERS	\$ 462.51	\$ 70,002.28	\$ 69,539.77	
NET FROM CURRENT OPERATIONS	\$ 62,148.22	\$ (70,002.28)	\$ (132,150.50)	
NET FROM TRANSFERS & CURRENT OPERATIONS	\$ 62,610.73	\$ -	\$ (62,610.73)	

**CCE Essex County
Annual Budget Summary**

	2026 Scenario 1 BUDGET	2026 Scenario 2 BUDGET
SOURCE REVENUES		
<i>Federal Funds</i>		
SL Fed Contrib	\$ 12,000.00	\$ 12,000.00
Fed Contract Contrib	\$ 273,399.90	\$ -
Total Federal Funds	\$ 285,399.90	\$ 12,000.00
<i>NY State</i>		
NYS 224 Contracts	\$ 83,436.00	\$ 83,436.00
NYS Fringe Benefits	\$ 375,607.78	\$ 359,456.41
NYS Contracts Contrib	\$ 60,825.09	\$ 60,825.09
Total NY State Funds	\$ 519,868.87	\$ 503,717.50
<i>County</i>		
County Approp Contrib	\$ 374,528.00	\$ 374,528.00
Total County Funds	\$ 374,528.00	\$ 374,528.00
<i>Other County</i>		
County Contract Contrib	\$ 29,803.20	\$ 29,803.20
Total Other County Funds	\$ 29,803.20	\$ 29,803.20
<i>Other Grants/Contracts</i>		
Other Govt Contracts Contrib	\$ 11,800.00	\$ 11,800.00
Other Grants/Contracts Contrib	\$ 11,857.67	\$ 11,857.67
Total Other Other Grant/Contract Funds	\$ 23,657.67	\$ 23,657.67
<i>Contributions</i>		
Contrib Unrestricted	\$ 16,150.00	\$ 16,150.00
Donated Use of Facilities	\$ 28,600.00	\$ 28,600.00
Total Contributions	\$ 44,750.00	\$ 44,750.00
<i>Rental, Investment Earnings & Interest</i>		
Interest Income	\$ 6,000.00	\$ 6,000.00
Total Rental, Investment Earnings & Interest	\$ 6,000.00	\$ 6,000.00
<i>Programming Revenue</i>		
Enrollment Fees Contrib	\$ 6,100.00	\$ 6,100.00
Program Reg Fees	\$ 200.00	\$ 200.00
Specialist Contract Support	\$ 1,250.00	\$ 1,250.00
Enterprise Sales	\$ 450.00	\$ 450.00
Reimb for Services	\$ 100.00	\$ 100.00
Fundraising	\$ 7,200.00	\$ 7,200.00

**CCE Essex County
Annual Budget Summary**

	2026 Scenario 1 BUDGET	2026 Scenario 2 BUDGET
Special Events	\$ 1,000.00	\$ 1,000.00
Total Program Revenue	\$ 16,300.00	\$ 16,300.00

Non-Operating Revenue

Total Revenues	\$ 1,300,307.64	\$ 1,010,756.37
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Funds from Reserves

Trans from Designated	\$ 20,797.00	\$ 80,949.25
Trans from General	\$ -	\$ 61,152.25
Trans from Plant, Depr	\$ 7,145.64	\$ 7,145.64
Total Transfers from Fund Balances	\$ 27,942.64	\$ 149,247.14
Total Revenues and Transfers from Funds	\$ 1,328,250.28	\$ 1,160,003.51

EXPENSES

Payroll

Payroll Expenses	\$ 576,402.11	\$ 546,637.31
Total Salaries	\$ 576,402.11	\$ 546,637.31

Employee Benefits

Payroll Fringe Benefits	\$ 375,607.78	\$ 359,456.41
Unemployment Ins	\$ 400.00	\$ 400.00
Workers' Compensation	\$ 3,240.00	\$ 3,240.00
Vacation Expense	\$ 500.00	\$ 500.00
Staff Dev, Registrations	\$ 3,500.00	\$ 2,000.00
Staff Dev, Mileage	\$ 1,660.00	\$ 1,160.00
Staff Dev, Transportation	\$ 320.00	\$ 220.00
Staff Dev, Lodging	\$ 4,542.86	\$ 2,400.00
Staff Dev, Meals	\$ 1,100.00	\$ 600.00
Total Employee Benefits	\$ 390,870.64	\$ 369,976.41

Phone/Postage/Supplies

Postage and Delivery	\$ 3,977.00	\$ 350.00
Printing & Copying	\$ 2,150.00	\$ 2,150.00
Supplies, Office	\$ 4,000.00	\$ 2,000.00
Telecommunications	\$ 3,000.00	\$ 3,000.00
Internet Charges	\$ 4,680.00	\$ 4,680.00
Total Phone/Postage/Supplies	\$ 17,807.00	\$ 12,180.00

Insurance

Insurance, Vehicle	\$ 5,033.00	\$ 5,033.00
Insurance, General Liab	\$ 9,072.00	\$ 9,072.00

**CCE Essex County
Annual Budget Summary**

	2026 Scenario 1 BUDGET	2026 Scenario 2 BUDGET
Insurance, Property	\$ 300.00	\$ 300.00
Insurance, Cyber Liability	\$ 1,200.00	\$ 1,200.00
Insurance, D&O Liability	\$ 1,440.00	\$ 1,440.00
Insurance, 4-H Accident	\$ 120.00	\$ 120.00
Total Insurance	\$ 17,165.00	\$ 17,165.00

Rent (Office, Vehicles)

ROU Lease, Equipment	\$ 2,207.52	\$ 2,207.52
Rental, Facilities	\$ 28,600.00	\$ 28,600.00
Total Rent/Lease	\$ 30,807.52	\$ 30,807.52

Mileage/Fleet/Travel

Travel, Meals	\$ 200.00	\$ 100.00
Travel, Mileage	\$ 15,233.93	\$ 9,574.52
Travel, Transportation	\$ 800.00	\$ 150.00
Vehicles, Fuel	\$ 1,560.00	\$ 1,560.00
Vehicles, Repairs/Maint	\$ 2,400.00	\$ 2,400.00
Total Mileage/Fleet/Travel	\$ 20,193.93	\$ 13,784.52

Program Operating Expenses

Advertising	\$ 500.00	\$ 500.00
Publicity	\$ 38,353.07	\$ 24,200.00
Association Services	\$ 8,264.00	\$ 8,264.00
Awards and Prizes	\$ 3,200.00	\$ 2,200.00
Computer and IT Services	\$ 3,120.00	\$ 3,120.00
Contracted Services	\$ 88,826.70	\$ 33,050.00
Outsourced Services	\$ 25,483.00	\$ 25,483.00
Specialist Contract	\$ 20,100.00	\$ 20,100.00
Meetings, Food	\$ 4,000.00	\$ 3,125.00
Meetings, Other	\$ 1,450.00	\$ 925.00
Enterprise, Cost of Sales	\$ 450.00	\$ 450.00
Fundraising Expenses	\$ 4,850.00	\$ 4,850.00
Special Events Expenses	\$ 2,000.00	\$ 2,000.00
Supplies, Nutrition	\$ 1,500.00	\$ -
Supplies, Teaching	\$ 19,593.61	\$ 10,580.67
Supplies, Non-Food (disp)	\$ 400.00	\$ 250.00
Supplies, Medical	\$ 100.00	\$ 50.00
Supplies, Garden	\$ 200.00	\$ 100.00
Supplies, Expendable	\$ 700.00	\$ 500.00
Trips and Tours	\$ 16,905.71	\$ 3,870.00
Total Program Operating Expenses	\$ 239,996.09	\$ 143,617.67

**CCE Essex County
Annual Budget Summary**

	2026 Scenario 1 BUDGET	2026 Scenario 2 BUDGET
<i>Equipment/Maintenance</i>		
Non-Capitalized Assets	\$ 5,000.00	\$ 5,000.00
Facilities/Grounds Maint	\$ 1,400.00	\$ 1,400.00
Repairs & Maint	\$ 2,220.00	\$ 2,220.00
Utilities, Heating	\$ 3,000.00	\$ 3,000.00
Utilities, Electric	\$ 3,000.00	\$ 3,000.00
Utilities, Water	\$ 120.00	\$ 120.00
Total Equipment/Maintenance	\$ 14,740.00	\$ 14,740.00

Fees and Interest Expense

Other Expenses

Subscript & Memberships	\$ 1,900.00	\$ 1,900.00
Licenses and Fees	\$ 1,899.44	\$ 1,199.44
Background/MVR Checks	\$ 300.00	\$ 300.00
Total Other Expenses	\$ 4,099.44	\$ 3,399.44

Non-Operating

Expense of Fixed Assets

Depr, Vehicles	\$ 7,145.64	\$ 7,145.64
Total Expense of Fixed Assets	\$ 7,145.64	\$ 7,145.64

Total Expenses	\$ 1,319,227.37	\$ 1,159,453.51
----------------	-----------------	-----------------

Funds to Reserves

Trans to Designated	\$ 550.00	\$ 550.00
Trans to General	\$ 8,472.91	\$ -
Total Transfers from Funds	\$ 9,022.91	\$ 550.00
Total Expenses and Transfers from Funds	\$ 1,328,250.28	\$ 1,160,003.51
Net Transfers and Current Operations	\$ -	\$ -

2026 Budget Scenarios August 12, 2025

*** I didn't include the \$20,000 for a car in either scenario; this won't change the bottom line but will decrease the designated vehicle fund by \$20,000.*

Budget Scenario 1 – Best Case (Status Quo)

- Includes the AH Program Leader and CV Program Leader for 20 hours a week
- Includes level county funding (Total \$403,128 revenues & expenses)
 - \$359,528 General Appropriation
 - \$15,000 Adirondack Harvest Festival
 - \$28,600 Donated office space
- Assumes we receive MARRY and FMPP grants
- Includes COLA of + .90 per hour for all staff
- Includes the addition of 6 months of the HNY Rooted in Learning Grant
- Includes the addition of Hannaford's mini-grant of \$10,000
- Total salary is \$576,402.11
 - \$230,235.53 is county funded
 - \$346,166.58 is funded with other sources
 - Includes \$144,405.51 from MARRY & FMPP

Transfers included in Budget Scenario 1:

Trans from Designated	Agriculture - General	CCE Agriculture Program	\$400.00
Trans from Designated	Adirondack Harvest	A.H. Other	\$200.00
Trans from Designated	Adirondack Harvest	A.H. Regional	\$5,750.00
Trans from Designated	Adirondack Harvest	A.H. Festival	\$1,377.00
Trans from Designated	Youth & Families - general	4H Youth Dev Program	\$6,070.00
Trans from Designated	Admin - general	SIP Fund	\$2,000.00
Trans from Designated	Equipment	CCE Administrative	\$5,000.00
Trans from General	Admin - general	CCE Administrative	\$819.89
Trans from Plant, Depr	Admin - general	CCE Administrative	\$7,145.64
Trans to Designated	Adirondack Harvest	A.H. Essex	\$550.00
Trans to General	Admin - general	CCE Administrative	\$8,472.91

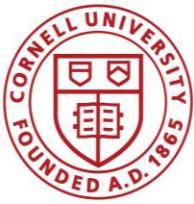
Total Net from Transfers	\$18,919.73
Total Net Current Operations	(\$18,919.73)

Budget Scenario 2 – The Executive Committee recommend that this budget be submitted to the county

- *Removed Community Vitality Leader and staff development for that position.*
- Includes level county funding (*Total \$403,128 revenues & expenses*)
 - \$359,528 General Appropriation
 - \$15,000 Adirondack Harvest Festival
 - \$28,600 Donated office space
- **Does not** include MARRY or FMPP grants
- Includes COLA of + .90 per hour for all staff
- Includes the addition of 6 months of the HNY Rooted in Learning Grant
- Includes the addition of Hannaford's mini-grant of \$10,000
- Staff development is at 50% except for Elizabeth's and grant funded
- Program travel is at 50%
- Supplies are at 50%
- Meeting Expenses are at 50%
- Total salary is \$546,637.31
 - \$238,710.52 is paid for with county funds
 - \$307,926.79 is paid for by other funding sources
 - Includes \$122,304.50 in transfers (See yellow highlighted below)

Transfers included in Budget Scenario 2:

Trans from Designated	Agriculture - General	CCE Agriculture Program	\$400.00
Trans from Designated	Adirondack Harvest	A.H. Other	\$200.00
Trans from Designated	Adirondack Harvest	A.H. Regional	\$5,750.00
Trans from Designated	Adirondack Harvest	A.H. Festival	\$1,377.00
Trans from Designated	Youth & Families - general	4H Youth Dev Program	\$5,070.00
Trans from Designated	Admin - general	SIP Fund	\$2,000.00
Trans from Designated	Contingency Fund	CCE Administrative	\$61,152.25
Trans from Designated	Equipment	CCE Administrative	\$5,000.00
Trans from General	Admin - general	CCE Administrative	\$61,152.25
Trans from Plant, Depr	Admin - general	CCE Administrative	\$7,145.64
Trans to Designated	Adirondack Harvest	A.H. Essex	\$550.00
Total Net from Transfers			\$148,697.14
Total Net Current Operations			(\$148,697.14)



Cornell Cooperative Extension Essex County

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REPORT FOR THE ESSEX COUNTY BOARD OF SUPERVISORS

August 11, 2025

AGRICULTURE PROGRAMS (COMMERCIAL AG, ADIRONDACK HARVEST, FARM TO SCHOOL):

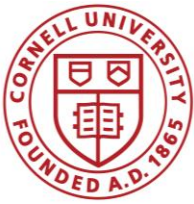
- Attending the NRCS local working group meeting on 8/7/2025. This is where all the relevant service providers meet to identify key impact areas for NRCS funding streams in our region.
- Researching grant opportunities to support our move to the fairground next year. Specifically, we are envisioning the development of a community garden that can be used for educational programming and more.
- Thank you for joining us at Essex County AG Day on July 28th! It was a pleasure to share more about the collaborative progress made towards the Farmland Protection and Food System Plan. Please keep an eye out for additional information.
- Introducing our new Adirondack Harvest Program Leader, Isabella Susino, a current graduate student at Quinnipiac University in the Interactive Media program. She lives in Lake Placid and also works at the Keene Valley Farmers' Market with North Point Community Farm. She has a background in Communications and Marketing and earned her Bachelor of Arts at Niagara University in Communications Studies and Spanish Language.
- Building a schedule for content to be released via social media about the festival, while maintaining Adirondack Harvest's promotions. Promoting more of POP Club and Walk Club as well through CCE Essex's pages.
- The Harvest Festival is on September 20th from 12-5pm at the Essex County Fairgrounds in Westport, NY. If you would like to volunteer, please connect with me at ih27@cornell.edu. We'd be happy to provide lunch and T-shirt!!
- Hosted the Power of Produce Club at Saranac Lake, Keene Valley, Elizabethtown, Schroon Lake, Lake Placid, Port Henry, Crown Point, Ticonderoga, and AuSable Farmers' markets; recorded 390+ interactions with youth
- Taught local foods programming at the Willsboro summer program and Belden-Noble Library in Essex
- Planned for AITC professional development workshops with Essex County teachers for the 2025-2026 school year.

COMMUNITY VITALITY PROGRAMS (4-H YOUTH DEVELOPMENT, SENIOR HEALTH & WELLNESS, CONSUMER HORTICULTURE):

- Continuing to offer three dynamic movement programs for seniors: Range of Motion (ROM), Tai Chi for Arthritis, and Bingosize. Programs are offered across Essex County.
- Introducing a new program called Walk with Ease. Walking clubs will begin and end at the local farmers market locations to encourage seniors to shop at the markets at the end of each session. **Please help us advertise this new walking program in your town.**
- Completed the second of three rounds of educational sessions focused on local food and farmers markets. Programs were offered at senior meal sites in each town and were funded by a program of CCE St. Lawrence.
- Applied for a \$25,000 grant through the UVM network to add chair yoga to our existing sites and to expand current programs to new sites at the E-town and Ticonderoga UVM Network campuses.
- **Please follow our new Senior wellness and fitness program Facebook page. [Facebook](#)**

Helping You Put Knowledge to Work

Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.



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- Hosted Master Gardener Volunteer information and resource tables at farmers markets and provided gardening information and resources throughout July and are collaborating with other CCE staff to earn funding for new horticulture programs.
- Hosting ongoing after-school OASIS programs on baking, cooking and STEM topics.
- Leading summer youth commission program activities including 50-65 youth per lesson at Elizabethtown, Lake Placid, Willsboro and Essex.
- Preparing for 4-H Youth Activities at Essex County Fair -- static exhibits, pop-up ice cream sales and other fun summer activities for youth. (We will not have any animals showing at the Fair this year due to lack of enrollment in our animal programs.)
- Meeting with individuals, organizations and leaders in the next few months to re-envision 4-H's involvement with Essex County communities. We are excited to be talking to as many people as we can about what they love about 4-H, what they know about 4-H and what they want from 4-H.
Please look for our survey and the QR code provided to give your input!

Please come see us at the Essex County Fair August 13-17!

EXECUTIVE & CCE BOARD:

- Thank you to those of you who were able to attend our Ag Day.
- Monitoring frozen federal funding from USDA and seeking replacement revenue from other funders.
- Consulted with economist who specializes in financial scenario planning; contacted Rep. Elise Stefanik's office re: frozen funding.
- Joined numerous calls and webinars to understand impacts of OBBB on Essex County farmers.
- Attended meetings with Well-Fed Collaborative, BRIEF Coalition, and Healthy Alliance Social Care network partners.

If you have questions about any of our programs, feel free to email essex@cornell.edu or call 518.962.4810.

Helping You Put Knowledge to Work

Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.

August 2025

Cornell Cooperative Extension
Essex County



Power of Produce (POP) Club

≡ ADIRONDACK ≡
Harvest Festival
SEPTEMBER 20, 2025 AT 12PM - 5PM

Farmers Market

PETTING ZOO

WAGON AND PONY RIDES

FOOD TRUCKS

Local Libations

Live music

WORKSHOPS

KIDS' ACTIVITIES

HIKING

ESSEX COUNTY FAIRGROUNDS
Westport, NY

ADIRONDACK HARVEST

FREE ADMISSION
adirondackharvest.com/festival



4-H Summer
Programs

Constitution for Cornell Cooperative Extension Association
with a **Directly Elected Board of Directors.**

**CONSTITUTION OF THE
COOPERATIVE EXTENSION ASSOCIATION IN
THE STATE OF NEW YORK, ESSEX COUNTY
Also known as CORNELL COOPERATIVE EXTENSION,
ESSEX COUNTY
Effective October 23, 2025**

ARTICLE I – NAME

The name of this organization shall be the Cooperative Extension Association in the State of New York, Essex County, hereafter called the association.

ARTICLE II – OBJECTIVES

The objectives of this association are:

- Section 1 To provide for a subordinate governmental agency consisting of an unincorporated organization of residents of Essex County in cooperation with Cornell University and the United States Department of Agriculture; and in accordance with Subdivision 8(b) of Section 224 of the County Law of New York State (“County Law 224”) as amended.
- Section 2 To extend the educational resources of Cornell University and the New York State Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine, the Land Grant university system and other educational institutions, to the people of Essex County to foster economic, social and environmental improvement of its individuals, families and communities.
- Section 3 To further the objectives of Cornell Cooperative Extension of Essex County and the State Extension system in the fields of agriculture, community and economic vitality, environment and energy, nutrition and healthy families, and youth development.

ARTICLE III – EQUAL OPPORTUNITY

All actions of this association will be in compliance with the applicable laws regarding equal program opportunity, equal employment opportunity and with Americans with Disabilities Act legislation.

ARTICLE IV – ENROLLMENT AND VOTING RIGHTS

- Section 1 Enrollment: Enrollment is open to all persons interested in the work of the association. Persons become enrollees by: (a) participation in programs or activities of the association, evidenced by registration or lists generated with respect to such programs or activities, (b) requesting the association to place their names on an association list that will be maintained for one calendar year, or (c) serving the association as a volunteer.
- Section 2 Voting Rights: All persons, who, as of the date of a voting event, are Essex County residents, 18 years of age or older, and who qualify as an enrollee in accordance with Article IV, Section 1 are eligible to vote at such event.
- Section 3 Participation Fees: No fees shall be established as a requirement to become a voting participant. Fees may be established for participating in specific programs or activities of the association consistent with policies established by the board of directors.

ARTICLE V – BOARD OF DIRECTORS

- Section 1 Governing Body: The governing body of the association shall be the board of directors.
- Section 2 Policies: The board of directors of the association shall, with Cornell Cooperative Extension at Cornell University determine the policies and procedures of the association consistent with this constitution and the memoranda of agreement between the association and Cornell Cooperative Extension at Cornell University and Essex County.
- Section 3 Composition:
- A. The board of directors of the association shall consist of () persons elected as at-large directors, plus the appointed members listed in Article V, Section 3 B, below.
 - B. Appointed/Designated members:
 - 1. The director of Cornell Cooperative Extension at Cornell University shall designate representation from Cooperative Extension administration to serve on the association board of directors as ex-officio without voting privileges.
 - 2. The county governing body shall be requested annually to appoint one (1) legislator to serve as an ex-officio director with voting privileges.
 - C. Consistent with New York State General Construction Law section 41, a

quorum of the board of directors shall consist of a majority of the total voting membership of the board

- D. Directors shall serve until their successors are named or a vacancy declared as provided in Article V, Section 6.
- E. At-large directors shall be selected through an election open to all persons who are eligible voting enrollees of the association.
- F. A person is not eligible to serve on the board of directors if:
 - 1. The following relationships exist with a board member or any association staff: spouse, parent, child, sibling, domestic partner, or any person residing in the same household.
 - 2. They are currently employed by the association, or have been employed by the association in the previous eighteen (18) months.
 - 3. They are not county residents with the exception of the representative appointed by the director of Cornell Cooperative Extension at Cornell University.
 - 4. They have served two (2) previous three (3) year terms as an at-large director and the lapse since that service is less than three (3) years with the exception of appointed directors as per Article V, Section 3, B.
- G. Each member of the board of directors shall recuse themselves from discussions regarding and abstain from voting on any issue in which the director has a conflict of interest or an appearance of a conflict of interest.

(Note that wording was removed here about the E.D. serving as executive officer on the BOD without voting privileges)

Section 4. Duties: The board of directors shall:

- A. establish the organizational structure, consistent with this constitution, to conduct the work of the association.
- B. oversee and manage the affairs, activities, and property of the cooperative extension association in cooperation with Cornell Cooperative Extension at Cornell University.
 - 1. authorize the memoranda of agreement and other legal instruments.
 - 2. establish policies and procedures for maintaining an effective cooperative extension association including program scope and priorities.
- C. secure resources necessary to conduct, manage and administer the association's program.

- D. authorize the employment of staff to conduct the work of the association.

Section 5. Term of Office: The term of office for at-large directors is three (3) years. An at-large director shall serve no more than two (2) consecutive elected terms plus the portion of an unexpired term to which the director may have been appointed. However, an at-large director may continue to serve past the end of the elected or appointed term, until a successor is elected or appointed, but not past the first quarter of the following calendar year.

Any previous at-large director, after a lapse of three (3) years following service on the board, will be eligible for re-election or appointment to the board of directors.

An at-large director may be removed from office prior to the end of their term by a super-majority vote at a regular or special meeting of the association as provided in Article X.

Section 6. Leave of Absence: At-large directors may request a three (3) month leave of absence from the board by directing a written request to the president of the board. Granting the leave of absence is at the discretion of the president. The leave of absence may be renewable for no more than six (6) months over the course of any three (3) year term of office. Consistent with NYS General Construction Law Sec. 41, quorum for the board will continue to include the full number of voting board positions, including the board seat held by the member requesting the leave of absence.

Section 7. Declaring a Vacancy: The president of the association may declare a position vacant when the elected member has resigned or has an unexcused absence at three (3) or more regular meetings of the board of directors.

Section 8. Filling Vacancies on the Board of Directors: The president shall, after consultation with the board of directors (and/or executive committee) make an appointment to fill the vacancy in an elected director position on the board of directors. That person so appointed will serve only until a replacement is chosen at the next regular election to fill the remaining portion of the unexpired term.

Section 9. Meetings of the Board of Directors: The board of directors shall meet at least five (5) times a year and more often as called by the president.

ARTICLE VI – OFFICERS OF THE ASSOCIATION (AND ASSISTANTS)

Section 1. Election: After the annual association election but prior to the end of February of each year the board of directors shall meet to elect officers. A nominating committee appointed by the president shall prepare a slate of officers. The outgoing board and officers shall serve until the organizational meeting of the

incoming board.

- A. The following shall be elected annually from among the directors of the board by a majority vote of the continuing and new directors present at the organizational meeting of the board: president; vice-president; secretary; and treasurer.
- B. The president shall be an ex-officio member of all board committees, excluding the nominating committee. The president does not have voting privileges in their service on board committees, with the exception of the executive committee.
- C. An assistant to the secretary may be appointed annually from the association staff by the president with approval of the board of directors. The assistant secretary shall not serve as an officer nor be eligible to vote.
- D. An assistant to the treasurer may be appointed annually from the association staff by the president with the approval of the board of directors. An assistant to the treasurer shall not serve as an officer nor be eligible to vote.
- E. The terms of office of the president, vice-president, secretary and the treasurer of the association board of directors shall be for the calendar year or thereafter until their respective replacements are named. An officer shall not serve in the same office for more than three (3) consecutive years. The board may designate a president-elect who succeeds to the office of president, although the individual must still stand for election in the year they succeed to the office of the president to serve in that capacity.
- F. An officer may be removed from office by a super-majority vote of the board of directors. A director so removed from their board office shall retain a seat on the board of directors unless removed from the board pursuant to Article V, Section 5.

Section 2. Duties:

- A. The president of the association, in addition to the powers and duties conferred on the position by law, shall perform such duties as usually pertain to the office of president. The president shall call meetings of the board of directors and special meetings of the association as required by Article X, Section 2.
- B. The vice-president of the association shall perform the duties of the president in case of the president's absence or disability.
- C. The secretary of the association shall be responsible for keeping in permanent form complete and accurate records of all meetings and votes of the

association; receive and present to the board of directors all communications relating specifically to the association; and prepare correspondence on behalf of the board of directors.

- D. The treasurer of the association, in addition to the powers and duties conferred upon the position by law, shall act as custodian of all funds and property, real and personal, of the association. The treasurer shall verify the financial situation of the association and shall testify that the balance is current by signature on financial reports.
- E. The assistant to the treasurer of the association may be responsible for disbursements of association funds for the expenses of the association only upon written order of the executive director or designee.

Section 3. Filling Vacancies - Officers of the Association

- A. In the event a vacancy occurs in the position of the president, the vice-president will complete the unexpired term.
- B. In the event of a vacancy in the position of vice-president or other elected office, the board of directors shall select a director to fill the unexpired term. Selection will be made by a majority vote of all members of the board of directors present at the meeting.

ARTICLE VII – COMMITTEES OF THE BOARD OF DIRECTORS

Section 1. Standing and Special Committees: The board of directors shall establish each year at its organizational meeting those committees it deems necessary to carry out the work of the association. The president shall appoint all members to committees annually and designate a chairperson for each. Committees shall act as set forth in the association’s operating guidelines. (See Article XII)

Section 2. Executive Committee: An executive committee of the board of directors composed of the president, vice-president, treasurer, and secretary, will conduct the business of the association in the interim between regularly scheduled board meetings. Membership may include other directors appointed annually by the president or as determined by the association’s operating guidelines, to include the immediate past president when the individual is still serving a regular term as a director. An immediate past president cannot be appointed if their term has expired and they are not eligible for another term.

ARTICLE VIII – (PROGRAM/ISSUE) AREAS AND (PROGRAM/ISSUE) ADVISORY COMMITTEES

Section 1. Establishment of (Program/Issue) Areas:

The board of directors shall establish annually the major program areas of the association and establish the advisory structure for each area. Details of the procedures for creating and staffing the advisory structure(s) shall be contained in the operating guidelines of the association. (See Article XII)

ARTICLE IX – ASSOCIATION NOMINATION AND ELECTIONS

Section 1. Nominating Committee: The nominating committee is a committee of the Association and its enrollees and not a standing committee of the board of directors. It is responsible to and acts in the interest of the association, its enrollees and constituencies.

A. Composition: The president of the association shall annually appoint a nominating committee of at least five (5) people, who represent the broad interests of the residents of the county and the work of the association, a majority of whom are not current board members or program/issue advisory committee members. The president shall designate the chairperson of the nominating committee.

B. Duties:

1. The nominating committee shall prepare a list of nominees for all vacant or eligible elected positions. Current members of the nominating committee are not eligible as nominees.
2. The nominating committee will supervise the conduct of the election.
3. Alternate Forms of Nomination:
 - a. a petition, delivered to the association in person or by certified mail no later than forty-five (45) days prior to the election. Thirty (30) eligible voting enrollees of the association must sign the petition.
 - b. nominations from the floor where the nominating and election process occurs at the annual meeting of the association.
 - c. write-in on the election ballot where balloting is done by mail.

Section 2. Elections and Voting: Elections for directors shall be held annually. Such elections, and/or voting for any other matter as determined by the board of directors, shall be conducted in one of the following ways:

- A. By physical or electronic ballot of all eligible voters present at the annual meeting of the association; or
- B. A mail ballot sent to all eligible voters at least twenty-one (21) days prior to the due date of return.
- C. In all cases, the candidate receiving a plurality of the vote for each seat shall be declared elected. In the event of a tie vote, the winner shall be decided by a majority of the board of directors at its next meeting.

ARTICLE X – ASSOCIATION MEETINGS

Section 1. **Annual Meeting:** An annual meeting of the association shall be held during the last quarter of the calendar year. Public notice shall be provided at least twenty-one (21) days in advance of the meeting. The agenda shall include the following items, plus other business as appropriate:

- A. Annual financial and program report.
- B. Either the announcement of the results of the election conducted by mail or the conduct of the election by the voting of eligible voters present at the annual meeting.

Section 2. **Special Meetings:** A special meeting of the association may be called by the board of directors and shall be called by the president upon written petition by twenty-five (25) eligible voters, provided the objectives of such meetings are set forth in the petition. Only such business may be conducted as is set forth in the call of the special meeting. Public notice of special meetings shall be made at least twenty-one (21) days prior to the meeting date.

Section 3. **Quorum:** A quorum for any annual or special meetings of the association shall consist of twenty-five (25) eligible voters of the association.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Section 1. **Roberts Rules of Order:** The rules contained in the most current "Roberts Rules of Order" shall govern the association in all cases to which they are applicable and where they are consistent with the constitution or the regulations (including operating guidelines) of the association as adopted by the board of directors. In the event that Roberts Rules of Order, governing legislation, the constitution, and/or the regulations of the association are not consistent, then the governing legislation followed by the constitution shall take priority, followed by Roberts Rules of Order and then the regulations of the association.

ARTICLE XII – OPERATING GUIDELINES

Section 1. Operating guidelines of the association that identify operating details, not contained in this constitution, of the board and committees shall be established and reviewed annually by the board of directors.

ARTICLE XIII – RESTRICTIONS

Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 2. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XIV – DISSOLUTION

Section 1. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in Essex County, New York, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XV – AMENDMENTS

Section 1. The constitution of this association shall be reviewed every three years by the board of directors.

Section 2. The constitution of this association may be amended, with prior approval by the board of directors of this association and the director of Cornell Cooperative Extension at Cornell University, by an affirmative vote of at least two-thirds of the eligible voters present at any annual or special association meeting or by an affirmative vote of two-thirds of the eligible voters responding in a mail ballot.

ARTICLE XVI - REPEAL OF PREVIOUS DOCUMENTS

This constitution shall take effect when approved by the eligible voters and all previous documents of the association entitled "Constitution" are hereby repealed.

Approved by:

Adopted by:

Print Name

Print Name

**Director of Cornell Cooperative Extension
at Cornell University**

President of the Association

Date

Date

APPENDIX - ATTESTATIONS

Board President: Please initial to attest that the board has reviewed this Constitution, and the document is ready for pre-approval review by Extension Administration. This step does not replace the vote by the association by mail ballot or at an annual or special meeting. _____ (Board President)

Executive Director: Please initial to attest that this Constitution was reviewed and approved by the membership of the association by mail ballot, at the annual meeting or at a special meeting, and is ready for signature by the Board President and the Director of Extension. I have uploaded a copy of the required meeting minutes (may be draft) or outcome of the mail ballot to the CCE Business Systems. (Business Systems: Accreditation Checklist: Association Minutes.) _____ (Executive Director)