

**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, Marcaill Miller, John Culpepper, Mike Kuba, Florence Sears

Present via Zoom: Jessica Tyson

Absent: 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 Marcaill. All in favor, motion carried.

Financial Report – Laura Nicholson

- **Motion to accept the May 2025 financial report by Daniel seconded by Marcaill. 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 Marcaill. 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.

Approved by the CCE board on August 18, 2025


Marvail Miller, CCE Board Secretary


Date